

Island Union Elementary School Handbook

2020-2021



Strive for Excellence
You can do it!

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www.island.k12.ca.us



2014



2016



2016

**Island Union Elementary School District
District Calendar 2020 - 2021 *revised***

July							January						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
						31							
August							February						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
September							March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
October							April						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	
November							May						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4							
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
							30	31					
December							June						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4				1	2	3	4
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			

purple - 1:05 release
 pink-Dist holidays
 yellow-students on break
 Board approved 1/22/2020

SUPERINTENDENT/PRINCIPAL'S MESSAGE

To Parents and Students:

This is the revised handbook for the 2020-2021 school year. We have tried to give you as much information about the school as possible. Please read the handbook and talk to your child about the school discipline section and other areas of the book.

We want to make sure this book is accessible. We will have it online, and available in hard copy by request. Thank you for your cooperation.

Please review the hand book as well as the School Parent Compact with your child/children and click the signature located on the last page of the handbook so that we have proof you have reviewed.

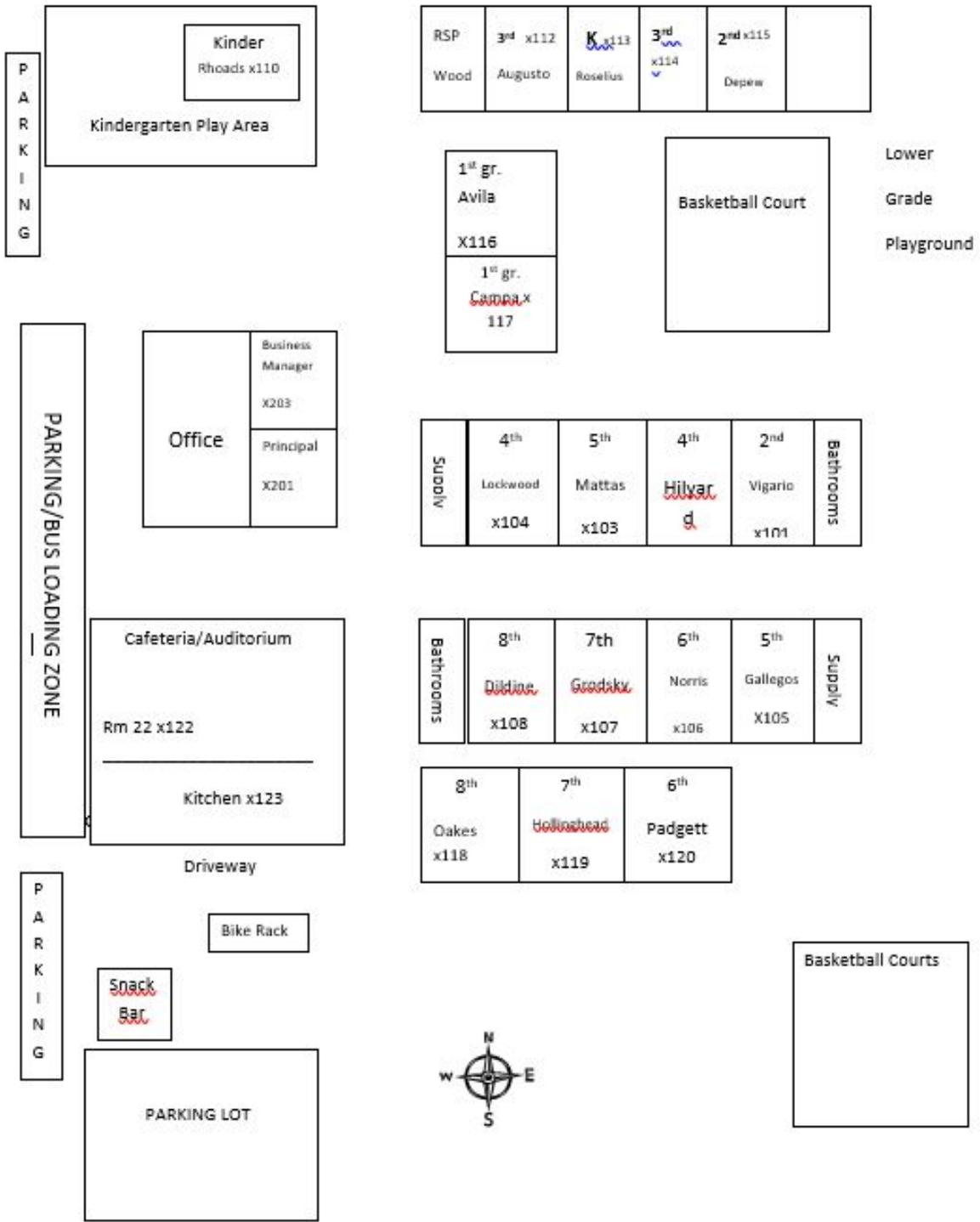
Sincerely,
Charlotte Hines
Superintendent/Principal

Island School Handbook 2020-2021

Table of Contents

Superintendent/Principal’s Message	2
School Map	5
District Personnel	6
School Calendar	7
I. Student Admission and Attendance Policies	8
Admission, Arrival and Departure, Attendance, Absences	8
Unexcused Absences, Tardy Policy, Independent Study, Emergencies, Withdrawal from School	9 9
II. Citizenship and Discipline	10
Character Counts Program	10
Responsibilities	10
Basic School Rules, Discipline Procedures (Referrals)	11
Expulsion, Parent Information on Due Process	13
Parent Liability	14
III. Student Services and Scholarships	14
Graduation Standards	14
Student Health Services, Educational Testing, and Counseling Services	14
Medication	15
Special Education and Speech Services	15
Grades for Special Education Students	15
Migrant Education Programs	15
English Learners	15
Class Assignments and Homework	15
Cardinal Excellence Reward (4 th gr. only)	
Cardinal Excellence Trip (5 th -8 th grade)	16
California Junior Scholarship Federation (C.J.S.F.)	16
Citizenship – “Character Counts!” – Trip	16
Honor Roll	17
Parent Conferences	17
Report Cards and Progress Reports	17
Promotion – Retention	17
Testing – Student Assessment and Grades	17
Parent Involvement	18

Sports Programs – Eligibility/Uniforms	18
IV. School Organizations	19
School Board of Trustees	19
Island School Boosters Club	19
English Language Advisory Council	19
Migrant Advisory Council	19
School Site Council	19
School Administration	19
Student Council	19
V. Transportation	20
Bus Routes	20
Bus Transportation	20
Authority of Driver	20
Denial of Transportation	21
Elementary Bus Discipline Procedures (Grades K-8)	21
Fog Schedule	21
Bicycles	21
Parents Transporting Students	21
VI. General Information	22
Cell Phones	22
Student Dress	22
Fire Drills and Civil Defense Plans	22
Study Trips	22
Lost and Found	23
Uniform and Complaint Procedure	23
Room Parents and School Parties	23
School Lunches and Breakfasts	23
School Visitors	24
School Supplies	24
Toys and Electronic Devices	24
VII. Notice Concerning Their Legal Rights and Obligations to Specified Programs and Activities for 2017-2018	24
Instruction Student Use of Technology BP 6163.4	29
Annual Notice Uniform Complaint Procedure	31
Uniform Complaint Procedure BP 1312.3	32
Sexual Harassment BP 5145.7	35
VIII. California Healthy Schools Act of 2000 Pesticide Notification	37
School – Parent Compact	38



Island Union School Campus Map

DISTRICT PERSONNEL
BOARD OF TRUSTEES

Kellee Wheatley, President
Carey Alves, Clerk
Jill Naylor
Howard Clarke
Natalie Toste

SUPERINTENDENT/PRINCIPAL

Charlotte Hines

CHIEF BUSINESS OFFICER

Diane Augusto

LEARNING COORDINATOR

Michelle DeWees

TEACHERS

Molly Rhoads
Amy Roselius
Carolyn Campa
Aaron Avila
Michelle Depew
Dawn Vigario
Jamie Augusto
Genie Evans
Bridgette Lockwood
Hannah Hilyard
Lila Gallegos
Erin Mattas
Shelley Norris
Kathleen Padgett
Stacy Grodsky
Jennifer Hollinghead
Morghan Dildine
Keith Oakes
Donna Wood

CLASSIFIED STAFF

Leanna Ambriz, Custodian
Raquel Crisp, Instructional Aide
Linda Crose, Instructional Aide
Celia Gomez, Instructional Aide
Melissa Gomez, Instructional Aide
Liz Hines, Instructional Aide
Jackie Lopez, LVN
David Martin, Maintenance
Amber Oliveira, Library/media Aide
Tracy Ordunez, School Clerk
Richard Padilla, Instructional Aide
Anthony Parker, Instructional Aide
Sherrie Paul, Food Service Supervisor
Diana Plata, Custodian
Debby Pires, Instructional Aide
Tracy Souza, Food Service
Tracey Williams, Business Office Clerk
Vicki Wood, Instructional Aide
Araceli Zendejas, Migrant/Instructional Aide

I. STUDENT ADMISSION AND ATTENDANCE POLICIES

ADMISSION

Students entering kindergarten must be five years old before September 2nd. A birth certificate and an up-to-date immunization record are needed to register a child for school. No student will be admitted without the proper immunization record. Students entering TK must be 5 by December 2nd.

Verification or proof of legal residence in the district must be shown for all students who are enrolling.

ARRIVAL AND DEPARTURE

Classes begin at 8:00 A.M. each day. To avoid tardies, students should be at school by 7:55am. Students are not to arrive at school before 7:30 A.M. There is no yard supervision before that time. Students who are tardy for school must check in at the school office before reporting to class. Grades TK through 8th are dismissed at **2:50** pm.

Students are not allowed to leave the school grounds at any time without prior written or phone permission from a parent or guardian. This includes students who go home for lunch. Parents must check students out through the office in all cases of early departure.

For safety reasons, students will not be allowed to stand out by the road to wait to be picked up. Parents are not to go to classrooms to pick up students. Students will be called to the office. To avoid interruptions, please try to schedule doctor appointments after school.

Students will be dismissed at **1:05** pm every **Wednesday**. The staff will use this time for development of new education programs, inservice meetings, and leadership meetings.

ATTENDANCE

To earn a perfect attendance award a student must attend school every day and remain in school for the all day. Independent Study and tardies do not warrant perfect attendance.

ABSENCES

Attendance at school is essential for a student to be successful. Students cannot learn when they are absent from class. The following reasons are considered excused absences.

- ◆ Illness or serious injury
- ◆ Quarantine by a county health officer
- ◆ Medical or dental appointments
- ◆ Attendance of a funeral service for a member of the immediate family
- ◆ Exclusion due to immunization requirements (5 day limit).
- ◆ Absence for participation in religious instructions or observation of a holiday.

State law requires that we keep and report student attendance records. Every school absence excused or unexcused must be accounted for. Parents are required to notify the school whenever a student is absent. You may do this by:

- ◆ Calling the school office before 9:00 a.m. on the day of the absence (924-6424), or
- ◆ Send a note to the school when the student returns. The note must be signed by the parent and give the dates of absence and reason for the absence.

Students will be given two (2) days to make up schoolwork for every day they have an excused absence.

If the parent/guardian does not contact the school site to clear an absence within five days of the student's return to school, the absence will remain "uncleared." An uncleared absence is not considered an excused absence under Education Code section 48205. Therefore,

uncleared absences will be considered unexcused and could lead to a student receiving a Notice of Truancy letter in accordance with Education Code section 48260.5. Please do not send your child to school if he/she has a fever of 100.5 or above, or is vomiting. When a student has had ten (10) excused absences for illness, a physician's note will be required. However, a physician's note may be required anytime the school deems necessary. In addition, if you are receiving cash aid from Kings County Human Services, your aid may be stopped or lowered if your child does not attend school regularly.

UNEXCUSED ABSENCES

All absences other than those listed above, by state law, must be counted as unexcused. Absences such as shopping, haircuts, etc., are unexcused and can be counted toward truancy status. A student with three unexcused absences or tardies of more than thirty minutes may be classified as a truant.

Parents will be notified when a student is truant. Students with excessive unexcused absences or irregular attendance will be referred to the Superintendent/Principal. Students may receive failing grades due to excessive absences.

TARDY POLICY

Tardy students disrupt the classroom and interfere with everyone's learning. Being on time for school teaches the importance of being prompt. We feel this is an important life skill. **To avoid tardies, students should be at school by 7:55 a.m.**

Prompt arrival at school is considered to be very important for many reasons. Students who are continuously late for school without a valid excuse will be subject to the school discipline policy.

1st unexcused tardy: Documented in the office/warning given

2nd or more unexcused tardy: Documented in the office, parent notified, and detention issued.

The student who is tardy in excess of thirty (30) minutes without a valid excuse three days in one school year is a truant (Education Code Section 48260).

TRUANCY POLICY

Truancy per the California Education Code §48260 states that any child subject to compulsory continuation education who is absent from school without valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, is a truant and shall be reported to the Island Union School District Superintendent.

INDEPENDENT STUDY

The school can provide an independent study contract to accommodate family travel and other circumstances **(except for illness)** that will cause a student to be out of school. By completing this contract and **work accurately and returning it the day of returning to school**, a student receives full credit and avoids unexcused absences, but will not receive perfect attendance. **If work is not returned completed student will receive 0 credit.**

The principal and teacher must approve the contract in advance of the absence. If requested and not completed you may not be approved for future independent study requests. Please notify the school as soon as possible, **but with no less than 2 school days** prior to the absence to allow the teacher time to prepare work for the student. **We will not grant independent study for any requests after three weeks prior to the last day of school.**

EMERGENCIES (STUDENT EMERGENCY INFORMATION CARD)

In the event of a medical emergency, every effort will be made to contact the parent/guardian before seeking medical attention for a student. At the start of each year, a Pupil Information Card is to be filled out and returned to school. Please inform the office when any address or phone number changes. It is important to have an updated card on file at all times.

WITHDRAWAL FROM SCHOOL

If you are going to move out of the Island Union School District, please notify the school. Each student must check out of his/her class (all schoolbooks, materials and other school property must be returned to school). Grades will be recorded and forwarded to the new school upon request.

II. CITIZENSHIP AND DISCIPLINE

Education serves as the foundation for a democratic society. An important goal of our school is to help develop in children the qualities of self-discipline, responsibility, and respect for others. We attempt to instill these traits through the “*Character Counts!*” program that emphasizes Six Pillars of Character – Respect, Responsibility, Caring, Fairness, Citizenship, Trustworthiness. Our School Board believes that students have the right to learn and teachers have the right to teach. For this to be accomplished, an effective learning atmosphere must be created. This happens when parents, students and school staff work together cooperatively.

A large majority of our students demonstrate positive behavior at school. We reward good behavior. Some of the methods used to acknowledge positive behavior are:

- ◆ Character cards
- ◆ Classroom rewards
- ◆ Good citizen awards
- ◆ Attendance awards
- ◆ Praise and stickers for good work
- ◆ Positive notes to take home
- ◆ Report cards and academic recognition
- ◆ Special privileges each trimester and the end of the year

Discipline, when administered at Island School, is based on a counseling philosophy designed using the “Six Pillars” in an effort to produce changes in behavior that will allow the student to develop the self-discipline necessary to be successful in the classroom and social environment. The major objectives of discipline are to teach the following character traits:

- ◆ Trustworthiness – Be honest; have the courage to do the right thing
- ◆ Respect – Treat each other with respect
- ◆ Responsibility – Do what you are supposed to do
- ◆ Fairness – Play by the rules
- ◆ Caring – Be kind
- ◆ Citizenship – Do your share to make your school and community better

RESPONSIBILITIES

It is the School Board's expectation that the fulfillment of the following responsibilities is essential in providing an atmosphere that will create the best possible learning and social environment for students and teachers at Island School.

STUDENTS

- ◆ Follow classroom discipline rules.
- ◆ Follow school-wide rules.

- ◆ Accept consequences for their behavior {positive and negative}
- ◆ Students are responsible to discuss the discipline plan with their parents.

PARENTS

- ◆ Support the classroom rules.
- ◆ Support the school-wide rules.
- ◆ Support the school discipline plan.
- ◆ Accept the responsibility for their child's behavior.
- ◆ Discuss the school discipline plan and policies with their child.

TEACHERS

- ◆ Develop and consistently enforce classroom rules.
- ◆ Enforce school-wide rules consistently.
- ◆ Document student behavior.
- ◆ Follow established district discipline plan and policies.
- ◆ To communicate to the students and parents the classroom and school-wide rules.
- ◆ Supply and communicate to the superintendent/principal their classroom discipline plan.

INSTRUCTIONAL TUTORS

- ◆ Support the classroom teacher.
- ◆ Enforcement all classroom rules.
- ◆ Support the school-wide rules.
- ◆ Follow the school discipline plan and policies.

SUPERINTENDENT/PRINCIPAL

- ◆ Insure that each classroom teacher has developed and is implementing a consistent and appropriate classroom discipline plan.
- ◆ Support the classroom teacher's enforcement of the classroom rules.
- ◆ Insure that the parents and students receive and are aware of the school district discipline plan.
- ◆ Insure that new and/or returning students receive the school district discipline plan.

BASIC SCHOOL RULES

- ◆ Show respect for others and their property.
- ◆ Remain in assigned areas at all times.
- ◆ Obey directions of all adults.
- ◆ Keep hands and feet to yourself.
- ◆ Use appropriate language.
- ◆ Complete all classroom assignments.
- ◆ Keep the school clean.

DISCIPLINE PROCEDURE (referrals)

There are levels of behavior ranging from the least serious to the most serious. Consequences for misbehavior will be administered according to the seriousness of offense. For the most serious infractions, Education Code Section 48900 outlines acts for which suspension and/or expulsion procedures may be initiated.

ISLAND BEHAVIOR NOTICE may be issued for infractions more serious than general redirection or reminders but less serious than a referral.

All referrals will be kept track of throughout the school year. All referrals will have an effect on a student's citizenship grade. The first Level I referral can be worked off {forgiven} if the student completes some sort of community service at school within five school days of receiving the referral and have the approval of the

teacher or principal. Students who receive one (has been worked off) or no Level I referrals in the school year may qualify for a special activity at the end of the year.

LEVEL I REFERRAL

Most often the teacher or adult supervisor will handle these infractions. Some examples of Level I behavior are as follows:

- ◆ Off limits
- ◆ Playing in the bathrooms
- ◆ Playing after the bell
- ◆ Chewing gum/seeds
- ◆ Aggressive behavior
- ◆ Disruption
- ◆ Violation of dress code
- ◆ Violation of class/school rules
- ◆ Misuse of Electronic Devices
- ◆ Not following directions
- ◆ Ignoring warnings
- ◆ Profanity/ethnic slur/gender slur
- ◆ Spitting
- ◆ Lying

CONSEQUENCES: (These consequences may vary depending on the severity and frequency of the infraction.)

- 1st Referral: Parent Notified/1 Detention (Work off date *if eligible* _____)
- 2nd Referral: Parent Notified/2 Detentions
- 3rd Referral: Parent Notified/Student-Principal Conference/3 Detentions
- 4th Referral: Parent-Student-Principal Conference/4 Detentions
- 5th Referral: Parent-Student-Principal Conference/One Day In-School Suspension
- 6th Referral: Suspension/next referral will place student on Level II

LEVEL II REFERRALS

These are more serious offenses. The consequences are in effect throughout the school year. The principal or teacher-in-charge will be involved in the disciplinary actions. Written records will be made of the infraction and the consequence. Parents will be notified. Consequences may vary depending on the severity and frequency of the infraction. Some examples of Level II behavior are:

- ◆ Talking back or arguing with an adult supervisor (disrespect)
- ◆ Defiance
- ◆ Hitting or fighting
- ◆ Habitual profanity, ethnic slur, sexual harassment, gender slur
- ◆ Minor theft/damage to property
- ◆ Cheating/forgery
- ◆ Repeated disruptive behavior in class or cafeteria
- ◆ Harassment, threats or intimidation
- ◆ Habitual ethnic/gender slur
- ◆ Level II Bus Referral
- ◆ Sexual harassment as defined by Board Policy 5154.7
- ◆ Six (6) Level I Referrals

CONSEQUENCES: (These consequences are guidelines and may vary depending on the severity and frequency of the infraction and may include suspension at any #.)

- 1st Referral: Student-Principal Conference/Parent Notified/5 Days of Detention

<i>2nd Referral:</i>	Student-Parent-Principal Conference/1 Day In-School Suspension/Behavior Contract
<i>3rd Referral:</i>	Student-Parent-Principal Conference/Minimum 1 Day Suspension
<i>4th Referral:</i>	Student-Parent-Principal Conference/2-5 day Suspension/ School Board Notified
<i>5th Referral:</i>	Student Expulsion Procedure Initiated for School Board Hearing and Action

LEVEL III REFERRAL

These are the most serious offenses and in most cases are violations of State law (Education Code Sections 48900 48900.2, 48900.3 and 48900.4). Students are subject to suspension from class and school for one to five days and may be recommended for expulsion for the following: (referral may also be made to the Kings County Sheriffs Department and/or meet with the School Board of Trustees).

- ◆ Attempted to cause, threatened to cause, or caused physical injury to another person.
- ◆ Possession of any firearm, knife, explosive or other dangerous object.
- ◆ Possession, sale or use of any controlled substance (alcohol or drugs).
- ◆ Possession or use of tobacco.
- ◆ Caused or attempted to cause damage to or steal school or private property.
- ◆ Disrupt school activities or otherwise willfully defy the valid authority of school employees.
- ◆ Committed robbery or extortion.
- ◆ Committed an obscene act or engage in habitual profanity or vulgarity.
- ◆ Knowingly receive stolen school property or private property.
- ◆ Unlawful possession or sale of drug paraphernalia.
- ◆ Sexual harassment, hate violence, threats, harassment, or intimidation.
- ◆ Possession of imitation firearm or weapon.
- ◆ Possession of imitation controlled substance.

SUSPENSION

A suspension is a temporary removal from school for the violation of school rules. A student may not be suspended for more than five (5) days at a time, nor more than twenty (20) days per school year. A teacher may suspend a pupil from the classroom for the day of the suspension and the following day for any of the acts listed under Level III Behavior (Ed. Code 48910).

EXPULSION

An expulsion is the long-term removal of a student from attendance at school by the Board of Education.

- Hearing
 - ◆ Expulsion requires a formal hearing at a meeting of the School Board of Education.
 - ◆ Parents or guardians must receive written notice that the Board of Education is considering expulsion.
 - ◆ The student and his/her parents, or a legal representative, have the right to call witnesses, question school officials and present information on behalf of the student at the hearing.
- Appeal
 - ◆ If the Board of Education decides to expel the student, its decision may be appealed to the County Board of Education.

A student may be expelled by the school board for the following acts upon the first offense.

- ◆ Attempted to cause, threatened to cause, or caused physical injury to another person.
- ◆ Possession of any firearm, knife, explosive or other dangerous object.
- ◆ Possession, sale or use of any controlled substance (alcohol or drugs).
- ◆ Committed robbery or extortion.
- ◆ Sexual harassment, hate violence, harassment, threats or intimidation.

SUSPENSION & EXPULSION – Board Policy 5144

SEXUAL HARASSMENT - Board Policy 5145.7(a)

TOBACCO, ALCOHOL & DRUGS - Board Policy 5131.62 (a) & BP AR 3513

These policies will be reviewed with the students at the beginning of each trimester. The Board Policies are available to parents upon request.

PARENT INFORMATION ON DUE PROCESS

DUE PROCESS: No student can be punished for alleged misconduct without due process.

Students are entitled to:

- ◆ Oral or written notice of the charges.
- ◆ An explanation of the evidence.
- ◆ An opportunity to present his/her side of the story.

Student's Right to a Hearing – The Principal or designee shall meet with the student for the purpose of:

- ◆ Presenting oral or written notice of the charges.
- ◆ Explaining the evidence.
- ◆ Giving the student an opportunity to present his/her side of the story.

Parent Conference

The school will contact parents to request a conference. When the parent conference is held, the purpose of the meeting shall be to explain the basis of the suspension. The school shall inform the parent, in writing, of the length of the suspension and the reasons. This notice will be given to the parent at the conference or mailed to the parent.

Parent's Right of Appeal for Expulsion

If the parent or guardian desires a further review of the case, he/she has the right to request a meeting with the Superintendent or a designee. It is the school's responsibility to inform the parents of their right to appeal.

PARENTAL LIABILITY – Education Code Section 48904

The parent or guardian of any minor whose willful misconduct results in injury to any pupil or employee or who willfully defaces or destroys private or school property is liable for all damages so caused by the minor.

III. STUDENT SERVICES AND SCHOLARSHIP

GRADUATION STANDARDS

Eighth grade students who successfully complete the requirements established by the school district are awarded a diploma and participate in the graduation ceremony at the end of the year. We are concerned with the attitude, effort, citizenship, and productivity of each student. Each student will be judged according to his/her ability or achievement. The following minimum requirements are necessary for graduation.

SECTION I

- ◆ Maintain at least a “C” accumulated grade point average (2.0) for the 8th grade academic year and have no more than one “F” per trimester in required subjects, and pass school district approved proficiency tests in math, writing and reading, or
- ◆ Show enough improvement from the beginning of the year to merit graduation as determined by the eighth grade teacher and the principal/superintendent.

SECTION II

- ◆ Have better than a 92% actual attendance during the school year. (92% of 180 days = 166 days, 240 minutes minimum per day, major illness or hospitalization not included).
- ◆ Meet standards for good citizenship and conduct.

All students must meet the standards listed in Sections I and II to earn a diploma and participate in the graduation ceremony. A student who fails to comply with any of the requirements in Section II may receive a diploma, but will not participate in the graduation ceremony. **District may withhold grades, transcripts and/or diplomas for willful failure to pay for lost/damaged school property.**

SECTION III

Graduation attire will be as follows:

- ◆ Girls will wear dresses, skirts, or nice pants. Dresses must have at least a 1” strap (no strapless, even with a shawl or jacket as covering).
- ◆ Clothing must be appropriate and may not be too revealing.
- ◆ Boys will wear **nice pants** and a button up shirt. Ties are recommended.

STUDENT HEALTH SERVICES, EDUCATIONAL TESTING AND COUNSELING SERVICES

Our school nurse and psychologist are provided by the Kings County Office of Education. The nurse does vision and hearing tests and other screening as required by law. Other services are available on a limited basis. The nurse comes to school one half-day every other week or as needed. We have a part-time health care assistant on site.

The school psychologist is at school one day a week. The primary services performed are testing students and assisting teachers in determining learning potential and specific educational needs of students. Contact the school for further information.

MEDICATION

The school is not allowed to provide any medications, including aspirin or non-aspirin substitutes, to students. With proper notification and verification students are allowed to take medication at school. Parents are required to notify the school of any medication to be taken by a student at school, including facts on dosage given by the supervising doctor. Parents must fill out a medication permission form authorizing the school to give medication to students **prior** to the school dispensing any medication. Forms are available in the school office. Please pick them up before going to the doctor.

Parents/guardians who request that a student be allowed to self administer, monitor or treat his/her existing medical condition must make this request in writing and provide written approval by the student’s physician.

SPECIAL EDUCATION AND SPEECH SERVICES

We have a Resource Specialist Program that is designed to help students in subject areas where they have difficulty. Students must be tested and qualify for RSP services before entering the program.

Speech services are provided at the school. Students are routinely checked yearly for speech problems. Parents may request to have a student tested for speech or special education opportunities. If you have any questions about special testing or programs, please call the school office.

GRADES FOR STUDENTS WITH DISABILITIES

If alternate grading scales are recommended in the student's Individualized Education Plan (IEP OR 504), the corresponding scales may be incorporated into the report card. **Students with a medical excusal for PE will receive a credit/no credit grade in PE.**

P – Progressing

NP – Not Progressing

*No student whose difficulties are primarily the result of a disability or other factors that are beyond the student's control will be recommended for dismissal of sports or other school activities. However, the process of learning requires the active involvement of the learner. A student who demonstrates a disregard for his/her responsibility to learn by regularly failing to complete class work, homework, or other assignments, or whose work is regularly marked by an obvious lack of effort, may be referred to the Student Study Team/IEP Team for a dismissal from sports or school activities.

MIGRANT EDUCATION PROGRAM

Students who qualify as migrant are eligible for tutoring if there is a need for it. We have a migrant community aide who coordinates the program with parents. We have an instructional tutor who provides services to students.

ENGLISH LEARNERS

Each student who does not have English as his or her primary language is tested to determine his or her skill level in English. The testing is done each year to determine a student's progress toward being fluent in English. Students who are English Learners (EL) receive English language development instruction. EL students also may receive academic assistance from instructional tutors.

CLASS ASSIGNMENTS & HOMEWORK

Classroom work and homework assignments are a vital and necessary part of the learning process. Students who complete these assignments benefit from the knowledge gained and responsibility taught in completing work. It is expected that all assignments will be completed and turned in to the teacher.

Parents can help by doing the following:

- ◆ Monitor and limit time spent watching television.
- ◆ Set a time and provide a place where homework can be done without distractions.
- ◆ Verify that assignments are being done and returned to school.
- ◆ Assist your student, when necessary, in understanding an idea or concept, but not do the work for the student. Students who do not complete assignments will face appropriate consequences.

Parents will be notified and students made responsible. Consequences for not doing schoolwork will be:

- ◆ Grades being lowered.
- ◆ Loss of activities (i.e. sports, special assemblies, award trips, and dances).
- ◆ Detention

Homework time limits: The daily amount of time required will vary depending upon the student's ability and study habits. It is recommended that time spent on homework should not exceed the following:

- ◆ Kindergarten to third grade – 30 minutes per night
- ◆ Fourth to sixth grade – 60 minutes per night
- ◆ Seventh and eighth grade – 120 minutes per night

***If your child is spending more time than what has been stated please speak to your child's teacher immediately.**

Accelerated Reader:

AWARDS: (any student arriving after the start of the year can be verified for eligibility via record review from previous school)

CARDINAL EXCELLENCE REWARD

Students in 4th grade who make the honor roll three times during the year qualify for the Cardinal Excellence **reward** at the end of school. The criteria for eligibility are as follows:

- ◆ Students must maintain a 3.0 grade point or better to qualify each trimester for the trip (the 3.0 must be maintained in the last grading period of the year).
- ◆ Students must have good attendance (at least 94% actual attendance rate, major illness or hospitalization not included- **ALL DOCTOR'S NOTES MUST BE CLEARED NO LATER THAN MAY 1ST**) and no more than 5 unexcused tardies or 5 "leave early" combined
- ◆ Students **must have a grade of "A" two out of three trimesters and no lower than a "B" in any trimester in citizenship.**
- ◆ **no more than one level 1 referral (must be worked off within 5 school days) (level 2 referral automatically disqualifies you)**

CARDINAL EXCELLENCE REWARD

Students in 5th- 8th grades who make the **A honor roll** three times during the year qualify for the Cardinal Excellence **reward** at the end of school. The criteria for eligibility are as follows:

- ◆ Students must maintain a **3.6** grade point or better to qualify each trimester for the trip (the **3.6** must be maintained in the last grading period of the year).
- ◆ Students must have good attendance (at least 94% actual attendance rate, major illness or hospitalization not included) and no more than 5 unexcused tardies **or 5 "leave early" combined**
- ◆ Students must maintain a "A" grade or better in citizenship (all three trimesters).
- ◆ **no more than one level 1 referral (must be worked off within 5 school days) (level 2 referral automatically disqualifies you)**

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (C.J.S.F.)

Seventh and eighth grade students who maintain high grade point averages may qualify for membership in the C.J.S.F. Students must maintain a "B" average in citizenship. Grades are evaluated each trimester. Students who qualify will be notified by the Superintendent/Principal. Students who meet the eligibility requirements will be honored by the Board of Trustees.

CITIZENSHIP – "CHARACTER COUNTS!" – REWARD

To qualify for the reward students in grades K-8:

- ◆ Students must have a **grade of "A" all three trimesters** in citizenship.
- ◆ **no more than one level 1 referral for the year (must be worked off within 5 school days) (level 2 referral automatically disqualifies you)**

HONOR ROLL

Island School stresses academics. Honor Roll awards are given each trimester in grades **fourth** through eight. Students must be doing appropriate grade level work to qualify for honor roll. The following subjects are considered in determining who qualifies for the honor roll: reading, math, language arts, spelling, social studies, and science. **Academic subjects only. PE is not included.** A student must maintain a "B" average {3.0} grade to qualify for the honor roll. Students must also maintain at least a "B" in citizenship. **A level II referral disqualifies you from receiving honor roll.** An "F" in any subject or poor attendance automatically disqualifies a student from the honor roll. Students qualify as follows:

Principal's list – 4.00 (all A's) A Honor Roll – 3.6 – 3.99 B Honor Roll – 3.0 – 3.59

PERFECT ATTENDANCE – each trimester students with perfect attendance (**all day: 8:00 – 1:05 (Wednesday), 8:00-2:50 (M, T, Th, F)**) will receive an award.

PARENT CONFERENCES

Parent-teacher conferences are held at **MID** first trimester in Sept./Oct. Notices and schedules will be sent home with each student. **At-risk conferences will be held by teacher and/or parent request at the end of the first trimester.** We feel these conferences are important. Parents may request a conference with a teacher at any time during the year. Please call the office or contact the teacher for an appointment.

REPORT CARDS AND PROGRESS REPORTS

Report cards are given three times during the year. Progress reports are sent home each grading period, usually about half way through the trimester. It is our intention to keep parents aware of how well a student is doing. The report will also let you know of any academic or behavior problems your child may be having. These reports are to be signed and returned to school unless otherwise indicated. Check Gradelink to access your child's grades and progress regularly.

PROMOTION — RETENTION

New laws on promotion and retention of students were passed in 1998. Students must show proficiency in reading, writing, and math skills to be promoted to the next grade. The key factor in promoting students in grades Kindergarten through 3 is their ability to read. Students in grades 4 through 8 will be evaluated in reading, writing, and math to determine promotion status. This evaluation will include classroom tests, proficiency tests, and state standards tests (STAR Testing).

Parents will be notified early in the school year if their child is performing below minimum standards for promotion. Students will be offered the opportunity to attend remedial instruction classes that are offered after school. Summer school classes may be offered to students who are below their grade level. Detailed information on promotion and retention is given in Board Policy 5123 and Administration Regulation 5123. These policies will be provided upon request.

TESTING – STUDENT ASSESSMENT & GRADES

Students are evaluated and given grades each trimester. If there is a question regarding a grade, parents must contact the teacher for an explanation. Only the teacher may change a grade. (Education code 49066)

The District has adopted standards of student achievement in all subject areas. Students are assessed in a variety of ways to determine if they are advanced (above grade level) proficient (on grade level), basic, below basic, or far below basic (below grade level).

◆ Standardized Testing – All students in grades 3 through 8 take the California Assessment of Student Performance and Progress (CAASPP) in ELA, Math and 5th and 8th in Science(CAST).

◆ **MANDATED TESTING:**

◆ Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. **Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year.** If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

- ◆ Classroom Tests and Homework – Students are also assessed in a variety of ways by the teacher and are given grades three times per year on report cards. Grades are determined by how well a student does on classroom work, homework, reports (written and oral) quizzes and tests.
- ◆ Benchmark Assessments – Students are assessed using formative assessments three times per year.
- ◆ Physical Fitness Testing – Students in grades 5 and 7 take the President's Physical Fitness Test each year in the spring.

For more information about our testing program, please make an appointment with the teacher or the Superintendent/Principal.

PARENT INVOLVEMENT

The School Board encourages parents to become an active partner in their child's education. Please refer to the Charter School–Parent Compact (attached). Parents can assist in many ways. In addition to the points in the Compact, parents can also do some of the following:

- ◆ Volunteer to help teachers
- ◆ Attend school programs and special events (Back to School and Open House Night)
- ◆ Assist the Boosters Club
- ◆ Read school bulletins, newsletters and other parent information correspondence
- ◆ Read school website at www.island.k12.ca.us

Parents and other family members, who volunteer to coach or to assist in classrooms, on the playground, and on field trips must have a background check and/or an automated records check (fingerprints) and valid TB screening before volunteer work begins.

SPORTS PROGRAMS – ELIGIBILITY/UNIFORMS

Island School has an active athletic program for those who enjoy sports. The school has team sports for boys and girls. In the fall there are football and volleyball; in the winter months, basketball; and, in the spring, track and field. Generally, there are four groups of teams: A, B, C, and D. The "A", "B", "C", "D" teams consist of fifth, sixth, seventh and eighth grade students. Fourth through eighth grade students are eligible for the track and field teams in the spring.

Students are required by law to maintain a "C" or 2.0 grade point average to be eligible to participate in sports and other extra curricular activities. (2.0 GPA including all subjects and no "F's") Extracurricular activities include dances, school parties, and recreational trips. All students, regardless of the grade, must meet academic, **PE, electives** and behavior standards to maintain eligibility on teams. (2.0 GPA, no "F's", and a "C" in citizenship) Progress Reports or Report Cards will be used to reassess eligibility.

Coaches will instruct students on sportsmanship and behavior standards that are to be maintained throughout the season. A student shall be declared ineligible for the next scheduled athletic season and **receive a PE grade no higher than a "C"** if he/she is asked to be removed from the team by the coach due to poor sportsmanship by not adhering to the behavior standards or voluntarily quits a team without sufficient reason, as determined by the Coach and/or administration.

The school issues uniforms to students who are on teams. Students are responsible for the proper use and care of the uniforms. Students must replace uniforms that are lost, stolen or damaged. The average cost to replace a uniform is **\$45.00**.

IV. SCHOOL ORGANIZATIONS

SCHOOL BOARD OF TRUSTEES

The Island Union Elementary School District is a single school district. It is governed by a five-member school board of trustees. The voting public of the Island District elects board members for a four-year term of office. School Board meetings are normally held on the last Wednesday of each month at 6:00 P.M., in the school library. Meetings are open to the public. Agendas for the meetings are posted in the school office, at Fire Station 7, and at Quick Break.

ISLAND SCHOOL BOOSTERS CLUB

The Boosters Club serves as a link between school, parents, and community. The Club coordinates room mothers, supports fun and informative community activities such as; school site improvement projects, assembly programs, and the Variety Show and Pie Auction. Through various fund raising efforts, the Club is able to provide “extras” for the school. In the past few years, the Club has purchased playground equipment, risers, a portable stage, a public address system, helped fund field trips, assembly programs, purchased televisions and VCR’s for the classrooms, assisted in the purchase of air conditioning for classrooms, and most recently constructed the courtyard project and primary playgrounds.

The Club holds regular meetings on the third Wednesday of the month in the library. Times of the meetings will be announced. There are no dues; an interest in Island School and its students is the only pre-requisite for membership. Information on Boosters activities will be sent home with the students about twice a month. Any questions or comments about Boosters should be directed to any Boosters officer.

ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)

Whenever there are 21 or more LEP/EL students at a school site, there shall be a functioning English Learner Advisory Committee (ELAC). The ELAC meets at least four times a year. The ELAC makes recommendations to the School Site Council for consideration regarding programs for English Learners. Meetings are conducted in Spanish and English.

MIGRANT ADVISORY COUNCIL

The Migrant Advisory Council is made up of parents of migrant students. Parents meet every other month. Meetings are held to inform parents about school programs and policies. Meetings are conducted in Spanish and English.

SCHOOL SITE COUNCIL

The Council has the responsibility to assist in the development of the School Wide Improvement Plan. The Council meets during the year to review and discuss school curriculum programs, assist in judging the effectiveness of the programs and make recommendations to the School Board. The Council consists of ten members; the Principal, three teachers, one classified employee who works directly with students and five parents elected by the parents of students in the school. The Council is organized every beginning of the school year. Nominations and election take place that month.

SCHOOL ADMINISTRATION

The Island School is administered by a Superintendent/Principal. The Superintendent/Principal works for the School Board and is responsible for carrying out the policies and regulations established by the Board. The Superintendent/Principal oversees the entire operation of the School and District. The Learning Coordinator assists the principal in carrying out the policies and regulations established by the Board as well as working closely with the teaching staff to improve student learning.

STUDENT COUNCIL

The Student Council of Island School consists of a President, Vice President, Secretary, Treasurer, and Spirit Commissioner. Students in grades five through eight elect these officers. Two student representatives are selected from each grade (5 through 8). The Student Council has a faculty advisor who assists and directs the Council in policy and procedure. To run for school office, a student must have a 3.0 grade point average in the previous grading period **and a “B” or better in citizenship and no level II referrals for the current school year.** Elected officers must maintain a 3.0 grade point average throughout the year in academic subjects. Officers must also maintain a “B” in citizenship grades and **receive no level II or III referrals.** Student Council classroom representatives must have a 2.5 grade point average. All students must have good attendance (92% actual attendance rate or better). ***If an elected officer or class representative does not comply with the requirements listed they will be removed from the office immediately.***

V. TRANSPORTATION

BUS ROUTES

Bus routes are determined by the Lemoore Area Schools Director of Transportation and are designed to keep buses on the main roads and off unpaved and dead end roads. This makes the routes safer and also saves driving time. Stops are designated in September. The bus drivers will notify children where the stops are (usually near a corner or midway between corners). We will attempt to pick up and deliver kindergarten students as close to their homes as possible. All other students are to walk to the nearest bus stop. Any questions or concerns should be directed to the director at 924-6640.

BUS TRANSPORTATION

Bus transportation is a privilege provided by the school. The bus driver is responsible for the safety of each student. Students are responsible for following all bus rules. Disobedience and misconduct will be cause for denying a student the privilege of riding the bus.

- ❖ Bus rules are as follows:
- ❖ At the bus stops, students are expected to wait in an orderly manner, refraining from interfering with passing traffic or the rights of other students awaiting the bus.
- ❖ Students are expected to use their assigned bus to travel to and from school.
- ❖ Students must have a note signed by a parent or guardian to depart the bus at a stop other than his/her designated stop.
- ❖ Quiet talking may be permitted on the buses. Bus drivers will determine the upper limits of accepted volume of noise during times of stress in driving such as fog, rain, etc. The bus drivers are directed to limit the noise in a bus so that they may more thoroughly concentrate on safe driving of the vehicles.
- ❖ Students are expected to recognize the fact that the bus driver is totally in charge of the operation of the bus and to show the driver respect.
- ❖ Students are expected to treat the buses with respect and care and avoid accidental or intentional defacing of the bus.
- ❖ Eating food, chewing gum, or drinking on the buses is not permitted at any time.
- ❖ No part of a passenger’s body should be extended through the windows of the bus at any time. Throwing items in and out of the bus is not permitted.
- ❖ Passengers are expected to remain seated at all times on the bus unless given permission to do otherwise by the bus driver.
- ❖ Students must face the front of the bus at all times.
- ❖ The school bus shall stop only at spots designated by the governing board. Routes and stops are named each school year. Students are expected to walk to and from the bus stops.
- ❖ No animals may be transported on school buses.

- ❖ Emergency EXITS are to be used only under the direction of the bus driver.

AUTHORITY OF DRIVER Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. (*Title 5 California Code of Regulations 14103.*)

DENIAL OF TRANSPORTATION

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The school district governing board of trustees shall adopt rules and regulations to enforce this provision. (*Title 5 California Code of Regulations 14103.*) **DENIAL OF BUS PRIVILEGES IS NOT A LEGAL EXCUSE FOR MISSING SCHOOL.** Therefore, it would be necessary for the student's parent/guardian to provide transportation to and from school in the event of suspension of bus privileges.

Students are reminded that:

- ◆ Bus transportation is a privilege.
- ◆ All students are under the direct supervision of the driver.
- ◆ Transportation privileges will be withdrawn for not following bus regulations.

ELEMENTARY BUS DISCIPLINE PROCEDURES (GRADES K-8)

Step 1 Verbal Warning: Driver shall discuss any student discipline problem with the student involved. If, in the driver's judgment, the incident is serious, it shall be reported to the principal on a School Bus Incident Report to Parents form.

Step 2 First Report-Written Warning: Bus drivers will issue a notice of unsatisfactory conduct on a School Bus Incident Report to Parents form when they feel that behavior has been serious enough to warrant the child's parents being informed of the situation.

Step 3 Second Written Report: The student will lose his/her privilege of riding the bus for five (5) school days. The principal or his/her designee shall inform the parents by telephone and/or letter of this suspension.

Step 4 Third Written Report: The student will lose his/her privilege of riding the bus for twenty (20) school days. The principal or his/her designee shall inform the parents by telephone and/or letter of this suspension.

Step 5 Fourth Written Report: The student will lose his/her privilege of riding the bus for the remainder of the school year. The principal or his/her designee shall inform the parents by telephone and/or letter of this suspension.

FOG SCHEDULE

The foggy day schedule will be called on a day-to-day basis as necessary. The schedule is announced on television on Channel 18 and over radio station KMJ 580 AM dial. Island School is grouped with all the Lemoore Schools. Our designation is **LEMOORE AREA SCHOOLS** not Island School.

On **Plan A**, buses will be delayed one and one-half (1 ½) hours. School will start at 9:30 A.M. Students will be dismissed at 2:50 P.M.

On **Plan B**, morning buses will not run. Parents are urged to bring students to school when it is safe. Students will be dismissed at 2:50 P.M.

BICYCLES

Students are to park their bicycles in the bike rack immediately upon arrival at school. It is the student's responsibility to see that the bike is locked. Bicycles are not to be ridden in the corridors or on the sidewalk or street in front of the school. The bike rack area is off limits to students during the school day.

PARENTS TRANSPORTING STUDENTS

The school makes every effort to transport students by school bus to school activities. Sometimes it is necessary to have parents assist in transporting students to events or take students home. Parents may take their own children, but to be able to transport other students, parents must have on file in the office an approved Private Driver Application with an up-to-date copy of their vehicle insurance limits. A new copy of the limits must be filed in the school office each school year. Seat belts are required for each passenger. Students who ride with other parents must have a permission note from their parent.

VI. GENERAL INFORMATION

CELL PHONES

Ed. Code 48901.5 (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of **the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.**

It is not recommended to have cell phones at school however if the student brings a cell phone the cell phone must remain out of sight (in the student's purse or backpack, not on their person, etc) be turned off while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Cell phones that ring, vibrate, are seen by staff, will be confiscated and returned only to the student's parent or guardian. **These rules apply throughout the day including but not limited to After School Care, study trips, and after school activities.** Cell phone usage during field trips, games, or after school activities is at the discretion of the supervising adult. Island School is in no way responsible for damage, loss, or theft of cell phones. Students will receive a Level I referral for violation of cell phone rules.

STUDENT DRESS

The Governing Board feels that dress standards are important. The development of attitudes and behavior patterns in dress and grooming should be part of each student's total education. Good taste, cleanliness, and decency should always be kept in mind when choosing clothing to be worn to school. The school reserves the right to send a child home to change if his/her attire or appearance is inappropriate.* The following rules are to be followed:

- ◆ Shoes are to be worn at all times. No flip-flops. For safety purposes, sandals must be held in place with a heel strap.
- ◆ No cut-offs, jeans or shorts with holes, halter or tube tops, low cut or revealing tops, or bare midriff blouses are to be worn. Fish net, muscle shirts, tank tops (**including racer back tops**) or spaghetti strap tops are NOT allowed.
- ◆ Shorts, skirts, and dresses must be hemmed and at least mid-thigh in length (no more than four inches above the knee).
- ◆ No biker or spandex shorts.
- ◆ PE clothing (shorts and shirt) may be worn only during PE class.
- ◆ Hats are not to be worn inside buildings and must be worn appropriately.
- ◆ Pants are to be worn at the waist and, if necessary, secured with a belt.
- ◆ Pajama bottoms or tops are not allowed.

**Clothing shall be sufficient to conceal undergarments at all times. Gang style clothing, crude, suggestive or vulgar printing or pictures depicting drugs or referring to alcoholic beverages are not acceptable. Form fitting or revealing pants (leggings) may only be worn under appropriate shorts, skirts, or dresses. Dress up days and special events are exceptions; although, clothing must be appropriate.*

FIRE DRILLS AND CIVIL DEFENSE PLANS

Fire drills are to be held once a month. Fire drills are signaled by an alarm system. At the direction of an adult supervisor, students are to walk single file from the room in an orderly manner to a designated area. The “*all clear*” signal will be announced over the PA system. Teachers will instruct students in the “drop” position to be used in any emergency when debris may be flying around (wind storms or earthquake). Teachers will instruct students on the lockdown drill procedure (in case of emergency lockdown needed). Lockdown drills will be completed at least twice a year.

STUDY TRIPS

Study trips are an extension of classroom activities. In most cases, students will be transported by school bus. Many trips will be during regular school hours. Some trips may be long distances and students will return later in the afternoon or in the evening. Parents will be notified of all trips. In many instances, parents will be asked to chaperone on a trip. To be considered a chaperone, parents must help supervise students at the teacher’s direction and are not allowed to bring other students or pre-school children on the trip. All chaperones must have a background check and/or fingerprint check prior to assisting on a field trip. Parents must obey all traffic laws.

LOST AND FOUND

All clothing articles found at school are to be turned in to the office. Please make sure all jackets, lunch pails and other clothing have the student’s name on them. All unclaimed clothing will be given to a charitable organization at **mid-year** and the end of the year.

UNIFORM COMPLAINT PROCEDURE

We recognize that during the year concerns or problems arise at school. We feel it is important to work together to answer concerns or solve problems. We realize that parents and students do not always know what to do or who to go to for answers. Our office is available, as a resource, to help make contact with school personnel or county agencies to assist in resolving a problem.

The School Board encourages the early informal resolution of complaints by talking directly to the person involved or with the superintendent/principal. In most cases when this is done, the problem or concern is resolved. In cases when this does not happen, there are School Board Policies to facilitate the problem solving.

The superintendent/principal, upon request, will provide the complainant with information and forms that accompany the following policies:

- ◆ Board Policy 1312.1 – Complaints Concerning Employees
- ◆ Board Policy 1312.2 – Complaints Concerning Instructional Materials
- ◆ Board Policy 1312.3 – Uniform Complaint Procedures
- ◆ Exhibit 1312.4 - Uniform Complaint Form

(This policy covers a variety of areas such as: discrimination of any kind, failure to comply with state or federal laws regarding special education, categorical aid programs and child nutrition programs.)

All formal written complaints will be initially investigated by the superintendent/principal in accordance with district policies. When the investigation is completed, the superintendent/principal shall share the results of the investigation with the complainant. If the complainant is not satisfied, an appeal may be made to the board of trustee.

ROOM PARENTS AND SCHOOL PARTIES Room parents are needed at all grade levels. If you would like to volunteer, please fill out the background check form the beginning of the year. Room parents are responsible for working with teachers to plan parties and other activities during the year.

School parties are enjoyed during the year for Fall, Winter, and Valentine's Day. Parties should be kept simple and will be held at the teacher's discretion. Dances will be held for sixth, seventh and eighth grade students.

NOTE: Students are not allowed to distribute party invitations at school. Parents must notify the teacher in advance if treats are going to be brought to school for a child's birthday. The library will also accept book donations on behalf of your child for their birthday. A picture will be placed in honor of your student in the front of the book.

SCHOOL LUNCHES AND BREAKFASTS – Policy

School lunches and breakfasts are served daily as part of the state and federal school nutrition program. A "Type A" lunch, which is a balanced meal including milk, may be purchased for **\$3.00**. Breakfast is \$1.25. A sack lunch may be brought from home and milk may be purchased for 35 cents. **Meals are to be PREPAID.** **A parent/guardian has access to check their student's account online at any time. It is your responsibility to keep your account current.**

Free and reduced breakfasts and lunches are available for those who qualify. Forms are sent home at the beginning of the year. They are available in the office throughout the year. A request form may be filled out any time during the year. **STUDENTS ARE NOT ALLOWED TO CHARGE MEALS.** You may pay for lunches by the day, the week, or by the month. Lunch menus are announced daily, posted in the school office, and sent home with the students. Menus are subject to change without notice if food items are not available.

SCHOOL VISITORS

Parents are welcome and encouraged to observe in the classrooms. Classroom observations should be planned by the teacher and parent in advance. Before going to a classroom or the schoolyard, parents or other visitors must check in at the office and let the secretary know which classroom or area is being visited. Please follow these rules:

- ◆ Check in at the office to obtain visitor pass.
- ◆ Do not go directly to a classroom.
- ◆ Wait for the secretary to direct you to the class.
- ◆ Please do not talk to students or the teacher.
- ◆ Do not confront a teacher or interrupt a lesson.

If you would like a conference, please make an appointment in the office or make arrangements with the teacher during recess or other break time. Parents who pick up students at the end of the day are requested to wait outside the office until students have been dismissed. Students not enrolled at Island School are not permitted to visit or spend the day in a classroom unless accompanied by a parent or with the approval of the principal.

SCHOOL SUPPLIES

The school provides all textbooks and normal school supplies (paper and pencils). Students are to put book covers on their textbooks to help prevent damage to the covers. Pencils are given to students once a month.

Students are responsible for the condition of their desk, all books, uniforms and other school property issued during the year. Students must return these items, upon request, in a condition similar to that when issued. Students must pay for items that are lost, stolen, or severely damaged. The cost to replace textbooks and library books ranges from \$5.00 to \$40.00. Report cards and diplomas will not be given out until all school property is paid for or returned.

TOYS AND ELECTRONIC DEVICES

Students are not allowed to bring these items to school unless there is a specific purpose that has been approved by the classroom teacher. These items include: CD players, IPODS, MP3 Players, hand held video games, pagers, radio/tape players, and trading cards.

VII. NOTICE CONCERNING THEIR LEGAL RIGHTS AND OBLIGATIONS TO SPECIFIED PROGRAMS AND ACTIVITIES FOR 2017-2018

As a parent or legal guardian of a child in a public school, you have certain rights and responsibilities and you are entitled to be made aware of certain information. We, the Island Union School District (the "District") and every other school district in the state of California are required to provide you with notice of those rights and responsibilities every school year. The following is our District's annual notice to you of your rights and responsibilities.

Pursuant to Education Code section 48980, each school district must notify parents and guardians of their legal rights and obligations relating to specified programs or activities at the beginning of the first semester or quarter of the regular school term. The following outline summarizes those programs and activities.

- 1. Immunization for Communicable Disease.** In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent. Effective July 1, 2000, all children not already admitted into school at the kindergarten level shall receive the varicella (*chicken pox*) immunization. Effective July 1, 1999, all students entering 7th grade will need proof of receiving 3 doses of Hepatitis B. A repeat DT, pertusis after their 7th birthday, and MMR may also be required. Effective August 1, 1997, all children entering kindergarten shall be fully immunized against Hepatitis B. (E.C.§49403; H. & S.C. 120335.)
- 2. Administration of Medication at School.** Upon written request from the parent and written instructions from a physician, medication may be administered to a child at school by a designated school employee. (E.C.§ 49423) [BP/AR 5141.21]
- 3. Exemption from Physical Examinations.** Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease. (E.C.§ 49451)
- 4. Medical and Hospital Services for Pupils.** A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the property of the district. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian. (Ed. Code § 49451.)
- 5. Continuing Medication.** Parents or legal guardians of pupils needing daily medication must inform the school nurse or other designated certificated employee of the medication, the current dosage, and the supervising physician. (E.C.§49480) [Board Policy; Administrative Regulation 5141.21].
- 6. Sex Education or Family Life Education Courses.** The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing, (b) provide opportunity prior to the class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each parent to request in writing that his/her child be excused from the class. (E.C.§51550) Parental rights for notice, materials inspection and opportunity to request pupil nonparticipation in units of instruction in venereal disease education is essentially the same as for sex education courses. (E.C.§51820) This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbooks. (E.C.§51550)
- 7. Excuse from Instruction or Religious (Moral) Grounds.** Whenever any part of the instruction in health, family life education or sex education conflicts with the beliefs of the parent or guardian of any

pupil, the pupil, upon written request, shall be excused from the part of training which conflicts with such religious training and beliefs. (E.C.§51240)

8. ***Pupils Rights to Refrain from the Harmful or Destruction Use of Animals.*** Pupils moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupils parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity. (E.C.§32255 et seq.)

9. ***Fingerprint Program.*** The governing board of any school district may offer a Fingerprint Program for all children enrolled in Kindergarten or newly enrolled in that district. Each parent or guardian shall be informed of the school-fingerprinting program when he or she first enrolls the child in the public schools. At that time, the parent or guardian shall declare, in writing, whether or not he/she consents to the program. If the parent or guardian does consent, he/she shall pay the applicable fee. (Ed. Code § 32390.)

10. ***Absences Excused for Justifiable Reasons.*** A student shall be excused and allowed to make up the work when absent from school for justifiable personal reasons, including, but not limited to, illness, quarantine, medical appointments, an appearance in court, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at religious retreats, or an employment conference, when the pupils absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. (E.C.§48205). Please note that the District will lose funding whenever a student is absent even if excused.

11. ***Absence for Religious Purposes:*** A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises or receive moral or religious instruction for four or fewer days per month, provided the pupil attends school at least the minimum day for his/her grade. (E.C.§46014)

12. ***Pupils with Temporary Disabilities-Individual Instruction.*** Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the District. (E.C. §48206.3)

13. ***Pupils with Temporary Disabilities-Residency Requirements.*** A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupils presence in a qualifying hospital. (E.C.§48207, 48208)

14. ***Special Education for Handicapped Pupils.*** Any pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services both, at no cost. (E.C. §56040 et seq.)

15. ***Child Find System: Policies and Procedures.*** Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. (E.C.§56301.)

16. ***District Rules Regarding Student Discipline.*** The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline. (Ed. Code § 35291.)

17. ***Pupil Records: Right to Access.*** Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools. The Island Union School District discloses personally identifiable information to officials of another school; where the student seeks or intends to enroll.(E.C.§49069) BP 1340 AR 5125

18. ***Absences for Obtaining Confidential Medical Services without Parental or Guardian Consent.*** Pupils in grades 7 to 12 inclusive may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupils parent or guardian. (E.C.§46010.1)

19. **Notice of Alternative Schools.** California state law authorizes all school districts to provide for alternative schools. In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the pupils office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

20. **High School Exit Examination.** Commencing with the 2003-2004 school year, and each school year thereafter, each pupil completing the 12th grade will be required to successfully pass the high school exit examination administered pursuant to Chapter 8 (commencing with Section 60850) of Part 33 of the Education Code. The notification to parents shall include, at a minimum, the date of the examination, the requirements for passing the examination, and the consequences of not passing the examination, and shall inform parents and guardians that passing the examination is a condition of graduation. (Ed. Code §§ 48980 (e), 60850 (f).)

21. **Directory Information.** Parents or guardians shall be given the right to allow the District to release "directory information" on pupils or former pupils of the District to officials, organizations or individuals according to District policy. No information shall be released when a parent has notified the District not to release such information. (Ed. Code § 49073.)

22. **Prohibition of Sexual Bias In Course of Study.** Elementary schools, commencing with seventh grade and high schools shall offer classes and courses to its pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided. Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions. (E.C.§221.5)

23. **AIDS Prevention Instruction.** Pupils in grades 7 to 12 shall receive AIDS Prevention Instruction at least once in junior high or middle school and once in high school. No pupil shall attend the AIDS Prevention Instruction if a written request by the pupils parent or guardian to exclude the pupil from such instruction is received by the District. (E.C.§51201.5)

24. **Sexual Harassment.** The Districts policy [BP/AR 5145.7] prohibiting sexual harassment is attached to this Notice as if set forth fully herein. (E.C.§231.5)

25. **Statutory and Local Attendance options** – The law allows two or more districts to enter into an agreement for a period of up to five years for the transfer of one or more students. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law also provides for the following:

- If either district denies a transfer request, a parent/guardian may appeal that decision to the County Board of Education. There are specified timelines in the law for filing an appeal and for the County Board of Education to make a decision.
- No district is required to provide transportation to a student who transfers into the district.
- A pupil who has been bullied may be given priority for interdistrict transfers if certain conditions are met. (EC §§ 46600-46611)

26. **Uniform Complaint Procedures.** Enclosed is the Board Policy 1312.3 which explains the Districts Uniform Complaint Procedures.

27. **Asbestos Management Plan.** An updated management plan for asbestos containing material in school buildings is available at the District Office. (40 CFR §763.93)

28. **Child Health and Disabilities Prevention Program.** All kindergarten pupils are required to have a physical examination prior to enrollment in first grade. Free health screening is available through the local health department. Failure to comply with this requirement or sign a waiver may result in up to five days exclusion from first grade. (H.& S. C. 324.2 and 324.3)

29. **Special Education.** Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (IDEA)

30. **Handicapped Pupils.** No pupil will be discriminated against on the basis of handicap. Reasonable accommodation is available for handicapped pupils. (Section 504 of the Rehabilitation Act of 1973.)
31. **Notice of Nondiscrimination.** In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and Title VI of the Civil Rights Act of 1964, and California law, Education Code §200 et seq., Island Union School District will not discriminate against qualified individuals on the basis of disability, sex or gender, age, race or ethnicity, color, national origin or nationality, religion, limited proficiency in English, sexual orientation, or anyone associated with a person or group with one or more of the above actual or perceived characteristics in its services, programs, or activities. Anyone who wishes to file a complaint alleging discrimination on one of the above basis in the provision of services, programs, or activities by the District may do so by contacting Mrs. Charlotte Hines, Superintendent, 7799 21st Avenue, Lemoore, California 93245, 559-924-6424.
32. **Child Abuse Prevention Training Program.** Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (W. & 1. C. 18976.5)
33. **Minimum Days and Pupil-Free Staff Development Days.** Parent/guardians will be informed of the Districts schedule of minimum days and pupil-free staff development days. A copy of the Districts ensuing school calendar is attached. If any more minimum days or pupil-free staff development days are scheduled following circulation of this notice, parents/guardians will be notified as soon as possible.
34. **Pupil Internet Access Policy.** Enclosed is a Pupil Internet Access Board Policy. [BP6163.4](E.C. §51870.5)
35. **Pesticide Notification.** Enclosed with this notice is a notification of the name and active ingredients of all pesticide products expected to be applied at our district/school during the upcoming year. Parents may register with the District if they wish to receive notification of individual pesticide applications at the school facility. (E.C. § 17612)
36. **Mandated Reporting of Child Abuse and Neglect.** In accordance with Penal Code (PC 11165) and Island Union School District Board Policy (BP 5141.4(a)) all employees of the Island Union School District are mandated reporters in regards to child abuse and neglect. All employees must report any known or suspected instances of child abuse.
37. **Challenging Content of Student Records** Following an inspection and review of a pupils records, the parent or guardian of a pupil or former pupil of a school district may challenge the content of any pupil record. [E.C. 59070]
38. **Student Record Transfers** The pupils permanent record shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. [E.C. 49068]
39. **Withholding of grade, diploma or transcripts** If a student does not complete checkout procedures, to include but not limited to, returning all school property, paying fees, and signing appropriate forms Island Union School District may withhold grades, diploma and transcripts until student has cleared their account. [E.C. 48904.3]
40. **Parental Liability** Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. [E.C. 48904]
41. **Parental Notification Upon Students Classification as Truant** Upon a pupils initial classification as a truant, the school district shall notify the pupils parent or guardian, by first-class mail or other reasonable means. [E.C. 48260.5]
42. **Students with Temporary Disabilities in Qualifying Hospitals** It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupils presence in a qualifying hospital. [E.C. 48208]

43. **Pupils-Admission-Kindergarten**

A child shall be admitted to a kindergarten maintained by the school district at the beginning of a school year, or at a later time in the same year if the child will have his or her fifth birthday on or before one of the following dates: **September 1 of the 2014-15 school year and each school year thereafter.** [E.C. 48000] Students who turn 5 by Dec. 2nd shall be admitted into Transitional Kindergarten.

44. **School Accountability Report Card** The Governing Board of each school district shall annually issue a School Accountability Report Card for each school in the school district, publicize such reports, and notify parents or guardians of students that a copy will be provided upon request. [E.C 35256]

45. **Educational Equity; Enforcement** Pursuant to Board Policy 1312.3 and Administrative Regulation 1312.3, any person may file a written complaint alleging unlawful discrimination or noncompliance by the District. Notwithstanding any other provision of law, a person who alleges that he or she is a victim of discrimination may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the California Department of Education pursuant to Chapter 5.1 (*commencing with Section 4600*) of Division I of Title 5 of the California Code of Regulations. The moratorium does not apply to injunctive relief and is applicable only if the local educational agency has appropriately, and in a timely manner, apprised the complainant of his or her right to file a complaint. [E.C. 262.3] A discrimination complaint arising under federal law may be made at any time to the United States Department of Education, Office for Civil Rights. For more information on Education Equity and Title IX contact Mrs. Charlotte Hines, 7799 21st Avenue, Lemoore,

California 93245, 559-924-6424, Fax 559-924-0247 or chines@kings.k12.ca.us

46. **Pupil Records** IUESD will keep records as required and as deemed necessary to provide programs to meet student needs and interest. Parents/guardians and students over the age of 18 have the right to review educational records within five days after a written request has been received. The records will be available for such review during the regular school day at the school site. Copies of records for parent/guardian use may be available at the Districts set rate per page. [E.C. 49063, 49073]

47. **Free and Reduced Price Meals** Information on the availability of free/reduced price meals is at the school sites. (E.C. 49520)

48. **English Language Learners** Parents/guardians of English language learners will be informed of the placement of their children in a structured English immersion program. Parents/guardians may apply for a parental waiver at the school office. [E.C. 310]

49. **Student/Family Rights** The Governing Board respects the rights of District students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. The Superintendent or designee shall develop regulations to ensure compliance with law when the District requests, retains, discloses, or otherwise uses the personal information of its students and their families.

50. **Guidance/Counseling Services** The Governing Board recognizes that a comprehensive counseling program can help promote academic achievement and serve the diverse needs of all District students. Counseling staff shall be available to meet with students to discuss academic, social, or personal difficulties, as well as other issues that may impact student learning.

51. **Supplemental Instruction** Supplemental instructional programs shall be offered outside the regular school day. Such programs may be offered during the summer, before school, after school, on Saturday, and/or during intersessions. (*Education Code 37252, 37252.2, 37252.8, 37253*)

52. **Complaints Concerning District Employees** Any complaint of child abuse or neglect alleged against a District employee shall be reported to the appropriate local agencies in accordance with law, Board Policy and Administrative Regulation. (*Education Code 48987*)

53. **Pupil fees** – IUESD shall not charge pupils, their parents or their guardians any fees, deposits, or other charges for educational activities except as specifically authorized by law. A complaint of noncompliance with this prohibition may be filed in accordance with the Uniform Complaint Procedures. (EC § 49011.)

54. **Residence based on parents' employment** - Under certain conditions, a pupil may be deemed to have complied with the residency requirement for school district attendance in the district if at least one

parent or the legal guardian of the pupil is physically employed within the boundaries of that district for a minimum of 10 hours during the school week. If a pupil is deemed to comply with residency requirements based on a parent's employment in a district, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions. Contact the school district in which the parent(s) is employed for further information. (EC § 48204(b) operative until July 1, 2017)

55. PARENT NOTIFICATION - A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as being at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. (EC §§ 48070.5, 51101(a)(5), (9), (12), (16))

56. PROGRESS REPORTS - There shall be a conference with or a written report to the parent or guardian of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent or guardian to attend the conference, or respond to the written report, shall not preclude failing the pupil at the end of the grading period. (EC § 49067)

57. NON-DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING - IUESD prohibits discrimination, harassment, intimidation and bullying on the basis of actual or perceived characteristics including: physical or mental disability, genetic information, gender, gender identity, gender expression, nationality, race or ethnicity, color, ancestry, age, marital or parental status, religion, sex, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics, in any IUESD program or activity, which is funded directly by, or that receives or benefits from any state financial assistance, including in its educational programs, activities, or employment policies, as required by state and federal law. (See, e.g., Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; EC §§ 200, 220; Government Code § 11135.) BP 5145.3

58. Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) - PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: A. Consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by the U.S. Department of Education: · Political affiliations or beliefs of the pupil or pupil's parent; · Mental or psychological problems of the pupil or pupil's family; · Sex behavior or attitudes; · Illegal, anti-social, selfincriminating, or demeaning behavior; · Critical appraisals of others with whom respondents have close family relationships; · Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; · Religious practices, affiliations, or beliefs of the pupil or parents; or · Income, other than as required by law to determine program eligibility. B. Receive notice and an opportunity to opt a pupil out of – · Any other protected information survey, regardless of funding; · Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and · Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others. C. Inspect, upon request and before administration or use – · Protected information surveys of pupils; · Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and · Instructional material used as part of the educational curriculum. These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office. (20 U.S.C. § 1232h.) Parents who believe their rights have been violated under this section may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901 AR 5022, BP 6162.8

Island Union ESD
Board Policy
Student Use Of Technology

BP 6163.4

Instruction

The Board of Trustees intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 6163.1 - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation

of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference:

EDUCATION CODE

49073.6 Student records; social media

51006 Computer education and resources

51007 Programs to strengthen technological skills

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection: <http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Policy ISLAND UNION ELEMENTARY SCHOOL DISTRICT
adopted: October 19, 2015 Lemoore, California

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

The Island Union Elementary School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs.

The Island Union Elementary School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Consolidated Categorical Aid Programs, Migrant Education, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Charlotte Hines
Superintendent/Principal
7799 21st Ave. Lemoore, CA 93245
(559) 924-6424

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Island Union Elementary School District's UCP policy and complaint procedures shall be available free of charge.

**Island Union ESD
Board Policy
Uniform Complaint Procedures**

BP 1312.3
Community Relations

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance (5 CCR 4610)
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
3. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
4. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
(cf. 0460 - Local Control and Accountability Plan)
5. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
6. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

**Island Union ESD
Board Policy
Sexual Harassment**

BP 5145.7

Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the Superintendent/Principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Superintendent/Principal or a district compliance officer.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. The Superintendent/Principal is responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent/Principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent/Principal or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent/Principal or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the district school.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy ISLAND UNION ELEMENTARY SCHOOL DISTRICT
adopted: April 22, 2015 Lemoore, California

Notification of Planned Pesticide Use and Individual Application Registry

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides at Island School this year.

Pesticide/Active Ingredient(s)

Razor Pro/Isopropylamine salt of glyphosate

Cynoff/Cypermethrin

Empire-20/Chlorpyrifos

Suspend-SL/Deltamethrin

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>

All pesticide applications are posted around the school grounds at least 72 hours prior to application. All applications are performed after students have left the campus and usually on Friday afternoon. Should you require notification other than the posting, please complete the form below and return to Island School.

SPRAY SCHEDULE FOR ISLAND UNION SCHOOL DISTRICT

September	6	February	7
October	4	March	6
November	8	April	10
December	6	May	8
January	3	June	12

Notifications of any changes from this schedule will be given as soon as possible.

Request for Individual Pesticide Application Notification

Island Union Elementary School:

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (circle one): U.S. Mail E-Mail Phone

Please print neatly:

Name of Parent/Guardian: _____ Date: _____
 Address: _____ Day Phone: _____
 Evening Phone: _____ E-mail: _____

Return to Island Union School
 7799 21st Avenue
 Lemoore, CA 93245

School – Parent Compact

Island Union Elementary School District

The Island Union Elementary School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means in which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during the 2019-2020 school year.

School Responsibilities

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
 - a. Ensure a clean, safe, effective, and supportive learning environment.
 - b. Fully implement state standards in all content areas.
 - c. Provide current, state adopted instructional materials for all students in all core content areas.
 - d. Ensure highly qualified, compliant teachers and instructional assistants at all grade levels.
 - e. Provide on-going staff development in the areas of instructional strategies.
 - f. Hold parent-teacher conferences after the first trimester during which this compact will be discussed as it relates to the individual child’s achievement.
2. Provide parents with frequent reports on their child’s/children’s progress through:

- a. Progress Reports will be available (online via Illuminate or printed) or sent home mid-trimester. (parents have continuous access online)
- b. Report Cards will be sent home at the end of each trimester.
- c. Parent Conferences are held at the end of the first trimester. Notes will be sent home with each family's specific date and time.
- 3. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents by appointment when established by the parent and teacher.
- 4. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Specifically, parents are encouraged to observe or volunteer in their child's class, attend school functions, participate in Parent-Teacher Conferences, and act as a chaperone or volunteer for school sponsored trips or events.

Parent Responsibilities

- 1. We, as parents, will support our child/children by doing the following:
 - a. Ensure that my child attends school regularly.
 - b. Ensure that my child's homework is completed regularly.
 - c. Consider limiting the amount of screen time (ipad, computer, video games...) my child watches.
 - d. Consider volunteering in my child's classroom or participating in a school club (SSC, ELAC, Boosters)
 - e. Participate, as appropriate, in decisions relating to my child's education.
 - f. Promote positive use of my child's extracurricular time.
 - g. Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
 - h. Serve, to the extent possible, on policy advisory groups, such as being the School Site Council (SSC) parent representative on the school's School Improvement Team, Migrant Committee, District English Advisory Committee (DELAC), the District-Wide Policy Advisory Council, the School Support Team, or other school advisory or policy groups.

Student Responsibilities

- 1. I, as a student at Island School, will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will do the following:
 - a. Assume responsibility for my own learning.
 - b. Attend school each day with the proper attitude, effort, and behavior to maximize learning.
 - c. Monitor my screen time I use. (playing or watching using an ipad, computer, video games, movies...)
 - d. Do my homework every day and ask for help when I need it.
 - e. Read at least 20 minutes every day outside of school time.
 - f. Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Approved by SSC June 5, 2019

-----Please sign below, cut, and return to Island School no later than August 17th -----

I have read and agree to adhere to the School-Parent Compact for Island Union Elementary School District during the 2020-2021 school year. I have also reviewed the 2020-21 school handbook with my child/children.

Parent Name (Please Print)

Phone Number

Parent Signature

Date

Student signature

Date