



**SAN LUIS OBISPO COUNTY  
OFFICE OF EDUCATION**

**LEADERSHIP ■ COMMUNITY ■ SERVICE**

**JAMES J. BRESCIA, ED. D., SUPERINTENDENT**

**2022-2023**

**San Luis Obispo County Office of Education  
Annual Notification of Official Information  
to Parents, Guardians & Students**

**James J. Brescia, Ed. D.**

County Superintendent of Schools  
3350 Education Drive  
San Luis Obispo, CA 93405  
(805) 543-7732

Title IX Officer

Katherine Aaron

Assistant Superintendent  
Student Programs & Services  
3350 Education Drive  
San Luis Obispo, CA 93405  
(805)782-7321

Uniform Complaint Officer

Thomas Alvarez

Chief Human Resources Officer  
3350 Education Drive  
San Luis Obispo, CA 93405  
(805) 782-7233

California Education Code (“Ed Code”) §5145.6 requires that parents receive annual notification of information of their rights and responsibilities. Please take time to review the following information. If you would like clarification on any of the following notifications please contact the administrator of your child’s San Luis Obispo County Office of Education (SLOCOE) program or school.

## **ENROLLMENT**

### **ATTENDANCE OPTIONS**

SLOCOE offers a variety of educational programs to support local school districts and families. Loma Vista Community School, Court School, and Special Education do not have residency requirements, but work collaboratively with local districts and/or probation or law enforcement with regard to enrollment. Parents/guardians may contact their student’s school or district of residence for more information about the available statutory and local attendance options, including information regarding application procedures for alternative attendance areas or programs and District application form(s) for requesting a change of attendance, and for information regarding the appeals process, if any, when a change of attendance is denied. Ed. Code § 48980(g).

### **SPECIFIC SCHOOL REQUEST**

Parents/guardians have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Ed. Code § 51101(a)(6).

### **INTERDISTRICT TRANSFERS AND PROCEDURES**

The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. 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. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application, or for students who are the victim of an act of bullying unless the requested school is at maximum capacity. The law on interdistrict transfers also provides for the following: If either district denies a transfer request, a parent 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. Ed. Code §46600 et seq.

### **ATTENDANCE WHERE CAREGIVER RESIDES**

If your child lives in the home of a care-giving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the care-giving adult is required to determine that your child lives in the caregiver’s home. Ed. Code § 48204(a)(5); Family Code §§ 6550, 6552.

### **ATTENDANCE BASED ON PARENT/GUARDIAN’S PLACE OF EMPLOYMENT**

A pupil complies with the residency requirements for school attendance in a school district, if the pupil’s parent or guardian resides outside the boundaries of that school district but is employed and lives with the pupil at the place of his/her employment within the boundaries of the school district for a minimum of 3 days during the school week. Ed. Code § 48204(a).

A pupil may also be deemed a pupil having complied with the residency requirements for school attendance in a school district if at least one parent/guardian is physically employed within the boundaries of that district for a minimum of 10 hours during the school week. Ed. Code § 48204(b).

### **STUDENTS OF ACTIVE MILITARY PARENT/GUARDIAN**

A child shall be deemed to meet the residency requirements for school attendance in the school district, if he or she is a student whose parent/guardian is transferred, or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, and the student’s parent/guardian has provided proof of residence in the school district within 10 days after the published arrival date provided on official documentation. Ed. Code § 48204.3

A school district of residence must allow a child of an active duty military family to transfer to a school district of proposed enrollment if the school district of proposed enrollment approves the interdistrict transfer application. The school district that accepts the transferring student must provide transportation assistance if the student is eligible for free or reduced-price meals, and otherwise may provide transportation assistance to transferring students of active duty military families, if requested by the parent or guardian.

## **VICTIMS OF BULLYING**

School districts must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's interdistrict transfer request if the school district of proposed enrollment approves the transfer.

## **RESIDENCY RETENTION WHEN A PARENT/GUARDIAN IS DETAINED OR DEPORTED**

Students retain residency in a school district, regardless of the students' current residency, when both of the following requirements are met: a) the student's parent or guardian has departed California against his or her will, and the student can provide official documentation evidencing the departure; and b) the student moved outside of California as a result of his or her parent or guardian leaving the state against his or her will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment in a California public school immediately before moving outside the state.

Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind may be required for admission or attendance in these circumstances.

This law applies to parents who are: (1) in the custody of a government agency and are transferred to another state; (2) subject to a lawful removal order and who were removed or were permitted to leave California voluntarily before being removed; and (3) subject to any additional circumstances consistent with these purposes, as determined by the school district.

## **NOTICE OF ALTERNATIVE SCHOOLS**

California state law authorizes all school districts to provide for alternative schools. Ed. Code § 58500 defines an alternative school as a school or separate class group within a school which is operated in a manner designed to:

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- Recognize that the best learning takes place when the student learns because of this desire to learn.
- Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result wholly or in part from a presentation by his teachers or choices of learning projects.
- Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. The opportunity shall be a continuous, permanent process.
- Maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this school district, and the principal's 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. Contact the school for more information. Ed. Code §§ 58500; 58501.

## **FOSTER CHILDREN**

Foster children must be allowed to continue their education at their school of origin. When a student's foster student status is terminated by the juvenile court during the school year, former foster students in grades K-8, must be allowed to finish the school year in his/her school of origin. Former foster students in high school must be allowed to continue attending their schools of origin through graduation.

## **OPEN CAMPUS**

SLOCOE schools are closed campus schools.

## **MIGRATORY CHILDREN-RESIDENCY RETENTION**

Currently migratory children, who are enrolled in a school due to a parent's or immediate family member's temporary or seasonal employment in an agricultural or fishing activity, as defined by Education Code section 48204.7, must be allowed to

continue in their schools or origin for the duration of their status as migratory children. If/when a student's status as a migratory child changes during the school year, the school district must: (1) allow K-8th graders to continue in their schools of origin for the remainder of that school year; and (2) allow 9-12th graders to continue in their schools of origin through graduation.

Migratory children and their parents/guardians must be informed of the impact that remaining in their schools of origin will have on their eligibility to receive migrant education services.

### **PERSISTENTLY DANGEROUS SCHOOLS**

Students attending a persistently dangerous public elementary or secondary school, as determined by the State, or a student who becomes a victim of a violent criminal offense while on school grounds, must be allowed to attend a safe public school within the district, including a public charter school.

### **TEMPORARY DISABILITY**

If, due to a temporary disability, your child is placed in a hospital or other residential facility, excluding a state hospital, which is located outside of SLOCOE district boundaries, your child shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. If this situation should arise, you should notify both the SLOCOE and the district where the hospital is located so that individualized instruction, if possible, can be provided. The district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five days.

### **TEMPORARY DISABILITY/INDIVIDUALIZED INSTRUCTION**

A child with a temporary disability has the right to receive individual instruction if attendance at school is impossible or inadvisable and to be informed of your obligation to notify the District of your child's presence in a qualifying hospital. Individual instruction may be provided at your child's home, in a hospital or other residential health facility.

### **LANGUAGE ACQUISITION PROGRAMS**

SLOCOE is required to provide a Structured English Immersion (SEI) program option. If you choose this option your child will be placed in a classroom that uses mostly English for instruction. All programs include English Language Development (ELD) and teaching strategies differentiated for each student's level of English language proficiency. These strategies are used to help each student reach proficiency in speaking, reading and writing English, and succeed academically in all core subjects.

### **REQUESTING A LANGUAGE ACQUISITION PROGRAM**

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards (EC Section 306[c]). Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a])

### **DESCRIPTION OF PROGRAM OPTIONS AND GOALS FOR ENGLISH LEARNERS**

A description of language acquisition programs is listed below. Please contact the district administrator at the number below if you would like to discuss another program option that best suits your child.

- Mainstream Classroom: Students are enrolled in a mainstream classroom in which all classroom instruction is provided in English, but with regular integrated and designated ELD and Title 1 or paraprofessional support, as necessary. Students have full access to grade level academic subject matter content.
- Structured English Immersion (SEI) Program: A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.
- Other Instructional Setting SLOCOE Special Education Program (IEP): Students in a special education/ special day class setting are taught primarily in English. Some assistance may be provided in the primary language. Students are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplemental materials. Instruction is based on ELD and grade-level content standards.

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Public meeting agendas are posted prior to each meeting. If interested in a program not listed above, please contact the Assistant Superintendent of Student Programs and Services at (805) 782-7321 to ask about alternative options.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6318[c][A][vii]) However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

### ATTENDANCE

Children cannot learn if they are not in school. Ed. Code § 48200 requires students who are 6 – 18 years old to attend school on a regular basis. Schools do not receive funding for a student who is not in school, even when they are sick or have an excused absence. It is essential that your child attend school whenever possible; even if for part of a day, after or before appointments.

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment. (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family. (Education Code 48205)  
Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
5. Jury duty in the manner provided for by law. (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205) Such absence shall be granted for a period of time to be determined at the discretion of the County Superintendent or designee. (Education Code 48205)
10. Attendance at the student's naturalization ceremony to become a United States citizen. (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people. (Education Code 48205)
12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school. (Education Code 46014) Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)
13. Work in the entertainment or allied industry. (Education Code 48225.5) Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)
14. Participation with a nonprofit performing arts organization in a performance for a public school audience. (Education Code 48225.5) A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)
15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

No student may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Ed. Code section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

### **ABSENCE FOR RELIGIOUS PURPOSES**

With your written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of instructional minutes for that day. Such absences are limited to four days per school month.

### **ABSENCE BASED ON JUSTIFIABLE PERSONAL REASONS**

To excuse your child from school for justifiable personal reasons upon written notice and approval by the principal or designated representative. Personal reasons may include attendance at a religious retreat, not to exceed four hours per semester, and the observance of a religious holiday or ceremony.

### **MINIMUM DAYS/PUPIL-FREE STAFF DEVELOPMENT DAYS**

The COE will notify parents/guardians of its minimum days and staff development days at least one month in advance. The dates known at press time are included on school calendars and on the website. Ed. Code § 48980(c).

### **DEFINITION OF A TRUANT**

Any pupil who is absent from school without valid excuse three 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 occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. Ed. Code. § 48260(a).

### **SUBSEQUENT REPORT OF TRUANCY**

Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district. Ed. Code § 48261.

### **DEFINITION OF A HABITUAL TRUANT**

A pupil is deemed a habitual truant when the pupil has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil. Ed. Code § 48262.

### **HABITUAL TRUANT MANDATES & INTERVENTIONS**

The law requires that after a student has been reported as a truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a habitual truant. When a student is a habitual truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the student may be referred to a School Attendance Review Board (“SARB”) Hearing. Ed. Code § 48263.

### **PRE-SARB CONFERENCE**

Pre-SARB conferences are informational meetings designed to ensure you and your child are aware of the current laws related to school attendance and the consequences for parents and children when a student fails to attend school regularly. The meeting will be scheduled with a parent or guardian, the student, an administrator or designee, and may also include a probation officer assigned as the school’s truancy officer or other support staff. The goal of this meeting is to increase positive student attendance, thereby preventing a referral to SARB or any serious legal consequences.

### **SARB HEARING**

SARB hearings are formal proceedings intended to provide solutions for students who fail to respond to the normal avenues of school intervention. The directives ordered by SARB are designed to divert students with serious attendance and/or behavioral problems from the juvenile justice system and to reduce the number of students who drop out of school. The hearing will be

scheduled with a parent or guardian, the student, and a district administrator or designee. Members of the Board may include, but are not limited to, representatives from SLOCOE, County Probation Department, District Attorney's Office, Department of Social Services, Department of County Mental Health, Court and Community School, Local Law Enforcement, Family Resource Center, and other community-based youth service agency/organizations that may be appropriate. Results of the hearing may include, but are not limited to, referrals to the County Truancy Board or the District Attorney's office, adjustments in school placement or program, or participation in counseling or parenting classes.

### **NOTIFICATION OF TRUANCY TO PARENT(S) OR GUARDIAN(S)**

Upon a pupil's initial classification as a truant, the school shall notify the pupil's parent or guardian using the most cost-effective method possible, which may include electronic mail or a telephone call:

- a) That the pupil is truant.
- b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution.
- d) That alternative educational programs that are available in the district.
- e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- f) That the pupil may be subject to prosecution.
- g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege.
- h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

(Ed. Code § 48260.5)

## **INSTRUCTION**

### **MINIMUM DAYS AND PROFESSIONAL DEVELOPMENT**

Due to the nature and variety of our programs, we serve students on a variety of different calendars. Calendars are provided to each student and family at the beginning of the school year, or time of enrollment. Calendars can also be found on the SLOCOE website at <https://www.slocoe.org/calendars-and-room-reservations/>

### **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

The School Accountability Report Card is available in hard copy upon request, and is available on the Internet at <https://www.slocoe.org/resources/parent-and-public-resources/school-accountability-report-cards/>. It contains information about the COE and schools regarding the quality of programs and progress toward achieving stated goals. Ed. Code §§ 33126, 35256, 35258.

### **CAREER COUNSELING**

Parents/guardians will be notified at least once, in advance of career counseling and course selection commencing with 7th grade course selection so that you may participate in the counseling sessions and decisions. Ed. Code § 221.5.

### **EXCUSED FROM INSTRUCTION DUE TO RELIGIOUS OR MORAL BELIEF**

A parent/guardian can request, in writing, that their student be excused from any part of a school's instruction in health which conflicts with your religious training and beliefs. Ed. Code § 51240.

### **FORMER JUVENILE COURT SCHOOL STUDENT GRADUATION REQUIREMENTS**

School districts and county offices must exempt former juvenile court school students, who have transferred into a school district from a juvenile court school after completion of their second year of high school, from local graduation requirements that exceed state requirements and accept coursework satisfactorily completed while attending the juvenile court school, even if the student did not complete the entire course, and grant full or partial credit for courses earned while in juvenile court school. Former juvenile court school students may file complaints of non-compliance with these requirements under the District's Uniform Complaint Procedures.

When deciding whether to decline the diploma, the county office of education must advise the student, or if a minor, his/her educational rights holder, whether the student is likely to do all the following upon his/her release from a juvenile detention facility:

- a) Enroll in a school operated by a LEA or charter school;
- b) Benefit from continued instruction; and

- c) Graduate from high school. Ed. Code § 48645.7(c)

Complaints of non-compliance may be filed with the District/County Office of Education/LEA under their Uniform Complaint Procedures. A complainant not satisfied with the District/County Office of Education/LEA's decision may appeal to the California Department of Education (CDE) and receive a written decision regarding the appeal within 60 days of the CDE's receipt of the appeal.

### **GRADUATION AND COURSEWORK FOR CHILDREN OF MILITARY FAMILIES**

Within 30 calendar days of the transfer of a child living in the household of an active duty military service member who may qualify for exemptions from local graduation requirements, the receiving school district must notify the student and his/her parent or guardian of the availability of the following exemptions and whether the student qualifies:

- a) For students transferring any time after the completion of the student's second year of high school, exemption from local graduation requirements that exceed statewide coursework requirements, unless the school district makes a finding that the student is reasonably able to complete the school district's required coursework for graduation in time to graduate from high school by the end of the student's fourth year of high school. (Ed. Code § 51225.1 (a)):
- b) For students deemed reasonably able to complete the school district's graduation requirements within the student's fifth year of high school, the school district must do all of the following (Ed. Code § 51225.1 (b)):
  - 1) Inform the student of the option to remain in school for a fifth year to complete the school district's graduation requirements;
  - 2) Inform the student, and the student's educational rights holder, about how remaining in high school for a fifth year to complete graduation requirements will affect the student's ability to gain admission to college;
  - 3) Provide information to the student about transfer opportunities available through California Community Colleges; and
  - 4) Upon agreement of an adult student or a minor student's educational rights holder, permit the student to stay in school for a fifth year to complete the school district's graduation requirements. (Ed. Code § 51225.1 (b).)
- c) Students eligible for the exemption from local graduation requirements under this section have the following additional rights:
  - 1) To be notified by the school district regarding how the waiver of graduation requirements will affect the student's ability to gain admission to college and to receive information about transfer opportunities available through California Community Colleges. The student's educational rights holder must also receive this notice. (Ed. Code § 51225.1 (f));
  - 2) Students eligible for the exemption may not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses for which s/he is otherwise eligible, including courses necessary to attend college, regardless of whether those courses are required under statewide graduation requirements. (Ed. Code § 51225.1 (g));
  - 3) Students previously denied the exemption from local graduation requirements must be exempted upon request if they later qualify for the exemption. (Ed. Code § 51225.1 (h)); once exempted, the exemption may not be revoked. (Ed. Code § 51225.1 (i));
  - 4) The exemption will continue to apply after: (1) a student transfers to another school or school district; or (2) a student no longer meets the "child of military family" definition. (Ed. Code § 51225.1 (j)); and
  - 5) Students may not be required to transfer schools in order to qualify for an exemption under this section. (Ed. Code § 51225.1 (k));-Transfer requests may not be made on a student's behalf solely to qualify the student for an exemption under this section. (Ed. Code § 51225.1 (l)).

Students exempted from local graduation requirements who complete statewide coursework requirements before the end of their fourth year of high school may not be required or asked to graduate before the end of their fourth year of high school, if otherwise entitled to remain in attendance. (Ed. Code § 51225.1 (e).)



If the school district fails to provide timely notice of these rights, the student will be eligible for the local graduation requirements exemption even after the student no longer lives in the household of an active duty military service member, if the student otherwise qualifies for the exemption. (Ed. Code § 51225.1 (d)(4).)

#### Coursework Acceptance Requirements

- a) School districts and county offices of education must accept coursework satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school, even if the student did not complete the entire course and must issue full or partial credit for the coursework completed. For students living in active duty military households, “public schools” include schools operated by the United States Department of Defense. (Ed. Code § 51225.2 (b));
- b) Students may not be required to retake a course satisfactorily completed elsewhere. (Ed. Code § 51225.2 (b));
- c) If the student did not complete the entire course taken elsewhere, the student may not be required to retake the entire course, unless the school district or county office of education, in consultation with the student’s educational rights holder, finds that the student is reasonably able to complete the entire course in time to graduate from high school. Students must be allowed to enroll in the same or equivalent course in order to continue and complete the entire course. (Ed. Code § 51225.2 (d)); and
- d) Students may not be prevented from retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Ed. Code § 51225.2 (e))

Complaints of non-compliance with graduation and coursework acceptance requirements for students living in military households may be filed with the District under the District's Uniform Complaint Procedures. A complainant not satisfied with the District's decision may appeal to the California Department of Education (CDE) and receive a written decision regarding the appeal within 60 days of the CDE’s receipt of the appeal.

#### **COMMUNICATIONS REGARDING PUPIL ACHIEVEMENT**

SLOCOE believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in class work and proficiency levels and indicate educational growth in relation to the students’ ability, citizenship, and effort. Parents/guardians shall be notified when a teacher has determined that your child is in danger of failing a course. Ed. Code § 49067.

#### **TEACHER QUALIFICATIONS**

A provision of Federal Title I requires all districts to notify parents and guardians of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides, are in the classroom and what their qualifications are. (No Child Left Behind (NCLB)) To request information contact Thomas Alvarez, Director of Human Resources at [talvarez@slococoe.org](mailto:talvarez@slococoe.org) or 805-782-7233.

#### **COLLEGE ADMISSIONS REQUIREMENTS/CAREER TECHNICAL EDUCATION**

Parents of students enrolled in grades 9-12 have a right to receive annual notice of the following college admissions requirement and career technical education information:

##### College Admissions Requirements

###### **University of California:**

There are three paths to eligibility for freshmen:

1. Eligibility in the Statewide Context - Students must complete specific coursework and college admissions tests and earn the required GPA and test scores.
2. Eligibility in the Local Context (ELC) - Students must rank in the top 4 percent of their graduating class at a participating California high school.
3. Eligibility by Examination Alone - Students must achieve specified high scores on their college admissions tests.

The following website links provide more information regarding University of California admission requirements:

<http://admission.universityofcalifornia.edu/>

[http://www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm/freshman/subject\\_reqs.html](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html)

**California State University:**

Most applicants who are admitted meet the standards in each of the following areas:

1. Specific high school courses
2. Grades in specified courses and test scores
3. Graduation from high school

The following website link provides more information regarding the California State University admission requirements: [http://www.csumentor.edu/planning/high\\_school/](http://www.csumentor.edu/planning/high_school/)

Career Technical Education

Career Technical Education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.

For more information, visit the California Department of Education’s website at <http://www.cde.ca.gov/ci/ct/>

Guidance Counseling

Students may meet with guidance counselors at their school to discuss college admission requirements and/or to enroll in career technical education courses.

## GRADUATION REQUIREMENTS

Subject Area	Loma Vista Community School Credit Requirement	California Diploma Minimum*
English 9	10	10
English 10	10	10
English 11	10	10
English 12	-	-
Mathematics	10	10
Algebra	10	10
World History	10	10
U.S. History	10	10
Economics	5	5
Government / Political Science	5	5
Physical Science	10	10
Life Science	10	10
Physical Education	20	20
Fine Arts / Foreign Language	10	10
Other Electives	70	-
Total Credits**	200	130

\* **California Diploma Minimum:** Students who meet certain conditions may be eligible to earn a high school diploma under the minimum state requirements. This diploma is equivalent to all other high school diplomas; however, it does not meet the entrance requirements for the UC/CSU University system. See next page for 4-year college entrance requirements.

## 4-YEAR CALIFORNIA COLLEGE ENTRANCE REQUIREMENTS

<u>University of California (UC) Admission Requirements</u>		
G.P.A. of 3.0 or above in A-G Coursework		
S.A.T. I or A.C.T. (S.A.T. II Required for some majors.)		
A-G Admissions Requirements		
A.	History and Social Science	2 Years
B.	English	4 Years
C.	Math (4 Years Rec.)	3 Years
D.	Lab Science (3 Years Rec.) - 1 Biological and 1 Physical Lab Science	2 Years
E.	Foreign Language (3 Years Rec.)	2 years
F.	Visual & Performing Arts	1 Year
G.	College Prep Electives	1 Year

<u>California State University (CSU) Admission Requirements</u>		
G.P.A. - <u>Eligibility Index Information</u>		
S.A.T. I or A.C.T.		
A-G Admissions Requirements		
A.	History and Social Science	2 Years
B.	English	4 Years
C.	Math (4 Years Rec.)	3 Years
D.	Lab Science (3 Years Rec.) - 1 Biological and 1 Physical Lab Science	2 Years
E.	Foreign Language (3 Years Rec.)	2 years
F.	Visual & Performing Arts	1 Year
G.	College Prep Electives	1 Year

**UC/CSU Entrance Examinations** (*To be taken no later than December of senior year*)

S.A.T. I or A.C.T. (Plus Writing) [Register for A.C.T.](#) [Register for S.A.T.](#)

S.A.T. Subject Tests (2 tests may be required) for specific majors – Check with College  
Students taking S.A.T. II in Mathematics should choose Level 2

**\*Note: UC/CSU A-G Requirements must be completed with C or better to earn A-G Credit.**

## COURSES THAT MEET UC/CSU ENTRANCE REQUIREMENTS

Students must earn a grade of “C” or better in all A-G coursework.

### *A -- History / Social Studies*

World History  
U.S. History  
Government

### Physics

The Living Earth  
Chemistry in the Earth System  
Earth and Space Science  
Physics in the Universe

### *B -- English*

English 9, English 10, English 11, English 12

### *E -- Language Other than English*

French 1, 2, 3  
German 1, 2  
Latin 1, 2  
Spanish 1, 2, 2

### *C -- Mathematics*

Algebra 1  
Algebra 2  
Geometry  
Precalculus

### *F -- Visual and Performing Arts*

Visual Arts

### *D -- Laboratory Science*

Biology  
Chemistry  
Physical Science

### *G -- Elective*

Economics

## CAREER TECHNICAL EDUCATION

Career Technical Education courses to serve as an alternative to the performing arts or foreign language courses currently required for high school graduation. The COE provides the following courses: Introduction to Hospitality / Tourism / Recreation.

### **SPECIAL EDUCATION**

A student shall be referred for possible special educational eligibility, only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of Procedural Safeguards and an explanation of the proposed assessments. If consented to, following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Education Program (IEP) meeting. At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed, which will be reviewed at least annually. The District provides special education services, as described in Ed. Code (56000-56001). The District offers a continuum of special education services and placements through the District's learning centers, special day classes and other support services. Students with exceptional needs have a right to a free appropriate public education.

Parents have the right to be informed of County programs for students with exceptional needs, including your right to have your child placed in an "appropriate" program, and to be consulted about the assessment and placement of your child. Students with exceptional needs have a right to a free appropriate public education.

### **ADVANCED PLACEMENT EXAMINATION FEES**

A school district may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged pupils. Ed. Code § 522421.

### **STANDARDS OF PROFICIENCY IN BASIC SKILLS**

The COE has adopted student basic skills standards of proficiency as required by law. Skills shall include, but are not limited to, reading comprehension, writing, and computation skills. All skills should be articulated across the grade levels pursuant to Ed. Code §49063(K). Parents may request to meet to review instructional materials and to discuss the curriculum.

### **CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM**

Requires the principal of a school maintaining grades 11 and 12 to distribute an announcement explaining the California High School Proficiency Examination provided under Ed. Code § 48412. Notification to be made in time sufficient to enable interested pupils to meet examination registration requirements for fall tests of that year.

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all coursework required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements. A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

### **EXEMPTION FROM CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)**

Each year, parents and guardians will be notified regarding their student's participation in the CAASPP assessment system. Parents and guardians wanting to excuse their children from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis.

## CAL GRANT PROGRAM

By January 1<sup>st</sup> of a pupil's grade 11 academic year, a school district or charter school must provide written notice to each grade 11 pupil and, for a pupil under 18 years of age, his or her parent or guardian that the pupil will be automatically deemed a Cal Grant applicant unless the pupil opts out. The deadline to opt out must not be less than 30 days from the date of the notice. Until a pupil turns 18 years of age, only a parent or guardian may opt the pupil out. Eleventh graders who are 18 years or older and parents/guardians of minor 12th 11th graders may contact Katherine Aaron, Assistant Superintendent at (805) 805-782-7321 or kaaron@slocoe.org. if they do not want their grade point average reported to the California Student Aid Commission (CSAC) for purposes of the Cal Grant Program. SLOCOE schools plan to first submit senior GPAs electronically to the CSAC on October 1, 2021.

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted **by the October 1 deadline** to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent **or** guardian of a student under 18 years of age, may complete a form to indicate that he **or** she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent **or** guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself **or** herself out, and can opt in if the parent **or** guardian had previously decided to opt out the student. **Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11<sup>th</sup> grade year.**

## DISSECTION OF ANIMALS

Your child has the right to refrain from instruction involving the use of animals or animal parts. To substantiate your child's moral objection to dissecting, destroying or otherwise harming animals as part of an education project. Teachers of courses utilizing dead animals or animal parts will inform students of their right to object to participating in a particular project involving the harmful or destructive use of animals. Your written note attesting to your child's objection may, at the teacher's option, entitle your child to participation in an alternative education project or to be excused from the project altogether. Ed. Code § 32255.1

## STUDENT

### FOSTER AND HOMELESS YOUTH

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every school district must appoint a liaison to assist these students. The liaison must ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a *fixed, regular, and adequate* nighttime residence and may temporarily:

- Live in a shelter; abandoned building, in a car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live "doubled-up" with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations;
- A house or apartment with more than one family because of economic hardship or loss;
- On the street;
- In temporary foster care or with an adult who is not your parent or guardian,

- In substandard housing;
- With friends or family because you are a runaway or unaccompanied youth; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the *school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months*; or the *current school of residence*. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison and following the district's dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as "attending class and participating fully in school activities". Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records *or other documentation usually required for enrollment*. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

## **RIGHTS OF HOMELESS STUDENTS AND STUDENTS IN FOSTER CARE**

The district's uniform complaint procedures cover complaints pertaining to the education of foster and homeless children, including, but not limited to, a school district's failure to:

- 1) When a school placement dispute arises, allow a foster or homeless child to remain in his/her school of origin;
- 2) Place a foster child or homeless student in the least restrictive educational programs and provide access to academic resources and services and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the child;
- 3) Provide educational services for foster children and homeless students living in emergency shelters;
- 4) Designate a staff person as the educational liaison for foster children and homeless students. The educational liaison must ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children, and assist foster children when transferring from one school or one district to another by ensuring the proper transfer of credits, records and grades;
- 5) Compile and transfer the complete educational record, including full or partial credits earned and the current classes and grades, of a transferring foster child to the next educational placement;
- 6) Ensure the proper and timely transfer between schools of students in foster care;
- 7) Within two business days of receipt of a transfer request or notification of enrollment from the new local educational agency, transfer the foster student and deliver the foster student's complete educational information and records to the next educational placement;
- 8) Ensure that no lowering of grades will occur as a result of a foster student's absence due to a change in placement by a court or placing agency or due to a verified court appearance or related court activity;
- 9) Notify foster and homeless students transferring after the completion of the 2nd year of high school, within 30 days of the transfer, that they may be exempt from local graduation requirements and that this exemption continues after the court's jurisdiction over a foster child ends or when a homeless student is no longer homeless;
- 10) Accept coursework satisfactorily completed by a foster child or homeless student, even if the student did not complete the entire course, and failing to issue full or partial credit for the coursework completed.
- 11) School districts may not require that a homeless student or a student in foster care retake a course if the student has satisfactorily completed the entire course in a public school, a juvenile court school or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the school district may not require that the student retake the portion already completed, unless the school district, in consultation with the holder of the student's educational rights, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the student must be enrolled in the same or equivalent course in order to continue and complete the entire course;
- 12) A student in foster care or a homeless student may not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California;

- 13) Exempt a homeless or student in foster care transferring between schools at any time after the completion of his/her second year of high school from all coursework and other requirements adopted by the district's governing board that are in addition to the statewide coursework requirements for graduation found in Education Code section 51225.3, unless the district makes a finding that the student is reasonably able to complete the district's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school;
- 14) Within 30 calendar days of the school transfer, the school district must notify a student in foster care or a homeless student who may qualify for the exemption from local graduation requirements, the person holding the right to make educational decisions for the student, the foster student's social worker or probation officer, and, in the case of homeless students, the school district's liaison for homeless students, of the availability of the exemption from local graduation requirements and whether the student qualifies for the exemption;
- 15) If the school district determines that a student in foster care or a homeless student is reasonably able to complete the district's graduation requirements within the student's fifth year of high school, the district must do all of the following:
  - a. Inform the student of his/her option to remain in school for a fifth year to complete the school district's graduation requirements;
  - b. Inform the student, and the person holding the right to make educational decisions for the student, about how remaining in school for a fifth year to complete the school district's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution;
  - c. Provide information to the student about transfer opportunities available through the California Community Colleges;
  - d. Upon agreement with an adult student or upon agreement with the person holding the right to make educational decisions for a student under 18 years of age, permit the student to stay in school for a fifth year to complete the school district's graduation requirements;
- 16) If a student in foster care or a homeless student is exempted from local graduation requirements and completes the statewide graduation coursework requirements in Education Code section 51225.3 before the end of his/her fourth year of high school and that student would otherwise be entitled to remain in attendance at the school, the school district may not require or request that the student graduate before his/her fourth year of high school;
- 17) If a student in foster care or a homeless student is exempted from local graduation requirements, the school district must notify the student and the person holding the right to make educational decisions for the student of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and must provide information about transfer opportunities available through the California Community Colleges;
- 18) A student in foster care or a homeless student who is eligible for the exemption from local graduation requirements and who would otherwise be entitled to remain at the school, shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements;
- 19) If a student in foster care or a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the school district must exempt the student at any time if s/he requests and qualifies for the exemption;
- 20) Once a student in foster care or a homeless student is exempted from local graduation requirements, the school district may not revoke the exemption;
- 21) If a student in foster care is exempted from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while s/he is enrolled in school or if the student transfers to another school or school district;
- 22) If a homeless student is exempted from local graduation requirements, the exemption must continue to apply after the student is no longer homeless while s/he is enrolled in school or if the student transfers to another school or school district; and
- 23) A school district may not require or request that a student in foster care or a homeless student transfer schools in order to be exempted from local graduation requirements. A complainant not satisfied with the district's decision may appeal to the CDE and receive a written decision from the CDE within 60 days.

## **PERSONAL BELIEFS SURVEYS/QUESTIONNAIRES**

No test, questionnaire, survey, or examination which has questions about your or your child's: beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti social, self incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine



eligibility for participation in a program or for receiving financial assistance under such program) shall be administered without prior notification and written permission of the parent or guardian. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation.

### **INSTRUCTIONAL MATERIALS**

Parents have the right to request a meeting to review instructional materials and discuss the curriculum of your student's course.

### **IMMIGRATION**

All children have the right to a free public education, regardless of immigration status or religious beliefs. The California Attorney General's website at <https://www.oag.ca.gov/immigrant/rights> provides "know your rights" resources for immigrant students and family members.

### **STUDENTS WHO ARE PARENTS OR PREGNANT**

Students, who are also parents, may miss school to care for his/her child without a doctor's note. These pregnant/parenting students may not be treated differently on the basis of sex, may participate in educational and extracurricular activities if physically and emotionally able to participate, not be required to attend alternative programs. Pregnancy and complications are treated as any other temporary disabling condition. These students may voluntarily take 8 weeks of parental leave or more if deemed medically necessary by the student's physician, cannot be required to make up the academic work while on parental leave, return to school and the program in which the student was enrolled in prior to the leave, and not incur academic penalties based on the use of any accommodations above.

### **LACTATION ACCOMMODATIONS FOR PARENTING STUDENTS**

School districts must provide reasonable accommodations to lactating students on school campuses to express breast milk, breast-feed an infant child or address other needs related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk. A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any school work missed due to such use.

A complaint of noncompliance with this provision may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal to the CDE and receive a written decision within 60 days.

### **SCHOOL SAFETY PLAN**

Each school has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school. Each school shall report on the status of its school safety plan to numerous community leaders and include a description of its key elements in the school accountability report card. Ed. Code §§ 32286, 32288.

### **FREE & REDUCED LUNCH PROGRAM**

Your child may be eligible to purchase breakfast and lunch at a reduced rate. An application will be sent to all students' homes at the beginning of the school year.

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file

a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at [www.ftb.ca.gov](http://www.ftb.ca.gov).

There are many options for notifying households about the EITC which may include in-person, electronic, mail, flyers, or by phone. For additional information, refer to the IRSEITC webpage at <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit> or the California EITC Web page at <https://www.ftb.ca.gov/individuals/faq/net/900.shtml>.

If you have questions regarding this subject, please contact the IRS by phone at 800-829-3676 or through its website at [www.irs.gov](http://www.irs.gov). You can also contact the Franchise Tax Board by phone at 800-852-5711 or through its website at [www.ftb.ca.gov](http://www.ftb.ca.gov).

## **TRANSGENDER STUDENTS**

Access to Programs and Facilities Based on Gender Identity. Pursuant to state law, students may access sex-segregated programs and facilities, including locker room and restroom facilities, consistent with their gender identity. Any student may request the use of private or unisex restroom facilities for increased privacy. The District endeavors to protect the privacy of all students.

## **STUDENT RECORDS**

### **DISTRICT POLICY**

See attached Superintendent Regulation-Student Records 5125.

### **REVIEW OF STUDENT RECORDS**

School officials may be authorized to inspect student records if a legitimate educational interest exists. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the District as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the governing board, a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, consultant, or therapist), or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks.

### **EXPUNGING & CHALLENGING STUDENT RECORDS**

See attached Superintendent Regulation-Student Records 5125 and Superintendent Regulation-Challenging Student Records 5125.3.

### **PARENTAL CONSENT TO RELEASE INFORMATION**

Your student's right to privacy prohibits the release of confidential information of your student's records to individuals other than yourself, your child (if 16 or older or having completed the 10th grade), or certain authorized individuals without a court order or parental consent. Certain entities, such as military recruiters and institutions of higher education, are authorized under federal law to access student directory information unless the parents request in writing that the student's name, address, and telephone number not be released without prior written consent. Any request to withhold directory information must be received by the school within 10 days from this notice.

### **RELEASE OF DIRECTORY INFORMATION**

The law allows schools to release "directory information" to certain persons or organizations, including military recruiters. Directory information may include a student's name, address, telephone information, date & place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the COE withhold any of this information, including photos of your child, by submitting a request in writing to the school office. The Superintendent or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based upon his/her determination of the best interest of the student. (Ed. Code §§ 49061(c), 49073; NCLB) SLOCOE has determined that the following individuals, officials, or organizations may receive directory information:

- Certain school publications
- Outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks
- Military recruiters
- Post-secondary educational institutions
- Outside governmental agencies

### **HOMELESS STUDENT RELEASE OF DIRECTORY INFORMATION**

Written consent of the parent or that of the student, if accorded parental rights, must be obtained before directory information pertaining to a homeless student may be released.

### **PERSONALLY IDENTIFIABLE INFORMATION**

Parents or guardians must consent to disclosure of personally identifiable information contained in their student’s records, except to the extent disclosure without consent is permitted by law (e.g. subpoena or court order).

### **TRANSFER OF SUSPENSIONS AND EXPULSIONS DISCIPLINARY RECORDS**

The District will forward student records, including suspension and/or expulsion disciplinary records, to other schools that have requested the records and in which the student seeks or intends to enroll.

### **SOCIAL SECURITY NUMBER– Ed. Code § 49076.7**

Prohibits school districts, county offices of education, and charter schools from collecting or soliciting social security numbers or the last four digits of the social security numbers from pupils or their parents or guardians unless otherwise required to do so by state or federal law.

*Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.*

### **STUDENT RECORDS COMPLAINTS**

To file a complaint with the United States Department of Health, Education, and Welfare concerning alleged failure by the district to comply with the requirements of the General Education Provisions Act. Also, to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

### **DISCIPLINE**

SLOCOE desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. We believe that good planning, a good understanding of each child and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student’s behavior. Policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school and program has developed disciplinary rules in accordance with the law to meet the school and student needs. Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color, or sex. In order to maintain safe and orderly environments, the COE shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed.

### **SCHOOL RULES**

Per Ed. Code § 48980, parents, guardians, and students have a right to review school rules regarding student discipline and to receive a copy of Governing Board Rules and Regulations regarding student discipline. The basic school rules are listed below. If you have additional questions, or would like to review additional rules, please contact the school office.

School rules include:

1. Be respectful of others and their property;
2. Bring to school only those things needed to do schoolwork;

3. Use appropriate language;
4. Hats, hoods, and head coverings are not allowed inside classrooms or other buildings;
5. Use phones appropriately (see Phone Policy);
6. If you are not legally allowed to possess an item, or it is not allowed on campus – you cannot display or advertise it ~ *and we don't want to hear about it either*;
7. Students are not allowed in the parking lot without staff permission; and
8. Once a student is on campus, they may not leave without being properly checked out through the office.

### **SUSPENSION FOR UNRULY OR DISRUPTIVE CONDUCT**

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Ed. Code § 48900.1

### **TOBACCO USE PROHIBITED**

SLOCOE prohibits the use of electronic nicotine delivery systems ("ENDS") such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sale of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

### **DRESS CODE & GANG-RELATED APPAREL**

See Superintendent's Policy 5132-Dress and Grooming

### **RELEASE OF STUDENT TO A PEACE OFFICER**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian. Ed. Code § 48906.

### **PARENT RESPONSIBILITY**

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or damage to school property. Parents/guardians are also liable for any school property loaned to the student and willfully not returned. Parents/guardians' liability is defined in §48904. The school may withhold the grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money. Ed. Code § 48904, Civ Code § 1714.1.

### **FAMILY ENGAGEMENT/ PARENT INVOLVEMENT**

Research tells us that family engagement in school makes a big difference. When schools, families and communities work together, student achievement increases. SLOCOE schools welcome and encourage family participation in a variety of ways. SLOCOE has aligned parent involvement in the LCAP and SPSA stakeholder engagement processes by streamlining the two into a single coherent system of parent and family engagement activities that reflect and represent both the LCAP and SPSA requirements. This will promote a more comprehensible, unified, and understandable system for parents to more easily and meaningfully engage in their child's educational process. To review the Family Engagement Policy, please see the school office or the SLOCOE website.

### **STUDENT SEARCH**

The school principal or designee may search the person of a student, the student's locker, the student's backpack, the student's purse, or other belongings if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. *U.S. Supreme Court Case: New Jersey vs. T.L.O. (1985) 469 U.S. 325.*

## **SEARCH – POLICE DOG**

Ensuring your students are safe from drugs requires a drug free school. Trained police dogs may be used in a search on the school grounds, in hallways, social areas, locker rooms, gyms, parking lots and classrooms. As a parent one of the most crucial policies to demand from your student's school is a drug free campus. Nationwide, over 85% of high school students and 44% of junior high students report seeing drugs used, sold, or stored on campus with 31% of high school students and 9% of junior high students seeing such conduct at least once a week (Center for Substance Abuse Research). Law Enforcement and probation will be involved along with school officials during any search of campus involving trained police dogs.

## **TRANSPORTATION-SCHOOL BUS RULES**

The school bus is considered an extension of the classroom. The same rules apply as when a student is at school. Please refer to our discipline sections in this handbook along with the PBIS matrix. The same incentives and consequences will be used for your student on the bus as in school.

## **CELL PHONES and other ELECTRONIC SIGNALING DEVICES**

Schools may regulate the possession or use of any cell phones, pagers, iPods, mp3 players, or electronic signaling devices while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Ed. Code § 48901.5.

## **GROUND FORS SUSPENSION AND/OR EXPULSION**

*Ed Code § 48900. Grounds for Suspension and Expulsion*

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation **or** transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, or image.
    - (ii) A post on a social network Internet Web site, including, but not limited to:
      - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

### **MANDATORY SUSPENSION AND/OR EXPULSION**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense;
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal;
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind;
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
- (e) Committed or attempted to commit robbery or extortion;
- (f) Caused or attempted to cause damage to school property or private property;
- (g) Stole or attempted to steal school property or private property;
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products;
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity;
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code;
- (k) Violations including
  - (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
  - (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020;
  - (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion;
  - (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property;
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code;
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma;

- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events; and
- (r) Engaged in an act of bullying.

For purposes of this subdivision, the following terms have the following meanings:

- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
  - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
  - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
  - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - (i) A message, text, sound, video, or image.
  - (ii) A post on a social network internet website, including, but not limited to:
    - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (iii) (I) An act of cyber sexual bullying.
    - (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - (III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has



been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

**It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.**

### **TECHNOLOGY**

SLOCOE recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout SLOCOE schools and classes.

#### **ACCEPTABLE INTERNET USE POLICY--Electronic Media Communication**

SLOCOE provides computers, Internet and email access to teachers, students, staff and administrators. To create a common expectation for the acceptable use of such communication devices, each user of such devices is expected to subscribe to and observe this Acceptable Internet Use Policy. This policy does not cover all required or expected behavior. Each user is expected to exercise sound judgment regarding appropriate conduct. Please read this document carefully before signing, since you are agreeing to adhere to this policy. Your signature at the end of this document is legally binding and indicates that you have read the terms and conditions carefully and understands their significance.

**COMPUTERS:** No software may be installed on any computer unless it has been approved by SLOCOE Information Technology Services Department. Making copies of any SLOCOE owned software is prohibited. Passwords and other access restrictions must be made known to the appropriate supervisor so that authorized access is always available to information on computers. Computers and associated technology may not be used for commercial or political purposes, or for any purpose that is immoral, illegal, or contrary to SLOCOE policies. Use of technology for employee organization purposes is permitted only in accordance with the separate rules established between the employer and those organizations.

**ELECTRONIC (COMPUTER) FILES:** Documents created and stored on computers and e-mail systems may be considered public records, subject to disclosure under the Public Records Act. Any information relating to the conduct of the public's business is a public record if it is prepared, owned, used or retained by the office in any form. This includes computer records, e-mail messages and anything downloaded and retained from the Internet, including bookmarks. It is not necessary for there to be a hard copy, i.e. paper, for an item to be considered a public record. Any record that is stored on any office equipment, even if it is a personal item placed there by an employee or student, may fit the definition of a public record. These records may be subject to disclosure under a request for public records. Although SLOCOE does not regularly monitor computer files, e-mail or Internet use, we retain the right to do so. Employees do not have a legitimate expectation of privacy with respect to what they store, send, receive, or access. Additional cautions regarding use of e-mail are detailed below.

**CONFIDENTIAL STUDENT FILES AND DOCUMENTS:** Confidential student files and documents may be sent in an electronic format as set forth: Within the County Office of Education: • Documents are sent strictly through the COE system (slocoe.org) to computers/e-mail accounts that are password protected (slocoe.org); • Documents that are printed shall be placed into secure files; • Documents are saved into electronic files which reside on password protected computers or in password protected accounts; • Documents should never be left accessible to the public. Outside the County Office of Education: • Documents shall only be sent when password protected; • Social security numbers shall not be sent electronically; • Documents shall have a cover sheet which includes the following language:

**CONFIDENTIALITY NOTICE:** This communication and any documents, files, or previous email messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USCA 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use, or disclosure of such information is strictly prohibited under 18 USCA 2511 and any applicable laws. If you received this message in error or are not the intended recipient, you should destroy the email message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing or using any information contained herein. Please inform us of the erroneous delivery by return email or by calling us at (805) 543-7732. Thank you for your cooperation.

**E-MAIL:** Email is a very convenient way to communicate and to send computer documents as attachments. When an e-mail message is sent or received, the message may be deleted without saving it (although this does not erase the message from existence), or a hard copy of the message may be printed, and/or the message may be kept in electronic files. Although there is informality inherent in using email, remember to maintain a hard copy of documents that constitute a record for the office. Under the Brown Act, board members and officers of official bodies may not use email to conduct meeting business. E-mail is not guaranteed to be private. System operators do have access to all mail. The SLOCOE will provide a reasonable level of security for information on the network, but cannot guarantee the privacy or confidentiality of any information stored or transferred on it. E-mail can theoretically be intercepted and read at any point where it is forwarded along the network and e-mail with invalid user or hostnames is sometimes delivered to the system administrator. The identity of the person who created a message can be determined; courts have ordered commercial providers to disclose this information in legal cases. If there is any information that absolutely should not be seen by another person, then do not email it. E-mail users are expected to follow the generally accepted rules of network etiquette. Each user represents him/herself and SLOCOE on a potentially global forum. The following rules are provided as a sample: <sup>TM</sup> Be polite. Abusive messages are unacceptable. <sup>TM</sup> Use appropriate language. Although electronic mail (e-mail) tends to be more casual than other forms of written communication, never swear, use vulgarities or any other inappropriate language. <sup>TM</sup> Be discreet. Do not reveal any personal information, address or phone numbers of students or colleagues. <sup>TM</sup> Disruptions. Do not use the network in such a way that would disrupt the use of the network by other users. <sup>TM</sup> Good practices: Be brief. Don't contribute to information overload. Spell it right. Forgive spelling and grammatical errors of others. Make sure each message is easy to read and understand. Get the most appropriate audience for the message, not the widest one. Use accurate titles for messages to indicate what they are about. Capitalizing entire words that are not titles is generally termed as SHOUTING! Be careful with the use of humor- it is commonly misinterpreted as satire. Cite references for facts, as appropriate. Keep signatures brief. Post only to groups known to the user.

**INTERNET:** The Internet is a vast collection of networked computers offering a cornucopia of information on every conceivable topic. Web browsers have made the Internet graphical and enabled access with unprecedented ease. Users are advised that some Web sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The SLOCOE does not condone the use of such materials. SLOCOE provides a Web filtering service that blocks access to much of the inappropriate material, minimizing the potential access by students. We believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be terminated and future access could be denied; additionally, disciplinary and/or legal action may be taken.

**INTERNET ACCESS - TERMS AND CONDITIONS:** 1. Acceptable Use - Access must be in support of education and/or research and must be consistent with the educational objectives of the community. Using other organization's network or computing resources must comply with the rules appropriate for that network. 2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The SLOCOE system administrators will deem what is unacceptable use and their decision is final. Also, the administrators may close an account at any time, as required.

**ACCEPTABLE/UNACCEPTABLE USE:** 1. Any use for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle. 2. Use for commercial purposes, including personal gain, is prohibited. 3. Copying materials in violation of copyright law is prohibited.

4. Use for product advertisement, religious advocacy, or political lobbying is prohibited. 5. No use shall serve to disrupt the use of the network by other users. 6. Any user's traffic that traverses another network may be subject to that network's acceptable use policy. From time to time, SLOCOE will make decisions on whether specific uses are consistent with this policy. The SLOCOE shall remain the final authority on the use of the network and the issuance of user accounts. We reserve the right to modify this policy at any time. Users will receive prompt notification of all modifications.

**SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. Any security problem should be brought to the attention of the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempt to login as a system administrator will result in immediate cancellation of user privileges. APPROVED BY COUNTY BOARD OF EDUCATION 9/1/05 REVISED BY COUNTY BOARD OF EDUCATION 12/11/08

#### **USER AGREEMENT**

I understand and will adhere to the above Acceptable Internet Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation to this policy, my access privileges may be revoked, and/or disciplinary/legal action may be taken.

### **HEALTH AND MEDICAL INFORMATION**

#### **CALIFORNIA LOCAL EDUCATIONAL AGENCY PROGRAM**

Your school district, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act). School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

#### **KINDERGARTEN & FIRST GRADE PHYSICAL EXAMINATIONS**

State law requires that for each child enrolling in the first grade, the parent/guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health & Disability Prevention Program (CHDP).

#### **PHYSICAL EXAM & CONTAGIOUS DISEASE**

To exempt your child from any physical examination you must provide written notice to the District. However, where there is good reason to believe that your child is suffering from a recognized contagious or infectious disease, your child will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

#### **ORAL HEALTH ASSESSMENT**

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

California Law, Education Code §49452.8, now requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

## **IMMUNIZATIONS**

Unless exempt, a pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students entering kindergarten and seventh grade are required to have three doses of Hepatitis B vaccine and a second dose of measles containing vaccine. Students must be immunized for varicella or provide proof from a doctor stating that the child has had the disease. Tdap booster vaccine is required for all incoming 7<sup>th</sup> graders. The required immunizations are available from the San Luis Obispo County Health Department or a physician. Documented proof of immunization must be up-to-date before admission to school is granted.

The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunization requirement until they complete the "grade span" they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering the district for the first time or advancing to 7th grade after July 1, 2016 will no longer be exempt from immunizations based on their religious or personal beliefs.

Students who have a medical exemption issued before December 31, 2020 will be allowed continued enrollment until they enroll in the next grade span. As of January 1, 2021, the District will only accept medical exemptions that are submitted on the California Department of Public Health's standardized, statewide medical exemption certification form. (Health and Safety Code §§120370(a)(2) and 120372(a).)

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

Parents will be given notice to consent to immunizations of their student whenever the immunization of students is permitted by the District.

## **MEDICATION ADMINISTRATION**

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The COE designee has received a written statement from the physician, surgeon, or physician assistant detailing the method, amount, and time schedules by which the medication is to be taken; and
2. Parent/guardian submits a written statement indicating his/her desire that the school district assist his/her child in taking the medication; and
3. Parent/guardian signs a release authorization on a special form available from the COE. (EC 49423)

## **CONTINUING MEDICATION REGIMEN**

The parent or legal guardian of any public school pupil on a continuing medication regimen for a non episodic condition, shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

## **ANAPHYLAXIS TREATMENT**

School districts may provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, SLOCOE has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin. This is not a vaccine, nor does it contain blood products.

The district may allow your child to carry and self-administer auto-injectable epinephrine and/or inhaled asthma medication if the following conditions are met. A physician or surgeon's statement confirming that your child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration must also accompany the request. In the case of auto-injectable epinephrine, a physician assistant may also provide this written statement. The parent, foster-parent or guardian must also: (1) consent in writing to the self-administration, (2) provide a release for the school nurse or other designated school personnel allowing them to consult with the student's physician and (3) agree to release the district and school personnel from civil liability in the event of an adverse reaction to the medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. Students may be subject to disciplinary action pursuant to Ed. Code § 48900 for using auto-injectable epinephrine or inhaled asthma medication in a non-prescribed manner. (required)

## **SCOLIOSIS SCREENING**

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. Ed. Code § 49452.5.

## **VISION & HEARING APPRAISAL**

Your student's vision and hearing may be checked by an authorized person unless you present the school a certificate from a physician or optometrist verifying prior testing, or a letter stating it violates your faith in a recognized religious belief. Ed. Code § 49455, 49452.

## **SUN PROTECTION**

Students, when outdoors, can wear sun protective clothing, including, but not limited to, hats. Students may also apply sunscreen during the day, without a doctor's note or prescription. Ed. Code § 35183.5.

## **CONFIDENTIAL MEDICAL SERVICES**

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian. School districts are permitted to grant such excuses, but are not required to do so. SLOCOE does grant such excuses. Ed. Code § 46010.1

## **MEDICAL & HOSPITAL INSURANCE FOR STUDENTS**

SLOCOE's insurance provider, the Self Insured School of California (SISC) covers SLOCOE students under its Student Accident Insurance coverage. The Student Accident Insurance plan covers all regularly enrolled students while they are involved in the following SLOCOE activities:

1. Attending school on SLOCOE premises during the regular school year and summer sessions for preschool through grade 12; or
2. Traveling to or from school or school-sponsored activities in SLOCOE-owned or operated transportation; or
3. Being regularly enrolled in and attending preschool or extended day programs on the school premises and operated exclusively by SLOCOE for its students; or
4. Practicing for or participating in SLOCOE school time and interscholastic athletics, except tackle football; or

5. Participating in Board-approved, school-sponsored clubs, including travel to and from such activities if such travel is on school-owned or operated transportation, or if such travel is under direct school supervision; or
6. Participating in required school-sponsored and school-supervised activities.

Student Accident Insurance Coverage is secondary to any other insurance provided for students by their parents or guardians, with the exception of Medi-Cal and Tricare. Supplemental insurance coverage for student insurance is also available. If you are interested in purchasing additional coverage, please review the attached and contact SISC at (661) 636-4710. Information regarding Medi-Cal or Covered California can be obtained at [www.coveredca.com](http://www.coveredca.com) or by calling 800-300-1506.

### **MENTAL HEALTH SERVICES**

Your student has access to our mental health therapists daily on campus. Please contact a staff member if you wish to know more about the availability of a wide range of mental health services provided for our students.

### **ADMINISTRATION OF OTHER EMERGENCY MEDICATIONS**

The district follows all applicable laws in these situations. Please contact Holly Lynch, Credentialed School Nurse, [hlynch@slocoe.org](mailto:hlynch@slocoe.org) for more information.

### **DRUG, ALCOHOL & TOBACCO PREVENTION PROGRAMS**

This notice is provided in compliance with the requirements of state and federal law as a part of the COE's drug, alcohol and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on COE premises or as a part of any its activities is wrong, harmful and is strictly prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of COE or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and COE disciplinary action up to and including expulsion, and/or requirements to satisfactorily complete drug abuse assistance, tobacco cessation program, or rehabilitation programs selected by the COE in conformance with law. The COE's drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting the school. This information may include programs sponsored or maintained by various community groups or agencies. The COE neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them.

### **TOBACCO-FREE CAMPUS**

All school districts, charter schools, and county offices of education that receive Tobacco Use Prevention Education (TUPE) funding shall adopt and enforce a tobacco-free campus policy no later than July 1 of each fiscal year. Information about the policy and enforcement procedures shall be communicated clearly to school personnel, parents, pupils, and the larger community. Information about smoking cessation support programs shall be made available and encouraged for pupils and staff.

HSC 104495: Prohibits smoking a cigarette, cigar, or other tobacco-related products and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. It also prohibits the use of a tobacco product within 250 feet of a youth sports event. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

HSC 104559: Without regard to whether a school district, charter school, and county office of education receives TUPE funding, the use of tobacco and nicotine products, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes, is prohibited.

*The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco products include, but are not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.*

## **FAMILY LIFE EDUCATION OR SEX EDUCATION COURSES**

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes, written and audiovisual educational material will be used and are available for inspection prior to the start of classes. You have the right to request, in writing, that you be excused from all or part of any sexual health education, and HIV prevention education or assessments related to that education. You may withdraw this request at any time. If a school receives a written request from the parent or guardian excusing a student from this instruction, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student. This notice does not apply to human reproductive organs which may appear in physiology, biology, zoology, general science, personal hygiene, or health textbooks, adopted pursuant to law.

Parents also have the right to inspect the written and audiovisual educational materials to be used for this instruction, and to request copies of Education Code sections 51930-51939. This notice does not apply to human reproductive organs which may appear in physiology, biology, zoology, general science, personal hygiene, or health textbooks, adopted pursuant to law.

Schools must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. SLOCOE staff (teachers) and outside contractors may be used. This instruction will emphasize sexual abstinence and abstinence from intravenous drug use as the most effective means of AIDS prevention and sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities.

## **STUDENT SURVEYS, TESTS, AND QUESTIONNAIRES REGARDING SEXUAL ATTITUDES AND PRACTICES**

Anonymous, voluntary, and confidential research and evaluation tools may be used to measure pupils' health behavior and risks, including tests, questionnaires and surveys containing age-appropriate questions about the student's attitudes concerning, or practices related to sex, may be administered to students in grades 7-12. Parents and guardians will be notified in writing that such a test, questionnaire or survey is to be administered and given an opportunity to review the test, questionnaire or survey and be informed that in order to excuse their child, they must state their request in writing. If a school receives a written request from the parent or guardian excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student.

## **YOUTH SUICIDE PREVENTION POLICY**

Assembly Bill 2246 (O'Donnell) addressed this issue by requiring LEAs to adopt suicide prevention policies before the beginning of the 2017-18 school year. Chaptered as California *Education Code (EC)* Section 215, AB 2246 mandates that the Governing Board of any LEA that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, include consideration of suicide awareness and prevention training for teachers, and ensure that a school employee acts only within the authorization and scope of the employee's credential or license. SLOCOE's Suicide Prevention Policy can be found on the SLOCOE website and can be made available by the school administrator.

## **DISCRIMINATION & HARASSMENT**

### **NON-DISCRIMINATION/HARASSMENT**

SLOCOE is committed to providing a safe school environment that allows all students equal access to opportunities in academic and other educational support programs, services, and activities. Unlawful discrimination against a student in any COE school, program, or activity, including discriminatory harassment, intimidation, and bullying, is prohibited. Any form of retaliation against an individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination is also prohibited.

Unlawful discrimination may result from physical, verbal, nonverbal, or written conduct against a student based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or the student's association with a person or group with one or more of these actual or perceived characteristics. Unlawful discrimination also occurs when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in any COE school, program, or activity, or the provision or receipt of educational benefits or services, such as prohibiting a student from enrolling in a class or course on the basis of the student's sex.

When, as permitted by law, the COE maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, students may choose to access facilities and participate in such programs and activities consistent with their gender identity. In addition, students may choose to participate in accordance with their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. Each student's gender identity shall be the gender asserted by the student. Transgender and gender-nonconforming students shall be afforded the same rights, benefits, and protections as all COE students.

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying or retaliation may be filed in accordance with the COE's uniform complaint procedures (UCP) pursuant to BP 1312.3 - Uniform Complaint Procedures. For complaints of sexual harassment, it is the responsibility of the COE's Title IX Coordinator to determine whether the complaint should be addressed through UCP or, if the alleged conduct meets the federal definition of sexual harassment pursuant to 34 CFR 106.30, the complaint procedures established in 34 CFR 106.44-106.45. Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action shall be taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, or bullying, or retaliation in violation of law or COE policy or procedures shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4.

#### Antidiscrimination Measures

The County Board hereby incorporates by reference the policies, procedures, and measures implemented by the COE to prevent or address unlawful discrimination in COE schools, programs, and activities, including, but not limited to, the following:

1. Designation of a coordinator/compliance officer to handle complaints alleging unlawful discrimination
2. Publicizing of the COE's nondiscrimination policies and complaint procedures
3. Posting of the COE's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the COEs web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Posting of the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
5. Posting of information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status as required pursuant to Education Code 221.61, and a link to the Title IX information included on the California Department of Education's (CDE) web site, in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students (Education Code 221.6, 221.61, 234.6)
6. Posting of a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)



7. Provision of training and information about the COE's nondiscrimination policies and complaint procedures, including information related to state and federal laws pertaining to the rights of transgender and gender-nonconforming students, to students, parents/guardians, COE employees, and others as applicable
8. Establishment of a complaint process that ensures a prompt and fair resolution of complaints
9. Provision of annual notification required by law
10. Maintenance of student records in accordance with law

When a former student presents government-issued documentation of a name and/or gender change, the student's records shall be updated accordingly. (Education Code 49062.5)

## **SEXUAL HARASSMENT**

SLOCOE is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment targeted at any student in a COE educational program, school, or school-sponsored or school-related activity is prohibited.

Retaliatory behavior or action against any person who reports, files a complaint, or testifies about sexual harassment or who otherwise supports a complainant in alleging sexual harassment is also prohibited.

Students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, are strongly encouraged to immediately contact their teacher, the principal or program administrator, the COE's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator so that steps may be taken to investigate and address the allegation in accordance with law and related COE regulations.

Once notified of a complaint or allegation of sexual harassment, the Title IX Coordinator shall ensure that it is addressed through the COE's Title IX complaint procedures or uniform complaint procedures (UCP), as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of the Title IX procedure concurrently meets the requirements of UCP.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion pursuant to Education Code 48900.2, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

## **DISCRIMINATION (FEDERAL)**

The County Office of Education is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, sex (sex discrimination includes sexual harassment and discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions), age, disability, marital, parental or family status in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Any questions or concerns concerning noncompliance can be directed to your school principal. For complaints of discrimination based on sex, please contact the District's Title IX Coordinator listed below.

Title IX Coordinator  
Katherine Aaron-Assistant Superintendent  
Student Programs & Services  
3350 Education Drive  
San Luis Obispo, CA 93405  
(805)782-7321

## **DISCRIMINATION (STATE)**

Discrimination, harassment, intimidation and bullying are prohibited in any program which receives state financial assistance on the basis of the following actual or perceived characteristics: gender (which includes sex and a person's gender identity, gender expression and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), sex (sex discrimination includes sexual harassment and discrimination against a student based on pregnancy, child birth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions, or denial of lactation accommodations for lactating students), age, race (includes ancestry, color, ethnicity, ethnic group identification, and ethnic background), national origin, nationality, immigration status, religion (includes all aspects of religious belief, observance and practice and includes agnosticism and atheism), mental or physical disability, genetic information, sexual orientation (includes heterosexuality, homosexuality, and bisexuality), or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics. Complaints may be filed with the County Office's Uniform Complaint Officer listed below.

Uniform Complaint Officer  
Thomas Alvarez  
Chief Human Resources Officer  
3350 Education Drive  
San Luis Obispo, CA 93405  
(805) 782-7233

A copy of the District's anti-discrimination and bullying policy(ies) may be obtained from your school or the district office.

## **ANONYMOUS REPORTING HARASSMENT OR DISCRIMINATION**

The procedure for complaints regarding all issues of harassment, discrimination or abuse should be reported to a counselor or an administrator. To file a complaint about issues of discrimination and sexual harassment, please use the contacts found on the front page.

*Anonymous complaints may be reported through the "We Tip" number – 1-800-782-7463*

## **DISABILITY-BASED DISCRIMINATION**

Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act prohibit discrimination against qualified disabled persons in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. If you wish further details in this regard, or wish to file a complaint, please contact the County Office of Education's Uniform Complaint Officer.

## **UNIFORM COMPLAINT PROCEDURES**

### **GENERAL INFORMATION**

The District maintains a uniform complaint procedure for investigating complaints regarding: (1) discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability; (2) violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Migrant Education, Career/Technical Education, Regional Occupational Centers and Programs, Child Development, Special Education, Nutrition services, school safety planning and Local Control Accountability Plans; [Continued below] (3) the imposition of pupil fees for participation in educational activities; (4) noncompliance with laws pertaining to homeless and students in foster care; (5) the failure to accommodate lactating students; and (6) failure to comply with physical education instructional minute requirements for elementary schools serving grades 1-8; and (9) failure to exempt qualified former juvenile court school students from local graduation requirements and grant such students credit earned while in juvenile court schools; (10) failure to notify juvenile court students and their educational rights holders of rights related to graduation, graduation deferment and continued education options, and community college transfer opportunities; and (11) failure to comply with graduation and coursework completion requirements for the children of military families.; and (12) deficiencies related to preschool health and safety issues for a California state preschool program pursuant to section 8235.5.

The District has designated Thomas Alvarez, Chief Human Resources Officer, 3350 Education Drive, San Luis Obispo, CA 93405, (805) 782-7233, as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure District compliance with law. For more information concerning the filing of uniform complaints, copies

of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available free of charge upon request at the school or District offices.

### **FORMAL COMPLAINT PROCEDURES**

Any individual, public agency, or organization may file a written complaint using the Uniform Complaint Procedure, alleging a matter which, if true, would constitute a violation by the County Office of Education, federal or state laws or regulations governing the programs identified in General Information. The County Office of Education prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to all complaints shall be confidential.

A complaint may not pursue civil law remedies until 60 days after filing an appeal to the California Department of Education. Civil law remedies include but are not limited to injunctions, restraining orders, or other remedies or orders that may also be available to the complainant. However, an exhaustion of the administrative complaint process is not required before civil law remedies may be pursued.

The complaint will be processed using the Uniform Complaint Procedure in the following manner: 1.) The written complaint should be submitted to the designated compliance officer. 2.) The written complaint will be referred to the appropriate County Office of Education staff within five days. 3.) Within five (5) days of receipt, the appropriate County Office of Education staff will acknowledge the receipt of the complaint to the complainant and will review the complaint to determine whether it meets the criteria for filing under the procedures. The designated County Office of Education official will determine whether the complaint has been filed within six months of the alleged violation that is the basis of the complaint. Unlawful discrimination complaints shall be initiated not later than six (6) months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. 5 CCR 4630

### **RESOLUTION OF THE COMPLAINT**

Each complaint shall be investigated by the appropriate County Office of Education official and shall be concluded by the County Office of Education within sixty days of the initial receipt of the written complaint unless an extension of the timelines has been agreed to in writing by the complainant. The County Office of Education shall provide an opportunity for the complainant and/or the complainant's representative and County Office of Education representatives to present information that is relevant to the complaint.

### **APPEALS, CIVIL LAW REMEDIES & ASSISTANCE**

1. Appeals of the decisions regarding discrimination or complaints filed under Section 504, the ADA, and Title IX should be sent within five days after receiving the County Office of Education decision to County Superintendent of Schools 3500 Education Drive, San Luis Obispo, CA 93405. A hearing may be requested.
2. Appeals of decisions regarding programs listed in General Information in this document should be sent within 15 days after receiving the County Office of Education decision to: State of California, Department of Education, State Superintendent of Public Instruction, P.O. Box 944272, Sacramento, CA 94244-2720.

### **TIMELINE FOR UNIFORM COMPLAINT PROCEDURES\***

Within the first 60 days after the complaint is filed with the County Office of Education, the County Office of Education will investigate and produce a written report and inform the complainant of the right to appeal to the California Department of Education (CDE). A hearing may be requested. Within 15 days after the complainant receives the County Office of Education report, the complainant may appeal to the CDE. Within 60 days after the CDE receives the appeal, the CDE will mediate between the District and the complainant, investigate further, submit a report to the District, and/or schedule a hearing to review the complaint. If the complainant or District makes an appeal to the CDE within 35 days after the CDE response, the Office of the Superintendent or the State Office of Administrative Hearings will respond to the complainant and the District within 15 days. Additional appeals may be made to the U.S. Department of Education, Office of Civil Rights, Department of Fair Employment and Housing, and the Equal Employment Opportunity Commission. Adopted April 18, 2000/Revised March 10, 2005

\*(Timelines do not apply to sexual harassment complaints)

### **LOCAL CONTROL ACCOUNTABILITY PLAN NONCOMPLIANCE**

School districts, charter schools and county offices of education are required to adopt and annually update their LCAPs. LCAP non-compliance complaints may be filed under the District's Uniform Complaint Procedures and may be filed anonymously. If a complainant is not satisfied with the District's decision, the complainant may appeal to the California Department of Education and receive a written decision within 60 days.

## **UCP - FORMER JUVENILE COURT SCHOOL STUDENT GRADUATION REQUIREMENTS**

School districts and county offices must exempt former juvenile court school students, who have transferred into a school district from a juvenile court school after completion of their second year of high school, from local graduation requirements that exceed state requirements and accept coursework satisfactorily completed while attending the juvenile court school, even if the student did not complete the entire course, and grant full or partial credit for courses earned while in juvenile court school. Former juvenile court school students may file complaints of non-compliance with these requirements under the District's Uniform Complaint Procedures.

When deciding whether to decline the diploma, the county office of education must advise the student, or if a minor, his/her educational rights holder, whether the student is likely to do all the following upon his/her release from a juvenile detention facility:

- a. Enroll in a school operated by a LEA or charter school;
- b. Benefit from continued instruction; and
- c. Graduate from high school. (Ed. Code § 48645.7(c).)

Complaints of non-compliance may be filed with the District/County Office of Education/LEA under their Uniform Complaint Procedures. A complainant not satisfied with the District/County Office of Education/LEA's decision may appeal to the California Department of Education (CDE) and receive a written decision regarding the appeal within 60 days of the CDE's receipt of the appeal.

Upon qualifying for a diploma, county offices of education must notify juvenile court students, their educational rights holders, and their social workers or probation officers of the following:

- a. The student's right to a diploma without having to complete coursework or other requirements that are in addition to statewide graduation requirements (Ed. Code § 48645.5(d));
- b. How taking coursework and other requirements adopted by the governing board of the county office of education or continuing education upon release from the juvenile detention facility will affect the student's ability to gain admission to a postsecondary educational institution (Ed. Code § 48645.7(a)(1)(B));
- c. Information about transfer opportunities available through the California Community Colleges (Ed. Code § 48645.7(a)(1)(C));
- d. The student's or, if a minor, the education rights holder's option to allow the pupil to defer or decline the diploma in order to take additional coursework if the county office of education makes a finding that the student could benefit from the additional coursework and graduation requirements adopted by the county office of education. (Ed. Code § 48645.7(b)).

## **UCP – COURSE PERIODS WITHOUT EDUCATIONAL CONTENT**

School districts may not assign students in grades 9-12 to course periods without educational content for more than one week in any semester without written parental consent and related documentation. "Course periods without educational content" are defined to include course periods where: (1) a student is released early from school; (2) the student is assigned to a service, instructional work experience or to a course to assist a certificated employee, but is not expected to complete curricular assignments; or (3) where the student is not assigned to any course during the class period.

School districts are also prohibited, without written parental consent and related documentation, from enrolling 9-12th graders in classes they have previously completed and received a grade in that is satisfactory to receive a high school diploma and to attend a California public institution of postsecondary education. Non-compliance complaints may be filed under the District's Uniform Complaint Procedures. A complainant not satisfied with the District's decision may appeal to the CDE and receive a written decision from the CDE within 60 days.

## **UCP – PHYSICAL EDUCATION INSTRUCTIONAL MINUTES**

Students in elementary schools maintaining grades 1-6 and 1-8 are required to receive, at minimum, 200 minutes of physical education instruction each 10 school days, exclusive of recesses and lunch periods. Complaints regarding a school district's failure to comply with these physical education instructional minute requirements may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal to the CDE and receive a written decision from the CDE within 60 days.

## **OTHER COMPLAINTS**

### **STATE PRESCHOOL HEALTH AND SAFETY COMPLAINTS**

Complaints regarding state preschool health and safety issues in school districts exempt from licensing are now processed exclusively via the procedures set forth in the California Code of Regulations, title 5, sections 4690 through 4694, and are no longer processed through the District's Uniform Complaint Procedures. Complaints must be filed with the preschool program administrator, or his/her designee, and may be filed anonymously.

### **SPECIAL EDUCATION PROGRAM COMPLAINTS**

Complaints regarding special education programs are no longer covered by the District's Uniform Complaint Procedures. Please refer to the Notice of Procedural Safeguards, Special Education Rights of Parents and Children under the IDEA and the California Education Code, which is available from your child's school or may be accessed here: <https://www.cde.ca.gov/sp/se/qa/pseng.asp>, for more information about filing a complaint. Complaints alleging that a student was discriminated against due to his or her disability still fall under the Uniform Complaint Procedures.

### **CHILD NUTRITION PROGRAM COMPLAINTS**

Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through the District's Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in the federal regulations and the new, related state regulations, California Code of Regulations, title 5, sections 15580 – 15584. A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter. Please see California Code of Regulations, title 5, sections 15580 – 15584 for more information.

### **WILLIAMS COMPLAINTS**

Complaints pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments, may be filed anonymously with the school Principal or his or designee. Pursuant to Ed. Code § 35186, you are hereby notified that:

- a) There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments.
- b) School Facilities must be clean, safe and maintained in good repair.
- c) There should be no teacher vacancies or misassignments as defined in Ed. Code § 35186 (h) (1) and (2).

Complaint procedures have been established to identify and resolve complaints regarding these issues.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized to hold.

If you do not think these requirements are being met, you can obtain a Uniform Complaint Form at the following location: School Office or on the SLOCOE Website; <https://www.slocoe.org/wp-content/uploads/2015/07/Uniform-Complaint-Procedures-Form.pdf>

### **SCHOOL SAFETY NONCOMPLIANCE**

Complaints may be filed with the California Department of Education under the District's Uniform Complaint Procedures.

## **ADDITIONAL NOTICES**

### **PESTICIDE USE**

SLOCOE is providing parents the name of all pesticide products expected to be applied at school facilities this school year. This information can be found at: <https://www.slocoe.org/wp-content/uploads/2021/09/Integrated-Pest-Management-Plan.pdf>  
The information provided includes identification including the name and active ingredients. Please contact Nelson Payton at

the District Office at 805-782-7253 if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents or guardians who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior signposting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide. For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation's website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov). Further information is available from the California Department of Pesticide Regulation, Post Office Box 4015, Sacramento, CA 95812-4015/ [www.cdpr.ca.gov](http://www.cdpr.ca.gov). You may also view a copy of a school's integrated pest management plan at the school site office.

### **MANAGEMENT PLAN FOR ASBESTOS-CONTAINING MATERIAL**

The COE has available, upon request, a complete and updated management plan for asbestos- containing material. You may request to review the complete updated management plan for asbestos containing material in school buildings. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (Code of Federal Regulations: 40CFR 763.93)

### **AHERA RE-INSPECTION NOTIFICATION (Optional)**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), qualified COE personnel have performed inspections of its school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in Operations Office.

### **SCHOOL EMPLOYEE CODE OF CONDUCT INTERACTIONS WITH STUDENTS**

The County Board of Education and County Superintendent of Schools expect all employees to exercise good judgment and maintain professional standards and ethical boundaries when interacting with students. Below are the Professional Standards that apply specifically to employee interactions with pupils.

### **STAFF CONDUCT WITH STUDENTS**

The County Board of Education and County Superintendent of Schools expect all employees to exercise good judgment and maintain professional standards and ethical boundaries when interacting with students both on and off school property, and at either sanctioned or unsanctioned events and activities. Inappropriate employee conduct shall include, but not be limited to,

- 1) Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
- 2) Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
- 3) Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
- 4) Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, electronic, or physical relationship with a student
- 5) Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
- 6) Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
- 7) Willfully disrupting County Office of Education or school operations by loud or unreasonable noise or other action
- 8) Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
- 9) Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
- 10) Divulging confidential information about students, County Office of Education employees, or County Office of Education operations to persons not authorized to receive the information
- 11) Using County Office of Education equipment or other County Education resources for the employee's own commercial purposes or for political activities
- 12) Using County Office of Education equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

- 13) Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voicemail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of County Office of Education technological resources at any time without the employee's consent.
- 14) Causing damage to or engaging in theft of property belonging to students, staff, or the County Office of Education

For purposes of this policy, the term "electronic relationship" includes engaging with students through any electronic means including but not limited to, telephone conversations, voice mail messages, text messages, e-mails, instant messages, and communication through internet social networking sites or other online means.

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the site administrator or County Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the County Office of Education's child abuse reporting procedures as detailed in AR 5141.4 – Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

Any employee who is found to have engaged in inappropriate conduct with a student in violation of law or this policy shall be subject to disciplinary action, up to and including dismissal.

The County Office of Education prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the County Office of Education's complaint process shall be subject to discipline.

## **RULES OF CONDUCT FOR PROFESSIONAL EDUCATORS**

*Commitment to the Student:* The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- 1) Shall not unreasonably restrain the student from independent action in the pursuit of learning
- 2) Shall not unreasonably deny the student access to varying points of view
- 3) Shall not deliberately suppress or distort subject matter relevant to the student's progress
- 4) Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
- 5) Shall not intentionally expose the student to embarrassment or disparagement
- 6) Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
- 7) Shall not use professional relationships with students for private advantage
- 8) Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Notification to Teachers of Student Disciplinary Action. To be informed that the District will notify your child's teacher(s), in confidence, if your child has caused or attempted to cause serious bodily injury to another person or has engaged in other behaviors that constitute grounds for suspension or expulsion. The information provided to the teacher(s) will be based on any written records that the District maintains or receives from a law enforcement agency regarding your child.

## **MEGAN'S LAW**

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://www.meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

**FINGERPRINTING**

To receive information about SLOCOE's fingerprinting program for kindergarten or newly enrolled students please contact SLOCOE's office.

**FURTHER INFORMATION**

Additional information regarding SLOCOE schools, programs, policies, and procedures is available to any interested person upon request to the County Office of Education or by accessing our website at: [www.slocoe.org](http://www.slocoe.org). (FERPA, 34CFR §99.7(b))



## ATTACHMENTS

- Superintendent Regulation-Student Records 5125
- Superintendent Regulation-Challenging Student Records 5125.3
- Superintendent Policy-Dress and Grooming 5132
- Board Policy and Regulation-Uniform Complaint Procedures 1312.3
- Foster Student Rights