



2016-17
Annual Notice
To Parents/Guardians

Sierra Sands Unified School District
113 W. Felspar Avenue
Ridgecrest, CA 93555

SIERRA SANDS UNIFIED SCHOOL DISTRICT 2016-2017 ANNUAL NOTICE TO PARENTS/GUARDIANS

MISSION STATEMENT

We, the members of the Board of Education of the Sierra Sands Unified School District, are committed to providing the highest quality education to all K-12 students within a safe environment. We believe the school shares with the family, church, and community the responsibility for developing life-long learners who are responsible, productive citizens.

A MESSAGE FROM THE SUPERINTENDENT

On behalf of the Board of Education, faculty, and staff of the Sierra Sands Unified School District, I welcome you to the 2016-17 school year. It is our sincere desire that each and every student be provided with the best possible educational experience. This is the annual notice to parents/guardians of Sierra Sands Unified School District, which is required by law. This notice provides information to parents/guardians about federal laws and state education codes, as well as information relating to rights of parents or guardians of children. If your questions or concerns regarding our district schools, programs, policies, or procedures are not addressed in this booklet, I invite you to call your school or the district office for further information. For your convenience, telephone numbers are listed in the next column.

As required by law, I wish to notify you as parents and/or guardians of students enrolled in our schools of your rights and responsibilities. I ask, therefore, that you please take a moment of your time to carefully review the "Mandated Notification to Parents" section of this handbook. After your review, please sign and return to your student's school the acknowledgment form on the last page indicating that you have received and reviewed these materials.

Ernie Bell
Superintendent
Sierra Sands Unified School District

TELEPHONE NUMBERS

When you have a question or concern, it is best to start with your child's teacher, the school principal, or the school office staff. If you need further assistance, district office staff is available to help you.

SCHOOLS

Burroughs High School -----	499-1800
Faller Elementary School -----	499-1690
Gateway Elementary School ---	499-1850
Inyokern Elementary School ---	499-1683
James Monroe Middle School --	499-1830
Las Flores Elementary School -	499-1860
Mesquite High School -----	499-1810
Murray Middle School -----	499-1820
Pierce Elementary School -----	499-1670
Rand Elementary School -----	499-1864
Richmond Elementary School -	499-1840
Richmond Special Education --	499-1841
Adult School -----	499-1725
Independent Study -----	499-1724

DISTRICT OFFICES

Business Office -----	499-1604
Food Service -----	499-1880
Curriculum & Instruction -----	499-1640
Audiovisual Center -----	499-1726
Human Resources -----	499-1620
Maintenance -----	499-1870
Pupil Support Services -----	499-1702
Special Education -----	499-1702
Special Projects -----	499-1640
Superintendent's Office -----	499-1600
Transportation -----	499-1874

SCHOOL CALENDAR

MINIMUM DAY SCHEDULE

FIRST DAY OF SCHOOL August 9, 2016

LAST DAY OF SCHOOL June 1, 2016

HOLIDAYS & OTHER NON-SCHOOL DAYS

September 5 Labor Day

October 10 Columbus Day

October 11-14 Non-School Days

November 11 Veteran’s Day

November 21-25 Thanksgiving Recess

December 19 -30 Winter Recess

January 2 New Year’s Day

January 16 Martin Luther King’s Birthday

February 17 Lincoln’s Birthday

February 20 Washington’s Birthday

March 20-24 Spring Recess

April 14 In Lieu of Admission Day

May 29 Memorial Day

QUARTER ENDINGS (Grades 6-12 Report Cards)

1st Quarter October 7

2nd Quarter/1st Semester December 16

3rd Quarter March 17

4th Quarter/2nd Semester June 1

TRIMESTER ENDINGS (Grades K-5 Report Cards)

1st Trimester November 4

2nd Trimester February 24

3rd Trimester June 1

FINAL EXAMINATIONS – Middle School

December 14, 15, 16

May 30, 31, June 1

FINAL EXAMINATIONS – High School

December 14, 15, 16

May 30, 31, June 1

ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
14-Nov		
15-Nov		
16-Nov		
17-Nov		
18-Nov		
	14-Dec	14-Dec
	15-Dec	15-Dec
16-Dec	16-Dec	16-Dec
14-Mar		
15-Mar		
16-Mar		
17-Mar		
26-May		
30-May	30 - May	30-May
31-May	31-May	31-May
1-June	1-June	1-June

LATE START WEDNESDAYS

Burroughs	8:00 AM
Faller	8:30 AM
Gateway	8:30 AM
Inyokern	8:45 AM
Monroe	7:55 AM
Las Flores	8:30 AM
Murray	7:55 AM
Pierce	9:30 AM
Richmond	9:30 AM

Late Start Wednesdays are:

August 17, 24, 31; September 7, 14, 21, 28; October 5, 19, 26; November 2, 9, 30; December 7; January 4, 11, 18, 25; February 1, 8, 15, 22; March 1, 8, 29; and April 5, 12, 19, 26.

Non- Late Start Wednesdays are:

August 10; November 16, December 14; March 15; and May 3, 10, 17, 24, 31.

PRIVACY AND INFORMATION RIGHTS

REVIEW OF PUPIL RECORDS

Parents/guardians have the right to request an inspection of any official records, files and data related to your child. The request must be in writing and the school has five (5) business days from the day of receipt of request to provide access. Parents may request removal of information, or include a statement disputing the material which is challenged. Sierra Sands Unified School District is required to retain enrollment and scholarship records of students indefinitely. Copies of records may be requested and a small fee for duplicating (35 cents per page) may be charged by the school site. (*Education Code (E.C.) §§ 49060, 49063, 49064, 49069, 49070, 49073; Family Educational Rights and Privacy Act (FERPA).*)

RELEASE OF INFORMATION ABOUT STUDENTS

Information other than directory information is not provided to individuals or groups other than school personnel without written parent consent. Certain groups are permitted directory information about your child without your consent. Directory information is the student's name, birthdate, email address, address, dates of attendance, awards, previous school attendance, offices held, and participation in school activities. The groups to which school officials will give directory information include school personnel with legitimate educational interests, schools of intended enrollment, federal and state educational administrators, representatives of organized parent groups, reunion-planning committees, and representatives of the news media.

If you do not wish to have directory information released about your child, please write a brief signed note to your school principal requesting that this information not be shared. (*E.C. §§ 49063, 49064, 49068, 49073, 49074, 49076, and 49076.5*)

RELEASE OF INFORMATION PURSUANT TO COURT ORDER OR SUBPOENA

Information concerning a student shall be furnished in compliance with a court order or a lawfully issued subpoena. The school district shall make a reasonable effort to notify the parent and the pupil in advance. (*E.C. § 49077*)

CONFIDENTIALITY OF INFORMATION ABOUT INDIVIDUALS WITH EXCEPTIONAL NEEDS

The District may not release information from the education records of an individual with exceptional needs to any public agencies without first obtaining parental consent, unless the information is contained in the education records and the disclosure is authorized without parental consent under FERPA. (*E.C. § 56515(c)*)

APPEARANCE OF STUDENTS IN VIDEO/TELEVISION

Often videos are filmed to share school programs. These videos can appear on television. Sometimes film crews come to campus to film events. Newspaper photographers also visit our campuses to highlight educational activities. If you do not want your child to appear as a featured student in one of these videos, or newspaper articles, please write a brief signed note to your school principal requesting that your child not appear. The district cannot guarantee that a student will not appear in the background of a video or television program, or newspaper article, even when the student's parents or guardians have requested that the student not appear.

PERSONAL BELIEFS

Tests, questionnaires, or examinations containing questions about the student's personal beliefs or practices in sex, family life, morality, and religion may not be given to pupils unless the parent or guardian is notified in writing and gives written permission. (*E.C. § 51513*)

TITLE I SCHOOLS

Parents may request, and the district will provide, information regarding the professional qualifications of the student's classroom teacher (licensing, waivers, undergraduate degrees and majors, and information on services provided by paraprofessionals and their qualifications).

INFORMATION ABOUT SCHOOL PROGRAMS AND RESULTS

Each school is required annually to issue a School Accountability Report Card, which shares with the community the programs, and successes of the school including information about expenditures, discipline, attendance, and student performance. This information is available upon request. (*E.C. §§ 35256, 33126*)

TRANSFER OF RECORDS

The District is required to transfer a copy of your child's permanent pupil records to the school in which your child intends to enroll within 10 school days following the date the request is received. (*E.C. § 49068*)

DISCIPLINE

STUDENT DISCIPLINE (*E.C. §§ 35291, 35291.5*).

Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in Education Code sections 48900 *et seq.* and are available from the site principal. They are communicated annually to students.

PARENTS HAVE THE FOLLOWING RIGHTS/DUTIES REGARDING STUDENT DISCIPLINE (*E.C. §§ 35291, 35291.5, 48900, 49001, 48900.1, 48904*).

They have the right to:

- Participate in the formation of the school's written policy;
- Appeal any suspension or expulsion by contacting the Kern County Board of Education;
- Appeal the discipline by a teacher or administrator by contacting that person's supervisor;
- Receive a written copy of the school's rules and procedures on discipline; and
- Know that their children will not receive corporal punishment.

According to law, parents must:

- Request and attend conferences regarding the discipline of their children;
- Spend a portion of the day in an unruly child's classroom;
- Assume liability for willful conduct of their children which results in injury to another pupil or to school district personnel; and
- Assume liability (up to \$10,000) for damage to school property caused by a minor's willful misconduct.

SCHOOLS HAVE THE FOLLOWING DUTIES REGARDING STUDENT DISCIPLINE (*E.C. §§ 35291.5, 48915, 44807, 35183; Board Policy (B.P.) 5144, and Administrative Regulation (A.R.) 5144*)

According to law, school teachers, staff and officials:

- Must hold students responsible;
- Must fairly and equitably enforce the written policies of the school and district;
- May withhold grades, diplomas or transcripts of the pupil responsible for damage or loss of property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages;
- Are working on eradicating gangs and gang activities. Sierra Sands Unified School District does not permit gangs and gang paraphernalia, clothes, writings, tags or any form of gang activity on its campuses and at its activities; and,
- Are working on eradicating hate crimes. Sierra Sands Unified School District has a policy which states that all students, staff, and parents have the right to be free from any hate crime which includes, but is not limited to, abusive statements, or behavior which degrades an individual on the basis of race, ethnicity, culture, heritage, gender, sexuality, physical or mental attributes, religious beliefs, and practices.
- Every teacher shall hold pupils accountable for their conduct on the way to and from school, on the playgrounds, or during recess.
- The district is committed to maintaining a learning and working environment that is free from bullying. Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

STUDENT RESPONSIBILITIES REGARDING DISCIPLINE (*E.C. §§ 35291, 35291.5, 48915, 300 et. seq. of Title 5 of the California Code of Regulations (C.C.R.)*).

According to law and policy, students must:

- Attend school punctually and regularly.
- Obey all school and classroom rules while at school, at school activities, and on the way to and from school activities.
- Obey promptly all the directions of the teacher and others in authority.
- Observe good order and proper behavior.
- Be diligent in study.
- Be kind and courteous to others.
- Refrain entirely from the use of profane and vulgar language.
- Not visit other schools or be within two blocks of a school while school is in session and one hour before and after that session unless attending a school-sponsored event with prior permission of that site's principal.
- Remain on campus once they have arrived and follow the rules regarding leaving campus. All Sierra Sands Unified schools have closed campuses.

HAZING (*E.C. § 48900(q)*)

Pupils or other persons in attendance at any public or private educational institution shall refrain from conspiring to engage in hazing. Hazing is a basis for suspension or expulsion of a student. *E.C. § 48900(q)* defines hazing as a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an education 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. *E.C. § 48900(q)* excludes athletic events or school sanctioned events from the hazing definition.

BULLYING PROHIBITION (*E.C. 48900.4*)

The District may suspend or expel students for bullying, including cyberbullying (*E.C. § 48900(r)*). Bullying includes harassment that is committed physically, verbally, or electronically. Acts of bullying by using the Internet (e.g. social networking sites, email), texting-messaging, or other electronic device (including telephones) can be grounds for discipline (*E.C. §§ 32261(f) and (g)*). *E.C. § 48900(r)* defines bullying as an act by a student or group of students directed specifically against other students or school personnel that constitutes sexual harassment (*E.C. § 48900.2*), hate violence (*E.C. § 48900.3*), or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment.

ATTENDANCE**NOTIFICATION**

If a child is absent, the parent is to call the school as early as possible. If the school does not receive a call or note from the parent, the school will notify the parent when the student is not in school. In order to avoid being disrupted while you are at work, please call or send a note. (*E.C. § 48205*)

EXCUSED ABSENCES

The following are the only absences for which the student will be excused: illness, quarantine, medical appointment, dental, optometric, or chiropractic services rendered, funeral attendance for an **immediate** family member, or for justifiable personal reasons. Absences may be excused to spend time with immediate family, who is an active member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment in a combat zone or combat support position. The period of time to be determined is at the discretion of the superintendent of the school district. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (*E.C. §§ 48205, and 48210*)

ABSENCES FOR RELIGIOUS INSTRUCTION/EXERCISE

Students are not permitted to leave campus during the school day for religious instruction. (*E.C. § 46014*) Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (*E.C. § 46014*)

INTRADISTRICT OPEN ENROLLMENT LOTTERY

Parent(s) may select the school their child attends within the district where space is available. Open enrollment is available to pupils whose parent(s) or guardian(s) currently reside within district of attendance, based on a random, unbiased lottery. More information can be obtained from the Superintendent's Office. (*E.C. §§ 35160.5, 35351, 48204*)

PARENT EMPLOYMENT RELATED TRANSFERS

An elementary school pupil, whose parent/guardian is employed within the boundaries of a school district other than that of the district of residence, may apply for an Interdistrict transfer to the non-residence school district. However, it is still up to both districts to decide whether the transfer will be granted based on limits imposed by law for such transfers. More information regarding your Interdistrict transfer options are available at your school of residence. (*E.C. § 48204*)

TEMPORARILY DISABLED STUDENT: INDIVIDUAL INSTRUCTION

Individual instruction is available for pupils, at home or in a hospital, who have a temporary disability not covered under the special education provision. The parent of a pupil with a temporary disability who is in a hospital or other residential health facility shall notify the District in the area where the pupil is receiving care if an individualized instructional program is desired. Pupils hospitalized with a temporary disability are defined as residents of the district in which the hospital is located. (*E.C. §§ 48206.3, 48207-48208, 48980(b)*)

INSTRUCTION

SCHOOL ACCOUNTABILITY REPORT CARD

Districts must provide parents and guardians with a copy of the school accountability report card and make a concerted effort to notify parents of the purpose of the school accountability report cards. (*E.C. §§ 33126, 35256*)

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

The Superintendent shall design and implement, consistent with the timetable and plan required pursuant to E.C. 60604(b), a statewide pupil assessment system consistent with the testing requirements of this article in accordance with the objectives set forth in E.C. 60602.5 and 60604. The Superintendent shall make information and resources available to parents, teachers, pupils, administrators, school board members, and the public regarding the CAASPP, including, but not necessarily limited to, system goals, purposes, scoring systems, results, valid uses of assessments, and information on the relationship between performance on the previous state assessments and the CAASPP. Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the assessments administered pursuant to E.C. 60600 *et seq.* shall be granted. (*E.C. §§ 60600 et seq.; 5 C.C.R. 852*)

INVOLVING USE OF ANIMALS

K-8 students have the right to refuse to attend courses of instruction involving the harmful or destructive use of animals. The measure requires a teacher to develop an alternative education project, if possible. (*E.C. §§ 32255, 32255.1, 32255.3, and 32255.4*)

RELIGIOUS BELIEFS

Whenever any part of the instruction of health, family life decisions, or sex education conflicts with the religious training and beliefs; or personal moral convictions of the parent/guardian of any student, the student shall be excused from such training upon written request of the parent/guardian. (*E.C. § 51240*)

SEX EDUCATION AND AIDS/H.I.V. EDUCATION AND PREVENTION COURSES

State law requires that schools teach information about sexual health education and HIV/AIDS at least once to students in middle school and at least once in high school. The governing board shall not require students to attend all or part of the sex education, AIDS/H.I.V., or family life decisions course offered in the schools if parents chose to excuse their child(ren) through the "opt-out" processes described below. If such classes are offered, the parent of each student enrolled in such a class shall first be notified in writing of the class. Opportunity shall be provided to each parent to request, in writing, that his/her child not attend the class. Opportunity shall be provided to each parent to inspect and review materials used. anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. Opportunity shall be provided to each parent to request, in writing, that his/her child in grades 7 to 12, inclusive, be excluded such tests, questionnaires, or surveys. (*E.C. §§ 51240, 51934, 51937, 51938 and 51939*)

SEX EQUITY IN CAREER PLANNING

The District will notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (*E.C. § 221.5(d)*)

DRUG EDUCATION

In elementary and secondary schools the state requires that instruction be given on drug education and that this education cover the effects of the use of tobacco, alcohol, narcotics, dangerous drugs, and other dangerous substances. (*E.C. § 51260*)

PARTICIPATION IN PROMOTION

Students may not participate in promotion ceremonies unless they meet all of the school district's requirements for promotion.

MATHEMATICS POLICY

The District's mathematics placement policy is available on its website. (*E.C. § 51224.7*)

CAREER COUNSELING

The parents or legal guardian of a pupil shall be notified in writing in advance of career counseling and course selection commencing with course selection for grade 7 so that they may participate in the counseling sessions and decisions. (E.C. § 221.5)

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS

Law requires a notice to be posted in each classroom in each school regarding the requirement of schools to have sufficient textbooks and instructional materials, clean and safe facilities, and no teacher vacancies or misassignments as defined. Forms to file a complaint of deficiencies are available at the district office. The notice will include that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. *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 by statute to hold.

A complaint form may be obtained at the District office or downloaded from the District's website. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/uc/>. (E.C. § 35186)

MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS

Parents and guardians shall be notified of the schedule of minimum days and pupil-free days as early as possible, but not later than one month before the scheduled minimum or pupil-free day. (E.C. § 48980(c))

INSTRUCTION DURING HOSPITALIZATION OR RECUPERATION

Parents who request instruction for their seriously ill children should request the instruction by obtaining an application at their home school. (E.C. §§ 48206.3, 48207, 48208)

EDUCATION FOR DISABLED CHILDREN

Special education services are available to meet the needs of students who have been identified as having one or more disabilities. The district has established written policies and procedures for a continuous child-find system including children with disabilities who are homeless or wards of the state and children with disabilities attending private, including religious, elementary and secondary schools, which addresses the relationships among identification, screening, referral, assessment, instructional planning, implementation, review and the triennial assessment. The policies and procedures include written notification of all parents of their rights and the procedures for initiating a referral for assessment to identify students with exceptional needs. (E.C. § 56301) Parents will be given a copy of their rights and procedural safeguards only one time a year and upon initial referral, parent request for assessment, first occurrence of filing for due process, and upon parent request. If the service is not available in a public school, placement may be made in an approved, private, non-sectarian school. Contact the Director of Special Education at 760-731-5412 for specific information about the services for special education students. (E.C. § 56030 and *Individuals With Disabilities Education Act (IDEA)*)

Section 504 of the Rehabilitation Act of 1973 requires districts to provide education and accommodations for students with identified disabilities even if they do not qualify for special education. It is the policy of the district to provide a free appropriate public education to each student with disabilities regardless of the nature or the severity of the disability.

Parents who believe their children may have a disability are to contact the principal of the school to arrange for a Student Study Team meeting to review the student's academic progress.

State regulations require that the District establish procedures to deal with complaints regarding special education. If you believe the District is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the District.

State regulations require that the District forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your principal. (5 C.C.R. § 3080 and E.C. § 56502)

ALTERNATIVE SCHOOLS

State law authorizes districts to offer alternative schools. Sierra Sands Unified School District currently offers alternative education programs: Independent Study and Home Education. (E.C. §§ 58501, 58502)

STUDENT ACCESS TO THE INTERNET/ON-LINE SERVICES

The district has established regulations governing access to technology that are age appropriate. These regulations prohibit access to harmful matters on the Internet, which may be obscene or pornographic and other misuses of the system. Users of the system will have no expectations of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Students, who fail to abide by district rules, shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. (Assembly Bill (A.B.) 132 [Ch. 86, Statutes of 1997].)

MINIMUM AGE OF ADMISSION TO KINDERGARTEN

A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has his or her fifth birthday on or before September 1. Any child who will have his/her birthday between September 2 the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and district policy. On a case-by-case basis, a child who has reached age five after the date listed above but before the end of the applicable school year, may be admitted to kindergarten with the approval of the child's parent or guardian and subject to board approval in accordance with E.C. § 48000(b). Beginning in the 2015-16 school year and each school year thereafter, a school district or charter school may, at any time during a school year, a child who will have his or her fifth birthday after December 2 but during that same school year, may be admitted to transitional kindergarten in accordance with E.C. § 48000(c)(3)(B). (E.C. § 48000)

COLLEGE ADMISSION REQUIREMENTS

The District will provide parents or guardians of each minor pupil enrolled in grades 9 to 12 with notice of college admission requirements and courses offered by the District that satisfy subject requirements for admission to California State University and the University of California. This information will be provided to high school students at the start of each school year or when new students enroll. (E.C. § 52119)

NO CHILD LEFT BEHIND

RETENTION

Except as provided in subdivision (d) of E.C. § 51101, the parents and guardians have the right to be notified, as early in the school year as practicable if their child is identified as being at risk of retention and of their right to consult with school personnel. (E.C. § 51101 (a)(16))

NOTICES TO PARENTS IN LANGUAGE OTHER THAN ENGLISH

When 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or primary language. (E.C. § 48985)

LEVEL OF STUDENT ACHIEVEMENT

The school should provide to each parent information on the level of achievement of his/her child in each of the State's academic assessments and timely notice that the child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. (Section 6311(h)(6)(B) of Title 20 of the United States Code (U.S.C.))

ENGLISH LEARNER PARENTAL NOTIFICATION

The school must inform parents not later than 30 days after the beginning of the school year for the child, of the language instruction educational program and additional information on disenrollment, annual notification of the school's program on meeting annual measurable objectives, and outreach efforts to parents. (20 U.S.C. § 7012(a)(8)(A))

TEACHER QUALIFICATIONS

A provision of the No Child Left Behind Act of 2001 (NCLB) requires all districts, at the beginning of the school year, to notify parents of children in schools receiving Title I funds 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 qualifications they possess. Requests should be made in writing and given to the school site principal. (20 U.S.C. § 6311(h)(6)(A), Part 200.61 of Chapter 34 of the Code of Federal Regulations (C.F.R.))

HEALTH

IMMUNIZATION FOR COMMUNICABLE DISEASES

With parental consent, the District may administer immunizing agents to students to prevent or control communicable disease. (E.C. § 49403)

EXCLUSION; IMMUNIZATIONS

The County Office of Education or the District shall exclude any pupil who has not been immunized properly. The District shall notify the parent or guardian of the pupil that they have two weeks to supply evidence either that the pupil has been properly immunized, or that the pupil is exempted from the immunization requirement. (E.C. § 48216)

PROOF OF IMMUNIZATIONS

Effective July 1, 2016, Senate Bill (S.B.) 277 eliminates the exemption from specified immunization based upon personal beliefs. The District may not unconditionally admit for the first time, or admit or advance any pupil to the 7th grade level unless the pupil has been fully immunized as required by S.B. 277. Additionally, this bill restricts the District from unconditionally admitting or advancing certain students. The District shall require documentary proof of each entrant's immunization status, and will periodically review the immunization records as required. S.B. 277 does not apply to students who are in home-based private schools or students enrolled in independent study programs and not receiving classroom-based instruction. S.B. 277 does not prohibit a pupil who qualifies for an individualized education program (IEP), pursuant to federal law and Section 56026 of the Education Code, from accessing any special education and related services required by his or her IEP. S.B. 277 provides a limited exemption from immunization for medical reasons. (S.B. 277)

MEDICATION

Any student who is required to take, during the regular school day, medication prescribed for a child by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. Medication must be in the original labeled container, prescribed by a California licensed physician and obtained in the United States. (E.C. § 49423)

CONTINUING MEDICATION

The parent of a student on a continuing medication regimen for a nonepisodic 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 of the pupil, the school nurse may communicate with the physician and may counsel with 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, omissions, or overdose. (E.C. § 49480)

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM

All children must have documentation of an appropriate health screening and evaluation service within 18 months prior to entering first grade or within 90 days after the student's entrance into the first grade. Information is available in the school office regarding free health screening. If parents do not wish to have a child receive a physical examination, a signed waiver must be provided to the school. Failure to provide certification or sign a waiver may result in up to five days exclusion from school. (Health and Safety Code (H.S.C.) §§ 124085, 124100 and 124105)

ORAL HEALTH ASSESSMENT

California law requires that a child in kindergarten or first grade, whichever is his/her first year of public school, have an oral health assessment before May 31 of the school year in which they first enroll. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. The oral health assessment must have taken place within the 12 months before the child enters school. Information is available in the school office to help you find a dentist. If you cannot take your child for this assessment, you may be excused from this requirement by filling out a form that is available in the school office. (E.C. § 49452.8)

PHYSICAL EXAMINATION

A parent of a student may file annually with the principal of the school in which he/she is enrolled a statement in writing, signed by the parent, stating that he/she will not consent to a physical examination of the child, and the child will be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (*E.C. § 49451*)

STOCK EPINEPHRINE AUTO-INJECTOR

The District maintains epinephrine auto-injectors at every school site for emergency use only. A school nurse or trained volunteer may administer epinephrine to any student who may be experiencing anaphylaxis, regardless of known history. Anaphylaxis is a severe allergic reaction that usually has a rapid onset and may be fatal. According to Food Allergy Research and Education, anaphylaxis affects 1 in every 13 children (under 18 years of age) or approximately 2 children in every classroom. It is estimated that 25% of students have their first anaphylactic reaction at school. Volunteers shall receive annual training that satisfies the requirements of Education Code section 49414. (*E.C. § 49414*)

SELF-ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE

A student may carry and self-administer prescription auto-injectable epinephrine if the District receives the appropriate written statements. In order for a student to carry and self-administer prescription auto-injectable epinephrine, the District must obtain both a written statement from the physician and surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the student consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the healthcare provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph. The written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. A student may be subject to disciplinary action pursuant to *E.C. § 48900* if that student uses auto-injectable epinephrine in a manner other than as prescribed. (*E.C. § 49423*)

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

A student may carry and self-administer inhaled asthma medication if the District receives the appropriate written statements. In order for a student to carry and self-administer prescription inhaled asthma medication, the District must obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer inhaled asthma medication, and a written statement from the parent, foster parent, or guardian of the student consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the healthcare provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering student suffers an adverse reaction by taking medication pursuant to this section. The written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. A student may be subject to disciplinary action pursuant to *E.C. § 48900* if that student uses inhaled asthma medication in a manner other than as prescribed. (*E.C. § 49423.1*)

ADMINISTRATION OF MEDICATION (B.P. / A.R. 5141.21)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

Any medication prescribed by an authorized health care provider, including, but not limited to, emergency anti-seizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider

When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency anti-seizure medication, auto-injectable epinephrine, insulin, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should

be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

AUTHORIZATION FOR MEDICATION ADMINISTRATION (E.C. § 49423)

Any pupil who is required to take, during the regular day, medication prescribed for him or her by a physician may be assisted by a school nurse or other designated school district personnel if the district receives: 1) A written statement from a physician licensed in the State of California detailing the method, amount, and time schedules by which such medication is to be taken. 2) Written authorization from the parent/guardian of the pupil indicating the desire that school district personnel assist the pupil in the matters set forth in the Physician's Statement. Copies of the Physician's Statement are available in school health offices. All medications will be stored in a secure location located in the school's office.

This authorization is valid only for the current school year. If any of the conditions in the Physician's Statement change, a new form must be signed by the parent/guardian and the physician.

Students may carry and self-administer prescription auto-injectible epinephrine and/or self-administered inhaled asthma medication if a written statement from a physician describing method of administering and a written statement from parent agreeing to administer prescription. (E.C. § 49423)

Only medication prescribed by the pupil's physician as being necessary to be taken by the pupil in the manner listed on the Physician's Statement should be brought to the school. Medication should be in containers, which are clearly marked with the name of the pupil, the name of the prescribing physician, name of the medication, and the amount of medication.

A PHYSICIAN'S STATEMENT MUST BE COMPLETED PRIOR TO THE DISTRICT'S ADMINISTRATION OF MEDICATION. THIS FORM IS AVAILABLE IN THE SCHOOL HEALTH OFFICE

OVER-THE-COUNTER MEDICATIONS

When taken under a physician's care, these medications are considered prescription medications. The regulations, which apply to Prescription medications as outlined above, apply to over-the-counter medications (aspirin, Tylenol, inhalers, skin creams and other preparations, etc.)

Without the accompanying documentation listed above, over-the-counter medications cannot be administered at school and may not be in the possession of students.

With this information, we hope that you will be able to make your decision regarding whether your child is to receive medication at school. Physician Statement and Authorization for Medication Administration forms may be obtained from the health clerk at your child's site. All medications must be delivered to the school by the parent/guardian and his/her adult representative.

Should you have any questions regarding this policy, please contact the health technician at your child's school.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS

The district shall serve as a Medi-Cal provider to the extent feasible, shall comply with all related legal requirements and may be reimbursed to the extent allowed under the Medi-Cal billing option for local educational agencies. (B.P. 5141.6)

CONFIDENTIAL MEDICAL SERVICES

School authorities may excuse pupils in grades 7 and 8 from the school for the purpose of obtaining confidential medical services without the consent of the pupils' parent or guardian. (E.C. § 46010.1)

MEDICAL ASSISTANCE AT SCHOOL

The emergency card will be used to contact parents in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided even if the parent cannot be reached. This means the school may make available medical or hospital services for students while at or on the way to or from any school activity. It is important to note on the emergency card any specific directions regarding emergency care. (E.C. § 49472)

ACCIDENT/INJURY INSURANCE

The district does not provide insurance to cover student accidents or injuries while the student is at school, going to or from school, or while attending school-sponsored activities. Insurance for students may be purchased by parents/guardians through a separate program at their school. (*E.C. § 49472*)

HEALTH SCREENING AND TESTS

Districts are required to provide the following tests/screenings:

- Sight (*E.C. §§ 49452, 49455*)
- Hearing (*E.C. § 49452*)
- Scoliosis (lateral curvature of the spine) (*E.C. § 49452.5*)

Parents may request that students not take the sight test. (*E.C. § 49455*)

A student whose first enrollment or entry occurs in grade 4 or 7 will not be required to take the sight test in the year immediately following the pupil's first enrollment or entry. (*E.C. § 49455*)

Parents are required to arrange for a physical examination and oral health assessment before entering the 1st grade. (*H.S.C. §§ 124100 and 124105; E.C. § 49452.8*)

Free health screening is available through your local health department. Parents can refuse to have their children have a physical examination if they file a waiver with the principal. However, if that student appears to be suffering from a recognized contagious or infectious disease, that student will not be permitted to attend school until it is determined to the satisfaction of district representatives that a contagious or infectious disease does not exist. (*E.C. § 49451*)

STUDENT WELLNESS

Sun Protective Clothing/Use of Sunscreen (*E.C. § 35183.5*)

School sites must allow for outdoor use of sun-protective clothing and the use of sunscreen by students during the school day.

The Governing Board believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. For all foods available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with *42 U.S.C. §§ 1773 and 1779* and federal regulations and which supports the objectives of promoting student health and reducing childhood obesity.

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with *E.C. § 38086* and *42 U.S.C. § 1758*, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues, shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible. (*B.P. 5030*)

MEDICATION AT SCHOOL

Students are not permitted to take or bring medicine to school, except as described above. The only exception is for medicine housed in the office and administered according to written doctor's directions, which include the method, amount, and time schedules and the nature of the assistance provided by district

staff. Parents must provide a written statement giving permission for students to take medicine at school and authorizing district staff to assist in the matters set forth in the doctor's statement. Under no circumstances are students to be in the possession of pills, cough syrups, inhalers, or any form of medication or medical supplies. All medicines and medical supplies are to be left in the custody of a district staff member. (*E.C. §§ 49422, 49423, and 48900*)

FREE/REDUCED PRICE LUNCHES

Applications for free or reduced price meals are available to students at all times. (*E.C. §§ 49520, 49557*)

YOUR CHILD'S SAFETY

All school visitors are required to check in at the school office as soon as they arrive. Parents must report to the office before going to a classroom. Parents who have a complaint are to request an appointment with the teacher or classified employee and the principal. No disruption of school activities or verbal/physical assaults will be tolerated by visitors on campus.

The district is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The district encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. The district will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

TOBACCO-FREE SCHOOLS/SMOKING Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. In the best interests of students, employees, and the general public, the governing board of Sierra Sands Unified School District prohibits the use of tobacco products at all times on district property and in district vehicles. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes and other types of ENDS systems. (Vapor systems, e- VAPES, digital vapor system, hookah, hookah pen, pencil, device, e-hookah, etc.) This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the district. Students interested in smoking cessation programs may contact their principal or counselor for information.

Possession, use or sale of narcotics, alcohol or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (*E.C. §§ 48900, 48901*)

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground, is prohibited by law. (*H.S.C. § 104495*)

Each school has a disaster preparedness plan and a crisis team. Each school conducts regular fire, earthquake, and disaster drills. For a copy of your school's plan, contact your principal.

Your school has an asbestos management plan. Contact your school principal for a copy. (*40 C.F.R. § 763.93*)

School personnel receive yearly updates on disease prevention. Employees are required to have current TB tests.

Each site has a safety committee, which examines safety issues and ensures a safe campus. If you have any concerns about safety items at your school, contact your principal who can advise you of the proper way to address your safety concerns.

Each school annually reviews and updates its comprehensive School Safety Plan by March 1. A new school campus adopts a comprehensive School Safety Plan within one year of initiating operation, and reviews and

updates its plan by March 1 every year thereafter. Before adopting its Safety Plan, you will be notified that the school will hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the plan. Each school site reports on the status of its School Safety Plan each July, including description of its key elements, in the annual School Accountability Report Card. (*E.C. §§ 32281, 32286, and 32288*)

No one, other than those designated on the emergency card, will be permitted to take your child from school.

School sites choosing to offer a voluntary fingerprinting program will inform parents upon enrollment of a student, and annually, of the availability of the program. The Governing Board shall assess a fee to the parent of the fingerprinted student, which shall be calculated to reimburse the District only for the actual costs associated with the program. Students will not be fingerprinted without the consent of the parent/guardian. (*E.C. § 32390*)

Upon registration, parents or guardians of pupils not previously transported in a school bus shall receive written information on school bus safety. This applies to pre-kindergarten – grade eight (*E.C. § 39831.5*)

The District does not permit the use of a cellular/digital telephone, pager, or other mobile communications device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the student and use of which is limited to purposes related to the health of the student. (*E.C. § 48901.5, BP 5131*)

Students are prohibited from possessing a laser pointer, unless possession is for valid instruction. Students are further prohibited from directing the beam of a laser pointer into the eyes of another, into a moving vehicle, or into the eyes of a service animal or assistive animal. (*Penal Code (P.C.) § 417.27*)

Parents/guardians shall be notified of elementary and/or secondary schools considered to be “persistently dangerous” pursuant to California Department of Education guidelines and of available options. **Any** firearm violation must be considered in determining whether a school site is at risk of being classified as persistently dangerous. An “incident” of a firearm violation occurs when a person unlawfully brings or possesses a handgun, rifle, shotgun, or other type of firearm to school grounds during school hours or a school activity. (*5 C.C.R. §§ 11992, 11993 (k)*)

It is a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. (*P.C. § 20170*)

It is the parent(s) responsibility to provide the school with a certified copy of any court orders of which the school should be aware.

When a law enforcement agency reasonably suspects that children may be at risk from a registered sex offender, an agency may notify educational institutions. Any person who receives such sex offender information from a law enforcement agency may only disclose that information in the manner and to the extent authorized by the law enforcement agency. The District will collaborate with local law enforcement in order to determine the most responsible means of communication. Further information on “Megan’s Law” can be found on the web at www.meganslaw.ca.gov. (*P.C. § 290.45*)

Volunteers are required to fill out a form that is available in each school office. Volunteers shall fulfill the tuberculosis testing and loyalty oath qualifications *E.C. § 49406*. Regular volunteers (more than two days per week) shall satisfy the *E.C. § 45125* fingerprinting requirements. (*E.C. § 51101(a)(3)*)

COUNSELING AND SUPPORT SERVICES

Sierra Sands Unified School District provides support services and counseling. Please see individual school site availability regarding counseling.

NONDISCRIMINATION IN EDUCATION

The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The District

shall promote programs that ensure that these discriminatory practices are eliminated in all district activities. You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Education for All Handicapped Children Act of 1975. The California Department of Education and the Office for Civil Rights of the United States Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. If you wish further details in this regard, or if you wish to file a complaint, please contact the district superintendent (113 W. Felspar, Ridgecrest, CA 93555, telephone [760 499-1600], or the appropriate agency.

UNIFORM COMPLAINT PROCEDURES

The District has the primary responsibility for compliance with federal and state laws and regulations. Its Uniform Complaint Procedures (UCP) shall address allegations of unlawful discrimination, harassment, intimidation, and bullying; complaints alleging violation of state or federal laws governing educational programs; the charging of unlawful pupil fees, deposits, or other charges for participation in educational activities; and the non-compliance of our Local Control and Accountability Plan (LCAP). Pursuant to its UCP procedures, the District shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in E.C. §§ 200 and 220 and Government Code § 11135, including any actual or perceived characteristics as set forth in P.C. § 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The District shall also use its UCP when addressing complaints alleging failure to comply with state and/or federal laws regarding adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, and any other complaint specified in a District policy.

A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. Additionally, the District's Board is required to adopt and annually update a LCAP, in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

The District designates its Assistant Superintendent of Human Resources as its compliance officer. The procedures for filing a UCP are available on the District's website at: <http://www.ssusd.org/>. Copies of the District's UCP are available free of charge at the District office.

The District shall complete its review of the complaint within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging retaliation, unlawful discrimination, harassment, intimidation and/or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and/or bullying. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Additionally, information regarding any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws; including the right to take a complaint directly to civil courts, alternative dispute resolution proceedings, the California Department of Education (CDE), or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) are also available on the District's website. In addition, the complainant has a right to appeal the district's decision to the CDE under E.C. 262.3 by filing a written appeal within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

SEXUAL HARASSMENT

Board Policy 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits

retaliatory behavior or action against persons who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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

Instruction/Information

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

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

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

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

Record-Keeping

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

Administrative Regulation 5145.7

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and E.C. 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer may be contacted at:

Assistant Superintendent of Human Resources
113 W. Felspar Ave.
Ridgecrest, CA 93555
760-499-1620

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting under any of the following conditions: (*E.C. § 212.5; 5 C.C.R. § 4916*)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking normal movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 C.C.R. § 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (*E.C. § 48980; 5 C.C.R. § 4917*)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (*E.C. § 231.5*)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (*E.C. § 231.5*)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (*E.C. § 231.5*)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

PESTICIDE DISCLOSURE NOTICE (*E.C. § 48980.3; E.C. § 17612*)

State law requires that you be given the following information: CAUTION – PESTICIDES ARE TOXIC CHEMICALS. Structural pest control companies are regulated by the Structural Pest Control Board and apply pesticides that are registered and approved by the California Department Pesticide Regulation and the United States Environmental Protection Agency. Registration is granted when the state finds that based on existing scientific evidence, there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of the exposure, so exposure should be minimized.

If within 24 hours following application you experience symptoms similar to common seasonal illness comparable to live flu, immediately contact your physician or Poison Control Center at (800) 682-9211 and the District Maintenance Department at (760) 499-1870, who will notify the pest control company under contract with the district.

For further information from the pest control company, contact the District Maintenance Department at (760) 499-1870. For health questions, contact the Kern County Public Health Services Department at (661) 321-3000; and for application information, contact the Kern County Agriculture and Measurement Standards at (661) 868-6300; and for regulatory information, contact the California Department of Consumer Affairs, Structural Pest Control Board at (916) 561-8700.

The district's current contractor for pest control is Stafford's Pest Control. The contracted frequency for exterior application is monthly with an on-call basis for interior application. The pests covered by contract include, but are not limited to, ants, roaches, mice, rats, spiders, fleas, silverfish, ticks, and any stored-grain pests. Applications, whether exterior or interior, are scheduled after 2:30 pm weekdays or during vacations unless an emergency arises, which would be serviced as soon as possible. It will be posted at the site office 24 hours prior to regularly-scheduled service and will remain posted for 72 hours after service.

The current most commonly used products include, but are not limited to, (listed with commercial name and active ingredient): Avert (Abamectin B1), Cross Check Plus (Bifenthrin), Delat-Gard (Deltamethrin), Dragnet (Permethrin), Maxforce (Hydramethylnon), Suspend SC (Deltamethrin) and Tempo SC Ultra.

Each site will have a logbook for the technician to post the service activities, which will contain information regarding date of application, pesticide used, percent of concentrate applied, areas treated and how applied, purpose of application and the time applied, any observations/comments and the technician's signature. This logbook will also contain the program, quality assurance, rules and regulations, and the Material Safety Data Sheets for products used by the company.

Parents or legal guardians of District students may receive notification of individual pesticide applications by completing and returning the attached application. Persons who register for notification shall be notified of individual pesticide applications at least 72 hours before the application. The notice shall include the product name, the active ingredient or ingredients in the product, and the intended date of application.

DRESS CODE

Dress codes at individual schools shall conform to all applicable legal requirements. Pupil dress must meet the following standards: (a) the clothing is safe for the pupil and others, (b) it permits full participation in the educational program, and (c) it does not significantly distract others. Schools shall allow for outdoor use of sun protective clothing. Students may also use sunscreen during the school day with or without a physician's note or prescription. Additionally, gang- and drug- related clothing may be controlled under the conditions described below. (*E.C. § 35183*)

GANG-RELATED CLOTHING

The board has determined that wearing gang-related clothing, on school premises or at school sponsored activities, poses a danger to pupils and disrupts instruction. Before controlling dress for gang-related reasons, the principal will conduct an appropriate investigation and determine (a) there has been gang-related activity on the campus, OR (b) weapons have been found on the school campus. Once either "a" or "b" above has been demonstrated, the principal shall devise regulations prohibiting the clothing believed to be gang-related apparel. The principal will then: (a) submit these regulations to the Governing Board, and (b) give notice of the gang-related apparel regulations to pupils and parents.

FEDERAL SURVEY CARDS

Our district receives funds from the federal government on the basis of the number of children in our schools whose parents' employment is related with federal activities. The government stipulates that a survey be made in order for the district to be eligible to receive these funds. A survey card will be sent home for each child in the district. A card **must** be turned in for every child, even if his/her parents' work is not related to federal activities. Your cooperation in returning a completed card for your child will be appreciated regardless of whether or not there has been a change in your family status.

CHILDREN IN HOMELESS SITUATIONS

Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

PROGRAM IMPROVEMENT – Parent/Guardian shall be notified when their children's school is identified as a "program improvement" and the opportunities for school choice and/or supplemental instruction.

IMPORTANT INFORMATION ABOUT SCHOOL FUNDING AND STUDENT ATTENDANCE

Beginning July 1, 1998, school districts will no longer receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family.

Sierra Sands Unified School District will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than an illness, we encourage you to send your child to school for at least part of the day so that your child will not be counted absent and also will not miss out on important school assignments. It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts. We want to avoid the unnecessary absences that reduce district resources and limit your child's opportunity to obtain good grades.

Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

Again, we encourage your continued support to promote good school attendance and student achievement.



Whether it is physical or verbal, whether it is done online or offline, or whether it happens before, during, or after school, one thing is for certain: bullying is wrong. To help in our bullying prevention efforts, the **Sierra Sands Unified School District** is implementing the CyberBully Hotline from SchoolReach. The purpose of this program is to create an anonymous, two-way means for students, parents, guardians and others to report incidents of bullying, harassment, intimidation and more.

The CyberBully Hotline Number will be posted at your school site. Text message and Voice Calls (from Mobile Devices only) Received

How it works:

- The CyberBully Hotline can receive voice calls (from Mobile Devices only) and text messages. To send a voice call, simply dial the number and leave your message after the short greeting. To text, enter the number, followed by the text message. The service is operational 24/7/365.

Who receives the messages?

- A designated school official receives the message directly. No one else reads or sees the messages.

Is the system anonymous?

- Yes. The caller ID of the sender is replaced with a randomly generated number that is used for message delivery and reporting only. No names or other information are associated with the received messages.
- The CyberBully Hotline gives us the ability to reply to text messages and have two-way anonymous conversations.
- **Please note:** We do not have the ability to reply to all voice messages, just those left from a mobile device. If you want a reply to a voice message, please call from a mobile or cellular device.
- Please also note that any criminal act being reported is subject to mandated reporting and the company (School Reach) does have the ability to identify the caller. For instance, bomb threats, and other such criminal reports are subject to mandated reporting and the person responsible for these calls could be criminally liable.

What information should be sent?

- Since the service is anonymous, we don't know who is sending the message. The more information we are given, the more help we can provide. Users are encouraged to provide as much information as possible or as much as they feel comfortable providing.
- As noted above, we can reply to messages and have an anonymous conversation with the sender. We may ask for more information as necessary.
- If a CyberBully Hotline user is providing a tip on violence or harmful acts that are being planned by others, we ask that he or she immediately provide as much specific information as possible so we can ensure the safety of all students and faculty.
- Anyone who would like to leave a callback number, or his or her identity, is encouraged to do so.

PESTICIDE APPLICATION NOTIFICATION REGISTRATION 2016-17

Parents or staff members who wish to receive notification of individual pesticide applications at their school or work site must complete this registration form and return it to their school.

School Site/Facility: _____

Name of Staff Member: _____

OR

Name of Student: _____

Name of Parent/Guardian: _____

Home Phone #: _____ Work Phone #: _____

Address: _____

Signature: _____ Date: _____

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Parent Acknowledgment

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment. Please complete this form and return it to the school with your son or daughter.

By signing below, I am neither giving nor withholding my consent for my child/children to participate in any programs; I am merely indicating that I have received and read the "2016-17 Annual Notice to Parents/Guardians" regarding my rights relating to activities that might affect my child/children.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

Printed Name of Student(s)

Printed Name of Student(s)