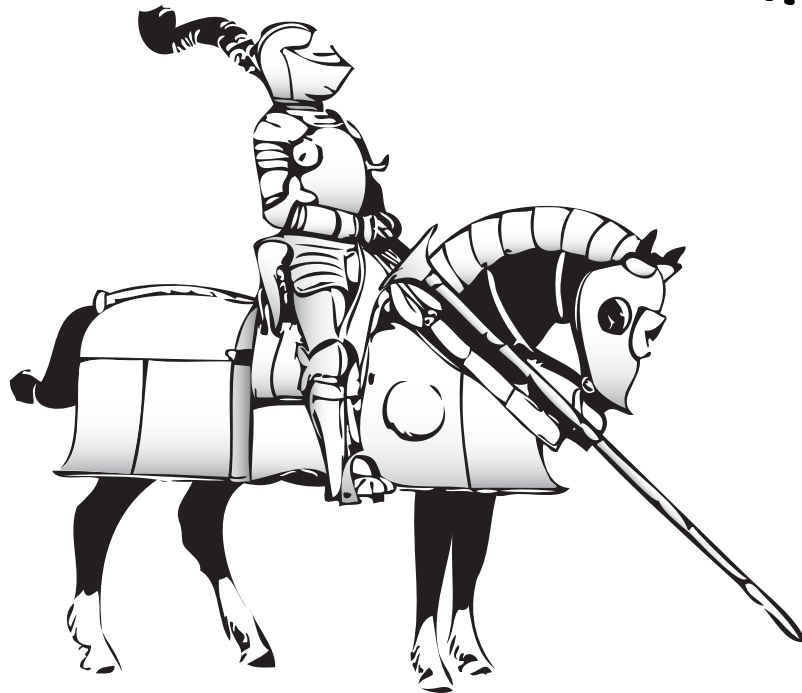


**CHUALAR ELEMENTARY SCHOOL**  
**24285 LINCOLN STREET • CHUALAR, CA 93925**  
**(831) 679-2313 • FAX (831) 679-2071**

*Home of the Chualar Chargers*



The information in this booklet is very important to you, to your child and to our school. Please, read them all very carefully. All forms must be filled out, signed and returned to school. It is necessary that you fill out all of the forms for each child you have in school.

We are asking that you return all of them filled out and signed, for each of your children, tomorrow. Thank you.

**2022 – 2023**  
**PARENT-STUDENT HANDBOOK**  

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**RIGHTS AND RESPONSIBILITIES**

# A QUICK LOOK AT A SUCCESSFUL SCHOOL YEAR

Chualar School expects students to maintain high standards of personal conduct. The **FOUR BASIC SCHOOL VALUES** and the **STUDENT'S CODE OF ETHICS** are the cornerstone of students being successful citizens of our school. Students who experience a problem are expected to immediately report the problem to any adult on campus so a solution can be worked out.

## FOUR BASIC SCHOOL VALUES

All students, parents and staff of our school will be expected to adhere to the following basic values:

1. Learning takes precedence over any other activity in school.
2. Don't interfere with anyone's education, including your own.
3. Respect property: Yours, the School's and other People's.
4. Treat yourself and everyone else with respect and courtesy.

## DAILY RESPONSIBILITIES

Our school opens at 7:30 AM with the breakfast in the cafeteria. Please bring your children to the cafeteria. Do not bring them before 7:30 AM since there is no supervision until 7:30 AM. Students need to remain in the cafeteria until 7:40 AM. Students are not allowed in the quad area. At 7:55 AM the warning bell rings for all students to be lined up in their assigned areas. Teachers will pick up students at 7:55 AM from the upper grade playground and start walking back to their respective classrooms. The instructional day starts at 8:00 AM.

## SAFETY

For children's safety, we have some basic rules that you can help us to enforce:

1. All students are to dress appropriately in their school uniform.
2. All visitors are to register in the school office before visiting any classrooms.
3. Parents and teachers are to communicate regularly.
4. All students are to follow the rules established by the school.
5. In case of a student emergency at school only persons listed on the student's emergency form will be permitted to pick up students

from school.

6. Parents and staff members will support and enforce the school rules.

## GENERAL INFORMATION

- Lunch will be provided to all students. A lunch menu will be sent home at the beginning of each month. If your child does not like what it's being served that day, we encourage you to send a lunch for that day. Make sure you have a lunch application on file in the cafeteria. Mrs. Martinez will be happy to assist you in answering any questions you might have regarding your child's lunch application and lunch menu. She can be contacted at 679-2313 Ext. 102.
- All students will be released at the end of the school day. There is no supervision for students after school. It is extremely important that all students go home immediately after school ends.
- We ask that you make dental, medical and personal appointments after 2:35 PM this will avoid students missing instructional time.
- Students that arrive to class after 8:00 AM are considered tardy. When students arrive to class after 8:00 AM, they lose valuable information and interrupt other student's instructions. Please make sure your child gets to school between 7:35 AM and 7:55 AM. If your child arrives late, he/she needs to stop by the school office before going to class.
- If your child is going to be absent from school for any reason, please call the office at 679-2313 Ext. 100 before 9:00 AM. This is for your child's safety. When you call give us the following information.
  1. Name of student and grade.
  2. Your name and relation to student.
  3. Reason for absence.
  4. Please confirm your child's absentee with a note the following day upon their return to school. We are required by state law to save student's absentee notes.
- Back to School Night is August 23, 2022 at 5:00 PM.

If you have any questions, suggestions or wish to offer any kind of help, give us a call at 679-2313 Ext. 100. Together we can create a magnificent place for all children.

# WELCOME PARENTS AND STUDENTS

Welcome to Chualar Elementary School. Every staff member is committed to working with you to prepare your children to be life-long learners and help them become responsible, contributing members of society. We believe you are your child's first teachers and that you are an important part of your child's education. Educational research has shown that one of the most important factors in determining children's success in school is the parent involvement in their education. We are honored to be your partner in educating your child.

This booklet is prepared with you in mind. It combines the student handbook and the parent annual notifications. Combining the booklets links the two and saves the district money. More importantly it makes it easier for parents to find material they need to help their children have a successful school year. The following pages contain important information on your rights as a parent. It talks about your rights to be included in the educational process and have access to the system on behalf of your children. Please take time to read the booklet and review it with your child where you think it's appropriate. If you have any questions please do not hesitate to call the school office.

Again, we welcome you to your child's school.

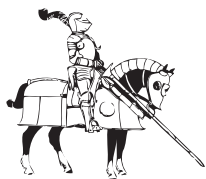
Sincerely,



Roberto Rios, Superintendent

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# CHUALAR ELEMENTARY SCHOOL

## PARENT-STUDENT HANDBOOK | ANNUAL NOTIFICATION

### 2022-2023

### PRINCIPAL'S VISION

“All children can learn given a nurturing, enriched environment with a sense of belonging (family-like atmosphere) that is child-centered and compatible with how the brain learns. We can help children rise to high levels of expectations by striving for excellence and quality. The goal is to help students become LIFELONG-LEARNERS who will be contributing members of our democratic society”

### PARENTS

The Board of Trustees encourages all parents to be involved in the school. They can participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations.

For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. [EC 51101, 51101.1]

Parents/guardians may support the learning environment of their children by:

1. Monitoring attendance of their children
2. Ensuring that homework is completed and turned in on time
3. Encouraging their children to participate in extracurricular and cocurricular activities
4. Monitoring and regulating the television viewed by their children

5. Working with their children at home in learning activities that extend the classroom learning
6. Volunteering in their children’s classroom(s) or for other school activities
7. Participating in decisions related to the education of their own children or the total school program as appropriate

### 🗳️ PARENT/GUARDIAN RIGHTS

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled

Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and

The references at the end of the sections in this booklet include the following codes:

BP . . . District Board Policy	USC . . . United States Code
AR . . . Administrative Regulation	CFR . . . Code of Federal Regulations
EC . . . Education Code	ESEA . . . Elementary and Secondary Education Act
HSC . . . Health and Safety Code	PPRA . . . Pupil Privacy Rights Amendment
PC . . . Penal Code	FERPA . . . Family Educational Rights and Privacy Act
WIC . . . Welfare and Institutions Code	PPACA . . . Patient Protection and Affordable Care Act
CCR . . . California Code of Regulations	Title VI . . . Title VI (or VII, or IX) of the Civil Rights Act of 1964
CC . . . Civil Code	IDEA . . . Individuals with Disabilities Education Act
FC . . . Family Code	§ 504 . . . Section 504 of the Rehabilitation Act of 1973
GC . . . Government Code	EOA . . . Equal Opportunities Act
VC . . . Vehicle Code	CIF . . . California Interscholastic Federation
BPC . . . Business and Professions Code	
FAC . . . Food and Agriculture Code	

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provide reasonable accommodation to parents/guardians. Upon written request by parents/guardians, the Superintendent/Principal or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations.

2. To meet, within a reasonable time of their request, with their child's teacher and principal
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher
4. To be notified on a timely basis if their child is absent from school without permission
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests

For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test.

6. To have a school environment for their child that is safe and supportive of learning
7. To examine the curriculum materials of the class(es) in which their child is enrolled

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes and software.

The school shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course.

The school may charge an amount not to exceed the cost of duplication.

8. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child
9. For parents/guardians of English learners, to support their child's advancement toward literacy  
The Superintendent/Principal or designee may

make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to EC 60510.

10. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts
11. To have access to the school records of their child
12. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish
13. To be informed in advance about school rules, including disciplinary rules and procedures pursuant to Education Code 35291, attendance, retention and promotion policies pursuant to Education Code 48070.5, dress codes and procedures for visiting the school
14. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision.
15. To receive information about any psychological testing the school does involving their child and to deny permission to give the test
16. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training; or any prescribed family education service plan and to inspect any survey collecting personal information
17. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school
18. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in, a special education or remedial program or regular school activity, shall not constitute written consent for these

purposes. [EC 49091.1, 49091.12, 49091.14, 49091.18, 51101, 51101.1; 20 USC 1232h]

## ● EMERGENCY INFORMATION

In case of an emergency concerning your child, it's important that information on the emergency card be filled out completely and kept up to date. Please notify the school of any change in your home address, phone number at work or home, family doctor, babysitter or friends you have listed to call in case of an emergency.

## ● PARENT CONCERNS/COMPLAINTS

In the event of a problem, parents should first contact the teacher. Teachers are usually available for phone calls before and after school. Parent conferences may be set up at any time during the school year. However, please do not ask to conference with the teacher during class time. This detracts from the learning environment of other students. If the problem is not resolved between the parent and teacher, the principal will assist in mediation. There is a Parent Complaint Procedure embedded in Board Policy 1312.1 that can be picked up at the office and followed. If at that point the site administrator can not resolve the problem, it then is taken to the Superintendent for resolution.

## ● INTERRUPTIONS OF LEARNING TIME

Learning takes precedence over every other activity. Don't interfere with anyone's education. It is for this reason that we plan to keep classroom interruptions to a minimum. Only emergency messages to students or staff will be delivered during class time. Plan ahead, send notes and make sure your child understands any special directions for the day. Please, no drop-in mini-conferences. If you need to speak with the teacher, send a note with your child or arrange an appointment by phone. Thanks parents for your cooperation in this matter.

## ● SCHOOL ACCOUNTABILITY REPORT CARD

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at [chualarUSD.squarespace.com](http://chualarUSD.squarespace.com). It contains information about the district and school regarding the quality of programs and its progress

toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

## ● PUPIL FEES

While there are limited exceptions, families and students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

Pupil Fees: No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student's education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging fees or deposits. Exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal and may be filed anonymously. [EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

## ● POSITIVE DISCIPLINE

Students, you're one of 340 Super Students at Chualar School. Having that many people under one

roof for six hours a day requires that each person respect the rights of others. This means there are some things we can do and some things we cannot do.

Chualar School takes a positive approach to discipline. Teachers have the primary responsibility for promoting and monitoring appropriate student behavior in the classroom. However, all staff members are responsible for monitoring behavior of students on our campus.

Before referring a student to the principal, we believe in conferring with students and contacting parents so that concerted action can be taken to mutually correct the inappropriate behavior pattern of the student.

A referral to the principal is made when the corrective actions employed by the teachers and support staff fail to effect change in student behavior.

Your parents, community, and the school district worked hard together to provide you with a staff, buildings, and equipment to help prepare you for a successful future. We are committed to providing you with the best possible education. In turn you need to take pride in your school and at all times try to do your "Personal Best."

Throughout the school year you will be expected to assume the responsibilities listed below:

- Attend class regularly.
- Be in your assigned seat with all necessary materials when the tardy bell rings.
- Complete every assignment and homework by giving it your "Personal Best" effort.
- Treat every student and staff member with respect.
- Follow specific rules in and out of your class.
- Help maintain the building, all school equipment and materials.

## **READ THE DISCIPLINE POLICY WITH AN ADULT**

Our school has a comprehensive school-wide discipline policy based on state law and district policy that applies equally to all students. These laws are based on the need to maintain a stable learning environment that allows the educational process to take place. Our discipline policy is broken into two parts.

### 1. A School-Wide Discipline Policy.

### 2. A Classroom Discipline Policy.

The two components are in alignment with each other and spell out what is expected of all students. Effective discipline begins with "YOU," the student. Your cooperation with classroom rules and policies help to make our school discipline policy effective. The complete Discipline Policy is in this booklet.

Expectations we all must have in common deal with establishing and maintaining a safe school environment. Listed are some common sense Lifelong Guidelines students and school staff need to commit to be being:

- TRUSTWORTHY
- TRUTHFUL
- AN ACTIVE LISTENER
- INSURING NO PUT-DOWNS
- DOING YOUR "PERSONAL BEST"

These LIFE LONG GUIDELINES deal with being a RESPECTFUL and RESPONSIBLE member of our school.

## **CLASSROOM DISCIPLINE POLICY**

Each classroom teacher will have a written and/or posted discipline plan to use in his or her classroom. The plan will include the rules for the class, positive consequences for following the rules, and negative consequences for breaking the rules. This plan will be shared with students. A student/teacher contract may be signed, on the first day of school so all students know what is expected from day one. These rules will fall in alignment with the Grade Level and our School-Wide Discipline Policies.

Bullying, of any kind, will not be tolerated at Chualar School and may warrant an immediate referral to the Principal. Behavior that falls under the three following categories will be dealt with seriously and will have immediate consequences:

1. Verbal Bullying-name-calling, negative comments, intimidation, harassing phone calls and/or sending negative notes.
2. Physical Bullying-intentional and/or repeated pushing, scratching, tripping, harming with any object, damage to personal possessions, and/or gestures that carry a specific derogatory meaning.
3. Social Bullying-verbal and written gossip, making personal information public, setting someone up and exclusion.

Consequences shall be the same as under: "SCHOOL-WIDE UNACCEPTABLE BEHAVIOR AND CONSEQUENCES" in this booklet.

## **STUDENT BEHAVIOR, SCHOOL SAFETY AND CLEANLINESS**

### **● PLAYGROUND RULES**

There are playground rules we expect all students to follow. These rules will be reviewed with classes at the beginning of the school year, upon returning from December break, and in the month of May. They are as follows:

1. Use the equipment safely:
  - keep hands firmly gripped when climbing structures
  - move slowly and keep your hands and feet to yourself
  - climb down the structures carefully
  - never jump off
  - never use the structures or sandbox on a wet day
2. Always play in designated areas where there is supervision. Off-limits areas are: halls, walkways, restricted marked areas, parking lots, behind or between portables and outside of fences.
3. Respect games in progress. No running or ball kicking on blacktop unless it's a structured, supervised game.
4. Stay on the playground during recess.
5. Get a pass from yard supervisors or teachers to go to a restricted area.
6. NO TACKLING GAMES OR ROUGH PLAY.
7. Stay off all fences, gates and backstops.
8. When recess ends, stop playing and line-up.

### **● WALKWAYS**

All Super Students are to walk from class to class, in a line, at arm's length, led by their teacher. They will maintain flow of traffic. Voice needs to be at whisper level. Teachers will be standing outside of the classroom door directing traffic into their class when students transition. Students are not allowed in hallways without a pass during school hours.

### **● BICYCLE SAFETY**

We encourage you not to bring bikes to school. We are not responsible for stolen bikes. However, if you do choose to bring a bike to school, remember that the law requires you to wear a helmet. Please remember to walk your bike on campus at all times. Bike racks are provided and are located next to the waiting area. Bike racks are off limits to all students during the school day. Make sure your bike is chained!

### **● LOITERING ON OR ABOUT CAMPUS**

Students are not to loiter on properties adjacent to our school campus before or after school. Once you arrive at school, you must stay here until school is out. We are a closed campus. No one is allowed to leave or come to school without a legal early dismissal or visitor permit. Students are to go home immediately after school. If you wait because of younger brothers or sisters, you must wait at the parent-pick-up area next to the office. If you are involved in an after school activity, you must be where you are required to be.

### **● SKATEBOARDS**

We encourage you not to bring skateboards to school. They are off limits during and after school hours on our campus due to the liability issues. However, if you do choose to bring one, use it at the end of the day to go home. It will need to be carried on and off campus without being used. If they become a nuisance item or problems arise, they will not be permitted on campus at all. They will be confiscated and returned to parents the first time. After that, they will be returned at the end of the school year.

### **● DRESS CODE/PERSONAL APPEARANCE**

Students at Chualar School are expected to come DRESSED APPROPRIATELY! This means to dress for the role they play at school, that of a PROFESSIONAL STUDENT. Student dress and personal cleanliness are important to the school environment. Students must attend school wearing the required uniform, neatly dressed and clean. Their appearance should not disrupt or detract from the educational environment of the school. The school administration has the right to designate which types of dress or appearance are not acceptable.

### **UNIFORM POLICY**

*Be Cool, Dress for School!*



## EXPECTATIONS

It is mandatory by board policy that students wear their uniform every day. (Monday – Friday)

**Uniform colors are navy blue and white as follows:**

Tops: Solid navy blue or white polo shirt

Bottoms: Navy blue pants (no jeans), skirts, or shorts (no higher than 2 inches above the knee for skirts and shorts)

Sweaters, coats, jackets: Solid navy blue or white.

Shoes: Black, navy blue or white shoes/tennis shoes.

Back packs: Solid white, black or Navy blue (no logos of any kind)

## CONSEQUENCES

The following consequences will apply to every student starting on the first day of school (August 13, 2022), **NO EXCEPTIONS.**

Infractions 1 & 2: Student will be sent back home before school hours. If student arrives during school hours, he/she will be sent to a designated area where a school volunteer will contact parents. Parents will have two options;

Option 1 – Bring a uniform for their child.

Option 2 – School loans a loner uniform. Loner must be returned washed.

Infraction 3: Same consequences will apply as in infractions 1 and 2. However, the student will also lose school privileges such as school fieldtrips, classroom celebrations, and others.

Infraction 4 and up: Same consequences will apply as in prior infractions plus student's citizenship grades will be affected.

Parent will be called in to attend a meeting with the uniform committee and Superintendent.

## REQUESTING A WAIVER

There is a total of 5 required steps in order to receive a waiver.

1. First trimester (Aug. 13 thru Nov. 7, total of 60 days) is a waiting period; therefore, all students will be **required to wear their uniform.**
2. There will be a total of 3 mandatory meetings for parents to attend.
3. Students cannot have unexcused absences or more than 5 excused absences per trimester.

4. Students must remain in Good Standing (citizenship, tardiness and effort).
5. Individual meeting with uniform committee and Superintendent to come to a final decision.

## GANG-RELATED APPAREL

District policy prohibits any apparel, jewelry, trademark, or any other attribute which denotes gang membership. This policy shall be applied at the principal's discretion. Any Gang or "Gang-related" activity will be in violation of the Chualar Union School District Board Policy, California Education, and Civil Codes resulting in disciplinary action. [BP 5132; EC 35183 & 35294.1]

Any GANG or "Gang-related" clothing brought to school will be confiscated, turned over to principal and returned to parents or the Probation Department.

## ASSEMBLIES

There will be various school assemblies during the school year. Students will pass to and from cafeteria with their classroom and sit in assigned seats. At all times, students' behavior is to be courteous. Unacceptable conduct will not be permitted. If this occurs teachers will be asked to return to their class with their students and go over our handbook policy.

## ASSEMBLY PROCEDURES:

This is the behavior specifically expected:

1. Enter and exit in a prompt and orderly fashion.
2. Remember to always sit like a pretzel.
3. Quiet down and actively listen (ears, eyes, heart, and undivided attention) when a person is approaching the microphone and/or speaks.
4. Do not talk during program unless given permission. Use the Lifeskill of COMMON SENSE by using good judgment.
5. Be POLITE: applaud or clap only when it is appropriate and never whistle, boo, bang on tables or hoot, unless given permission.
6. The quiet signals used will be followed by all.
7. Remain seated until dismissed by person in charge.
8. Exit in an orderly fashion following directions from your teacher or administrator.

## NUISANCE ITEMS

Items not directly associated with the education

program are not to be brought to school. These include mp3 players, radios, tape recorders, walkmans, electronic games, beepers, telephones, cap guns, hard balls, toys, laser toys, slippers, cameras, water guns, sharp objects, pacifiers, yo-yos, water balloons, baby bottles, rubber bands, toothpicks, stuffed or live animals, excess jewelry, virtual pets etc... These items will be confiscated and returned to parents only. Disciplinary action may be given. If the same kind of object is brought more than once, the item will be confiscated and not returned to student until the end of the school year.

## ● AFTER SCHOOL PICK-UP

If you are being picked up from school, you must wait for your parent or guardian at the parent pick up area next to the school office. K-8th grade students are dismissed at 2:35 P.M. Parents need to arrive promptly since supervision is limited at this area. On minimum days, it is important to remind your parents that you get out at noon (K-8). Parents need to pick children up at 12:00 P.M. Teachers start meeting and planning right after students are taken to the front of the school.

## ● FOOD AND GUM

Eating food or drinking beverages is permitted only in the cafeteria and not in playground area at all times, unless you are under the supervision of a teacher. Bring nutritious snacks only and eat them during morning break only. Gum, candy and any kind of seeds with shells are not allowed on school campus. They will be confiscated, not returned, and community service may be assigned such as scraping gum from floors or cleaning chores that are related to the incident. If this becomes a chronic behavior, it will be regarded as defiance and result in ISS or Out-of School Suspension.

## ● PERSONAL HYGIENE/RESTROOMS

The restrooms are yours. They show how you feel about your school. By keeping your restrooms clean, you show your school pride and the good manners you model as a Chualar Super Student. Make sure you wash your hands with soap and place all papers in the trash can. Many diseases can be transmitted when you are not using cleanliness and taking the right steps to use the restrooms. Keep our school looking clean. Be RESPONSIBLE. Do your best to put trash in its place.

## ● BUS CONDUCT AND SAFETY

As a Chualar Super Student, it is important to do your Personal Best to model the LIFESKILL OF RESPONSIBILITY when riding the bus by following directions and the expectations of your bus driver.

You are asked to:

- Obey bus driver.
- Help driver keep attention on the road by not displaying any distractive behavior.
- Wait patiently on the sidewalk and board the bus in an orderly fashion.
- Remember to stand 10 feet back from roadway in country areas.
- Model the Lifeskill of Caring while on the bus.
- Get permission from the bus driver to lower windows.
- Keep all parts of body inside the bus.
- Be careful with traffic when going to and from the bus.
- Be at the bus stop on time (that's 5 minutes before pick-up time).
- Model appropriate conduct at all times.

Violations of these rules may result in suspension of the bus riding privilege by the principal or bus driver. The bus driver will issue bus tickets equivalent to discipline referrals. After a second bus ticket, suspension privileges will occur. Days will depend on the tickets you get and may vary from 3 days to 1 month. Your parents will need to find a way to bring you to school during that period of time.

## BUS NOTES AND PASSES

If the student needs to take a different bus or get off at a different bus stop, parents need to send a signed and dated note to the office so that we can issue a bus pass. Parents, please do not telephone bus changes or messages for students into office, except in case of emergency. Parents need to send a note if their child will be picked up from school instead of riding the bus. Unless your child brings a signed note to office, child is expected to take his/her regular bus.

## ACADEMICS

### ● GRADING/HOMEWORK POLICY

Chualar School students are laying the groundwork

for their future. You are preparing for “real life.” The study habits and skills you acquire here will determine your academic success in high school, college, universities and jobs you may attend in the future. Therefore, you should attempt to maintain the highest grades possible by doing your PERSONAL BEST! You are graded in two areas, Scholarship and Citizenship. The grades you receive vary depending on the grade you’re in. At Back-to-School Night teachers will explain their grading system. There are four grading systems used:

1. Kindergarten grade
2. 1st – 3rd grades
3. 4th – 5th grades
4. 6th – 8th grades

The following is a general explanation on grading for Citizenship and Scholarship:

### **CITIZENSHIP GRADING – EXPLANATION:**

When computing your citizenship grade all teachers will consider the following:

1. Attitude (self, others, and environment).
2. Behavior (self, others, and environment).
3. Measures teacher has taken to modify student’s attitude and behavior.

### **GRADE POINT SYSTEM:**

A = 4.0	B- = 2.7	D = 1.0
A- = 3.7	C+ = 2.3	D+ = 1.3
B+ = 3.3	C = 2.0	D- = 0.7
B = 3.0	C- = 1.7	F = 0.0

Grading on point system - Pluses (+) and minuses (-) may be used in conjunction with the above grades, except “F.”

The report card will indicate a student’s GRADE POINT AVERAGE (GPA) computed upon the following scale:

Grades are given to students who have been enrolled at Chualar School for fifteen (15) days or more during the grading period. In the case of transfer students, grades from the previous school, if available, shall be used proportionately to determine the grade. Transfer grades shall be reported in writing to teachers by the attendance clerk as they become available.

### **HONOR ROLL**

Honor Roll students are recognized for their high academic achievement through awards, certificates and other special activities.

“A” Honors = GPA of 3.6 to 4.0

“B” Honors = GPA of 3.0 to 3.5

Honor Roll students must also maintain a citizenship of Satisfactory to Excellent.

### **DEFICIENCY NOTICES**

BEWARE! You do not want one of these. If you are in danger of receiving a “D” or an “F” in any given grading period, you and your parents will be notified by the teacher. It is district policy that if the student is in danger of receiving a failing grade, the teacher sends home a deficiency notice at least four weeks before the end of the grading period.

### **PROMOTION**

You will be passed on to the next grade or promoted if your grades show that you have satisfactorily completed and passed all of your course work.

### **RETENTION**

You may be retained or held back. If you failed to meet academic expectations for your grade, had excessive absences, or another reason listed in Retention Board Policy #5123, you will not be promoted.

### **ACCELERATION**

There are special circumstances under which a student may be accelerated or skip one or more grades. For example, child exceeds grade level standards and may adjust emotionally, socially and physically in the next grade level(s). Another example could be that child was previously placed below grade level and is no longer benefiting because of maturity and learning disabilities.

All of these may occur only with approval of principal, teacher, parent, and recommendation of Student Study Team. At times Superintendent approval may be required.

### **MAKE-UP WORK**

To help maintain your grades, if you were absent or missed class assignments remember that you are responsible for getting the makeup work from your teacher and returning it on time to receive full credit. Parents are asked to call our office and ask our secretary to request homework from student’s teachers if student is absent more than 1 school day.

## **EIGHTH GRADE PROMOTION REQUIREMENTS**

In order for students to be promoted to the ninth grade and participate in the promotion ceremony, they need to fulfill these requirements:

1. They must attain an overall average of 2.0 GPA for the eighth grade year.
2. They must return all textbooks, library books, and classroom books.
3. They must have a 92-100% attendance rate for their eighth grade year.
4. They must complete the eighth grade end-of-the-year project.

## **● ACADEMIC DISHONESTY**

Doing your “PERSONAL BEST,” academically, involves using many LIFESKILLS, like INTEGRITY— to act in accordance with what’s right and wrong. The work you put into assignments or the honest effort you place on tests is a reflection of you and what you represent. Teachers can help you grow and improve academically if you show what you can do. Copying somebody’s work or cheating on a test lacks integrity. It doesn’t reflect your personal best, and kills the LIFELONG GUIDELINES of TRUTHFULNESS and TRUSTWORTHINESS. Academic dishonesty goes against everything you and our school should stand for. A discipline referral will be followed for such an offense and will go on your record. The worst consequence is to have to live with the thought of not being honest with yourself and others. It hurts, having to cope with personal embarrassment. It’s also difficult to face the challenge of earning the trust of others again.

## **● ELIGIBILITY FOR PARTICIPATION IN ACTIVITY PROGRAMS**

There are many exciting field trips and activities our school offers. Students receiving any “failing” marks may be ineligible for any class or school activities, or fun trips on a trimester basis. In addition to other eligibility requirements, the current grades will be used to determine eligibility until improvement is determined by the classroom teacher. All players in competitive sports must have a signed approved eligibility slip from their teacher every week to participate in team activities. Students who are suspended 5 days or more or chronically truant from school will be ineligible for all field trips and after school activities.

## **● HOMEWORK POLICY**

The District Board Policy #6113 advocates that homework be assigned on a daily basis. Teachers will monitor student homework and missing homework will result in disciplinary action. Time allocations for homework are:

Kinder	parent-student interaction
1, 2, 3	100 to 150 minutes per week
4, 5, 6	150 to 300 minutes per week

## **● BOOKS/MATERIALS**

Students are required to have back-packs or handbags with Binder or Work Folder and other necessary school supplies. Homework has a better chance of getting to and from school this way.

## **● SUPPLEMENTARY INSTRUCTIONAL MATERIALS**

Supplemental materials include all printed, audio/visual and digital materials, including but not limited to: print, web pages, blogs, films, videos, DVDs, webcasts, streamed video from the Internet, and audio and video podcasts.

When selecting supplemental instructional materials, teachers shall carefully preview all materials to ensure that in his/her professional judgment the materials are:

1. Directly related to the course of study in which they are being used
2. Appropriate for students’ ages and maturity levels
3. Consistent with criteria developed for the selection and evaluation of other instructional materials

The teacher also shall:

4. Inform the principal or designee what materials will be used.

The principal or designee has the discretion to evaluate supplementary materials.

If the principal or principal’s designee believes that the materials are in conflict with district criteria, the materials may not be used in the classroom.

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities.

Supplemental materials can not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits. [AR 6161.11]

## ATTENDANCE

### ● GENERAL ABSENCES

Children cannot learn if they are not in school. Daily school attendance improves student achievement. Children learn early about being on time and not missing school; teach your child that school attendance is an important family value. Children ages 6 to 18 years must attend every school day.

The state only awards funding to school districts for actual attendance. The state does not fund districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences are recorded as a truancy.

A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom

the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
  8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  11. For the purpose of participating in a cultural ceremony or event.
  12. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- B. 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 therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and

assignments that the pupil missed during the absence.

- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. For purposes of this section, the following definitions apply:
  1. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
  2. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48260]

Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]

If you are absent, it's Unexcused. Students who are absent from class for 5 consecutive days will be dropped from our school and will need to reregister if they return after that. The student may be reassign to another teacher. The student may also be assigned a failing grade by the teacher.

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 or guardian. [EC 46010.1]

## **EMERGENCY SCHOOL CLOSURE**

Schools may close in the case of a natural disaster such as an earthquake, a fire, a flood, or an epidemic/pandemic. School officials rely on the expertise and advice of public health and safety officials in these decisions. Other means of delivering instruction will be used as possible.

## **TARDIES**

Students are expected to be on time to school and to classes. "Being on time" is an excellent personal trait highly valued by society and all employers; you will need to establish this excellent trait. It is an important part of the learning process. Students who are tardy will be given consequences according to the school

discipline plan. Each tardy will be considered a minor infraction of the discipline policy.

## **INDEPENDENT STUDY PACKETS**

If your family needs to leave town beyond a week, we encourage you to pick-up an independent study contract from your teacher at least one week in advance. This packet will help you not to fall so far behind academically. This independent study packet will include a contract indicating you will complete the work given to you and your parents will meet the conditions given.




## **EARLY DISMISSALS**

Students may not leave campus during the school day without an early dismissal slip issued by the attendance clerk in the office. This is given with the consent of the parent/guardian. Students must give the note to the teacher immediately so that it can be turned over to our office clerk. The attendance clerk will take your note and issue the dismissal slip, then call your parent/guardian to confirm your early dismissal.

## **APPOINTMENTS DURING SCHOOL DAY**

All doctor or personal appointments need to be made after school. If you can't do this, come to school first then have your parents come take you out of class after school has started. We will get credit for you on that day if this happens.

If you are absent or truant you will need to take a valid excuse note to the office. The note should have the information listed below:

-  name of student
-  reason for absence and date(s)
-  parent signature

## **UNEXCUSED ABSENCES (TRUANCY)**

When a student misses school without an excuse they are considered truant, and the school will notify the parent/guardian. The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. A student is classified as;

Truant: after missing three days of school or three 30-minute periods without a valid excuse

Habitual Truant: if they are truant three or more times in a school year and an effort is made to meet with parents

Chronic Truant: if they miss 10 percent or more of the school days in a school year.

Early intervention and cooperation between the school and the family is the best way to support student learning. A student who is truant can be referred to a student attendance review board (SARB), a community service program, the county probation department, or to the district attorney. Through these programs the student can be given guidance toward improving attendance. The goal is to intervene before a student enters the juvenile justice system or drops out of school. Parents are urged to use community services identified by the school or District, a SARB, the District Attorney, or Probation department. Students and parents face penalties as defined in Education Code, Welfare and Institutions Code, and Penal Code.

Student Penalties: First truancy may result in a one-day weekend class; Second truancy may be a written warning from a peace officer; Third truancy may result in assignment to an after-school or weekend program, involvement of a SARB, a probation officer, or District Attorney; Fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of the juvenile court. Other penalties may include required community service, payment of a fine, attending a truancy mediation program, and loss of driving privileges.

Parent Penalties: First conviction – up to \$100 fine; Second conviction – up to \$250 fine; Third conviction – up to \$500 fine. Parents of chronically truant elementary students face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred to community resources. Parents may also have to attend classes at the student’s school for a day and/or personally deliver their child to school every day. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3]

### **CHUALAR TRUANCY CONSEQUENCES**

The procedure to be followed for truant students per trimester is as follows:

- All students absent 3 days in a trimester will receive a letter notifying parents of truancy.

- Teachers will call on 4th absence to warn you of consequences.
- If students are absent 5 days within a trimester, a second letter will be sent and copied to the District Attorney. This letter will request a meeting with the administrator.
- On the 6th absence within the trimester, a phone call will be made by office staff and charges will be pressed against parents and child with the district attorney’s office.
- If a child has been absent 5 straight days or 10 days or more, within a trimester, your child may be disenrolled until hearing with district attorney’s office occurs. At that time you will need to reregister your child, if he is to attend our school.
- There may be some exceptions made if parents inform the school in writing of absences due to illness, family emergency or days child will miss for given reasons.
- Same procedure will be followed each trimester.
- All work missed when a student is truant will not be made up.
- The school loses your ADA money that day.
- Parents are notified of truancy.
- Constant truancy patterns will result in exclusion from certain school activities.
- Severe truancy will result in petition to Juvenile court through our District Attorney.

### **ATTENDANCE OPTIONS**

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in intra- and inter-district transfers. In some cases, the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency,

attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48204.7, 48206.3, 48300, 48301, 48306, 48853.5, 48980, 49068, 51101; 20 USC 7912]

### **1. INTERDISTRICT TRANSFERS:**

INTERDISTRICT PERMITS: If you live outside of our district attendance area and wish to enroll your child at our school, an Interdistrict Permit form will need to be filed by you and approved by your district of attendance school board, then approved by our district Board. The same procedure follows in reverse if you wish to have your child attend another district's school. Forms are available at the office. [EC 46600-46611, 46621, 48204, 48915, 48915.1, 48918, 48980, 52317]

### **RESIDENCY**

A birth certificate, passport, immigration record, baptismal record or hospital record are needed to verify age of child. Verification of physical address is also required.

### **2. ATTENDANCE WHERE CAREGIVER RESIDES:**

If your child lives in the home of a caregiving adult, as defined by law, or a foster home 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 caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980; FC 6550-6552]

### **3. ATTENDANCE IN DISTRICT WHERE PARENT / GUARDIAN IS EMPLOYED:**

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of the parent's/guardian's employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(a)(7), 48980]

### **4. SPECIAL ENROLLMENT ALLOWANCES FOR SOME CATEGORIES OF STUDENTS:**

There are enrollment provisions for some students

living in the District including foster, homeless, migratory, or military children: 1) they may stay enrolled at their school of origin outside the District, 2) their Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. In some cases, they also have rights to expedited enrollment in school, to attend classes and programs (pending proof of immunization), to after-school programs, and fee waivers. The school district and each school site have complete documentation of the rights of homeless, foster, migratory, military, and other special categories of students. [EC 48204, 48204.7, 48645.3, 48850-48859, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11431-11435, 11432]

### **FAMILIES IN TRANSITION/HOMELESS**

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. [42 USC 111431[1]]. If you have uncertain housing, a temporary address, or no permanent physical address, federal and California law guarantee that your children may be enrolled in their previous school. (42 USC 1432[g][6][A][iv] If this describes your family's living situations, or if you are a student not living with a parent or guardian, please contact the district Homeless Liaison.

### **STUDENT IMMIGRANT AND RELIGIOUS RIGHTS**

All school age children must be admitted to California Public Schools and be offered all programs accessible to other students. School districts cannot ask about a student's immigrant or religious status. The state Attorney General has information about "know your rights": <https://oag.ca.gov/immigrant/resources>. Immigrant students are still considered residents of their current school district even if parents are deported or are being held in custody. [EC 200, 220, 234.1, 234.7]

### **📌 INDIVIDUALIZED INSTRUCTION**

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction



in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

### **PREGNANT OR PARENTING STUDENTS**

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may have excused leave for up to 8 weeks or more without having to complete schoolwork or other requirements, or being subject to penalties. They may return to the same school and courses, and be provided time to make up work. They may choose to attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements unless administration determines they are capable of completing graduation requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 221.51, 46015, 48200, 48980]

### **● TRANSFER FORMS**

If you are moving to an area where your child will no longer reside in our attendance area, please notify the school office as soon as possible. On the last day of attendance, we will provide you with information that you will need to enroll your child in his/her new school. Please see that all library books, cafeteria dues and textbooks are returned, or paid for if lost before transferring: otherwise, student grades or transcripts may be withheld until this is taken care of.

### **● LEAVING SCHOOL AT LUNCH TIME**

The Chular Elementary School Board has established a closed campus policy. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your child to leave campus during the school day. [EC 44808.5]

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

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press

time are printed in the calendar in this booklet. [EC 48980]

### **● NOTICE OF ALTERNATIVE SCHOOLS**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the 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, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this 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. [EC 58501]

### **STUDENT SERVICES AND ACTIVITIES**

#### **● EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program. No extracurricular or cocurricular program or activity

shall be provided or conducted separately and no district student's participation in extracurricular and cocurricular activities shall be required or refused based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. [5 CCR 4925]

Any complaint regarding the district's extracurricular and cocurricular programs or activities shall be filed in accordance with B.P./A.R. 1312.3 - Uniform Complaint Procedures. No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.

### **ELIGIBILITY REQUIREMENTS**

To be eligible to participate in extracurricular and cocurricular activities, students in grades 6, 7, and 8 must demonstrate satisfactory educational progress in the previous grading period including but not limited to:

1. Maintenance of a minimum of 2.5 grade point average on a 4.0 scale
2. Maintenance of minimum progress toward meeting high school graduation requirements

The Superintendent/Principal or designee may grant ineligible students a probationary period of not more than one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

The Superintendent/Principal or designee shall provide the necessary assistance to help ineligible students achieve the academic standards required by law.

The Superintendent/Principal or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

### **● STUDENT COUNCIL**

Student Council is comprised of students from 4th thru 8th grade. They are voted into office at the beginning of each school year by their peers. During

the school year they coordinate various student activities such as dances, raffles, activity days and charitable fund raisers. Our mission is to help foster school spirit.

### **● LUNCH TIME EQUIPMENT CHECK-OUT PROGRAM**

All students can check out balls and other equipment from this program during recess and lunch recess. This program is run by students. It is important that equipment you check out is returned to the equipment check-out container as soon as the bell rings. If students are not modeling the Lifeskill of RESPONSIBILITY, they may be suspended from checking out equipment for a period of time determined by the students who run it. If a ball or other piece of equipment is lost or broken, the student who checks it out is responsible and will have to pay for it.

### **● LOST AND FOUND**

There is a Lost and Found box for unclaimed items in the quad area. All students are encouraged to check for their lost items there. Jewelry, money, or other valuables that are found on the playground are turned in to the office. Parents are encouraged to sew student's name on their clothing, backpacks, lunch boxes etc. Unclaimed items will be displayed at least twice during the year and then given to the County Clothes Closet to give to others in need.

### **● TELEPHONE USE**

The use of school telephones by students is limited to emergencies only.

### **● LIBRARY**

Under supervision of our library clerk, all classes visit the library once a week for book checkout. The library is also used for reference work by students and as a resource for staff. Students are expected to follow checkout procedures and care for materials they borrow from the library. Students are responsible for lost or damaged books.

During recess time, the library will be available for students who want to read, study, complete assignments or use the computer.

### **● COUNSELING PROGRAM**

The counseling program provides services to all of our students and families. It is primarily an

intervention program that works with children and their families. Student referrals are made through teachers, administrator, or parents.

## ● SPECIAL EDUCATION

Students with special needs may receive special instruction from various support personnel (i.e. Resource Specialist, Speech & Language Specialist etc.) Referrals are initiated by the classroom teacher or parents. Each case is reviewed individually by the Student Study Team. If necessary, the group may suggest testing for possible placement in special education or some other adaptive program. After testing results are made and the student qualifies for Special Services, an Individualized Educational Program (IEP) placement meeting is held to determine the services that will need to be provided to the child. Parental involvement is required for all testing and placement of students in special education.

## ● STUDENT SUCCESS TEAM

The Student Study Team (SST) is made up of referring Teacher, student's Parent/Guardian, an Upper grade and/or a Lower grade Teacher, Administrative Support Staff, Special Ed. Resource Specialist, and other appropriate school personnel. The purpose of the SST is to address needs of students who may require a more specialized or adaptive educational program. The team suggests specific strategies and methods to teachers and other staff who work with the student. Parents of the referred student are encouraged to attend and participate in this very important process.

A child may be referred because of academic, behavioral, or emotional difficulty. Solutions may include remediation techniques, referral to a tutor, or counseling and/or testing to determine the most positive learning environment for the child.

## SERVICES TO STUDENTS WITH DISABILITIES

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, contact the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for

identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

## ● STUDENT USE OF TECHNOLOGY – ACCEPTABLE NETWORK USE

Computers shall be used to support teaching and learning. The Chualar Elementary School network is provided for students to do research and communicate with others having similar interest from around the globe, and to advance their education through access to current research worldwide. Use of the network for illegal or commercial activities is prohibited.

The use of the Chualar Elementary School network is a privilege, not a right. Violations of any of the following guidelines may result in cancellation of the privileges and further discipline.

Acceptable Use: The Network must be used for education and research consistent with the academic goals of Chualar Elementary School. Network use must be responsible, ethical, legal, and efficient.

Improper Use: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- Never reveal personal information about themselves or anyone else such as address, telephone number, credit card numbers, social security, etc.
- Do not violate copyright laws.
- Do not tamper with or damage the computer system or network. Do not disrupt computer system performance, alter, or destroy data on any system.
- Do not use anyone else's passwords, trespass in their folders, work, or files.
- Students shall report any security problem or misuse of the services to the teacher or Principal.

Privacy: Network storage areas are school property. Network administrators may review files and communications to maintain system integrity and insure users are using the system responsibly. Users should not expect that files stored on school servers will be private. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

The Superintendent/Principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Agreement. The decision of the Superintendent/Principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy. Any willful damage or neglect to computers or other hardware may result in loss of all privileges, as well as, a financial obligation to repair or replace damaged or broken items.

Use Caution: Because Chualar School provides, through its connection to the Monterey County Office of Education (M.C.O.E.), access to other computer systems around the world via the Internet, the User (student), and the parents/guardians of the User, should specifically understand that the school administrators do not have control of the content of information residing on these other systems. M.C.O.E. does employ a filter that limits access to many inappropriate websites. However, Users and parents of Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Chualar School, its teachers, and school administrators do not condone the use of such materials nor permit usage of such materials in the school environment. Students are strictly prohibited from bringing such materials from home into the school environment and from accessing such materials at school on any Chualar School computer. Parents/guardians of minors should be aware of the existence of such materials and discuss the appropriate uses of the Internet with their child.

Liability: As the parent/guardian of this student I have read the terms and conditions of this Acceptable Use Policy. I understand that access to computers, educational software and the Internet is designed for educational purposes and that Chualar School and

the Chualar Union Elementary School District have taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Chualar School and the Chualar Union Elementary School District to restrict access to all controversial materials on the Internet or to monitor all material being placed on a computer system by its users. I will not hold Chualar School, the school district, or its employees responsible for materials acquired or the consequences of such use or acquisition, on the Internet or within the local area network. Further, I accept full financial responsibility for damages to computers, other hardware or software caused by willful neglect by my child.

## ● IMPERSONATION ON THE INTERNET

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

## ● PHOTOGRAPHING & VIDEOTAPING

It is often advantageous to illustrate and publicize school activities in school publications, newspapers, and television by use of photographs or videotape of students at work, studying, or pursuing recreational interests.

Requests by the media to photograph or videotape students are well screened in advance by the administration.

We feel confident that all concerned will profit if parents and guardians will grant authorization to use photographs or videotape of their children. However, if you do not wish your student to be photographed or videotaped, please notify the school.

## HEALTH SERVICES

### ● HEALTH CONCERNS

A child should not be sent to school with the following conditions or symptoms:

- infectious disease
- flu
- fever
- lice
- severe cough
- infectious rash
- strep throat
- severe vomiting

If any of these conditions arise at school, your

child may be sent home. Basic first aid is provided for minor injuries. If serious injury occurs, parents will be contacted and appropriate emergency procedures will be taken.

## **● IMMUNIZATIONS**

Documented proof that immunizations are up-to-date is required before attending school; districts may not allow “conditional” admittance into schools. Students may not participate in a classroom setting unless they have been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, and tetanus. Students must be immunized for varicella (chickenpox) or provide proof from a doctor stating they have had the disease.

All new students, advancing students, or students transferring into grades 7-12 must be fully immunized, and will not be admitted without the required booster against pertussis (Tdap) and a second dose against varicella. The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services. Homeless, foster, migratory, and military youth can be enrolled without proof of immunization. [HSC 120325, 120335, 120338, 120375, 120400, 120405, 120410, 120415, 120440, 120480; EC 48216, 48852.7, 48853.5, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

## **EXEMPTIONS**

These requirements do not apply if a form from licensed physician cites why they should not. The physician submits the standardized electronic form directly to the California Immunization Registry (CAIR) and to the school for exemption; this is the only form the school will accept. The form will include physician information, the child’s name and their school, the parent’s/guardian’s name, and the specific basis for and duration of the exemption.

If an outbreak of a communicable disease occurs, a non-immunized student will be excluded from school for their own safety until such a time as directed by health officials or district administration.

Forms submitted prior to January 1, 2020 and exemptions based on beliefs opposed to immunization

submitted prior to January 1, 2016 are valid until the pupil enrolls in the next grade span (through preschool, grades K-6, grades 7-12). Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying your County Health Department. [HSC 120325, 120335, 120338, 120370, 120372, 120372.05; EC 48216]

## **● PHYSICAL EXAMINATIONS**

For each child enrolling in the District for the first time in kindergarten or first grade, the parent or 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 a waiver with the school district stating the reasons you are unable to obtain such services. You may have your child immunized at the same time that the physical examination is conducted. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Monterey County Health Dept, Alisal Health Center  
559 E. Alisal Suite 201, Salinas, CA 93905  
(831) 769-8800

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

## **KINDERGARTEN AND/OR FIRST GRADE ORAL HEALTH ASSESSMENT**

Many things impact a child’s school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child’s oral

health assessed and have proof of the assessment by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. [EC 49452.8]

### **VISION, HEARING, AND SCOLIOSIS SCREENING**

An authorized person will check your child's vision upon enrollment and in grades 2, 5, and 8 unless the student entered the District in grade 4 or 7. Hearing tests will be conducted when your child is enrolled or first enters a District school. Females in grade 7 and males in grade 8 may be screened for scoliosis (curvature of the spine). These tests may be administered unless you annually give the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. [EC 44878, 49451, 49452, 49452.5, 49455]

### **MEDICATION**

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

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for and administer glucagon or epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of auto-injectable epinephrine at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma

medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. [EC 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. If you need to contact someone on this matter, call our office and ask for Miriam Roque, our School Secretary. [EC 49480]

### **SUN PROTECTION**

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [EC 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35291, 35294.6]

### **MEDICAL AND HOSPITAL INSURANCE FOR STUDENTS**

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. All children enrolling in kindergarten, first grade, or transferring into the district must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49452.9, 49472; PPACA]

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]**

## **ENROLLMENT IN A HEALTH CARE PLAN**

All children and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [PPACA]

## **SCHOOL-SPONSORED ATHLETICS**

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

## **ACCESS TO MENTAL HEALTH SERVICES**

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call Monterey Co. Behavioral Health Services at (831) 755-4500. If you are in crisis contact this number or dial 911 immediately. [EC 49428]

## **SUICIDE PREVENTION**

Suicide is a leading cause of death among youth, and school personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). Information about district programs and services and links to community and statewide resources are available on the District's website at [www.chualarUSD.com](http://www.chualarUSD.com). [EC 215, 234.5, 234.6, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52]

## **SCHOOLS FREE OF TOBACCO, ALCOHOL, AND DRUGS**

The Board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies to promote student health and well-being. The District strives for a school environment free of these substances and has prevention and intervention programs. There may be programs through the District or in the community to support students' cessation from use of tobacco, alcohol, or drugs. For more information please contact the school/district nurse or a school administrator. [EC 51202-51203, 51260-51269; HSC 104420, 11999-11999.3; PC 13864]

## **DIABETES INFORMATION**

Diabetes is a health condition that affects how the body turns food into energy. Most food is broken down into glucose (sugar). When sugar increases in your bloodstream, your pancreas releases insulin. Insulin acts like a key to let the sugar into your body's cells to use as energy. When there isn't enough insulin or when cells stop responding to insulin, too much sugar stays in your bloodstream. Over time, this can cause serious health problems such as heart disease, vision loss, and kidney disease. There is no cure for any type of diabetes.

For both types, managing weight, eating healthy food, being active, and getting enough rest can really help. Taking medicine as prescribed, getting diabetes self-management education and support, and keeping health care appointments can also reduce the negative impacts of diabetes.

### **TYPE-2 DIABETES:**

Type-2 diabetes is when your body can't use the insulin it makes as well as it should. It is the most common form of diabetes in adults, and is becoming more common in children, especially overweight teens. It is estimated that one in three children born in the US after the year 2000 will develop type-2 diabetes.

Type-2 diabetes can be prevented or delayed through lifestyle changes and medical intervention, and it is treatable. Eating healthy foods in the correct amounts and exercising regularly (at least 60 minutes every day) can help children achieve or maintain a normal weight and normal blood glucose levels.

The first step is to visit a doctor who can determine if your child is overweight. A doctor can prescribe medication if appropriate and can order tests of a

child's blood glucose to see if the child has diabetes or pre-diabetes (may lead to full onset type-2 diabetes).

### **TYPE-1 DIABETES:**

Type-1 diabetes is when your body simply doesn't make enough insulin. Type-1 diabetes is not preventable, but it is manageable. It is an autoimmune disease that may be caused by genetic, environmental, or other factors. It is usually first diagnosed in children or young adults, but it can occur at any age.

### **RISK FACTORS:**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs below see a doctor to be screened for type-1 and/or type-2 diabetes:

Being overweight: The single greatest risk factor for is excess weight. In the US, almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

Family history of diabetes: Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity: Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups: Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type-2 diabetes.

Age/Puberty: Type-1 diabetes usually occurs in the early years, and before reaching puberty. Type-2 diabetes is more likely to develop during or near puberty, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### **WARNING SIGNS AND SYMPTOMS:**

There are usually warning signs when a child might have diabetes. Not everyone with diabetes develops these symptoms, and not everyone who has these symptoms necessarily has diabetes. Type-2 symptoms generally develop slowly over time. Type-1 symptoms show up quickly – in a matter of weeks or even days, and are much more severe.

- Increased hunger, even after eating
- Unexplained weight loss

- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular/No menstrual periods, and/or excess facial and body hair growth in girl
- High blood pressure or abnormal blood fats levels
- For type-1; Nausea, vomiting, and/or stomach pain

Parents/Guardians of children displaying warning signs should immediately consult with the student's primary care provider to determine if screening for diabetes is appropriate. Following a diabetes diagnosis, parents/guardians should work with the primary care provider to develop a lifestyle and medical treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

### **DIABETES SCREENING TESTS:**

Your doctor may have your child take one or more of the following blood tests to confirm the diagnosis:

Glycated hemoglobin (A1C) test: A blood test measures the average blood sugar level over two to three months

Random (non-fasting) blood sugar test: A blood sample is taken at a random time; this test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test: A blood sample is taken after an overnight fast; a high level on two separate tests indicates diabetes.

Oral glucose tolerance test: A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.

If the primary care provider thinks your child has type-1 diabetes, blood may also be tested for autoantibodies (substances that indicate the body is attacking itself) that are often present in type-1 diabetes but not in type-2. The child's urine might be tested for ketones (produced when the body burns fat for energy), which may also indicate type-1 diabetes instead of type-2 diabetes.

More information can be found on these websites:



California Department of Public Health, [www.cdph.ca.gov](http://www.cdph.ca.gov); Centers for Disease Control and Prevention, [www.cdc.gov/diabetes/](http://www.cdc.gov/diabetes/); American Diabetes Association, <https://diabetes.org>.

The information provided in this booklet is intended to raise awareness about this disease. Contact your child's primary care provider, school nurse, or school administrator if you have questions. [EC 49452.6, 49452.7; HSC 104250]

## MENINGITIS

Meningococcal disease or Meningitis can be a life threatening infection that can be treated, but cannot always be cured. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to [www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx](http://www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx). [HSC 120395-120399]

## INSTRUCTION AND CURRICULUM

### ACADEMIC STANDARDS AND ASSESSMENTS

Each district in California decides how they will teach and what resources they will use. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/). California uses a computer-based student testing system tied to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at [www.cde.ca.gov/ta/tg/ca/](http://www.cde.ca.gov/ta/tg/ca/). [EC 60119, 60604, 60615, 60640; 5 CCR 852]

English Language Learners are evaluated with the English Language Proficiency Assessments for California (ELPAC) and to identify and measure their progress in English Language proficiency. Students in grades 5, 7, and 9 also participate in Physical Fitness Testing (PFT). [EC 52060, 52066, 60800]

## LOCAL CONTROL FUNDING AND ACCOUNTABILITY

The Local Control Funding Formula (LCFF) provides money to school districts with a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at [www.cde.ca.gov/fq/aa/lc/](http://www.cde.ca.gov/fq/aa/lc/).

The Local Control Accountability Plan (LCAP) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. The LCAP must focus on eight areas identified as State priorities:

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Anyone can comment about proposals or expenditures to the school board; at parent, student, community engagement meetings; at staff LCAP meetings; or to the district LCAP Advisory Committee. Complaints regarding LCAP may be filed anonymously or using the District Uniform Complaint Procedures. [EC 305, 47606.5, 47607.3, 52060-52076, 5 CCR 4600, 4622]

### HOMELESS, MIGRATORY, FOSTER, MILITARY, AND JUVENILE COURT YOUTH

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

## **LANGUAGE ACQUISITION PROGRAMS**

Language acquisition programs are designed to ensure that English learners acquire English as rapidly and effectively as possible. They provide instruction based on the state-adopted academic content standards, including English language development (ELD) standards.

The District offers a Structured English Immersion program in which nearly all instruction is in English with curriculum and presentation designed for students who are English learners. [EC 305(a)(2), 306(c)(3)]

Parents/Guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Parents/Guardians may submit written or verbal requests for the establishment of a language acquisition program in addition to the program available. Schools in which the parents/guardians of 30 pupils or more per school or 20 pupils or more in any grade request a language acquisition program are required to offer such a program to the extent possible. Please contact the District office or your school principal for more information. [EC 306(c), 310; 5 CCR 11310]

Parents/Guardians have a right to opt their child(ren) out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. [20 USC 6312(e)(3)(A)(viii)]

## **SCHOOL COUNSELORS**

School counselors are trained educators possessing a valid credential with a specialization in pupil personnel services. Counselors help students make decisions about their courses. Counseling related to academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities will be available to all students without regard to their gender or gender identity, the gender listed in their records, or any protected group as listed under "Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs" on page 36. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 48980, 49600, 48900, 51229; GC 11135; Title VI, Title IX; § 504; CIF 300D]

## **DISTRICT COURSES**

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

## **CURRICULUM AND PERSONAL BELIEFS**

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950]

## **FAMILY LIFE, HUMAN DEVELOPMENT, AND SEXUAL HEALTH EDUCATION**

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include comprehensive sexual health education, HIV education, and research findings regarding pupil health behaviors and risks. Students in grades 7-12 will gain a deeper understanding of HIV transmission, prevention, and treatment. They will also be taught about the prevalence of human trafficking and the methods traffickers employ, including social media and mobile devices. They will also be taught about the prevalence of human trafficking and the role social media and mobile devices play. You will be notified before such instruction. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker. You have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, consultants or guest speakers give such instruction. Parents will receive notice of the dates, name of organizations, and affiliation of speakers by mail or other commonly used method of notification at least 14 days prior to the dates of the class or assembly. During this class, students in grades

7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at <https://leginfo.legislature.ca.gov>. [EC 51933-51939]

### **DISSECTION OF ANIMALS**

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255-32255.6]

### **TESTS/SURVEYS ON PERSONAL BELIEFS**

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving financial assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt surveys (in grades 7-12) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys, without penalty, including those seeking information to be used in marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. Notice will be sent to parents prior to such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 51938, 60614; 60615; PPRA; 34 CFR 98; ESEA]

## **SCHOOL RECORDS AND STUDENT ACHIEVEMENT**

### **SCHOOL RULES**

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

### **SAFE PLACE TO LEARN**

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites or at any school sponsored activity. School site staff trained in anti-bias shall be made known to students. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff in grades 7-12 get information about helping LGBTQ students. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.chualarUSD.com](http://www.chualarUSD.com) and online at [www.cde.ca.gov](http://www.cde.ca.gov), [www.wested.org/project/california-healthy-kids-survey-chks/](http://www.wested.org/project/california-healthy-kids-survey-chks/).

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 36 for assistance. [EC 200, 215, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234, 234.1, 234.4, 234.5, 234.6, 51101, 66250, 66260.6, 66270; CP 422.55, 422.6; 5 CCR 4900; BP 5131.2]

### **DIGITAL COMMUNICATION DEVICES**

Districts may regulate the possession or use of any cellphone, smartphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Students cannot be stopped from using such a device when: there is an emergency; there is a perceived threat of danger; when a teacher or administrator has said it is acceptable; or if it is part of an individualized

education program (IEP). Possession or use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5, 48901.7]

## PROGRAM IMPROVEMENT AND RESTRUCTURING

Chualar School is proud to no longer be identified as a Title 1 Program Improvement school. We acknowledge our staff and students for their work to achieve this goal. We also want to thank parents for making sure their children were at school; we had an attendance rate of 96% last year.

## PUPIL RECORDS

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, inspect, and get copies of school records within five business days of a written or oral request or before any meeting regarding an individualized education plan (IEP) or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances, information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, health information, and testing information. The records are maintained at school office by school staff. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125.3 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies, they will be provided free of charge. With the proper documentation, the records can be changed to reflect a legal change of name and/or gender of a student

or a former student. You also have the right to file a written request with the superintendent challenging the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, a comment not based on personal observation with time and date noted, misleading information, or a violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49060, 49062.5, 49063, 49068, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]Students of Military Families

For a smoother transition, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. Also, students can be registered in their district of choice, but must provide proof of residency within 10 days. [EC 51225.1, 51225.2]

## STUDENT DATA FROM SOCIAL MEDIA WEBSITES

School Districts may adopt a plan to gather student information from social media websites. The Governing Board has not adopted such a plan but may consider it in the future. The information would pertain only to student or school safety and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

## REGULATIONS REGARDING PUPIL ACHIEVEMENT

The Board of Education 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 classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

## TEACHER QUALIFICATIONS

A provision of federal Title I requires all districts to notify parents 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. [ESEA; 20 USC 6311; 34 CFR 200.48, 200.61]

## ● **RELEASE OF DIRECTORY INFORMATION**

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information includes student’s name, address, telephone number, email address, date 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 school attended. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating nationality. You may have the district withhold any of this information by submitting a request in writing. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

## ● **SCHOOL SAFETY PLAN**

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

## ● **SCHOOL MEAL PROGRAMS**

Meals are provided to all students at no cost during the 2022-2023 school year. We request that every family in the district complete a free or reduced meal application and return it to the school, even if you feel

you do not qualify. This form helps the district secure funding. Applications are available online, at your school site office, and at the district office. [EC 49510-49520, 49558; 42 USC 1761(a)]

Students will eat in assigned areas. Remember that cleanliness is a reflection of you. Throw your garbage in the trash can. Keep meal areas clean!

A monthly menu is sent home with each child at the beginning of each month. Chualar is offering the Free for All meal program. There is no charge for student meals. If you have further questions on food service, please call Lala Martinez at 831-679-2313 Ext. 102.

## ● **CAFETERIA RULES**

It is extremely important to do your Personal Best in following our Cafeteria Procedures. If you do this, you will be following our Cafeteria Rules, which are:

- Students will enter and remain seated in a quiet, orderly manner.
- All students will leave their table, bench and surrounding floor clean.
- All students will model polite dining room manners.
- All students will remain seated until excused by the noon duty supervisor.

## ● **CAFETERIA PROCEDURES**

Cafeteria Procedures will be reviewed in your classes at the beginning of school year, returning from December break and as needed by your class.

Follow directions from lunch duty supervisor at all times.

- Enter lunch area quietly using a two inch voice at all times. (2” voice is low enough so we can hear the music playing)
- Be polite and use appropriate eating manners.
- Clean up area when finished eating. (under table as well)
- If eating school lunch; return unused food, utensils, plate and garbage to designated spot when your table is dismissed.
- Tables that wait patiently and quietly, fold hands on table, and stay seated correctly, will be dismissed first.
- If your table is dismissed and you are not done

eating, you will be moved to an assigned overload table as other classes are coming in for lunch.

## **DISCIPLINE**

### **● PARENT RESPONSIBILITY**

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$21,700 in damages and another maximum of \$12,000 as adjusted annually by the California Department of Education for payment of a reward, if any. With a few exceptions, the school district 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. 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. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

### **VANDALISM**

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594]

### **● DRUGS, ALCOHOL, AND TOBACCO**

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; a student 18 or older can be imprisoned for up to six

(6) months and/or be fined up to \$1,000. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or 30 hours of community service except for members of the military.

Except for members of the military, possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or thirty (30) hours of community service. Possession of approved tobacco cessation aids is not prohibited. A "tobacco product" is any product made or derived from tobacco or nicotine that is intended for human consumption, including an electronic device that delivers nicotine (commonly known as "e-cigarettes" or "vaping"). [EC 48900, 48901; HSC 11357, 11357.5, 11361, 11362.1, 11362.3, 104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814]

### **● SCHOOL-WIDE DISCIPLINE CYCLE**

This is the discipline cycle followed for minor infractions and violations.

#### 1. Teacher Action

- Each teacher has posted rules and consequences, as well as posted procedures describing social & behavior expectations for students. A copy of rules and consequences are on file with administrators.
- Teachers in grades K-8 have a detailed plan for disciplinary action and assistance for helping students with academic difficulties.
- The last step in a teacher's discipline cycle is a referral to Principal Parent contact(s) must be included in the classroom discipline cycle prior to referral, except in cases of severe behavior issues.

#### 2. Administrative Action

- Students in grades first through third may lose recess or other privileges, be sent to another classroom, or be suspended. Action will depend on severity as well as number of interventions attempted by referring person and principal prior to referral. Parent contact will be made on each referral.
- After repeated referrals, students will be referred to the student success team meeting, and parents are asked to attend.
- If behavior does not improve, suspension, expulsion or some other alternative educational

program may be recommended through a Behavior Hearing.

### 3. In-School Suspension (ISS)

- ISS may be assigned from 1-5 days depending on accumulation of referrals and recurring incidents of similar behavior.
- Out-of-School Suspension may be given in place of ISS at any time.

### 4. Out-Of-School Suspension

- One to five days are given according to the severity of a student offense and number of referrals.

## REFERRAL PROCESS

Student referral is completed and sent to office. (Referral is used only after other consequences have been applied and failed, unless it is one of the incidents in the school-wide unacceptable behaviors)

Principal calls student in, evaluates referral and takes appropriate action. Incident is filed in behavior binder.

Parent contact is made. They are informed of incident and action taken. If student is returned to class, he will be given a pass with the noted time of return. Principal will share with the teacher the action taken verbally and/or in writing through student referral form.

Administrative action is recorded in required portion of the referral and copies are sent to parents, homeroom teacher and referring person. Copy of Student Discipline Referral is placed in teachers' behavior binders.

If the student is sent to office in violation of a school-wide unacceptable behavior, the office will be called and notified immediately so principal or other designated administrator can deal with them as soon as possible.

## EXPLANATION OF KEY TERMS

### IN-SCHOOL SUSPENSION (ISS)

A student may be assigned to In-School Suspension as a discipline measure in place of an Out-of-School Suspension. When a student is assigned ISS, the day is spent doing school work in isolation and may not have contact with other students. All regular school day privileges are canceled. If a student does not abide by the ISS rules, they may have to repeat another day, or

be given an Out-of- School Suspension. Students in ISS can't return to campus after school.

### OUT-OF-SCHOOL SUSPENSION

Students are subject to Out- of-School Suspension when they commit serious infractions. Suspension can be from one to five days depending on the severity of the offense. When a student is suspended from school, that student must remain away from the school campus and all school activities for the duration of the suspension. An Out-of-School Suspension places the responsibility of the consequence on parents for the duration of the suspension.

### COMMUNITY SERVICE

If a student is given Community Service they are under the supervision of a certificated adult and are responsible for doing tasks that enhance or maintain the beauty of our school environment. Counseling is done during Community Service.

### BEHAVIOR HEARING

When a student has committed a serious offense, or has exhausted our school's behavioral consequences, a School Behavior Hearing with the student's teacher(s) and parents will take place. This hearing is to determine whether expulsion is necessary or student needs to be placed on school probationary status. If a student has committed a serious offense or their behavior is considered potentially dangerous to the health, safety, and general well-being of the students and staff, expulsion may be recommended immediately. [BP 5145.7]

### SCHOOL DISTRICT EXPULSION

Expulsion means disenrolling a student from the school district for at least a semester, usually a school year.

## GROUNDS FOR SUSPENSION 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:

- (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 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) (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.

(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 schoolsite, 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.
- (w) (1) 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.

- (2) 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. [EC 35291, 48900, 48901.1, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

Homework shall be provided for a student suspended for two (2) or more days upon request. Such homework turned in on time that cannot be graded in time, will not be included in the calculation of the pupil’s grade in the class. [EC 48913.5]

## **STUDENT SEARCH**

The school principal or designee may search the person of a student, the student’s property, vehicle, and District property under the student’s control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Searches may be announced or unannounced, and the District may use drug-sniffing dogs if available. Employees shall not conduct strip searches or body cavity searches of any student. [EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10]

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

If a school official releases your child from school to a peace officer for the purpose of removing them 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 or guardian. [EC 48906; PC 11165.6; WIC 305]

## **DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES**

All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program, or activity that receives or benefits from local, state and federal financial assistance.

### **SEXUAL HARASSMENT**

The Board of Trustees is committed to maintaining an educational environment that is free from harassment. 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 complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

#### **INSTRUCTION/INFORMATION**

The Superintendent/Principal or designee shall ensure that all district students receive age-appropriate instruction and 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 gender

2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

#### **COMPLAINT PROCESS**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the Superintendent/Principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the Superintendent/Principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving any district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent/Principal or designee.

The Superintendent/Principal or designee shall immediately investigate the complaint in accordance with administrative regulation. Where the Superintendent/Principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Superintendent/Principal or designee shall also advise the victim of any other remedies that may be available. The Superintendent/Principal or designee shall file a report and refer the matter to law enforcement authorities, where required.

#### **DISCIPLINARY MEASURES**

Any student who engages in sexual harassment of anyone 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 8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

#### **RECORD KEEPING**

The Superintendent/Principal or designee shall

maintain a record of all reported cases of sexual harassment to enable the district monitor, address and prevent repetitive harassing behavior in the school.

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 CCR 4964]

## **COMPLAINTS REGARDING DISCRIMINATION, HARASSMENT, INTIMIDATION, BULLYING, EXCEPTIONAL NEEDS STUDENTS, CATEGORICAL PROGRAMS, FEDERALLY FUNDED PROGRAMS**

The district prohibits the following, and shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

District is committed to equal opportunity for all individuals in education and in employment. The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the Districts website at [www.chualarUSD.com](http://www.chualarUSD.com). You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or if you believe your or your child(ren) have been subjected to the above and wish to file a complaint, please contact the District official

responsible for compliance with Title V, Title VI, Title IX, § 504, and Uniform Complaints. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Roberto Rios, Superintendent  
24285 Lincoln Street (P.O. Box 188)  
Chualar, CA 93925  
(831) 679-2504

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234 et seq., 234.6, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI; Title VII; Title IX; § 504; IDEA; 34 CFR 106.9]

### **DISTRICT'S UNIFORM COMPLAINT PROCESS**

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations.

Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding LCAP or pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Those complaining (Complainants) are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

[20 USC 7114(D)(7) (No Child left Behind), 20 USC

11138;34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4632]

Complainants are protected from retaliation and that the identity of a complainant alleging discrimination will remain confidential as appropriate. For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights  
Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), Student Privacy Policy Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

## **COMPLAINTS REGARDING THE WILLIAMS SETTLEMENT, INSTRUCTIONAL MATERIALS, TEACHER PLACEMENT, AND SCHOOL FACILITIES**

Parents should use the District Uniform Complaint Procedure with modifications as included, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

### **WILLIAMS SETTLEMENT COMPLAINT PROCEDURE**

A complaint form may be obtained, free of charge, at the school office or downloaded from the district's Web site at [www.chualarusd.com](http://www.chualarusd.com), but the

form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, [www.cde.ca.gov/re/cp/uc/](http://www.cde.ca.gov/re/cp/uc/). The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

## **FURTHER INFORMATION IS AVAILABLE**

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA, 34 CFR 99.7(b)]

## **SCHOOL FACILITIES**

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

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

### **LEAD POISON**

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will handout information to parents of district childcare or preschool programs. [HSC 105286]

### **PESTICIDE USE**

The District is not planning to use any pesticide products at school facilities this school year. Should the District find that it does need to use any pesticide products, parents will receive identification of the products that includes the name, active ingredient(s), and date and location of application. Only fully certified pesticides can be used on school grounds. The identification includes the name and active ingredients. The school's Integrated Pest Management Plan (IPM) is updated each year. The IPM, pesticide names and active ingredients, and application dates are, or will be posted on the school and/or district website at [www.chualarusd.org](http://www.chualarusd.org).

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, [www.cdpr.ca.gov](http://www.cdpr.ca.gov). [EC 17610.1, 17612, 48980; FAC 13184]

# CHUALAR UNION ELEMENTARY SCHOOL ACCEPTABLE USE POLICY FOR THE NETWORK AND THE INTERNET

Please read the following carefully before signing this document.

Chualar Students, staff, or other adults (Users) have use of computers and access to the Internet from the classroom, the Chualar Library and the Computer Lab. This is a privilege and it brings both responsibilities, and risks.

Computers shall be used to support teaching and learning. The Chualar School network is provided for students to do research and communicate with others having similar interest from around the globe, and to advance their education through access to current research worldwide. Use of the network for illegal or commercial activities is prohibited.

The use of the Chualar School network is a privilege, not a right. Violations of any of the following guidelines may result in cancellation of the privilege and further discipline.

**THE BASIC IDEA BEHIND THIS DOCUMENT:** We expect the Users of Chualar Internet connection to have consideration for the personal and material rights of others. In other words, bullying others, destroying property, and stealing from others is totally unacceptable behavior. When using the Internet through Chualar's connection, you are a representative of Chualar School. In that role, you must conduct your self in a way that is not hurtful to others or their property. It is not permissible to post harassing messages either on public spaces or in private E-mail. It is not permissible to send messages under the name of another or anonymously.

**ACCEPTABLE USE:** The Network must be used for education and research consistent with the academic goals of Chualar Union Elementary School. Use of the Network must be responsible, ethical, legal, and efficient.

**NET ETIQUETTE:** The User is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do NOT get abusive in your messages to others.
- Use Appropriate Language. Do NOT swear, use vulgarities or any other inappropriate language.
- Do NOT access sites which include nudity or other activities prohibited by school rules. If you accidentally enter such a site, report it at once to your teacher, librarian, or adult in charge.
- Do NOT display, copy, or send messages, information, or pictures that other users will find offensive.
- NEVER reveal personal information about yourself or anyone else such as address, telephone numbers, credit card numbers, social security number, etc.
- Do NOT tamper with or damage the computer system or network. Do not disrupt computer system performance, alter, or destroy data on any system.
- Do NOT use anyone else's passwords, trespass in their folders, work, or files.
- Do NOT violate copyright laws.

**ELECTRONIC MAIL:** Electronic Mail, "E-Mail" is any written electronic message sent by or to a user in correspondence with another individual having Internet or Local Area Network (intranet) mail access. One needs to remember that information is a form of property, and E-Mail is a form of speech. In this light, it should be clear that electronic mail cannot be used to harass others. It is also important to not consider electronic communications to be neither private nor secure.

We expect the user to be honest with others in what the user does and says. It is worth remembering that honesty in our dealings with each other is one of the most important rules of conduct. Writing an E-Mail message masquerading as another is a most offensive form of dishonesty.

**PERSONAL FILES STORED ON A COMPUTER HARD DRIVE:** The contents of personal files on a hard drive will be considered private. Students and staff are to work on their own files and no one else's without explicit permission from that individual or appropriate school personnel.

**PASSWORDS:** No one needs to know your password or other personal information. Taking advantage of staff member who inadvertently leaves a computer on without logging off is no different from entering an unlocked room and stealing, reading a personal letter. or destroying their property. It should also be obvious that obtaining a password or rights to another's E-Mail on the network is a form of theft just as real as using a stolen key to enter someone's room.

## ACCEPTABLE USE POLICY (CONTINUED)

**PRIVACY:** Network storage areas are school property. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will be private.

**SOFTWARE:** Only software, for which the Chualar Union Elementary School District has legal license, may be used on any of the computers of the district. No other software brought from home, or downloaded from the Internet, may be installed on any of the computers owned by the Chualar Union Elementary School District.

**DISCIPLINE POLICY:** Students who deliberately visit a prohibited site will be referred to the principal.

Students who commit more serious offences (downloading pornography, for example.):

1st offence = Suspension from school. 4 week up to 1 year loss of Internet privileges.

Any adult who deliberately visit a prohibited site will loose Internet privileges from up to one year.

**AFTER-SCHOOL POLICY:** Students may use the Internet for non-academic purposes which do not violate improper use policies and which are appropriate to school.

**LIABILITY:** As the parent/guardian of this student, staff member, and/or adult of Chualar Union Elementary School District I have read the terms and conditions of this Acceptable Use Policy. I have read and understand the district rules as they apply to the use of the Chualar School computers and to Internet usage. I will abide by them in letter and spirit, and understand that violating them may result in the loss of use of Chualar computers and other possible consequences. I understand that access to computers, educational software, Arid, and the Internet is designed for educational purposes. Further, I accept full financial responsibility for damages to computers, other hardware or software caused by willful neglect by my child.

## STUDENT AGREEMENT

In order to make sure that all members of the Chualar Community understand and agree to these rules of conduct, we ask that you sign the following statement:

I have read and understand the school rules as they apply to the use of the Chualar School computers and Internet usage. I will abide by them in letter and spirit, and understand that violating them will result in disciplinary action by the school, including the loss of use of Chualar computer privileges and other possible consequences as indicated above.

STUDENT'S NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Student Signature) Date

## PARENT AGREEMENT

I have read and understand the school rules as they apply to the use of the Chualar School computers and Internet usage. (Please mark your preference)

- I hereby give permission for my child to use the Chualar School computers
- I hereby give permission for my child to have Internet access
- I hereby give permission for my child to use e-mail (applies to 7th or 8th grade only)
- I DO NOT give permission for my child to use the Chualar School computers or to have Internet access.

PARENT/GUARDIAN'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Parent or Guardian Signature) Date



# ANNUAL NOTICE TO PARENT OR GUARDIAN REGARDING YOUR RIGHTS

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

Dear Parent or Guardian:

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 time to carefully review the information in this booklet. After your review, please sign and return to your child's school this parent/guardian acknowledgment indicating you have received and reviewed these materials.

If you have any questions regarding this information, please feel free to contact our District office.



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## PARENT/GUARDIAN ACKNOWLEDGMENT

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren). (Please mark your preference)

- My child has my permission to be **photographed or videotaped**.
- My child DOES NOT have my permission to be **photographed or videotaped**.
- I have read and understand the **Uniform Policy** in this booklet.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Printed Name of Parent / Guardian

\_\_\_\_\_  
Printed Name of Student(s)

\_\_\_\_\_  
Printed Name of Student(s)

\_\_\_\_\_  
Printed Name of Student(s)

\_\_\_\_\_  
Printed Name of Student(s)

\_\_\_\_\_  
Printed Name of Student(s)

\_\_\_\_\_  
Printed Name of Student(s)

\_\_\_\_\_  
Printed Name of Student(s)

# STUDENT RESIDENCY QUESTIONNAIRE / AFFIDAVIT / REFERRAL

This document is required by the California Department of Education & the McKinney-Vento Assistance Act for every student on a yearly basis.

SCHOOL: \_\_\_\_\_

STUDENT (legal name): \_\_\_\_\_  Male  Female

BIRTHDATE: \_\_\_\_\_ GRADE: \_\_\_\_\_ ROOM#: \_\_\_\_\_ TEACHER: \_\_\_\_\_

Please list all other children (ages 3-22):

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

1. We are now living in:

renting a room (120)

motel/hotel (110)

other location

awaiting foster care placement (210)

temporarily with another family due to financial hardship (120)

shelter (family, domestic violence or transitional living program) (100)

a car or RV, a campsite or trailer park, or garage (130)

(with no other family) in an apartment, condominium, townhouse or home (200) (if this box is marked go to question #3)

2. Does the the living arrangement in Question #1 result from financial hardship or loss of housing?

Yes

No

3. The student lives with: (check all that apply):

one parent

one parent and another adult

two parents

guardian

an adult that is not the legal guardian

a relative, friend, or other adult

another family or families

other \_\_\_\_\_

4. I am:  the parent/legal guardian of the above-named student

a qualified adult relative of the above-named student (Relationship: \_\_\_\_\_)

an authorized caregiver (completed form on file)

5. ***I declare under penalty of perjury under the laws of this state that the information provided here is true and correct and of my own personal knowledge.***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT RELATIONSHIP

YOUR NAME: \_\_\_\_\_ TO STUDENT: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
Street City Zip

MAILING ADDRESS: \_\_\_\_\_  
Street (or P.O. Box) City Zip

TELEPHONE NUMBERS: Home \_\_\_\_\_ Cell \_\_\_\_\_

## FOR SCHOOL LIAISON USE ONLY:

Student covered by  
McKinney-Vento Act

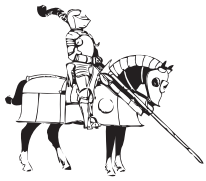
Student not covered by  
McKinney-Vento Act

Follow-up required

Signature and telephone number of liaison who may know of the family's situation: \_\_\_\_\_

Date Identified: \_\_\_\_\_ Student ID#: \_\_\_\_\_

**School staff: Please immediately send this completed, original form to Miriam Roque at Chualar School.  
If you have questions, please call (831) 679-2313. Thank you.**



# CHUALAR ELEMENTARY SCHOOL

## STUDENT CALENDAR | CALENDARIO ESTUDIANTILES

### 2022-2023

**JULY 2022 JULIO**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

**JULY**  
 Independence Day . . . . . 4 . . . . . Día de Independencia

**AUGUST**  
 Professional Development . . . . . 8-9 . . . . . Desarrollo del Personal  
 Teacher Workday . . . . . 10 . . . . . Maestros Trabajan  
 First Day of School . . . . . 11 . . . . . Primer Día de Clases  
 Minimum Days . . . . . 18, 25 . . . . . Días Mínimos  
 Back to School Night . . . . . 25 . . . . . Noche de Regreso a Clases

**JANUARY 2023 ENERO**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY 2023 FEBRERO**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**AUGUST 2022 AGOSTO**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
	1	2	3	4	5	6
7	8	9	10	{11}	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**SEPTEMBER**  
 Minimum Days . . . . . 1, 5, 22, 29 . . . . . Días Mínimos  
 Labor Day . . . . . 5 . . . . . Día Iso Trabajadores  
 Progress Reports Due . . . . . 23 . . . . . Reporte de Progreso Debidos  
 Fall Carnival . . . . . 16 . . . . . Carnaval de Otoño

**OCTOBER**  
 Professional Development . . . . . 7 . . . . . Desarrollo del Personal  
 Floating Holiday . . . . . 10 . . . . . Festiva Flotante  
 Minimum Days . . . . . 20, 27 . . . . . Días Mínimos

**MARCH 2023 MARZO**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**SEPTEMBER 2022 SEPTIEMBRE**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**NOVEMBER**  
 Minimum Days . . . . . 3, 16, 17, 18 . . . . . Días Mínimos  
 End of 1st Trimester . . . . . 7 . . . . . Fin del 1er Trimestre  
 Veteran's Day . . . . . 11 . . . . . Día de los Veteranos  
 Parent/Teacher Conferences . . . 16-18 . . . Conferencias de Padres/Maestros  
 Thanksgiving Break . . . . . 21-25 . . . . . Receso de Acción de Gracias

**DECEMBER**  
 Minimum Days . . . . . 1, 9 . . . . . Días Mínimos  
 Winter Break . . . . . 12-31 . . . . . Receso de Invierno

**APRIL 2023 ABRIL**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER 2022 OCTUBRE**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JANUARY**  
 Winter Break . . . . . 1-6 . . . . . Receso de Invierno  
 Minimum Days . . . . . 12, 26 . . . . . Días Mínimos  
 M.L. King Jr. Day . . . . . 16 . . . . . Día de M.L. King Jr.  
 Progress Reports Due . . . . . 27 . . . . . Reporte de Progreso Debidos

**FEBRUARY**  
 Minimum Days . . . . . 2, 9 . . . . . Días Mínimos  
 Lincoln's Birthday . . . . . 13 . . . . . Natalicio de Lincoln  
 Washington's/Presidents' Day . . 20 . . . . . Día de Washington/los Presidentes

**MAY 2023 MAYO**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER 2022 NOVIEMBRE**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MARCH**  
 Minimum Days . . . . . 2, 9, 15, 16, 17, 23 . . . . . Días Mínimos  
 End of 2nd Trimestre . . . . . 10 . . . . . Fin del 2do Trimestre  
 Parent/Teacher Conferences . . . 15-17 . . . Conferencias de Padres/Maestros  
 Professional Development . . . . . 30 . . . . . Desarrollo del Personal  
 César Chávez Holiday . . . . . 31 . . . . . Festiva de César Chávez

**APRIL**  
 Minimum Days . . . . . 7, 20, 27 . . . . . Días Mínimos  
 Awards Assembly . . . . . 7 . . . . . Asamblea de Premios  
 Spring Break . . . . . 10-14 . . . . . Receso de Primavera  
 Spring Carnival . . . . . 21 . . . . . Carnaval de Primavera  
 Open House . . . . . 27 . . . . . Casa Abierta

**JUNE 2023 JUNIO**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**DECEMBER 2022 DICIEMBRE**

S/D	M/L	T/M	W/M	T/J	F/V	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**MAY**  
 Progress Reports Due . . . . . 5 . . . . . Reporte de Progreso Debidos  
 Minimum Days . . . . . 4, 11, 18, 25 . . . . . Días Mínimos  
 SBAC Testing . . . . . 8-31 . . . . . Pruebas SBAC  
 Memorial Day . . . . . 29 . . . . . Día de Conmemoración

**JUNE**  
 SBAC Testing . . . . . 1-2 . . . . . Pruebas SBAC  
 Minimum Day . . . . . 8, 14 . . . . . Día Mínimo  
 Last Day of School . . . . . 14 . . . . . Último Día de Clases  
 End of 3rd Trimester . . . . . 14 . . . . . Fin del 3er Trimestre  
 Juneteenth Holiday . . . . . 19 . . . . . Fiesta de Diecinueve de Junio

Calendar dates are subject to change. Please see the District's website for current information.  
 Fechas calendario están sujetas a cambios. Consulte el sitio web del Distrito para información actualizada.

Non School Day Hay No Clases	Professional Development (4) Desarrollo del Personal (4)	End of Trimester Fin del Trimestre	Minimum Day Día Mínimo
Holiday Festiva	Staff Workday (1) Personal Trabajan (1)	Progress Reports Due Reporte de Progreso Debidos	Approved/Aprobado 5/25/2022