



# Konocti Unified School District

Climbing To New Heights

## 2016-2017 NOTIFICATION TO PARENTS AND GUARDIANS

### PURSUANT TO EDUCATION CODE §48980

This packet is for your use as a parent or guardian to inform you of a variety of rights you possess as the parent/guardian of students in our school district. Please read them carefully, then **sign the Acknowledgement of Receipt on the last page and return it to your child's school of attendance.**

A variety of activities covered by this notice will be undertaken by the schools during the school year. Some of those activities include screening for vision, hearing and scoliosis and offering vaccination clinics and AIDS Prevention Education. You may contact individual schools regarding any survey that might be given during the course of the school year or if you have any questions regarding site rules and student handbook information. A list of school phone number is included on page 3. You may also contact Donna Becnel, Superintendent or Laurie Desimone, Business Manager at the District Office at (707)994-6475, 9430-B Lake St., PO Box 759, Lower Lake, CA 95457-0759, should you have any questions.

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

We wish you and your student a successful school year and look forward to your participation at our schools' events and functions throughout the district.

Please check our web page at [www.konoctiusd.org](http://www.konoctiusd.org) for exciting news and events in the District!

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*\*Copies of the District’s Complaint Procedures shall be available free of charge.  
\*A copy of the SARC can be obtained at each school site or district office at no cost*

**YOU ARE HEREBY NOTIFIED** that parents and guardians of pupils have been granted certain rights under the California Education Code. A summary of the rights follows. **PLEASE READ THEM CAREFULLY.** If you have any questions, it is suggested that you consult the Education Code sections themselves, inquire with the Office, or see the following web sites:

<http://www.cde.ca.gov/>

<http://www.leginfo.ca.gov/calaw.html>

<http://ccr.oal.ca.gov/>

[www.ed.gov](http://www.ed.gov)

<http://uscode.house.gov/search/criteria.shtm>

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

Computer access is available at the public library. See Education Code Section 48980 through 48985 at

<http://www.leginfo.ca.gov/calaw.html>

Board Policies indicated in this document are viewable at each site, the District Office, or by going to the District Website at [www.konoctiusd.org](http://www.konoctiusd.org) and clicking on the link to Policies under School Board Navigation. Hard copies are available free of charge, upon request through the District Office located at 9430-B Lake Street, Lower Lake, California, 95457-0759.

**Konocti Unified School District Phone Numbers:**

Burns Valley School	994-2272
Carle' Continuation High School / Blue Heron	994-1033
East Lake School / Highlands Academy	998-3387
Konocti Education Center School	994-6447
Konocti Adult School	994-1033
Lewis School for Independent Study	994-2045
Lower Lake Elementary School	994-5787
Lower Lake High School	994-6471
Pomo School	994-6744
Child Nutrition Office	994-4543
Curriculum, Instruction & Assessment	994-4158
District Office	994-6475
Konocti Wellness Center	995-5630
Maintenance	994-3184
Manager of Student & Family Services	994-6475
Special Education & Educational Support Services (Nursing, Psychology, Speech)	994-9475
Transportation	994-9473
Transportation Hotline	994-9401
Welcome Center	TBD
<b>Lake County Office of Education - Lakeport</b>	<b>262-4100</b>

Calendars are available at each site or by going to <http://www.konoctiusd.org>.

**AIDS PREVENTION INSTRUCTION (EDUCATION CODE §51930-51939) (BP/AR 6142.1)** - The District is required to provide AIDS prevention instruction to pupils in grades 7-12 inclusive, unless the pupil's parent or guardian specifically requests that the pupil not receive AIDS prevention instruction. The pupil's parent or guardian may request that the pupil not receive AIDS prevention and instruction will not be provided.

**ALTERNATIVE SCHOOLS (BP/AR 6181)** - California State law authorizes all school districts to provide for alternative schools. This law particularly authorizes interested persons to request the Board to establish alternative school programs. See Education Code Section 58500 at <http://www.leginfo.ca.gov/calaw.html>

**ANIMALS AT SCHOOL (BP/AR 6163.2)** - In accordance with Board policy, a teacher or student may bring an animal into the classroom for instructional purposes with prior approval of the principal or designee. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or health condition that may be affected by the animal, the teacher shall remove the animal from the classroom or provide an alternative instructional activity for the student as appropriate.

All animals, with the exception of service animals, are prohibited on school transportation services. (Education Code 39839; 13 CCR 1216)

**ANIMALS (BP & AR 5415.8)** - A pupil may choose to refrain from participating in an education project involving the harmful or destructive use of animals pursuant to Education Code §32255 et. seq.

**ASBESTOS TESTING AND ABATEMENT (BP/AR 3514)**- Maintenance staff shall be trained in the location, identification, proper cleaning and ongoing maintenance of asbestos-containing materials and in the removal and decontamination of small amounts of such materials when needed to repair pipes or perform similar duties. Extensive asbestos abatement work shall be completed by state-certified asbestos abatement contractors in compliance with state and federal standards.

The district's complete, updated management plan for material containing asbestos in school buildings shall be available for inspection in district and school offices during normal business hours. Parent, teacher and employee organizations shall annually be informed of the availability of this plan. (40 CFR 763.93)

**ATTENDANCE POLICIES (AR 5111.1 & BP/AR E 5117)** -- are contained in Education Code Section 48204, which provides that: Notwithstanding Section 48200, a pupil shall be deemed to have complied with the residency requirements for school

attendance in a school district, provided he or she is any of the following:

- (a) A pupil placed within the boundaries of that school district in a regularly established licensed children's institution, or a licensed foster home, or a family home pursuant to a commitment or placement under Chapter 2 (commencing with Section 200) of Part 1 of Division 2 of the Welfare and Institutions Code. An agency placing a pupil in a home or institution described in this subdivision shall provide evidence to the school that the placement or commitment is pursuant to law.
- (b) A pupil for whom inter-district attendance has been approved pursuant to Chapter 5 (commencing with Section 46600) of Part 26.
- (c) A pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation.
- (d) A pupil who lives in the home of a care giving adult that is located within the boundaries of that school district. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code by the care giving adult shall be a sufficient basis for a determination that the pupil lives in the caregiver's home, unless the school district determines from actual facts that the pupil is not living in the caregiver's home.
- (e) A pupil residing in a state hospital located within the boundaries of that school district.
- (f) An elementary school pupil, one or both of whose parents, or whose legal guardian, is employed within the boundaries of that school district.
  - (1) Nothing in this subdivision requires the school district within which the pupil's parents or guardians are employed to admit the pupil to its schools. Districts may not, however, refuse to admit pupils under this subdivision on the basis, except as expressly provided in this subdivision, of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration.
  - (2) The school district in which the residency of either the pupil's parents or guardians is established, or the school district to which the pupil is to be transferred under this subdivision, may prohibit the transfer of the pupil under this subdivision if the governing board of the district determines that the transfer would negatively impact the district's court-ordered or voluntary desegregation plan.
  - (3) The school district to which the pupil is to be transferred under this subdivision may prohibit the transfer of the pupil if the district determines that the additional cost of educating the pupil would exceed the amount of

additional state aid received as a result of the transfer.

- (4) Any district governing board prohibiting a transfer pursuant to paragraph (1), (2), or (3) shall identify, and communicate in writing to the pupil's parent or guardian, the specific reasons for that determination and shall ensure that the determination, and the specific reasons therefore, are accurately recorded in the minutes of the board meeting in which the determination was made.
- (5) The average daily attendance for pupils admitted pursuant to this subdivision shall be calculated pursuant to Section 46607.
- (6) Unless approved by the sending district, this subdivision does not authorize a net transfer of pupils out of any given district, calculated as the difference between the number of pupils exiting the district and the number of pupils entering the district, in any fiscal year in excess of the following amounts:
  - (A) For any district with an average daily attendance for that fiscal year of less than 501, 5 percent of the average daily attendance of the district.
  - (B) For any district with an average daily attendance for that fiscal year of 501 or more, but less than 2,501, 3 percent of the average daily attendance of the district or 25 pupils, whichever is greater.
  - (C) For any district with an average daily attendance of 2,501 or more, 1 percent of the average daily attendance of the district or 75 pupils, whichever is greater.
- (7) Once a pupil is deemed to have complied with the residency requirements for school attendance pursuant to this subdivision and is enrolled in a school in a school district whose boundaries include the location where one parent or both parents of a pupil is employed, or where the pupil's legal guardian is employed, the pupil shall not have to reapply in the next school year to attend a school within that school district and the district governing board shall allow the pupil to attend school through the 12th grade in that district if the parent or guardian so chooses, subject to paragraphs (1) to (6), inclusive.

employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

#### Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

#### Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. When

**BULLYING (BP 5131.2) (SAFE PLACE TO LEARN ACT – E.C. §234.1)** - The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District

appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

#### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

**BUS CONDUCT (BP & AR 5131.1)** – A policy has been established regarding use of school transportation, including while preparing to ride, riding, or leaving the bus. The full policy may be viewed at the school site, district office, or on the district website.

**CAREER COUNSELING (BP/AR 6164.2)** -The School will be providing career counseling and course selection assistance to students in the 7-12 grades during the school year. If you, as a parent or guardian, wish to participate in these counseling and decision sessions, which is your right, please contact: the school principal.

**CHILD NUTRITION PROGRAM (BP/AR 3553)** - Free or low-cost meals are available to qualifying needy pupils attending public schools pursuant to Education Code § 49510 et.seq.

Students and their parents/guardians shall be notified whenever their account has a zero balance. Whenever a student's account has an unpaid balance of \$11 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice. Students in paid status who have reached the \$11 maximum credit on account will be provided an alternative meal according the USDA guidelines for a reimbursable meal.

#### **CLASSROOM VISITS – ATTENDANCE BY PARENT/GUARDIAN**

**(BP 5144.1)** – Board Policy 5144.1 Authorizing Teachers to require Parent/Guardians to Attend Class states: When a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1) A full copy of the policy is available from your student's school or the district office.

**COLLEGE** - Parents are advised of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds.

#### **COLLEGE ADMISSION REQUIREMENTS (BP 6143)**

- The information required by EC will be provided by the student's school. EC 51229 provides that each school year a school district offering any of grades 9 to 12, inclusive, shall provide the parent or guardian of each minor pupil enrolled in any of those grades in the district with written notification that, to the extent possible, shall not exceed one page in length and that includes all of the following:

- (a) A brief explanation of the college admission requirements.
- (b) A list of the current University of California and California State University Web sites that help pupils and their families learn about college admission requirements and that list high school courses that have been certified by the University of California as satisfying the requirements for admission to the University of California and the California State University.
- (c) A brief description of what career technical education is, as defined by the school.
- (d) The Internet address for the portion of the Web site of the department where pupils can learn more about career technical education.
- (e) Information about how pupils may meet with school counselors to help them choose courses at their school that will meet college admission requirements or enroll in career technical education courses, or both.
  1. For purposes of this section, "college admission requirements" means the list of courses that satisfy the

subject requirements for admission to the California State University and the University of California.

**COMPREHENSIVE SCHOOL SAFETY PLAN (E.C. §32280 et seq.)** – Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

#### Notice of Compliance

A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq).

**CONTINUING MEDICATION REGIMENT (E.C. §48480)** – Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child’s physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

**DENTAL ASSESSMENT REQUIRED (AR 5141.32)**- A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil. (EC 49452.8)

**DENTAL FLUORIDE TREATMENT (H&SC 104830 et seq.)** – Pupils shall be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil’s teeth if the parent, guardian, or eligible pupil submits a letter stating that the treatment is desired.

**DIRECTORY INFORMATION NOTIFICATION (BP/AR 5125.1)** - The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Konocti Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Konocti Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with

District procedures. The primary purpose of directory information is to allow the Konocti Unified School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>(4)</sup>

If you do not want Konocti Unified School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 days (see form at end of packet). Konocti Unified School District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
  
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

**DISABILITIES (BP/AR 6164.6)** - Section 504 of the Rehabilitation Act of 1973 prohibits discrimination and assures that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.



An eligible student under §504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Many students will be eligible for educational services, under both §504 and the *Individuals with Disabilities Education Act (IDEA)*. Students who are eligible under the *IDEA* have many specific rights that are not available to students who are eligible solely under §504. It is the purpose of this portion of the notice to set out the rights assured by §504 to those disabled students who do not qualify under the *IDEA*.

The enabling regulations for §504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights (see <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>):

- a. You have a right to be informed by the District of your rights under §504. (The purpose of this Notice is to advise you of those rights.) 34 CFR §104.32.
- b. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR §104.33.
- c. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from any otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR §104.33.
- d. Your child has a right to placement in the least restrictive environment. 34 CFR §104.34.
- e. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR §104.34.
- f. Your child has a right to an evaluation prior to an initial §504 placement and any subsequent significant change in placement. 34 CFR §104.35.
- g. Testing and other evaluation procedures must conform with the requirements of 34 CFR §104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and TEAMS/TAAS scores, 34 CFR §104.35.
- h. Placement decisions must be made by a group of persons (i.e., the §504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement

options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR §104.35.

- i. If eligible under §504, your child has a right to periodic reevaluations, generally every three years. 34 CFR §104.35.
- j. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR §104.36.
- k. You have the right to examine relevant records. 34 CFR §104.36.
- l. You have the right to an impartial hearing with respect to the districts' actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR §104.36.
- m. If you wish to challenge the actions of the district's §504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's §504 Coordinator within 30 calendar days from the time you received written notice of the §504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.
- n. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR §104.36.
- o. On §504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the district's §504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
- p. You also have a right to file a complaint with the *Office of Civil Rights*. The address of the Regional Office that covers California is: *Office of Civil Rights, Region IX, U.S. Department of Education, Old Federal Bldg., 09-8010, 50 United Nations Plaza, Rm 239, San Francisco, CA 94102-4102; Telephone (415) 556-4275; http://www.ed.gov/offices/ocr/index.html*

**DISCIPLINE** ([BP/AR 5144](#), [BP/AR 5144.1](#)) - Also, please take notice, pursuant to *Education Code* §35291, that there are available school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school in the school site student handbook. A copy of this is available to you upon request in the school office.

**DISCRIMINATION** ([BP 0410](#)) - The District does not engage in unlawful discrimination. Unlawful discrimination is

discrimination on the basis of religion, race, color, ancestry, ethnicity, national origin, ethnic group identification, age, sex, gender, sexual harassment, sexual orientation, physical or mental disability, opposition to discriminatory practices, participation in any activity to enforce the Uniform Complaint Procedures, association or affiliation with persons of color or a particular ethnic group, or association or affiliation with organizations promoting the interests of persons of color or a particular ethnic group. Title IX of the Education Amendments of 1972 declares in part that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

#### USDA Nondiscrimination Statement 2015

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**DRESS CODE (E.C. §35183)** – The district is authorized to adopt a reasonable dress code.

**EVERY STUDENT SUCCEEDS ACT (20 USC §§6301 et seq.) *Previously Title I Program*** – Under the ESSA, parents have the following rights which may be subject to change as regulations and state law are modified with ESSA:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides (see [BP/AR 4112.24](#) & [BP/AR/E 4222](#)):** Upon request, parents have a right to information regarding the professional qualifications of their student’s classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher’s college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every state academic assessment administered to the student.
- **Limited English Proficient Students (see [AR 6174](#)):** The act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student’s level of English proficiency, how such level was assessed, the status of the student’s academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student’s needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners.
- **Program Improvement Schools (see [AR 0520.2](#)):** Parents shall be notified when their child’s school is identified a “program improvement” school and the opportunities for school choice.
- **Non-Release of Information to Armed Forces Recruiters:** Upon written request, parents may direct that their student’s name, address and

telephone listing not be released without prior written parental consent.

practicably possible, responses to the suggestions of parents/guardians

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds act shall be sent separately.

5. If the school wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

#### Parent Involvement

Each school receiving Title I funds shall develop a written policy on parent involvement. The policy shall be developed jointly with and agreed upon by parents/guardians of participating students and shall describe the means by which the school shall: (20 USC 6318)

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

This compact shall address:

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care and/or home visits may be provided as such services relate to parent involvement

a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards

3. Involve parents/guardians in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parent involvement policy and the joint development of the plan for school wide programs

b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and positive use of extracurricular time

The school may use an existing process for involving parents in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

4. Provide the parents/guardians of participating students all of the following:

- a. Timely information about Title I programs
- b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as

(1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

(2) Frequent reports to parents/guardians on their children's progress

(3) Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities

7. Help parents/guardians understand such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of

Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

8. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology as appropriate to foster parent involvement
9. Educate teachers, student services personnel, principals and other staff, with the assistance of parents/guardians, in the value and utility of contributions of parents/guardians and in how to reach out to, communicate with and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
10. Insofar as feasible and appropriate, coordinate and integrate parent involvement programs and activities with other programs, including those specified in law, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education
11. Ensure that information related to school and parent/guardian programs, meetings and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
12. Insofar as practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities and parents/guardians of migratory children, including providing information and school reports required under 20 USC 6311, in a format and language such parents understand
13. Provide other reasonable support for parent involvement activities as requested by parents/guardians

In addition, the district and/or participating schools may use Title I funds to: (20 USC 6318)

1. Involve parents/guardians in the development of training for teachers, principals and other educators to improve the effectiveness of such training
2. Provide necessary literacy training when the district has exhausted all other reasonably available sources of funding for this purpose

3. Pay reasonable and necessary expenses associated with local parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
4. Train parents/guardians to enhance the involvement of other parents/guardians
5. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences at school, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
6. Adopt and implement model approaches to improving parent involvement
7. Establish a district wide parent advisory council to provide advice on all matters related to parent involvement in Title I programs
8. Develop appropriate roles for community-based organizations and businesses in parent involvement activities

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

The school's policy shall be updated periodically to meet the changing needs of parents/guardians and the school. (20 USC 6318)

Parents/guardians of participating students shall be involved in deciding how Title I funds reserved for parent involvement activities will be allotted. (20 USC 6318)

School Parental Involvement Policy (AR 6171)

The school shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of parental involvement.

Homeless Children (AR 6173)

The school shall provide written notice, at the time any child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that shall be signed by

the parent or guardian (or, in the case of an unaccompanied youth, the youth);

Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. Homelessness alone is not sufficient reason to separate students from the mainstream school environment. Homeless children and youths shall have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

The school shall, according to the child's or youth's best interest —

- continue the child's or youth's education in the school of origin for the duration of homelessness —
  - in any case in which a family becomes homeless between academic years or during an academic year; or
  - for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

No homeless child or youth is required to attend a separate school for homeless children or youths.

Each homeless child or youth shall be provided services comparable to services offered to other students, including the following:

- (A) Transportation services.
- (B) Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- (C) Programs in vocational and technical education.
- (D) Programs for gifted and talented students.
- (E) School nutrition programs.

Homeless children and youths shall not be stigmatized by school personnel.

The school principal shall be the local liaison for homeless children and youths. The State Coordinator for Education of Homeless Children and Youths can be reached at Title I Policy and Partnerships Office, California Department of Education, 916-657-5342;

<http://www.cde.ca.gov/cilbranch/homeless/homelesstoc.html>

Notice of Adoption and Continued Use of Policies Regarding Student Privacy, Parental Access to Information, And Administration of Certain Physical Examinations to Minors (AR 5022)

The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of these policies are available on request.

Notifications Must Be Understandable

The law also requires that each of the above notifications be provided in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.

**EXCUSE FROM SCHOOL (BP/AR 5113)**- A pupil shall be excused from school for justifiable personal reasons, under specified circumstances, and by written request approved by the school principal. The pupil shall be allowed to complete assignments and tests missed during the absence pursuant to *Education Code* §48205, below. See-  
<http://www.leginfo.ca.gov/calaw.html>

School authorities may (but are not required to) excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (*Education Code* §46010.1)

The written consent of the parent or guardian is required for the pupil to be excused from school in order to participate in religious exercises or to receive moral and religious instruction, as provided in *Education Code* §46014. See-  
<http://www.leginfo.ca.gov/calaw.html>

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Notification of Rights for Elementary and Secondary Schools (BP/AR 5022)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to

be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## NOTICE TO PARENTS/GUARDIANS: CALIFORNIA LOCAL EDUCATIONAL AGENCY PROGRAM

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

**HAZING PROHIBITION (E.C. §48900(q))** – Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

**HEALTH SCREENING AND EVALUATION ([AR 5141.32](#))** - All students prior to entering first grade must have received a physical examination, and the school must be provided a copy of that screening. The screening may be done up to 18 months prior to entry into first grade. Konocti Unified School District requires a physical examination be obtained prior to entry into kindergarten. Forms are available at the school. Parents may sign a waiver and file it with the school.

School districts shall provide screening of the vision and hearing of students in grades K, 2, 5, 8, screening of hearing in grade 10, and may provide scoliosis screening of 7<sup>th</sup> grade girls and 8<sup>th</sup> grade boys. Dental screening and measurement of height, weight and body mass index may also be provided. Dental screening, if provided is performed by Lake County Public Health Nurse and other screenings are performed by the district school nurses. Parents will receive written notification of their children who have failed the-screening. To exempt a student from mandated screening, parents must notify the school office in writing pursuant to Education Code § 49452, 49452.5, 49455, 49456.

### Parent Refusal to Consent

A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

**HIGH SCHOOL EXIT EXAMINATION ([BP/AR/E 6162.52](#))** - Commencing with the 2003-04 school year, and each school

year thereafter, each pupil completing 12th grade will be required to successfully pass the high school exit examination in language arts and mathematics administered pursuant to Chapter 8 (commencing with Section 60850) of Part 33 of the Education Code. In order to pass the exit examination the student must learn the content of the instructional textbooks and what is taught consistent with the state's adopted curriculum frameworks for the subjects tested. Individuals with exceptional needs shall be administered the examination with appropriate accommodations, where necessary. The consequences of not passing the examination are that the student will not graduate. Passing the examination is a condition of graduation. See - <http://www.cde.ca.gov/ta/tg/hs/overview.asp> and <http://www.cde.ca.gov/>

**HOMEWORK (AR 6154)** - Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

**HOSPITAL AND HOME SCHOOLING (AR 6183)** - Hospitalized students, students in residential health facilities, or students with temporary disabilities are entitled to instructional services pursuant to *Education Code* §§48206.3, 48207, and 48208. See- <http://www.leginfo.ca.gov/calaw.html>

**IMMUNIZATION (BP/AR 5141.31)** - The written consent of the parent or guardian is required for the administration of an immunization agent to the pupil, as provided in Education Code §49403. The parent / guardian must show evidence that a student has had all required immunizations prior to enrollment, unless the parent / guardian submits in writing an exemption from immunization for medical reasons or personal beliefs. Students out of compliance will be excluded from school. *Education Code* § 46010.5, 48940, 49403.

**INSURANCE (BP/AR 5143)** - The school district makes medical and hospital insurance available for pupils of the school district. This insurance must be purchased and paid for by the parent of the pupil. EC 49470, 49472. The district's liability insurance also provides a secondary insurance for school day injuries. Forms for both programs are available in the school and district offices. Also See *Medical Service*.

**INTERNET POLICY - HARMFUL MATTER (BP/AR 6163.4)** - The following is the policy of the District: Board Policy 6163.4 – Student Use of Technology.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual

depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. (cf. 6162.6 - Use of Copyrighted Materials)

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

**INTRADISTRICT OPEN ENROLLMENT (BP/AR/E 5116.1)** – The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. EC 35160.5. Application shall be made to the Welcome Center, 9800 Highway 53, Lower Lake, CA 95457.

**KINDERGARTEN MINIMUM AGE (E.C. §48000)** – A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has his or her fifth birthday, respectively, on or before September 1. Any child who will have his/her birthday between September 1 for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and district policy.

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52060-52077)** - The District is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The

priorities must be aligned to the District's spending plan. The LCAP must be approved before the annual District budget can be adopted. Once the budget and LCAP are adopted at the local level, the Plan will be reviewed by the County Superintendent to ensure alignment of projected spending toward goals and services. The following are the eight State priorities:

1. Providing all students access to fully-credentialed teachers, instructional materials that align with State standards, and safe facilities;
2. Implementation of and student access to State academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The Board of Education is required to establish a Parent Advisory Committee (PAC) and English Learner Parent Advisory Committee (ELPAC) to provide advice to the Board of Education and the Superintendent regarding the LCAP. (ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English Learner Parent Committee has already been established). PACs shall include parents or legal guardians of low income students, English learner students, and foster youth.

Each District is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post on the school district website the LCAP approved by the Board of Education and any updates or revisions to the LCAP, and establish policies for filing a complaint of noncompliance under Education Code

section 52075 using the Uniform Complaint Procedures. Information regarding the requirements for a LCAP and the complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis.

#### **UNIFORM COMPLAINT PROCEDURES-LCAP (5 CCR §4622) -**

Uniform Complaint Procedures shall be used to address any complaint alleging the District's failure to comply with the LCAP requirements in the Education Code. The complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the LCAP requirements. If the complainant is not satisfied with the decision of the school district, the individual may appeal the decision to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is required to issue a decision on the appeal within 60 days of the State Superintendent of Public Instruction's receipt of the appeal.

If the school district finds merit in the complaint or the State Superintendent of Public Instruction finds merit in the appeal, the school district will provide a remedy to all affected pupils, parents and guardians.

#### **MARRIED/PREGNANT/PARENTING STUDENTS ([BP/AR 5146](#))**

The Governing Board recognizes that early marriage, pregnancy, or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery.

Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be comparable to that offered to other district students. A student's participation in such programs shall be voluntary.

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures.

For school-related purposes, a married student under the age of 18 years shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved.

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance,



graduation rate, and/or student feedback on district programs and services.

### Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. A lactating student shall have access to a private location, other than a restroom, to breastfeed or express milk for her infant child.

A student may be required, based on her pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that she is physically and emotionally able to participate in an educational program or activity, if other students with physical or emotional conditions or temporary disabilities are required by the district to provide such certification.

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities
2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students.
4. Health care services, including prenatal care
5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Pregnant or parenting students may be excused for absences related to confidential medical appointments.

The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by her physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began.

A pregnant or parenting student also may request exemption from attendance because of a related physical or mental condition or because of personal services that must be rendered to a dependent.

The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by her physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began.

**MEGAN'S LAW NOTIFICATION (PENAL CODE 290.4)** - Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

**MEDICAL SERVICE (BP 5113)** - The consent of the parent or guardian is required before a student may be compelled to accept medical or hospital service provided through district insurance policies and/or membership in a non-profit corporation defraying cost of medical or hospital service pursuant to *Education Code* §49472. No district, principal, physician or hospital shall be held liable for reasonable treatment without parent consent unless the parent has filed a written objection (Education Code 49407).

**MEDICATION (BP/AR/E 5141.21)** - Any student who must take prescribed at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine and prescription inhaled asthma medication upon the school's receipt of specified written confirmation with instructions for self-administration and authorization from the student's parent and physician or surgeon. The parent must release the school district and personnel from liability for any harm resulting from the self-administered medication, and provide a release for authorized school personnel to consult with the physician or surgeon. (Education Code 49423, 449423.1) See - [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html). *Board Policy and Administrative Regulation 5141.21 defines Medication as, including both prescription and over-the-counter substances.*

**MILITARY RECRUITERS (AR 5125.1)** - The ESEA No Child Left Behind Act of 2001 now requires release of Student Directory

information to military recruiters, except in cases where the parent(s) provides notice to the school district not to release such information." See-

<http://www.cde.ca.gov/ci/military.html>

<http://www.ed.gov/legislation/ESEA02/pg112.html#sec9528>

SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) POLICY-

- (1) ACCESS TO STUDENT RECRUITING INFORMATION- . . . except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.
- (2) CONSENT- A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.
- (3) SAME ACCESS TO STUDENTS- Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

**NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC 49091.18)** - Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

**NONDISCRIMINATION/HARASSMENT (BP/AR 5145.3)** - The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the district's nondiscrimination policies:

Superintendent, KUSD  
9430-B Lake Street  
PO Box 759  
Lower Lake, CA 95457-0759  
(707)994-6475

To prevent discrimination, harassment, intimidation, and bullying of students at district schools or in school activities

and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Provide to employees, volunteers, and parents/guardians training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, harassment, intimidation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.
2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy and of the opportunity to inform the Coordinator whenever a student's participation in a sex-segregated school program or activity together with another student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the Coordinator shall meet with the student and/or parent/guardian to determine how best to accommodate the student.
4. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students.
5. When 15 percent or more of a school's students speak a single primary language other than English, translate the nondiscrimination policy, related complaint procedures, and all forms for use in the complaint process into that other language.
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of discrimination, harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so.
7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate accommodation(s) to protect students' privacy rights and ensure their safety from threatened or potentially harassing, intimidating, or discriminatory behavior.

#### Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall immediately report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures.

#### Transgender and Gender-Nonconforming Students

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

Gender expression means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior consent, except when the disclosure is otherwise required by law or is necessary to preserve the student's physical or mental well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the Coordinator for

Nondiscrimination. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to law or district policy, and shall inform the student that it may be impossible to accommodate the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the Coordinator, the employee shall do so within three school days.

As appropriate, the Coordinator shall discuss with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. Any decision to disclose the student's status to others shall be based on the student's best interest.

2. **Determining a Student's Gender Identity:** The Coordinator shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the Coordinator shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.
3. **Addressing a Student's Transition Needs:** The Coordinator shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the Coordinator shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it.
4. **Accessibility to Sex-segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as

restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. However, a student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.
6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

**OPEN/CLOSED CAMPUS ([BP/AR 5112.5](#)) – ED 44808.5, 48980**

The Board of Trustees establishes a closed campus at all district schools. However, the governing board of the Konocti Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit eligible junior and senior pupils enrolled at Lower Lake High School to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

**PARENTS RIGHTS ACT (BP 5020)- EC 51101.**

- (a) Except as provided in subdivision (d), the parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:
- (1) Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled in accordance with the requirements of any intradistrict or interdistrict pupil attendance policies or programs.
  - (2) Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.
  - (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with 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 on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.
  - (6) To request a particular school for their child, and to receive a response from the school district. This paragraph does not obligate the school district to grant the parent's request.
  - (7) To have a school environment for their child that is safe and supportive of learning.
  - (8) To examine the curriculum materials of the class or classes in which their child is enrolled.
  - (9) 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.
  - (10) To have access to the school records of their child.
  - (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
  - (12) To be informed in advance about school rules, including disciplinary rules and procedures pursuant to Section 35291, attendance, retention, and promotion policies pursuant to Section 48070.5, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To 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. In order to facilitate parental participation, school site councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. The meetings should be scheduled on weekends, and prior notice should be provided to parents.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable pursuant to Section 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 a decision to retain or promote their child.
- (b) In addition to the rights described in subdivision (a), parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school. Each governing board of a school district shall develop jointly with parents and guardians, and shall adopt, a policy that outlines how parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each school site. The policy shall include, but is not necessarily limited to, the following:
- (1) The means by which the school and parents or guardians of pupils may help pupils to achieve academic and other standards of the school.
  - (2) A description of the school's responsibility to provide a high quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.
  - (3) The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:

- (A) Monitoring attendance of their children.
  - (B) Ensuring that homework is completed and turned in on a timely basis.
  - (C) Participation of the children in extracurricular activities.
  - (D) Monitoring and regulating the television viewed by their children.
  - (E) Working with their children at home in learning activities that extend learning in the classroom.
  - (F) Volunteering in their children's classrooms, or for other activities at the school.
  - (G) Participating, as appropriate, in decisions relating to the education of their own child or the total school program.
- (c) All schools that participate in the High Priority Schools Grant Program for Low Performing Schools established pursuant to Article 3.5 (commencing with Section 52055.600) of Chapter 6.1 of Part 28 and that maintain kindergarten or any of grades 1 to 5, inclusive, shall jointly develop with parents or guardians for all children enrolled at that school site, a school-parent compact pursuant to Section 6319 of Title 20 of the United States Code.
- (d) This section may not be construed so as to authorize a school to inform a parent or guardian, as provided in this section, or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

EC 51101.1.

- (a) A parent or guardian's lack of English fluency does not preclude a parent or guardian from exercising the rights guaranteed under this chapter. A school district shall take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language, pursuant to Section 48985, of the rights and opportunities available to them pursuant to this section.
  - (b) Parents and guardians of English learners are entitled to participate in the education of their children pursuant to Section 51101 and as follows:
    - (1) To receive, pursuant to paragraph (5) of subdivision (a) of Section 51101, the results of their child's performance on standardized tests, including the English language development test.
    - (2) To be given any required written notification in English and the pupil's home language pursuant to Section 48985 and any other applicable law.
- (3) To participate in school and district advisory bodies in accordance with federal and state laws and regulations.
  - (4) To support their children's advancement toward literacy. School personnel shall encourage parents and guardians of English learners to support their child's progress toward literacy both in English and, to the extent possible, in the child's home language. School districts are encouraged to make available, to the extent possible, surplus or undistributed instructional materials to parents and guardians, pursuant to subdivision (d) of Section 60510, in order to facilitate parental involvement in their children's education.
  - (5) To be informed, pursuant to Sections 33126 and 48985, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts.
- (c) A school with a substantial number of English learners is encouraged to establish parent centers with personnel who can communicate with the parents and guardians of these children to encourage understanding of and participation in the educational programs in which their children are enrolled.

Full text of 48205 as required by EC 48980(l).

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
  - (1) Due to his or her illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometry, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of his or her 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.
  - (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 his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been 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.

- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (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 therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (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) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Website References:

- <http://www.nclb.gov/>
- <http://www.ed.gov/index.jsp>
- <http://www.ed.gov/legislation/ESEA02/index.html>
- <http://www.cde.ca.gov/iasa/>
- <http://www.cde.ca.gov/govaffairs/attacha.html>

**PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC 60615, 5 CCR 852)** – Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil’s records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

**PESTICIDE PRODUCTS (AR 3514.2)** - As required by Education Code Sections 17612 and 48980.3, the names and active ingredients of all pesticide products expected to be applied at the school facility during the upcoming year are:

- GlyStar Plus: Glyphosate, N-(phosphonomethyl) glycine, in the form of its isopropylamine salt
- Ace Green Turf Weed & Feed: 2,4-D dimethylamine salt
- Gopher Getter TYPE 2 BAIT by Wilco: Diphacinone (CAS# 82666)
- Weed Impede: Oryzalin 3, 5-dinitro-N4, N4 – dipropylsulfanilamide

- Round Up: Glyphosate, isopoylamine salt

The Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to Section 13184 of the Food and Agricultural Code is <http://www.cdpr.ca.gov/> You may register with the school district if you wish to receive notification of individual pesticide applications at the school facility.

The district’s Integrated Pest Management (IPM) plan may be viewed at the Konocti Unified School District Maintenance Office.

**PHYSICAL EXAM (BP/AR 5141.3)** - A written statement from the custodial parent or guardian of a pupil which states that said parent or guardian refusal to consent to a physical exam of the pupil will prevent such an exam pursuant to Education Code §49451.

**PROSPECTUS (BP/AR 5020 & BP/AR 5125)** – a Prospectus for classes offered at the high schools is available from each high school office.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) (AR 5022)** - PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and

safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Konocti Unified School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Konocti Unified School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Konocti Unified School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Konocti Unified School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

**PUPIL CONDUCT (E.C. §44807)** – Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

**PUPIL DUTIES (5 CCR §300)** – Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

**PUPIL RECORDS (BP/AR 5125 & AR 5125.3)** - Federal and State laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to:

1. Parents of students 17 and younger
2. Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose
3. Students age 18 and older, or students who are enrolled in an institute of postsecondary instruction (called “eligible students”)
4. Pupils age 14 and over who are identified as both homeless and an unaccompanied youth
5. Individuals who have completed and signed a Caregiver’s Authorization Affidavit

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232g).



You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

#### Release of Pupil Directory Information

The District also makes student "directory information" available in accordance with State and Federal laws. "Directory information" includes the student's name, address, telephone number, birth date, email address, major field of study, participation in officially recognized school activities, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Upon written request from a parent or from an eligible student, the District will withhold directory information about the student. Unless such a written request is received by the District within thirty (30) days of the receipt of this notification, the District will presume that the parent or the pupil consents to the dissemination of this information, until such time as said written request is received by the District.

Types of pupil records and information which are directly related to students and maintained by the institution are those records required or permitted to be maintained by 5 CCR 432, and include records of enrollment, scholarship, addresses, immunizations, health information, participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge, language training records, progress slips, parental restrictions regarding access to directory information or related stipulations, parent or adult pupil rejoinders to challenged records and to disciplinary action, parental authorizations or prohibitions of pupil participation in specific programs, results of standardized tests, objective counselor and/or teacher ratings, routine discipline data, verified reports of relevant behavioral patterns, all disciplinary notices, and attendance records not covered in the Administrative Code Section 400.

The school principal is the person responsible for the maintenance of the above records.

The log or record required to be maintained pursuant to Education Code Section 49064 is kept at the front of each student's file.

The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Education Code Section 49064 and paragraph (1) of subdivision (a) of Section 49076 is whether the person is a school official or employee of the district authorized by state and federal law to have access to the records, and, whether the person has a legitimate educational reason to inspect the record.

The policies of the institution for reviewing and expunging student records are set forth in Education Code Sections 49066, 49067, 49069, 49070, 49071, 49072, 49075, 49077, and Board Policy. See - <http://www.leginfo.ca.gov/calaw.html>

Except as provided by Education Code Sections 49065 and 56504 the parent will be charged the actual cost for reproducing copies of records. The School Board has established the actual cost at twenty-five cents per page copied.

Board Policy has established the following categories of information as directory information pursuant to Section 49061 and 49073:

"Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Rights and requirements are set forth in Education Code Sections 49060 through 49083. See - <http://www.leginfo.ca.gov/calaw.html>

The prospectus of school curriculum, prepared pursuant to Education Code Section 49091.14, is available upon request.

**SCHOOL ACCOUNTABILITY REPORT CARD (BP 0510)** - The school annually issues a school accountability report card, a copy of which will be provided upon request or can be viewed at [www.konoctiusd.org](http://www.konoctiusd.org).

**SEX EDUCATION (AR 6142.1)** - Written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection. The comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel and by outside consultants. The parent or guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education. Copies of Education Code Sections 51930 through 51939 are available on request, and may also be found on the Internet at <http://www.leginfo.ca.gov/calaw.html>

**SEXUAL HARASSMENT POLICY (BP/AR 5145.7)** - 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 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 sex and could involve sexual violence.
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 district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

#### Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

#### Disciplinary Actions

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

#### Confidentiality & Record-Keeping

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.

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

#### ADMINISTRATIVE REGULATION 5145.7 – Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

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

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

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures or computer generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking or brushing the body

8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

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

2. Initiation of Investigation: The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, and an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

4. Investigation Process: The Coordinator/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action.

The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

5. Interim Measures: The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

6. Optional Mediation: In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a

counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Coordinator/Principal may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of any past instances of harassment by the alleged harasser
- e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

- a. How the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
  - d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different students
8. Written Report on Findings and Follow-Up: No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the

student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

#### Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

#### Notifications

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted, including school websites
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session

4. Appear in any school or district publication that sets forth the schools or district's comprehensive rules, regulations, procedures and standards of conduct

If your complaint is not dealt with to your satisfaction at that level, you have a right to employ an attorney at your own expense, and/or to file a complaint with the State Department of Fair Employment and Housing at the following address and telephone number: Addresses: 2014 "T" Street, Suite 210, Sacramento, CA 95814, or, San Francisco, 455 Golden Gate Avenue, Suite 7600, San Francisco, CA 94102, Telephone (800) 884-1684, [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

**SPECIAL EDUCATION RIGHTS (BP/AR 6164.4)** - "Special Education Rights of Parents and Children" are provided herewith. Additional copies may be downloaded from <http://www.cde.ca.gov/spbranch/sed/family.htm> (see- Rights of Parents and Children - Notice of Procedural Safeguards, Revised October 2000 - English - Spanish); See also <http://www.cde.ca.gov/spbranch/sed/> <http://www.ed.gov/offices/OSERS/OSEP/>

**SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC 35183.5)** - School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day.

**TESTING (AR 6162.51)** – The California High School Exit Exam (CAHSEE) and the California Standards Tests may be administered dates to be determined.

**TITLE I PROGRAMS (BP/AR 6171)** – SEE EVERY STUDENT SUCCEEDS ACT

**TOBACCO FREE SCHOOLS (H.S. §104420)** – Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

**UNIFORM COMPLAINT PROCEDURES (BP/AR 1312.3)** – The Governing Board recognizes that the district has the primary

responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language.

#### Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

***Konocti Unified School District Superintendent  
PO Box 759 / 9430-B Lake Street  
Lower Lake, CA 95457-0759  
(707)994-6475***

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

#### Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged, discrimination, harassment, intimidation, or bullying.
  - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
  - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

- f. Copies of the district's uniform complaint procedures are available free of charge.

### Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint.

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs.

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

#### **Step 2: Mediation**

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a complaint alleging discrimination, harassment,

intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

#### **Step 3: Investigation of Complaint**

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint. A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant

#### **Step 4: Response**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 calendar days of the district's receipt of the complaint.

#### **Step 5: Final Written Decision**

The district's decision shall be in writing and sent to the complainant. The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action. If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

#### **Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE at 1430 N Street Sacramento, CA 95814. They can be reached at: 916-319-0800 or see <http://www.cde.ca.gov/index.asp> <http://www.cde.ca.gov/re/di/cd/>. The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE:

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

#### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

You may wish to consider using local community resources, including community agencies, public advocacy groups, local mediation centers, and nonprofit legal agencies. The Lake County Dispute Resolution Service is at 263-1545.

**VOCATIONAL EDUCATIONAL PROGRAMS (BP 0410)** - All vocational opportunities will be offered without regard to religion, race, color, ancestry, ethnicity, national origin, ethnic group identification, age, sex, actual or perceived gender, physical or mental disability. A brief summary of the program offerings and admission on criteria are set forth below: The person designated to coordinate Title IX, Section 504, and compliance activity is the Superintendent, or designee. This person may be reached through the District office.



# KONOCTI UNIFIED SCHOOL DISTRICT 2016/17

NO STUDENT ATTENDANCE ON SHADED DAYS

School Begins: 08/15/16

Last Day of School: 06/02/17

180 Student Days

July - No School							August - Student Days: 13							September - Student Days: 20							October - Student Days: 20															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
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17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
24	25	26	27	28	29	30																														
31																																				
November - Student Days: 16							December - Student Days: 12							January - Student Days: 20							February - Student Days: 18															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
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27	28	29	30																																	
March - Student Days: 23							April - Student Days: 14							May - Student Days: 22							June - Student Days: 2															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
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19	20	21	22	23	24	25	26	27	28	29	30	31																								
26	27	28	29	30																																
<b>Legal &amp; Local Holidays</b>							Independence Day: Jul 4 Veterans Day: Nov 11 Christmas: Dec 23 & 26 Martin Luther King: Jan 16 Memorial Day: May 29 Labor Day: Sep 5 Thanksgiving: Nov 24 & 25 New Years: Dec 30 & Jan 2 Presidents Day: Feb 20 Lincoln: Feb 13																													

- New Teacher Start
- All Teachers:
  - Classified School Year Employees Work Day: Aug 10, 11, & 12 day 12th
  - All Staff - Professional Development Work Days: Aug 11
  - District Collaboration Days? Sep 26 & Oct 31
  - Aug 25, Sep 8 & 22, Oct 6 & 20, Nov 3, Dec 8
  - Jan 12 & 26, Feb 9, Mar 2, 16 & 30, Apr 27 & May 11
- Minimum Days
- All Students & Teachers before breaks & last day of school
- Elementary Schools
- LHS/KEC

- Aug 8 & 9
- Aug 10, 11, & 12 day 12th
- Aug 11
- Sep 26 & Oct 31
- Aug 25, Sep 8 & 22, Oct 6 & 20, Nov 3, Dec 8
- Jan 12 & 26, Feb 9, Mar 2, 16 & 30, Apr 27 & May 11
- Dec 16, Mar 31, Apr 14, Jun 2
- Nov 16, 17, & 18, Mar 8, 9, & 10
- Dec 14, 15, & 16, May 31, Jun 1 & 2

- Independence Day: Jul 4
- Veterans Day: Nov 11
- Christmas: Dec 23 & 26
- Martin Luther King: Jan 16
- Memorial Day: May 29
- Labor Day: Sep 5
- Thanksgiving: Nov 24 & 25
- New Years: Dec 30 & Jan 2
- Presidents Day: Feb 20
- Lincoln: Feb 13
- Nov 23 is in lieu of Admission Day (9/16)
- Winter Holidays for Classified Employees: Dec 22 & 29
- Winter Break: Dec 19 - Jan 2
- Spring Break: Apr 3 - 7
- Inclement Weather Day

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**INFORMATION TO MILITARY RECRUITERS** - The ESEA No Child Left Behind Act of 2001 now requires release of Student Directory information to military recruiters, except in cases where the parent(s) provides notice to the school district not to release such information." See- <http://www.cde.ca.gov/ci/military.html>  
<http://www.ed.gov/legislation/ESEA02/pg112.html#sec9528>

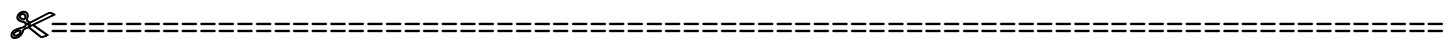
SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) POLICY-

(1) ACCESS TO STUDENT RECRUITING INFORMATION- . . . except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

(2) CONSENT- A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

(3) SAME ACCESS TO STUDENTS- Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students



**MILITARY RECRUITERS:** IF YOUR STUDENT IS IN SECONDARY SCHOOL (GRADES 9 – 12) AND YOU REQUEST THAT STUDENT INFORMATION **NOT BE RELEASED** TO MILITARY RECRUITERS, PLEASE COMPLETE THIS FORM AND RETURN TO YOUR STUDENT'S SCHOOL:

I REQUEST THAT THE PERSONAL INFORMATION FOR (PRINT NAME OF STUDENT) \_\_\_\_\_,

WHO IS ATTENDING HIGH SCHOOL AT \_\_\_\_\_,

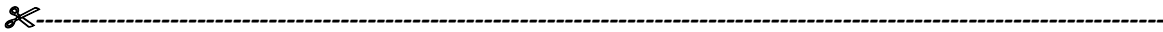
**NOT BE RELEASED TO MILITARY RECRUITERS.**

\_\_\_\_\_  
**Signature of Student if student is 18 years of age or older** **Date**

\_\_\_\_\_  
Signature of Parent or Guardian if student is under 18 years of age **Date**

\_\_\_\_\_  
Name of Parent or Guardian (PLEASE PRINT)

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**INTRA-DISTRICT REQUEST:  
FOR ELEMENTARY SCHOOL REASSIGNMENT WITHIN SCHOOL DISTRICT**

Date application submitted: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Present school of attendance: \_\_\_\_\_

School that student would like to attend: \_\_\_\_\_

Reasons for Requesting Reassignment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: APPROVAL OF THIS FORM IS FOR ONE YEAR AT A TIME AND IS SUBJECT TO THE FOLLOWING CONDITIONS**

1. SPACE AVAILABLE AT THE RECEIVING SCHOOL
2. PARENT IS RESPONSIBLE FOR PROVIDING TRANSPORTATION
3. COMPLIANCE WITH THE LAW AND ALL SCHOOL POLICIES (ESPECIALLY THOSE RELATED TO ATTENDANCE AND DISCIPLINE).

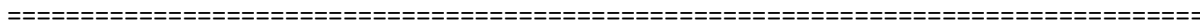
Parent's Name (Please Print): \_\_\_\_\_

Parent's Mailing Address: \_\_\_\_\_

Parent's Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Parent/Guardian or Eligible Student)*

\_\_\_\_\_  
*Date*



Date Received by Receiving School \_\_\_\_\_

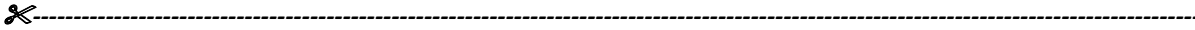
\_\_\_ Approved

\_\_\_ Denied

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

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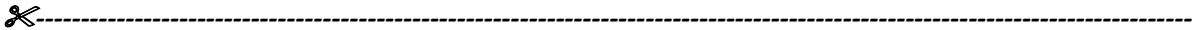
**DIRECTORY INFORMATION (BP/AR 5125.1):** If you do not wish directory information regarding your child released, please sign below and return to the District within the next thirty (30) days. Please note, that this will prohibit the district from providing the pupil's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Directory information includes: Student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational agency or institution attended.

This information is often released as part of media presentations or scholarship applications.

**Do Not Release Directory Information Regarding:** \_\_\_\_\_  
*(Pupil's Name)*

\_\_\_\_\_  
*(Signature of Parent/Guardian or Eligible Student)*                      *Date*



**ACKNOWLEDGEMENT** of Receipt of Annual Notice

**(Return this Form to the School of Attendance of Your Son or Daughter)**

Please sign and return this acknowledgement, as required by Education Code § 48982. This is simply an acknowledgment by you that you have been informed of your rights. By signing and returning the notice, you are neither consenting nor refusing to consent to participation of the pupil in any particular program.

I acknowledge that I have received the parent rights packet as a parent/guardian of

\_\_\_\_\_, \_\_\_\_\_  
*(Name of Student) (Please Print)*                      *School*

\_\_\_\_\_  
*Name of Parent or Guardian (Please Print)*

\_\_\_\_\_ on \_\_\_\_\_  
*Signature of Parent or Guardian*                      *Date*

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