

Coalinga-Huron Unified School District

Coalinga Elementary Schools



Parent/Student/Staff Handbook
2026-2027

Administration

Superintendent
Dr. David Moore

Assistant Superintendent of Business Services
Mr. Desmond Agbontaen

Executive Director of Student Services
Mr. Johnny Garza

Executive Director of Educational Services
Mr. Jonathan Spreng

Director of Fiscal Services
Mrs. Alma Banuelos-Lopez

Director of Curriculum and Assessment
Mrs. Rhianna Gonzalez

Director of Transportation
Mr. Mathew Wilson

Director of Special Education
Ms. Jennifer Pinto

Director of Food Services
Ms. Marina Vaca-Navarro

Director of Maintenance
Mr. Moises Lomeli

Director of Instructional Technology
Mr. Chad Wagner

Director of Human Resources
Ms. Judy Berlund

Board of Trustees

Francisco Chavez, President
Tom Crawford, Vice President
Roger Campbell, Member
Jose Cruz Diaz, Clerk
Spencer Davison, Member

Coalinga Elementary Schools

Cheney Elementary School (Grades TK)

149 Adams Street
Coalinga, CA 93210
(559) 935-7515

Principal: Esther Sanchez

Bishop Elementary School (Grades K – 1)

1501 Sunset Street
Coalinga, CA 93210
(559) 935-7570

Principal: Norma Cruz

Dawson Elementary School (Grades 2 – 3)

1303 Sunset Street
Coalinga, CA 93210
(559) 935-7580

Principal: Courtney Grewal

Sunset Elementary School (Grades 4 – 5)

985 Sunset Street
Coalinga, CA 93210
(559) 935-7590

Principal: MaryJo Walker
Assistant Principal: Alexis Seese

Huron Elementary School

Huron Elementary School

36131 N. Street (P.O. Box 370)
Huron, CA 93234
(559) 945-2236

Principal: Sophie Phin-Rizo
Assistant Principal: Alfonso Solorio

*This handbook contains general school rules. For specific inquiries please contact the site Principal.

SCHOOL HOURS (TK-3rd)

Monday, Tuesday, Thursday. Friday

* Cafeteria opens at 7:45 a.m.(Breakfast served inside classrooms only)

Warning Bell:	8:22 a.m.
Instruction starts:	8:25 a.m.
Dismissal (TK)	2:30 p.m.
Dismissal:	2:42 p.m.
(except Minimum Days)	

SCHOOL HOURS (4th & 5th)

Monday, Tuesday, Thursday. Friday

Breakfast served inside the classroom only.

*** Outside supervision begins at 8:00 a.m.**

Warning Bell:	8:12 a.m.
Instruction starts:	8:15 a.m.
Dismissal:	2:42 p.m.
(except Minimum Days)	

Wednesday (TK-5th)

School starts 1 hour later on Wednesdays!

*Breakfast served inside classrooms only.

*** Outside supervision begins at 9:00 a.m.**

Warning Bell:	9:22 a.m.
Instruction starts:	9:25 a.m.
Dismissal (TK)	2:30 p.m.
Dismissal:	2:42 p.m.
(except Minimum Days)	

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MESSAGE FROM SCHOOL ADMINISTRATION

We would like to welcome you to the Coalinga-Huron Unified School District. Our staff works diligently to provide all children with a strong educational program. We believe all students can be successful and we set high expectations for each one. We look forward to building a partnership with our parents and guardians in order to strengthen the educational opportunities for all students.

As the administrators of our elementary schools, the education of your child is our main priority. We will frequently observe the classroom to help improve the teaching and learning that happens on a daily basis. As a result, we may not be immediately available to speak with you when you drop in or telephone. We value communicating with you and will return all calls as soon as possible. Please do not hesitate to schedule an appointment or telephone appointment with one of us so we can give you our undivided attention. The secretaries will be happy to arrange this for you. Please do not hesitate to contact us if you have any questions or concerns. We are excited to begin another great year!

CLASSROOM CHANGE POLICY

Our goal is to provide a rich academic environment that meets the needs of all students. We focus on preparing our students for life's challenges.

Students are placed in classes based on Standardized Test scores, District Benchmark tests, Textbook assessment results, documented behavior, and teacher/administrator recommendations. Class changes may be approved for the following reasons: to balance classes so that overcrowding does not occur, and on rare occasions, as a result of a disciplinary situation. There may be in-class changes made in the first two weeks of the school year. All requests for class changes **MUST** be made by completing the "Class Change Request Form" which **will not be made available until the FIRST Monday of the 3rd full week of school.**

Class changes will **NOT** be made for the following reasons:

- Student does not like the teacher.
- Parent/guardian does not like the teacher.
- Teacher is "too hard" or "too easy."
- Student is failing.
- Student doesn't like another student in the class.

All conflicts need to be resolved in a mature, professional manner. **Parents/guardians and students will meet with the teacher and/or principal and work through the problem. (BP 6152.)**

DRESS POLICY

The following minimum standards are required of all students and also apply to school sponsored activities:

1. General appearance will be neat, clean and safe.
2. Students' clothing, jewelry and footwear will meet safety requirements of the activity, class and grade level.
3. Shoes will be worn at all times. Sandals will have heel straps. Flip-flops, backless shoes/sandals and high heels are not acceptable. All shoes worn for physical education will be appropriate for the activities.
4. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) will be free of writing, pictures or any other insignia which are deemed to be violent, gang related, crude, vulgar, profane/ sexually suggestive, drug, ("Cookies") alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
5. Clothes will be sufficient to conceal undergarments at all times. Pants with holes will be worn with tights or leggings underneath if the holes are higher than 6 inches above the knee.
6. See-through or fishnet fabrics, halter tops, off the shoulder, low cut neck , wide armhole tops, bare midriffs, and strapless tops are not permitted. Clothing shorter than mid-thigh should not be worn.
7. Pajamas, sleepwear, and slippers are not allowed. (Unless dress-up day.)
8. Strapless dresses or string-strap dresses or blouses are not acceptable.
9. Hats, caps and other head coverings are permitted for outdoor use only.
10. Hair will be clean and neatly groomed.
11. For safety reasons, dangling earrings should not be worn.
12. Clothing or accessories that could be used as a weapon, including steel toed boots, chains, spikes or studs are prohibited.
13. Belts and clothing will fit properly. The intentional practice of "sagging" clothing is not acceptable.
14. Gang-related apparel is prohibited. References to "Bulldogs" and other gang affiliations are not allowed. "Fresno State" logo or graphic is allowed. Wearing "colors" is also prohibited.
15. For the safety of all students, any form of excessively long nails is not allowed.
16. Make-up may not be brought to school, and the wearing of make-up is strongly discouraged.

****The Principal has the right to determine the suitability of any article of clothing or accessory. Students in violation will be required to change their clothes and continue with the school day. (AR 5132; BP 5132.)***

LOST AND FOUND

Lost items are a major concern each year. Please **MARK** all clothes, books and equipment with the student's name. It is recommended to use a permanent marker, as this will better enable the school to return lost items to the rightful owner. Each student is responsible for their own personal property. We will assist in locating lost items, but the District cannot assume responsibility for their replacement. All items not claimed by the end of each semester will be disposed of. Students should turn in items they find to the school secretary for return to the rightful owner.

*CELL PHONES/TOYS/PERSONAL EQUIPMENT

The District provides a variety of equipment for student play and physical education at school. Personal sports equipment, games, toys, stuffed animals, trading cards, AirPods (inside the ear headphones) and all electronic devices (except cell phones) are prohibited. The District is not responsible for the theft or loss of personal items brought on campus. Prohibited items will be confiscated.

*Although students may bring cell phones to school, cell phones, smart watches, or any other type of electronic device will not be turned on during school hours. (Once arriving on campus, and until the dismissal bell, phones must be OFF) Cell Phones must be "off" and stored inside of a backpack until dismissal. Any device with a camera, video, or voice recording function will not be used in any manner which infringes on the privacy rights of any other person. The District is **not responsible** for the theft or loss of personal items, including cell phones.

Range of consequences for improper use of cell phone:

- ★ Step 1: Warning...you are told to put phone away/off. Name goes on a list.
- ★ Step 2: **Minor** (Parent Notification) Principal holds your phone, parent is notified by TEACHER that phone was confiscated. Student picks up phone at the end of the day from office/principal.
- ★ Step 3: **Major** (Parent Meeting) Principal holds your phone, parent meeting is scheduled, parent picks-up phone at meeting and signs document.
- ★ Step 4: **2nd Major** (Restorative Project) Device is given to principal, parent is called for meeting, parent signs form that explains progressive discipline process, student must complete a Restorative Project.
- ★ Step 5: **Confiscation** Device is confiscated and given to principal, parent is notified that phone will be locked-up until end of school year, parent will retrieve on last day of school.

SEARCH AND SEIZURE

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, school officials may confiscate the device. School officials will store the item in a secure manner until an appropriate time. **(BP 5131 (c).)**

As necessary to protect the health, safety, and welfare of students and staff, school officials may search students, student property, and/or District property and may seize illegal, unsafe or otherwise prohibited items. **(BP 5145.12.)**

SCHOOL TELEPHONE

The telephone located in the school office is for business only. The student may be given permission to use the phone by the teacher if the call is absolutely necessary. Unsupervised use of the phone by a student is not permitted. **A parent/guardian will only contact the office to interrupt a student in the classroom to deliver a personal message when there is an emergency.**

ATTENDANCE

Absence Notification: In the event of a student absence, it is the parent/guardian's responsibility to notify the school office to verify the absence. For absences which have not been reported to the office by telephone, a written note will be sent on the first day the student returns to school. The following information will be given: **Student's name, date(s) of absence, reason for absence, your relationship to the student, and your signature.** (AR 5113.)

Absence from school will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board Policy, and administration regulations.

School Attendance Review Board (SARB): The SARB is a group of people who are serving as interested parents/guardians, members of the community, employees of the District or employees of other helping state and county agencies. The SARB is concerned about the welfare of students. The SARB meets at least once a month to help resolve student attendance problems that are brought to their attention.

Truant: In California, truancy is defined as a student being absent from school without a valid excuse three full days in one year, or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

Chronic Absence: In California, chronic absence is defined as a student being absent for any reason (excused or unexcused) for at least 10% of the school year. Thus, in a 180-day school year, a student who misses **18 days of school** or more is considered chronically absent.

An attendance letter “Letter 1” will be sent by school officials to the parent/guardian if the student has been absent “Unexcused” for 3 or more days. Another attendance letter “Letter 2” will be mailed to the parent if the student has been absent “Unexcused” for 6 days. This “Letter 2” requires a parent/principal meeting and is **SART**. If the student reaches 9 days of “Unexcused” absences, then “Letter 3” will inform the parent/guardian that the student may be considered “chronically absent” and that parent may be referred to **SARB** and any future absences must be cleared either with a doctor’s note or by confirmation of the illness by the school nurse. If any further absences beyond 9 days are not cleared by the parent/guardian within three days of their occurrence, then the absence can be logged as an “unexcused absence” and be used for truancy/SARB purposes. **(AR 5113(b).)**

Tardies: Tardiness to class is harmful to the individual student and is a disruption to the classroom environment. Students who arrive after the late bell will need to go to the school office for a tardy slip. All tardies will be recorded throughout the school year. **Excessive tardies and persistent problems may result in a referral to SARB.**

Independent Study Contract: For anticipated absences of at least one **but no more than 15 days**, parents/guardians may contact the school in advance for an Independent Study Contract for the student. The contracted work will provide your child with work to clear the absences. Students on I.S. Contracts are not considered formally absent from school if the conditions of the contract are fulfilled and all of the work is completed to satisfaction. **I.S. Contracts require at least two days prior notice and must be returned to the school office within 2 days of returning to school to be counted as credit towards absences.**

HOMEWORK SUPPORTS CLASSROOM LEARNING

Homework is an extension of the regular school day. Homework provides reinforcement, enrichment and enhancement for the activities that have been introduced and practiced in the classroom.

The District has an established homework policy. The amount of time students will be expected to spend on all homework assignments:

- Kindergarten is 10-15 minutes
- First - Third Grade is 15-20 minutes
- Fourth - Fifth Grade is 30-40 minutes

(AR 6154.)



Homework may be assigned Monday through Thursday, excluding holidays. When students repeatedly fail to complete their homework, parents/guardians will be notified and asked to contact the teacher. If a student is not consistently able to complete homework within the expected time frame, parents/guardians may schedule a conference to address this concern with the teacher. **(BP 6154.)**

The focus of homework is to help students develop good personal study habits. Students will realize that learning requires consistency, organization and dedication. The school strongly encourages daily pleasure reading at home by all students.

GRADES

Students in grades K-2 will receive a report card at the end of each trimester.

Students' level of progress will be reported as follows:

- | | |
|---|---------------------|
| 4 | Standard Exceeded |
| 3 | Standard Met |
| 2 | Standard Nearly Met |
| 1 | Standard Not Met |

Grades for citizenship, study skills and effort will be reported as follows:

- | | |
|---|--------------------|
| O | Outstanding |
| S | Satisfactory |
| N | Needs Improvements |

Students in grades 3-5 will receive a report card at the end of each trimester.

Students' level of progress will be reported as follows:

- | | |
|---|---------|
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 55-69% |
| F | 0-54% |

Grades for citizenship, study skills and effort will be reported as follows:

- | | |
|---|--------------------|
| O | Outstanding |
| S | Satisfactory |
| N | Needs Improvements |

ACADEMIC SUPPORT

In the event that the student begins to struggle academically, the parent/guardian may follow these guidelines:

1. Check their student's backpack/homework folder daily to see if they are completing their homework.
2. Contact the teacher via email or telephone.
3. Ask the teacher for a *Weekly Progress Report*.
4. Encourage the student to talk to their teacher about the material they are struggling with and ask for extra help.
5. Request a parent-student-teacher conference.
6. Make an appointment with administration.

Our goal is to help students develop academically, socially and emotionally. In order to achieve this, we encourage communication between home and school.

PARENT CONFERENCES

Parent Conferences are held in the Fall and Spring. At these meetings, the parents/guardians and the teachers discuss student progress, student needs, and student goals.

Parents/guardians are strongly encouraged to attend the conference. Additional conferences may be held formally or informally throughout the year at the request of a parent/guardian or teacher.

SCHOOL VISITORS

Parents/guardians are welcome to visit our schools. We ask that the parent/guardian:

- **Arrange a classroom visit with the teacher and admin/designee at least 24 hours in advance.**
- Do not bring additional children or visitors to the visit.
- Sign in with an ID through the **NAVIGATE** system, **wear a NAVIGATE/VISITOR badge/sticker and return to the office to sign out.**

To ensure the safety of students and staff and to minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitates visits during school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time. (BP 1250 (a).

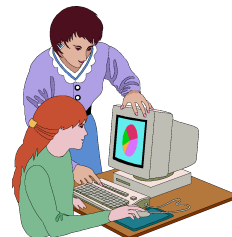
Information about visiting in the cafeteria is posted on the cafeteria doors. For visits to all other areas of campus (e.g. playground, computer lab, library), please contact the school administration. Visitors who are not parents/guardians of students in our school must be accompanied by an administrator. (AR 1250.)

PARENT VOLUNTEERS

Thank you for considering volunteering in our schools! Teachers and administrators value contributions from parents/guardians to the education of our students! By donating time, parents/guardians help us create a positive and successful learning environment.

All recurring classroom volunteers are required to:

- Make prior arrangements with teacher AT LEAST 24 hours in advance
- Submission of a Live Scan, TB skin test to the school office
- Immediately sign in at the school office upon entering school grounds
- Wear a **NAVIGATE** badge/sticker at all times
- Sign out and return the badge/sticker to the office



Classroom volunteers should understand that the teacher has adjusted the lesson plans due to the volunteer's presence, and will explain how the volunteer can assist. The volunteer will follow the teacher's direction while working with the students. Grading student work is reserved for the teacher. The volunteer will always use a calm and friendly voice when talking to students. The volunteer will always alert the teacher in difficult situations. The volunteer will never use any physical force against another student or person on school grounds.

We ask that volunteers do not join students and/or staff on the playground, cafeteria or teacher's lounge without prior permission from the site administrator. Volunteers are also not permitted to use the office equipment. **(AR 1240; BP 1240.)**



MEDICATION

All prescription and non-prescription medication to be taken or used at school will be submitted to the office in its original container. A physician and parent/guardian permission form may be completed each school year and be on file in the school office. A new form will also be completed with each new medication

Medication prescribed by a physician for a student may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the student if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent/guardian consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary.

(Education Code §§ 49423, 49423.1, 49423.5, 49480.)

No other medication will be taken independently by the student unless the student has a valid individual form on file with the principal stating the student's specific medical need to self-administer medication.

Parents/guardians are to notify the principal or vice-principal if their student is on a continuing medication regimen. This notification will include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal, vice-principal, or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate.
(Ed. Code § 49480.)

All unused medication must be taken by a parent/guardian before the last day of school.

EMERGENCY PROCEDURE CARD

The parent/guardian will fill out one card for **EACH** student at the beginning of each school year. **NO** student will be released, during school hours, to anyone not listed on the card. School personnel may ask for identification before releasing a student. (AR 5142.)

The parent/guardian will list any of the student's known allergies, medical problems or any medication on the card. **Any change of address, phone number or medical condition will need to be reported immediately to the school office.** We use the information from the card to contact parents/guardians in the event of a medical emergency.

STUDENT SUPERVISION BEFORE/AFTER SCHOOL

Students should not arrive at school before 8:00 a.m. Students are NOT to be in the hallways. ***Outside supervision will not be provided for students before 8:00am (9:00am on Wednesdays).** Parents/guardians will cooperate to ensure that the student does not arrive at school before this time for the student's safety.

Parents and non-attending children should not interact with students on campus before or after school hours. Parents should leave campus once their child is being supervised by school personnel.

Students will immediately leave school upon dismissal from their class unless participating in an after school activity. **After school supervision ends at 2:57pm.**

DISMISSAL / TRANSPORTATION

Early Release from School: No student is permitted to leave school before regular dismissal without prior written consent of the parent/guardian. Parents/guardians must sign students out through the office in all cases of early dismissal. **All adults are required to present a picture ID every time they sign a student out of school.** There are NO exceptions.

Walkers/Bike Riders: Students will leave school immediately upon dismissal from their class. Students will go directly home in a timely manner without loitering on any school campus. Students will cross streets at the intersections or at marked crossings. Bicycles may be ridden to school but it is not encouraged because of the high number of serious accidents involving young children on bicycles. Helmets will be worn when biking to school. All bikes and scooters will be parked in the bicycle parking area of the school. Locks are highly recommended. This designated parking area is **not locked or secured** and the school is not responsible for lost or stolen bicycles, scooters, skateboards, etc.



BUS TRANSPORTATION

Bus Conduct: Rules of conduct have been established to aid in the safe and efficient transportation of students. Students are expected to conduct themselves in such a manner so as to conform to classroom standards of behavior. The authority of the bus driver must be respected and the driver's directions must always be followed. The driver of the school bus has a very important and responsible position. State law gives the bus driver full authority over every student on the bus with no exceptions.

BUS RIDING IS A PRIVILEGE, NOT A RIGHT.

Bus Procedures: Students should be at the school bus stop at least five minutes before bus arrival time. If the student misses the bus it will be the responsibility of the parent/guardian to see that the student gets to school. No special transportation will be authorized.

Bus Discipline: If a student chooses to break one or more of the following bus rules, the driver may write a "bus referral". A "bus referral" may result in the student being suspended from the bus for any given number of days. Repeated referrals could result in permanent suspension from the bus.

1st Referral: Warning

2nd Referral: 1-2 day suspension from the bus (administrator discretion)

3rd Referral: Permanent suspension from the bus for remainder of year

BUS RULES: The driver will enforce the following rules:

- Students will enter the bus in an orderly manner and go directly to their seats, facing the front of the bus.
- Students will be courteous to the driver and fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
- Students will remain seated until the bus comes to a complete stop and upon signal from the driver, to enter the aisle and go directly to the exit.
- Any noise or behavior that may distract the driver's attention, such as loud talking, scuffling or fighting, throwing objects, or standing, or changing seats, is prohibited.
- Students will not put any part of the body out of the bus windows.
- Students will not throw any item from the bus.
- Students will not block the aisle or emergency exit with their body or personal belongings. Students may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other student or obstruct the driver's vision.
- Students will not damage or deface the bus or tamper with bus equipment.
- Students will not eat or drink while riding the bus.
- Students will not leave debris of any kind on the bus.
- Students are not permitted to bring animals or insects on the bus unless it is a service animal and the parent/guardian has previously notified the school about the animal in writing.

(AR 5131, 3543.)

CAFETERIA

Cafeteria Standards: Students are to enter the cafeteria, get their lunch tray and sit where directed by cafeteria duty supervisors. Students may visit with those immediately near them. Students will not shout or use excessively loud voices. **Food is not to be shared or thrown.** (Exception: Share Table)

Students are to eat their cold lunches in the cafeteria. Students are to remain on the school grounds during lunch unless a parent/guardian comes to the office and signs the student out.

If parents are bringing lunch to their child, please be sure that the lunch is on campus at least 15 minutes prior to the beginning of lunch.

**SODAS, CANDY, AND GUM ARE NOT ALLOWED IN THE CAFETERIA.
GLASS CONTAINERS OF ANY KIND ARE PROHIBITED.**

SNACKS ON CAMPUS

Students should not bring outside food to school, unless it is included in their cold lunch.

ANY FOOD/DRINK BROUGHT ON CAMPUS BEFORE THE BELL RINGS, MUST BE CONSUMED OR THROWN IN THE TRASH BEFORE GOING TO CLASS.

Portions of outside food should be single servings, only. Family sized bags will be confiscated, and returned to students after school.

There should be NO bags of chips, cookies, candy, etc. brought to school for snacking purposes. (BP 5030.)

DISTRICT WELLNESS POLICY

The school board recognized the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for students attending Coalinga-Huron schools. The District has written a policy that includes the type of foods to be offered in school lunches as well as the following: Candy should not be used as rewards in the classroom, outside food cannot be sold on campus during school hours or a half hour before and after school, and sodas and other sweet drinks are not allowed to be sold on campus. Fundraising activities will not include candy and sweets unless the activity takes place off campus.

Classroom parties/activities: One day per month can be designated by the teacher/school to be an “off policy day” and any parent/guardian that wants to bring pre-packaged store-bought food for a special event should make plans with the teacher in advance for that day. All parties must be teacher approved and should occur during the last 30 minutes of the day. (BP 5030.)

DISCIPLINE

All students have the right to be educated in a positive learning environment free from disruptions. Students are expected to follow the school rules at all times, including: on school grounds, going to and coming from school, at school activities and using district transportation. Consequences for violation of school rules are based on board policies. If a student is to stay after school with their teacher or an administrator, the parents/guardians will be notified one day in advance. (AR 5144; BP 5131.)

If a student's behavior continues to be disruptive to the educational process within the classroom, a parent or guardian may be required to come to school and attend class with the student. (Ed. Code § 48900.1.)

Rough-housing is not acceptable. Students are not permitted to hit, slap, push, pinch, or otherwise touch each other. These acts will be treated as a fight, even if both parties claim they were playing. Fighting will not be tolerated, and may result in suspension.

BULLYING

Students are prohibited from engaging in harassment, threats or intimidation of other students which is *sufficiently severe or pervasive as to have the expected effect of disrupting class work or creating a hostile or intimidating educational environment*. Such harassment may be verbal, written, or physical. Electronic harassment, threats or intimidation can also be considered as bullying. Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause substantial disruption shall be subject to discipline in accordance with district policies and regulations. **(BP 5131.2.)**

SCHOOL SAFETY PLANS

We recognize the importance of providing a safe school environment that is conducive to learning and ensures student safety. All staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and threats of disasters. The schools have developed comprehensive safety plans which detail procedures for handling emergencies and disasters. Fire, Earthquake and Lock Down emergency signals and procedures are incorporated into the school safety plans. During emergency situations, the school may have limited ability to communicate with parents/guardians; office staff may not answer phones. The District is committed to responding to any emergency situation with information to parents/guardians as soon as possible. However, student safety is our first priority. **(AR 3516; BP 3516.)**

STUDENT DISCIPLINE/SUSPENSION

Education Code 48900

A student may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the student has:

- (a)
 - 1. Caused, attempted to cause, or threatened to cause physical injury to another person;
 - 2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of the student's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Education Code section 32050.
- (r) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction or physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section.

Education Code 48900.2

Suspension – Sexual Harassment

In addition to the reasons specified in Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 will be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section will not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Education Code 48900.3**Suspension for Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a student in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Education Code 48900.4**Suspension/Expulsion - Prohibited Actions**

In addition to the grounds specified in Sections 48900 and 48900.2, a student enrolled in any grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment.

Education Code 48900.7**Suspension/Expulsion - Terrorist Threats**

In addition to the reasons specified in Section 48900.2, 48900.3, and 48900.4, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has made terroristic threats against school officials or school property, or both.

For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent to actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person to be reasonably in sustained fear for their own safety or for the protection of school district property, or the personal property of the person threatened or their immediate family.

STUDENT DISCIPLINE/EXPULSION

Mandatory Expulsion Recommendation and Mandatory Expulsion

Education Code 48915:

The principal or superintendent will immediately suspend and recommend expulsion, and the governing board will expel, for any of the following acts committed at school or at a school activity off school grounds:

Possessing, Selling, or Furnishing a Firearm - possession must be verified by district employee; this subdivision does not apply if the student had written permission to possess firearm from certificated employee;

Brandishing a Knife at Another Person - as defined in this section, "knife" means dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place; or a razor with an unguarded blade;

Sale of a Controlled Substance;

Committing or Attempting to Commit a Sexual Assault or Committing Sexual Battery;

Possession of an Explosive - as defined in this section, "explosive" means "destructive device" as described in Section 921 of the Title 18 of the United States Code. (Ed. Code § 48915 (c), (g).)

Mandatory Expulsion Recommendation but Discretionary Expulsion

The Principal or Superintendent will recommend expulsion, unless inappropriate under the circumstances, for any of the following acts committed at school or at a school activity off school grounds:

Causing Serious Physical Injury (except in self-defense);

Possession of Any Knife or Other Dangerous Object;

Possession of Any Controlled Substance (except for first offense of possession of not more than one ounce of marijuana);

Robbery or Extortion;

Assault or Battery upon a School Employee.

The governing board may expel these violations but only on finding that other means of correction are not feasible or have repeatedly failed or that due to the nature of the act the student's presence creates continuing danger to the physical safety of the student or others. (Ed. Code § 48915 (a), (b).)

Title I School-Level Parent and Family Engagement Policy Bishop, Cheney, Dawson, and Sunset Elementary Schools

2.0 With approval from the local governing board, [Coalinga Elementary Schools](#) have developed a written Title I parent and family engagement policy with input from parents and family members. Parents and other School Site Council (SSC) members and English Language Advisory Committee (ELAC) members were provided an opportunity to preview the policy and provide input for revisions of the policy. The school has distributed the policy to parents and family members of children served under Title I, Part A. Following the approval of the SSC, the policy is printed and distributed at the next SSC and ELAC meeting which is open to the public (*EC* Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

2.1 Involvement of Parents in the Title I Program

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents and family members in the Title I program at [Coalinga Elementary Schools](#), the following practices have been established:

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])
 - i. Students are identified as Title I using district criteria.
 - ii. Parents of Title I students are invited to attend the first Title I meeting of the school year. A flyer is sent out which states the date, location, and time of the annual Title I meeting.
 - iii. At the annual Title I Parent Meeting, parents are invited to request more Title I parent meetings. In addition, parents are encouraged to attend the SSC meetings to further learn about CES programs and for parents to express continuing input concerning academic programs.
- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 U.S.C. § 6318[c][2])
 - i. All parents are invited to attend the SSC meetings which are held four to five times throughout the school year. Parents are informed of the meeting dates via monthly calendar, Parent Square communication, and posting of meeting notices

in the office. The agenda is posted in the school office at least 72 hours in advance of the meeting.

- ii. Title I parents are invited to request a Title I meeting. This is announced at the annual Title I parent meeting.
- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])
- d) The school provides parents of participating children with the following:
1. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])
 - a. Parent Teacher Conferences
 - b. Title I parent meeting/s
 - c. SSC meetings
 - d. ELAC meetings
 - e. Pastries with Parents
 - f. Family Nights (Math, Literacy)
 - g. Other forms of teacher-parent communication (Text, Email, Social Media, weekly newsletters, etc.)
 2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of challenging State academic standards. (20 U.S.C. § 6318[c][4][B])
 3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])
 - a. Teachers are expected to and parents are encouraged to request meeting a meeting at any time they deem necessary. A meeting request can be generated via letter, telephone call, AERIES Communication and/or email. Parent-teacher communication is of the highest priority.

- b. Parents are encouraged to attend SSC meetings which are held four to five times throughout the school year. SSC meeting notices and agendas are posted a minimum of 72 hours prior to the meeting.
 - c. Parents conferences are especially designed to address student needs. Formal parent conferences occur two times per school year. Parents are notified a week prior to the scheduled conference. These notices can be generated via AERIES Communication letter, telephone call and/or email. If a parent is unable to attend a meeting, the parent has the right to request the meeting to be rescheduled and/or hold phone conference is recommended.
 - d. Parent and staff can request a Student Study Team (SST) meeting to discuss student concerns.
 - e. Scheduled meetings are planned for students with Individual Educational Plan (IEP) and Section 504.
- e) If the schoolwide program plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. (20 U.S.C. § 6318[c][5])
- i. Parents may provide input on the plan throughout the school year at SSC and ELAC meetings

2.2 Building Capacity for Involvement (Parent and Family Engagement Policy Continued)

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds establishes the practices listed below. (20 U.S.C. § 6318[e])

- a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][1])
 - a. Parent workshops are held throughout the year to provide parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - b. Parents receive results of academic progress on report cards and parent-teacher communication/contacts.

- c. The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318[e][2])
 - d. The school provides parent resources to help parents to help them work with their child to improve their child's achievement at Parent-Teacher conferences, Pastries with Principals events, on the school website, and Literacy/Math/STEAM nights.
- b) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])
- c) The school, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])
 - a. The school coordinates and integrates the Title I parental involvement programs with other programs, and conduct other activities, such as:
 - i. Serving on SSC and/or ELAC
 - ii. Back-to-School Night, Parent-Teacher Conferences, Open House, SEAL Gallery Walks, and Literacy/Math/STEAM Nights
- d) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])
 - a. The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format
- e) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])
 - a. The school offers a variety of parent workshops during flexible times such as morning, afternoon, and evening meetings.
 - b. Translation services are made available for Parent-Teacher conferences.

- c. Translation services are made available at all school functions, meetings, and/or workshops.

2.3 Accessibility

Coalinga Elementary Schools, to the extent practicable, provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

- 1) Spoken
 - a) AERIES Communication
 - b) Parent-Teacher Conferences
 - c) SSC and ELAC meetings
 - d) SST and IEP meetings
- 2) Written
 - a) English Language Proficiency Assessments for California (ELPAC)
 - b) ELAC Parenting meeting agenda and minutes
 - c) DELAC parent meeting agenda and minutes
 - d) Conference notices
 - e) Parent Involvement Policy
 - f) School-Parent Compact
 - g) Student Report Cards
 - h) Attendance Notices

2.4 School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the requirements listed below. (20 U.S.C. § 6318[d])

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])

1. Parents are provided multiple opportunities to provide input on the School-Parent Compact at Back-to-School Night, Title I annual meeting, SSC, and ELAC meetings. In addition, parents can also provide input during Pastries with Parents monthly events.
 2. The School-Parent Compact is reviewed with parents during Fall during Parent-Teacher conferences.
- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the requirements listed below. (20 U.S.C. § 6318[d][2])
1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][A])
 - a. Notification regarding parent-teacher conferences are sent out one week in advance in the parent home language if feasible.
 2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])
 - a. Parents are provided frequent and timely updates on the child's progress via AERIES gradebook, trimester report cards and other means used by the teacher.
 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])
 - a. Parents are encouraged to actively and appropriately engage in their child's learning.
 - b. Visitor and volunteer information is provided to parents annually at Back-to-School Night and is detailed in the Parent Student Handbook which is available in both English and Spanish.
 - c. The Parent-Handbook and Visitor and Volunteer Policy can be located on the school's website.
 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])
 - a. All notices are sent out in English and Spanish. If using AERIES Communication, notices will also be sent in other home languages if available.
 - b. Teacher and parent may request a meeting at anytime deemed necessary. Requests can be made via phone call, email, letter, or other means.

BISHOP AND CHENEY SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations, and help every student to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families that help each student achieve the school's high academic standards. Respect the school, students, staff, and families.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my daily screen time and, instead, study, read, or be read to, every day after school.
- Respect the school, classmates, staff, and families.

FAMILY/PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework, and monitor TV viewing.
- Read to my student or encourage my student to read every day (20 minutes K-3, and 30 minutes for grades 4-6). Ensure that my student attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my student's progress in school.
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student_____Teacher_____Parent/Guardian_____

PARENT/GUARDIAN

**NOTICE OF
RIGHTS AND**



RESPONSIBILITIES

DAWSON SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations, and help every student to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, weekly homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families that help each student achieve the school's high academic standards. Respect the school, students, staff, and families.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit all screen time.
- Respect the school, classmates, staff, and families.

FAMILY/PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my student or encourage my student to read every day (20 minutes K-3, and 30 minutes for grades 4-6). Ensure that my student attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my student's progress in school.
- Participate in school activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student _____ Teacher _____ Parent/Guardian _____

SUNSET SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations, and help every student to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families that help each student achieve the school's high academic standards. Respect the school, students, staff, and families.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my daily screen time, and, instead, study or read every day after school.
- Respect the school, classmates, staff, and families.

FAMILY/PARENT PLEDGE

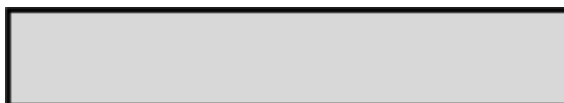
I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework, and monitor TV viewing.
- Read to my student or encourage my student to read every day (20 minutes K-3, and 30 minutes for grades 4-6). Ensure that my student attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my student's progress in school.
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student_____Teacher_____Parent/Guardian_____

PARENT/GUARDIAN

**NOTICE OF
RIGHTS AND**



RESPONSIBILITIES

The Governing Board recognizes that parents and guardians of District students have certain rights as well as responsibilities related to the education of their children. The Board believes that the education of the District's students is a shared responsibility. The Superintendent or designee shall work with parents/guardians to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school. The District encourages parents/guardians to support the learning environment of their children by monitoring attendance.

The following is a list of the rights you have as a parent or guardian of a child in public school. The rights listed are granted by federal or state laws and regulations. You have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office. (Education Code §§ 48980, 35291.)

A. ATTENDANCE OPTIONS/RESIDENCY

1. **Student Residency:** Students between the ages of 6 and 18 years are subject to compulsory education, and unless exempted, must enroll in school in the school district in which the residence of either the parent or guardian is located. (Ed. Code § 48200.)

A student may alternatively comply with the residency requirements for school attendance if: the district has approved interdistrict attendance; the student is placed in a regularly established children's institution, licensed foster home, or family home; the student is a foster child who remains in their school of origin pursuant to Education Code section 48853.5(d) and (e); the student is emancipated and lives within the district; the student lives in the home of an adult who has submitted a caregiver affidavit; or the student resides in a state hospital within the district. (Ed. Code §§ 46600, 48204.)

Additionally, a student may be enrolled in the district where a parent or legal guardian is employed, and the parent/guardian and student live at the parent/guardian's place of employment for a minimum of three days during the school week. (Ed. Code § 48204(a)(7).) The law allows, but does not require, the district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code § 48204.)

2. **Attendance Options:** All districts must inform parents/guardians at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by the district are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code § 48980(h).) There is also a process under the Open Enrollment Act for students enrolled in "low-achieving schools," as identified annually by the State Superintendent of Public Instruction. (Ed. Code § 48350 *et seq.*)

The District's policies on interdistrict and intradistrict transfers are attached. Parents interested in interdistrict or intradistrict transfers should contact the Superintendent's Office at 559-935-7500. The general requirements and limitations of each process are described as follows:

- a. Choosing a School Within the District in Which Parent Lives: Ed. Code, § 35160.5(b) requires the school board of each district to establish a policy that allows parents or guardians to choose the schools their children will attend, regardless of where the parent/guardian lives in the district. The law limits choice within a school district as follows:
 - i. Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
 - ii. In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
 - iii. Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
 - iv. A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
 - v. If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.
- b. Choosing a School Outside District in Which Parent Lives: Parents/guardians have three different options for choosing a school outside the district in which they live. The three options are:
 - i. Districts of Choice (Ed. Code §§ 48300 – 48315.): The law allows, but does not require, each school district to become a "district of choice" – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a "district of choice" must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a "random and unbiased" process, which prohibits student enrollment and district communications about enrollment from being based upon actual or perceived academic or athletic performance, or any other personal characteristic. If the number of transfer applications exceeds the number of students the school board is willing to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. If the district chooses not to become a "district of choice," a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

1. Either the district to or from which a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
 2. No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
 3. Siblings of students already attending school in the “district of choice” must be given transfer priority.
 4. A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.
- ii. Other Interdistrict Transfers (Ed. Code §§ 46600-46611.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:
1. Once a student is enrolled in a school pursuant to an interdistrict transfer agreement, the student must be allowed to continue to attend the school in which the student is enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for students entering grade 11 or 12 in the subsequent school year.
 2. Upon request, a student determined to be the victim of an act of bullying by a student of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code §§ 46600(b), 48900(r).)
 3. If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- iii. Enrollment Based on Parental Employment
1. “Allen Bill” Transfers: The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which the student’s parents/guardians physically work for a minimum of 10 hours during the school week if that is different from the school district in

which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Ed. Code, § 48204(b) include:

- a. Either the district in which the parent/guardian lives or the district in which the parent/guardian physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.
- b. The district in which the parent/guardian physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.
- c. There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- d. There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

2. **Parent and Student Living at Parent’s Place of Employment for a Minimum of Three Days During the School Week:** Parents/guardians may apply for enrollment of their child in a school district in which the parent/guardian is employed, and where the parent/guardian and child live at the parent/guardian’s place of employment for a minimum of three days during the school week. (Ed. Code § 48204(a)(7).)

- c. **Applying to Attend a School under the Open Enrollment Act:** The Open Enrollment Act allows the parent/guardian of a student enrolled in a “low-achieving school” to submit an application for the student to transfer to another public school served by the school district of residence or another school district. (Ed. Code § 48350 *et seq.*) The parent/guardian must submit an application requesting a transfer to the school district in which the parent/guardian does not reside, but in which the parent/guardian intends to enroll the student. With some exceptions, the application must be submitted prior to January 1 of the school year before the school year for which the student is requesting a transfer. Both of the school districts from which and to which the parent/guardian has applied to transfer may prohibit or limit student transfers in accordance with the Open Enrollment Act. Additionally, the school district in which the parent/guardian does not reside, but in which the parent/guardian intends to enroll the student may adopt specific, written standards for acceptance and rejection of applications pursuant to the Open Enrollment Act. (Ed. Code § 48356.)

3. **Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

In the event any parent/guardian, student or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this District, and the principal's office in each attendance area have copies of the law available for parent/guardian information. This law particularly authorizes interested persons to request the governing board of the District to establish alternative school programs in each district. (Ed. Code § 58501.)

- 4. **Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the student's parent/guardian to notify the school district in which the student is deemed to reside of the student's need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. Once the parent/guardian has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent/guardian if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five days. (Ed. Code §§ 48206.3, 48207, 48208, 48980(b).)

B. ATTENDANCE/ABSENCES

- 1. **No Academic Penalty for Excused Absence:** No student may have their grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code §§ 48205, 48980(j).)
 - a. A student shall be excused from school when the absence is:
 - i. Due to the student's illness.

- ii. Due to quarantine under the direction of a county or city health officer.
- iii. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- iv. For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- v. For the purpose of jury duty in the manner provided for by law.
- vi. Due to the illness or medical appointment during the school hours of a child of whom the student is the custodial parent.
- vii. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the student's absence has been requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- viii. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- ix. For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent of the district.

A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

"Immediate family," as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the student or of the spouse of the student, and the spouse, son, son-in-law,

daughter, daughter-in-law, brother, or sister of the student, or any relative living in the immediate household of the student. (Ed. Code § 48205.)

2. **Absence for Religious Exercises and Instruction:** Students may be excused, with written permission from a parent/guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Such absences may not exceed four days per month. Every student so excused must attend at least the minimum level of school days required for the student's grade. (Ed. Code § 46014.)
3. **Excused Absences for Students Obtaining Medical Services Without Parent/Guardian Consent:** For students in grades 7 to 12, school authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian. (Ed. Code § 46010.1.)
4. **Minimum Days and Staff Development Days:** The school District shall notify parents/guardians of all students of the schedule of minimum days and student-free staff development days, and if minimum or student-free staff development days are scheduled thereafter, the governing board shall notify parents/guardians of the affected students as early as possible but no later than one month before the scheduled minimum or student-free staff development day. (Ed. Code § 48980(c).)
5. **Open Campus:** The Governing Board, pursuant to section 44808.5 of the Education Code has decided to permit the students enrolled at Coalinga High School to leave school grounds during the lunch period only. Neither the District nor any officer or employee thereof will be liable for the conduct or safety of any high school student during such time as the student has left the school grounds. (Ed. Code §§ 44808.5, 48980.)

C. STUDENT INSTRUCTION

1. **Students in Danger of Failing a Course:** Parents/guardians will be notified when a teacher determines that a student is in danger of failing a course. (Ed. Code §§ 49063(j), 49067.)
2. **Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional material of every course offered, is available at the school site for parent review upon request. Copies are available for a reasonable fee not to exceed the actual copying cost. (Ed. Code §§ 49063, 49091.14.)
3. **Teacher and Paraprofessional Qualifications:** At the beginning of each school year, school districts who receive Title I federal funding must inform parents/guardians that they may request and obtain information regarding the professional qualifications of the students' classroom teachers and paraprofessionals, including, at a minimum, the following: (1) whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; (3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and (4) whether the student is provided services by paraprofessionals and, if so, their qualifications. (20 U.S.C. § 6311(h)(6); 34 C.F.R. § 200.61.)
4. **Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the student must notify the teacher regarding such

objection, and the objection must be substantiated with a written note from the student's parent/guardian. If the student chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the student to develop and agree upon an alternate education project or test for the purpose of providing the student an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (Ed. Code §§ 32255-32255.6.)

5. **Excuse from Health Instruction on Religious (Moral) Grounds:** A parent/guardian may request in writing that a student be excused from any health instruction that conflicts with religious training and beliefs and personal moral convictions of a parent/guardian. The student will then be excused from the part of the instruction that conflicts with the parent/guardian's religious training, beliefs, and personal moral convictions. (Ed. Code § 51240.)
6. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** At the beginning of each school year, or, for a student who enrolls in a school after the beginning of the school year, at the time of that student's enrollment, each school district will notify the parent/guardian of each student about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the coming year. The notice will include all of the following:
 - a. Advise the parent/guardian that written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
 - b. Advise the parent/guardian whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel or by outside consultants. If the school elects to provide this instruction by outside consultants or guest speakers, the notice shall include the date of instruction, the name of the organization or affiliation of each guest speaker, and an indication that the parent/guardian has the right to request a copy of information about the instruction. (Ed. Code §§ 51933, 51934 and 51938.) If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.
 - c. Information explaining the parent's/guardian's right to request a copy of Education Code sections 51930-51939.
 - d. Advise the parent/guardian that the parent/guardian may request in writing that their student not receive all or part of any comprehensive sexual health education, HIV/AIDS prevention education, or assessments related to that education.

If a school receives a written request from the parent/guardian excusing a student from any part of comprehensive sexual health education, HIV/AIDS prevention education, or related assessments, then the student may not be subject to disciplinary action, academic penalty, or other sanction and an alternative educational activity must be made available to the student.

This section does not apply to human reproductive organs which may appear in physiology, biology, zoology, general science, personal hygiene, or health textbooks, adopted pursuant to law. (Ed. Code §§ 51930-51939, 48980.)

7. **Student Surveys, Tests, and Questionnaires Regarding Sexual Attitudes and Practices:** The law authorizes the District to use anonymous, voluntary and confidential research and evaluation tools to measure 7th – 12th grade students' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The parent/guardian may review the test, questionnaire, or survey. If a school receives a written request from the parent/guardian excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty, or other sanction and an alternative educational activity must be made available to the student. (Ed. Code §§ 51938(c), 51939.)
8. **Student Surveys, Tests, and Questionnaires Regarding Personal Beliefs, Political Affiliations, Behavior, and Close Family Relationships:** No test, questionnaire, survey, or examination shall be administered without prior notification and written permission from the parent/guardian which has questions about you or your student's beliefs and practices in: sex; family life; morality; religion; political affiliations or beliefs; illegal, anti-social, self-incriminating, or demeaning behavior; mental or psychological problems; legally recognized privileged relationships (such as, a lawyer, physician, or religious leader); critical appraisals of individuals with whom you have close family relationships; or, income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Parents/guardians may inspect all instructional materials, including teacher manuals, films, tapes, or other supplementary material to be used in connection with any survey, analysis, or evaluation. (Ed. Code §§ 51513, 60614; 20 U.S.C. § 1232h(a)-(b).)
9. **Advance Placement Examination Fees:** State funds are available to award grants to students to cover the costs of advanced placement examination fees. Any economically disadvantaged student who is enrolled in an advanced placement course may apply to their school for a grant. (Ed. Code §§ 48980(k), 52242.)
10. **Exemption from California Assessment of Student Performance and Progress (CAASPP):** Each year, parents/guardians will be notified regarding their student's participation in the CAASPP assessment system. Parents/guardians wanting to excuse their students from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis. (Ed. Code §§ 60615, 60604, 60640; 5 C.C.R. § 852.)

D. CAREER COUNSELING

1. **Career Counseling and Course Selection:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity in the guidance and counseling of career, vocational, or higher education opportunities for a student, and allow parents to participate in counseling sessions and decisions. (Ed. Code § 221.5(d).)
2. **Career Technical Education Courses to Satisfy Graduation/College Admission Requirements:** If a district elects to allow a career technical education course to satisfy the requirement of Education Code section 51225.3(a)(1)(E), the district must provide annually to parents/guardians: (1) information about the high school graduation requirements of the district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California; and (2) a complete list of career technical education courses offered by the

district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy. (Ed. Code §§ 51225.3, 48980(m).)

3. **College Admission Requirements:** The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. In order to attend a community college, a student need only be a high school graduate or 18 years of age. In order to attend a CSU, the student has to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if the student's GPA is 3.0 or above. In order to attend a UC the student must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. The student may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following web sites:
4.
 - a. www.cccco.edu -This is the official website of the California Community College system. It offers links to all of the California Community Colleges.
 - b. www.essist.org -This site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.
 - c. www.csumentor.edu -This online site offers assistance to students on the CSU system, including the ability to apply online, and links to all CSU campuses.
 - d. www.universityofcalifornia.edu -This website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These programs and classes offered by a school are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement.

Students can learn more about career technical education by referring to the following webpage:
www.cde.ca.gov/ds/sl/rp.

Students may meet with their high school counselor to choose courses at the school that will meet college admission requirements or enroll in career technical education courses or both. (Ed. Code § 51229.)

5. **Investing for Future College Education:** Parents/guardians are advised of the importance of investing for the future college or university education of their students and of considering appropriate investment options, including, but not limited to, United States savings bonds. (Ed. Code § 48980(d).)
6. **List of Courses Offered Meeting UC Admission Requirements:** Districts must annually provide to each high school student accurate, updated lists of courses that are currently offered by the high schools and are certified by the University of California as meeting admission requirement criteria. (Ed. Code § 66204.)

E. STUDENT RECORDS

1. **Inspection of Student Records:** State law requires that the District notify parents/guardians of the following rights which pertain to student records. (Ed. Code §§ 49063, 49069; 34 C.F.R. § 99.7.)
 - a. A parent/guardian has the right to inspect and review student records relating directly to their student during school hours or obtain a copy of such records within five business days of the parent's/guardian's request.
 - b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at their student's school. The principal of each school is ultimately responsible for maintenance of student records.
 - c. A parent/guardian with legal custody has a right to challenge information contained in their student's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent/guardian may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes 18 years of age.

The parent/guardian may file a written request with the Superintendent of the district to remove any information recorded in the written records concerning the student which is alleged to be:

- i. Inaccurate.
- ii. An unsubstantiated personal conclusion or inference.
- iii. A conclusion or inference outside of the observer's area of competence.
- iv. Not based on the personal observation of a named person with the time and place of the observation.
- v. Misleading.
- vi. In violation of the privacy or other rights of the student.

Within 30 days, the Superintendent shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the district, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent/guardian may appeal the decision to the Governing Board within 30 days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code § 49070.)

If the final decision of the Board is unfavorable to the parents/guardians, or if the parent/guardian accepts an unfavorable decision by the District Superintendent, the parent/guardian shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- d. A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Record Logs are located at each school and are open to inspection by parents/guardians. (Ed. Code § 49064.)
- e. School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental/guardian consent. “School officials and employees” are persons employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and district-employed law enforcement personnel), a Board member, a person or company with whom the district has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent/guardian or student (if 16 years of age or older, or has completed 10th grade) whose access to student records is legally authorized. A “legitimate educational interest” is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g.)
- f. Parents/guardians have the right to authorize the release of student records to themselves. Only parents/guardians with legal custody can authorize the release of student records, including personally identifiable information, to others, except to the extent disclosure without consent is permitted by law (such as to authorized individuals pursuant to a subpoena or court order). (Ed. Code §§ 49075, 49076 *et seq.*; 34 C.F.R. § 99.1 *et seq.*)
- g. Parents/guardians will be charged twenty-five cents (25¢) per page for the reproduction of student records.
- h. Parents/guardians have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g).)

The name and address of the Office that administers these complaints are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-5920

- i. Parents/guardians have the right to availability of instructional materials and to discuss the curriculum.
- j. Parents/guardians have the right to review student records and be provided an opportunity to explain absences.

- k. Parents/guardians may obtain a copy of the District's complete student records policy by contacting the Superintendent.
2. **Directory Information:** Parents/guardians shall be notified regarding the District's policy to release directory information on students or former students to officials; organizations or individuals. No information shall be released when a parent/guardian has notified the District not to release such information.

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

Federal law requires school districts to provide certain entities, such as military recruiters, post-secondary educational institutions, or prospective employers, with access to student directory information unless the parent/guardian requests in writing that the student's name, address, and telephone listing not be released to these entities without prior written consent. The District shall notify parents/guardians of the option and shall comply with the choice of the parents/guardians.

Directory information may be released according to local policy regarding any student or former student, provided that notice is given at least on an annual basis of the categories of information which the school plans to release and of the recipients. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information: Name, address, telephone, date of birth, email address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. In accordance with state and federal law, the District may also make available photographs, videos, and class rosters. (Ed. Code §§ 49060 *et seq.*, 49073, 49076; 20 U.S.C. § 1232g; 34 C.F.R. § 99.7.)

3. **Cal Grant Program/Senior Opt-Out:** The District will give written notice annually, by October 14, to each 12th grade student and to the parents/guardians of 12th graders under the age of 18, that students will be automatically deemed Cal Grant applicants unless the student, or the parent/guardian of the student is a minor, opts out within 30 days of receipt of this notice. 12th graders who are 18 years or older and parents/guardians of minor 12th graders may contact Wendy Berky, at 559-935-7520, ext. 14513, if they do not want the student's grade point average reported to the California Student Aid Commission (CSAC) for purposes of the Cal Grant Program. Coalinga High School plans to first submit senior GPAs electronically to the CSAC on or after October 30, 2016. (Ed. Code § 69432.9(d).)
4. **Transfer of Suspension and Expulsion Disciplinary Records:** The District will forward student records, including suspension and/or expulsion disciplinary records, to other schools that have requested the records and in which the student seeks to enroll. (34 C.F.R. §§ 99.7, 99.34(a)(ii).)

F. **STUDENT HEALTH**

1. **Immunizations:** Your child must be immunized against certain diseases before being admitted to school, unless exempted for medical or religious reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunization requirement until they complete the "grade span" they were in as of January 1, 2016. Grade spans are:

(1) birth through preschool; (2) Kindergarten through 6th grade; and (3) 7th through 12th grade. Students entering District schools for the first time or advancing to 7th grade after July 1, 2016, will no longer be exempt from immunizations based on their religious or personal beliefs. (Ed. Code § 48216; Health and Safety Code §§ 120335, 120370.)

A parent/guardian may consent, in writing, for a registered nurse acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a student at school. (Ed. Code § 49403; Health and Saf. Code § 120380.)

2. **Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent/guardian has a current written objection on file. However, the student may be sent home if the school believes the student to be suffering from a recognized contagious or infectious disease and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code §§ 48980(a), 49451, 49452, 49452.5 and 49455; Health & Saf. Code, § 124085.)
3. **Administration of Medication:** Any student who is required to take, during the regular school day, medication prescribed for the student by a physician, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine and/or inhaled asthma medication under the following circumstances:
 - a. In order for the student to be assisted by a school nurse or other designated school personnel, the school district shall obtain both a written statement from the physician, surgeon or physician's assistant, detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and a written statement from the parent/foster parent/guardian of the student indicating the desire that the school district assist the student in the matters included in the physician's statement.
 - b. In order for the student to carry and self-administer prescription auto-injectable epinephrine and/or inhaled asthma medication, the school district shall obtain a written statement from the physician or surgeon detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and confirming that the student is able to self-administer the medication. In the case of auto-injectable epinephrine, a physician's assistant may also provide this written statement.
 - c. A written statement from the parent/foster parent/guardian of the student consenting to self-administration, as well as providing a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from any liability if the self-administering student suffers an adverse reaction as a result of self-administration must also be provided. A student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed. The written statement and release shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. (Ed. Code §§ 48900, 48980, 49423, 49423.1, 49423.5, 49480; 5 C.C.R. §§ 600-611.)
4. **Continuing Medication:** The parent/guardian of a student on continuing medication for a non-episodic condition shall inform the school of the medication, the dosage and the name of the physician. With the

consent of the parent/guardian, the school nurse may communicate with the physician and may connect with school personnel regarding the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The Superintendent of the school District shall be responsible for informing parents/guardians of the requirements of this section. (Ed. Code § 49480.)

5. **Anti-Seizure Medication:** Parents/guardians of a student with epilepsy who has been prescribed an emergency anti-seizure medication may request that their student's school have one or more of its employees receive voluntary training in the administration of the medication in the event that the student suffers a seizure when a nurse is not available. Upon receipt of the parent's/guardian's request, the school district must notify the parent/guardian that the student may qualify for an individualized education program or a Section 504 plan. (Ed. Code § 49414.7(c)-(d).)
6. **Medical Coverage for Injuries:** Medical and hospital services for students injured at school or school-sponsored events, or while being transported, may be insured at parent's/guardian's expense. No student shall be compelled to accept such services without the student's consent or, if the student is a minor, without the consent of a parent/guardian. (Ed. Code §§ 49471, 49472, 48980)
7. **Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code §§ 32221.5, 49471)
8. **Nutrition Program:** Free or reduced priced meals are available at school for students whose parents/guardians qualify based on household income. (Ed. Code §§ 49520, 48980.)
9. **Oral Health Assessment:** A student, while enrolled in Kindergarten in a public school, or while enrolled in first grade in a public school if the student 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 dental health professional no earlier than 12 months prior to the date of the initial enrollment of the student. A school district shall notify the parent/guardian of a student of this assessment requirement which notification, at a minimum shall contain the following:
 - a. An explanation of the administrative requirements of this section;
 - b. Information on the importance of primary teeth;
 - c. Information on the importance of oral health to overall health and learning;
 - d. A toll-free telephone number to request an application for Healthy Families, Medi-Cal, or other government-subsidized health insurance programs;
 - e. Contact information for county public health departments; and
 - f. A statement of privacy applicable under state and federal laws and regulations. (Ed. Code § 49452.8.)

10. **Sun Protective Clothing and Sunscreen:** During the school day, students can wear sun protective clothing, including, but not limited to, hats when outside during the school day. Students may also apply sunscreen during the day without a doctor's note or prescription. Each school site may set policies related to the type of sun protective clothing students will be allowed to use and the use of sunscreen. (Ed. Code § 35183.5.)
11. **Pesticide Products:** All schools are required to provide parents/guardians with annual written notice of expected pesticide use at schools. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition where advance notification and prior sign posting may not be feasible, a warning sign will be posted immediately upon application of the pesticide. Parents/guardians may request prior notice of individual pesticide applications at the school. If a parent/guardian wishes to be notified in writing at least 72 hours prior to the application of an individual pesticide at the school, the parent/guardian can register to be on a contact list with the Facilities Department, by calling (559) 935-7640.

For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation's website at www.cdpr.ca.gov. (Ed. Code §§ 48980.3, 17611.5, 17612.)

12. **Asbestos Management Plan:** The law allows parents/guardians to review the complete updated management plan for asbestos containing material in school buildings. At least once each year, the District will notify parents/guardians, students, and staff about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 C.F.R. §§ 763.84(c), 763.93.)

G. SPECIAL NEEDS STUDENTS

1. **Special Education and Section 504:** Every student with exceptional needs, who is eligible to receive educational instruction and/or related services, shall receive such educational instruction, services, or both, at no cost to the student's parents/guardians or, as appropriate, to the student. State and Federal law requires that a free and appropriate education in the least restrictive environment be offered to qualified disabled students. (Ed. Code § 56000 *et seq.*) Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Parents/guardians with a student with exceptional needs may contact the Director of Special Education, Tony Rodriguez, at 559-935-7600, for specific information on available services. (Ed. Code § 56040 *et seq.*) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104.32.) For requests for services under Section 504, parents/guardians may contact Lori Villanueva, Assistant Superintendent of Educational Services at 559-935-7600.
2. **Child Find Policies:** All individuals with disabilities residing in the state, including those who are homeless or wards of the state, shall be identified, located and assessed as required. Each district, special education local plan area, or county office, shall establish written policies and procedures for a continuous child-find system which addresses the relationship among identification, screening, referral,

assessment, planning, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents/guardians of their rights under this chapter, and the procedure for initiating a referral for assessment. Parents/guardians shall be given a copy of their rights and procedural safeguards upon initial referral for assessment, upon notice of an individualized education program meeting or reassessment, upon filing a complaint, and upon filing for a pre-hearing mediation conference. (Ed. Code § 56301.)

H. STUDENT DISCIPLINE

1. **Student Discipline:** District and school rules pertaining to student discipline are available to parents or guardians of District students in the school office. Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or District property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code § 35291.)
2. **Suspension for Unruly or Disruptive Conduct:** Teachers may require a parent/guardian of a student who has been suspended for unruly or disruptive conduct to attend class with the student for a portion of the school day. (Ed. Code §§ 48900.1, 48914; Labor Code § 230.7.)

I. NONDISCRIMINATION

1. **Nondiscrimination in District Programs and Activities:** Federal law prohibits discrimination in the District's education programs and activities on the basis of race, color, national origin, sex (sex discrimination includes sexual harassment and discrimination against a student based on pregnancy, child birth, false pregnancy, termination of pregnancy or recovery from pregnancy or child birth related conditions), marital, parental, or family status. The District does not discriminate in admission or access to its education programs and activities. Any questions or concerns regarding noncompliance can be directed to the school's principal. The District's Title IX Coordinator is Scott Yeager and he can be reached in person at 657 Sunset Street, Coalinga, CA or by telephone at (559) 935-7504, or by e-mail at syeager@chusd.k12.ca.us. (20 U.S.C. §§ 1681 *et seq.*, 1684; 42 U.S.C. § 2000d; 34 C.F.R. §§ 100.3, 100.6, 106.9.)

State law prohibits discrimination, harassment, intimidation, and bullying in the District's education programs and activities on the basis of gender (which includes sex and a person's gender identity, gender expression, and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), sex (sex discrimination includes sexual harassment and discrimination against a student based on pregnancy, child birth false pregnancy, termination of pregnancy or recovery from pregnancy or child birth related conditions, or denial of lactation accommodations for lactating students), age, race (includes ancestry, color, ethnicity, ethnic group identification, and ethnic background), national origin, nationality, religion (includes all aspects of religious belief, observance and practice, and includes agnosticism and atheism), mental or physical disability, genetic information, sexual orientation (includes heterosexuality, homosexuality, and bisexuality), or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics. Complaints may be filed with the Superintendent under the District's Uniform Complaint Procedure attached to this notice. (Ed. Code §§ 200, 210.7, 212.1, 212.3, 212.6, 220, 221.5)

et seq., 234 *et seq.*; Penal Code § 422.55; Government Code § 11135; 5 C.C.R. §§ 4610(c), 4622, 4950; 34 C.F.R. § 106.40.)

2. **Nondiscrimination Based on Disability:** Section 504 prohibits discrimination on the basis of disability. It requires school districts to identify and evaluate children with physical or mental impairment that substantially limits one or more major life activities. These students are eligible to receive services and aid to meet their needs. The District Superintendent or the superintendent's designee is responsible for handling complaints of discrimination based on disability. Please contact Scott Yeager, Director of Human Resources, with any questions at 559-935-7500. (34 C.F.R. § 104.8, 28 C.F.R. § 35.106.)

J. COMPLAINTS

1. **Local Control Accountability Plan Noncompliance:** School districts, charter schools, and county offices of education are required to adopt and annually update their Local Control Accountability Plans. LCAP non-compliance complaints may be filed under the District's Uniform Complaint Procedures and may be filed anonymously. If a complainant is not satisfied with the District's decision, the complainant may appeal to the California Department of Education (CDE) and receive a written decision within 60 days. (Ed. Code § 52075.)
2. **Student Fees, Charges, and Deposits:** Students shall not be required to pay a fee or charge, or make a deposit, as a condition for participation in District educational activities, unless authorized by law. Student fee complaints are handled through the District's Uniform Complaint Procedures. (Ed. Code § 49010-49013.)
3. **Uniform Complaint Procedures:** The District maintains a Uniform Complaint Procedure for investigating complaints regarding:
 - a. Discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability;
 - b. Violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Migrant Education, Career/Technical Education, Regional Occupational Centers and Programs, Child Development, Special Education, Nutrition services, school safety planning and Local Control Accountability Plans;
 - c. The imposition of student fees for participation in educational activities;
 - d. Noncompliance with laws pertaining to homeless and students in foster care;
 - e. The failure to accommodate lactating students; and,
 - f. Failure to comply with physical education instructional minute requirements for elementary schools serving grades 1-8.

The District has designated Scott Yeager, Director of Human Resources, as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure District compliance with the law. For more information concerning the filing of uniform complaints, copies of

the Board Policies and Administrative Regulations pertaining to these complaint procedures are available free of charge upon request at the school or District offices. The Uniform Complaint Procedure policy is attached to this notice. (Ed. Code §§ 222, 32286, 32289, 35186, 49013, 52234.7, 56046; 5 C.C.R. §§ 4610, 4622, 4632, 4680-4687.)

4. **Uniform Complaints – Rights of Homeless Students and Students in Foster Care:** The District's Uniform Complaint Procedures cover complaints pertaining to the education of homeless students and students in foster care, including, but not limited to, a school district's failure to:
 - a. Allow a foster child to remain in their school of origin while resolution of a school placement dispute is pending;
 - b. Foster children must be allowed to continue their education at their school of origin. If a foster child in grade K-8 is removed from the foster care system before the end of the school year, the former foster child must be allowed to finish the school year in their school of origin;
 - c. Place a foster child in the least restrictive educational programs and provide access to academic resources and services, and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the child;
 - d. Provide educational services for foster children living in emergency shelters;
 - e. Designate a staff person as the educational liaison for foster children. The educational liaison must ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children, and assist foster children when transferring from one school or district to another by ensuring the proper transfer of credits, records and grades;
 - f. Compile and transfer the complete educational record, including full or partial credits earned and the current classes and grades, of a transferring foster child to the next educational placement;
 - g. Ensure the proper and timely transfer between schools of students in foster care;
 - h. Within two business days of receipt of a transfer request or notification of enrollment from the new local educational agency, transfer the student and deliver the student's complete educational information and records to the next educational placement;
 - i. Ensure that no lowering of grades will occur as a result of a foster student's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity;
 - j. Notify foster and homeless students transferring after the completion of the second year of high school, within 30 days of the transfer, that they may be exempt from local graduation requirements and that this exemption continues after the court's jurisdiction over a foster child ends or when a homeless student is no longer homeless;
 - k. Accept coursework satisfactorily completed by a homeless student or student in foster care while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or

agency, even if the student did not complete the entire course; and for failing to issue full or partial credit for the coursework completed;

- l. School districts may not require that a homeless student or a student in foster care retake a course if the student has satisfactorily completed the entire course in a public school, a juvenile court school, or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the school district may not require that the student retake the portion already completed, unless the school district, in consultation with the holder of the student's educational rights, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the student must be enrolled in the same or equivalent course in order to continue and complete the entire course;
- m. A student in foster care or a homeless student may not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California;
- n. Exempt a homeless or student in foster care transferring between schools at any time after the completion of the student's second year of high school from all coursework and other requirements adopted by the district's Governing Board that are in addition to the statewide coursework requirements for graduation found in Education Code section 51225.3, unless the district makes a finding that the student is reasonably able to complete the district's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school;
- o. Within 30 calendar days of the school transfer, the school district must notify a student in foster care or a homeless student who may qualify for the exemption from local graduation requirements, the person holding the right to make educational decisions for the student, the foster student's social worker or probation officer, and, in the case of homeless students, the school district's liaison for homeless students, of the availability of the exemption from local graduation requirements and whether the student qualifies for the exemption; and,
- p. If the district determines that a student in foster care or a homeless student is reasonably able to complete the district's graduation requirements within the student's fifth year of high school, the district must do all of the following:
 - i. Inform the student of the student's option to remain in school for a fifth year to complete the district's graduation requirements;
 - ii. Inform the student, and the person holding the right to make educational decisions for the student, about how remaining in school for a fifth year to complete the district's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution;
 - iii. Provide information to the student about transfer opportunities available through the California Community Colleges; and

- iv. Upon agreement with an adult student or upon agreement with the person holding the right to make educational decisions for a student under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements.
- q. If a student in foster care or a homeless student is exempted from local graduation requirements and completes the statewide graduation coursework requirements in Education Code section 51225.3 before the end of the student's fourth year of high school and that student would otherwise be entitled to remain in attendance at the school, the school district may not require or request that the student graduate before the end of the student's fourth year of high school;
- r. If a student in foster care or a homeless student is exempted from local graduation requirements, the school district must notify the student and the person holding the right to make educational decisions for the student of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and must provide information about transfer opportunities available through the California Community Colleges;
- s. A student in foster care or a homeless student who is eligible for the exemption from local graduation requirements and who would otherwise be entitled to remain at the school, shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements;
- t. If a student in foster care or a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the school district must exempt the student at any time if they request and qualify for the exemption;
- u. Once a student in foster care or a homeless student is exempted from local graduation requirements, the school district shall not revoke the exemption;
- v. If a student in foster care is exempted from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while the student is enrolled in school or if the student transfers to another school or school district;
- w. If a homeless student is exempted from local graduation requirements, the exemption must continue to apply after the student is no longer homeless while the student is enrolled in school or if the student transfers to another school or school district; and
- x. A school district may not require or request that a student in foster care or a homeless student transfer schools in order to be exempted from local graduation requirements.

A complainant not satisfied with the District's decision may appeal to the CDE and receive a written decision from the CDE within 60 days. (Ed. Code §§ 48204(a)(2), 48853, 48853.5(e), 48980(h), 49069.5, 51225.1, 51225.2, 51225.3; 5 C.C.R. § 4622.)

5. **Uniform Complaints – Lactation Accommodations for Parenting Students:** The District must provide reasonable accommodations to lactating students on school campuses to express breast milk, breastfeed an infant child or address other needs related to breastfeeding. A student may not incur an academic penalty as a result of the student's use of reasonable lactation accommodations and must be

provided an opportunity to make up any work missed due to such use. A complaint of noncompliance with this provision may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal to the CDE and receive a written decision within 60 days. (Ed. Code § 222(f).)

6. Uniform Complaints – Assigning Students to Course Periods Without Educational Content:

Beginning with the 2016-2017 school year, school districts may not assign students in grades 9-12 to course periods without educational content for more than one week in any semester without written parent/guardian consent and related documentation. "Course periods without educational content" are defined to include course periods where: (1) a student is released early from school; (2) the student is assigned to a service, instructional work experience or to a course to assist a certificated employee, but is not expected to complete curricular assignments; or (3) where the student is not assigned to any course during the class period.

School districts are also prohibited, without written parent/guardian consent and related documentation, from enrolling 9-12th graders in classes they have previously completed and received a grade that is satisfactory to receive a high school diploma and to attend a California public institution of postsecondary education. Non-compliance complaints may be filed under the District's Uniform Complaint Procedures. A complainant not satisfied with the District's decision may appeal to the CDE and receive a written decision from the CDE within 60 days. (Ed. Code §§ 51228.1, 51228.2, and 51228.3.)

7. Uniform Complaints – Elementary School Physical Education Instructional Minutes: Students in grades 1-6 and students in elementary schools serving grades 1-8 are required to receive, at minimum, 200 minutes of physical education instruction each 10 school days, exclusive of recesses and lunch periods. Complaints regarding a school district's failure to comply with these physical education instructional minute requirements may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal to the CDE and receive a written decision from the CDE within 60 days. (Ed. Code § 51210.)

8. Uniform Complaints – School Safety Planning Noncompliance: The District is required to have each school's safety plan be in compliance with the law. Complaints regarding a school district's failure to comply with these requirements may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal to CDE. (Ed. Code § 32289.)

9. Williams Complaints: Complaints pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancies or misassignments may be filed anonymously with the school Principal or the Principal's designee. (Ed. Code §§ 35186, 60851.5; 5 C.C.R. § 4680-4687.)

K. SAFETY

1. Sexual Harassment Policy: Attached to this notice is a copy of the District policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the policy will be displayed in a prominent location, provided as part of any orientation for new

students, distributed to all employees and included in publications that set forth the District's standards of conduct. (Ed. Code §§ 231.5, 48980(g).)

2. **Fingerprinting:** The governing board of any school district may offer a fingerprinting program for children enrolled in Kindergarten or newly enrolled in that district. Each parent/guardian shall be informed of the school fingerprinting program when the student first enrolls in public schools. At that time, the parent/guardian shall declare in writing whether the parent/guardian wants the student to be fingerprinted in the school program. If the parent/guardian consents to fingerprinting, the parent/guardian shall pay the applicable fee. The parent/guardian shall be informed in writing at the time of enrollment that they may reverse, in writing, their declaration on fingerprinting at any time. Students shall not be fingerprinted without consent of the parent/guardian. (Ed. Code § 32390.)
3. **School Bus Passenger Safety:** Upon registration, parents/guardians of students not previously transported in a school bus, shall be provided with written information on school bus safety. This applies to pre-Kindergarten, Kindergarten and grades 1 to 6. The information provided to parents/guardians of students shall include, but not be limited to, all of the following:
 - a. A list of school bus stops near each student's home;
 - b. General rules of conduct at school bus loading zones;
 - c. Red light crossing instructions;
 - d. School bus danger zone; and
 - e. Walking to and from school bus stops. (Ed. Code § 39831.5.)
4. **Megan's Law:** Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://www.meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California. (Pen. Code § 290 *et seq.*)

L. MISCELLANEOUS

1. **School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card, issued annually, for each school of the District. (Ed. Code §§ 35256, 35258.)
2. **Homeless Youth Education Success Act:** The law requires school district homeless liaisons to ensure parents of homeless students are informed of educational and related opportunities available to their students and are provided with meaningful opportunities to participate in the education of their students.

Notification may address:

- a. Liaison contact information.
- b. Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car,

at a campground, or on the street, in temporary foster care or with an adult who is not your parent/guardian, in substandard housing, or with friends or family because you are a runaway or unaccompanied youth).

- c. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
- d. Right to education and other services (e.g., to participate fully in all school activities and programs for which student is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).

Notice of educational rights of homeless students to be disseminated at places where students receive services, such as schools, shelters, and soup kitchens. (Ed. Code §§ 48850, 48852.5, 58852.7; 42 U.S.C. § 11432.)

- 3. **Foster Student Rights:** Students in foster care have certain rights under the law, as described in Education Code section 48853.5 and Welfare and Institutions Code section 16001.9. These laws are attached to this notice.
- 4. **Notice:** The District will not undertake any activity covered by the sections set forth in Education Code section 48980 with respect to any particular student unless the parent/guardian has been informed of such action in this notice or has received separate special notification. If an action under this section is planned, then this notice shall also state the approximate date upon which any of such activities will occur. (Ed. Code §§ 48983, 48984.)
- 5. **Translation:** If more than fifteen percent (15%) of the District's students enrolled in any public school serving grades K-12 speak a single primary language other than English, all notices, reports, statements, and records sent to parents must be written in English and in the primary language. Parents may also respond to the Notice in their primary language. (Ed. Code § 48985.)

Coalinga-Huron Joint Unified School District
**ACKNOWLEDGEMENT OF PARENT/GUARDIAN
 OF ANNUAL RIGHTS NOTIFICATION**

Please sign and return this page to your child's school indicating you have received the Parent/Guardian Notice of Rights and Responsibilities. Also, where specified on this page, indicate whether you have a child on continuing medication and if you do not wish directory information to be released.

(Please print clearly)

Student's Name: _____

School: _____ **Grade:** _____

Student is on a continuing medication program: *(circle one)* YES NO

If you do not want directory information released, please sign where indicated below and return to the school office within the next 30 days. Note this will prohibit the district from providing the student's name and other information to the news media, interested schools, parent/teacher associations, and similar parties.

Do Not release directory information regarding above- named student: _____

☐ Check if an exception may be made to include student information and photo in the yearbook.

Signature of Parent/Guardian

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

(Signature of Parent/Guardian)

(Date)



Students**BP 5116.1 (a)****INTRADISTRICT OPEN ENROLLMENT**

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

(cf. 5117 - Interdistrict Attendance)

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. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354)

(cf. 5118 - Open Enrollment Act Transfers)

2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316)

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)

Students**BP 5116.1 (b)****INTRADISTRICT OPEN ENROLLMENT**

5. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
6. Any sibling of a student already in attendance in that school.
 7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between March 1 and May 1 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

Transportation

Except as required by 20 USC 6316 for transfers out of Title I PI schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

(cf. 3250 - Transportation Fees)

Students**BP 5116.1 (c)****INTRADISTRICT OPEN ENROLLMENT**

(cf. 3540 - Transportation)

Legal Reference:

EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Public School Choice, January 2009

Unsafe School Choice Option, May 2004

WEB SITES

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

California Department of Education, Unsafe School Choice Option:

<http://www.cde.ca.gov/ls/ss/sc/usco.asp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

Policy Revised: 8/23/11

COALINGA-HURON JOINT UNIFIED SCHOOL DISTRICT
Coalinga, California

Community Relations**BP 1312.3(a)****UNIFORM COMPLAINT PROCEDURES**

The Board of Education recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

Community Relations**AR 1312.3(c)****UNIFORM COMPLAINT PROCEDURES**

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her 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. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 3: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #4 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 4: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)

AR 1312.4(b)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

AR 1312.4(c)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

BP 5145.7(b)

SEXUAL HARASSMENT (continued)

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 of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, 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.

(cf. 5131 - Conduct)

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

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

Confidentiality and 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. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

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 the schools.

Legal Reference: (see next page)

BP 5145.7(c)

SEXUAL HARASSMENT (continued)*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

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

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

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

COURT DECISIONSDonovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736Davis v. Monroe County Board of Education, (1999) 526 U.S. 629Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447*Management Resources:*OFFICE FOR CIVIL RIGHTS PUBLICATIONSSexual Harassment: It's Not Academic, September 2008Revised Sexual Harassment Guidance, January 2001WEB SITESCalifornia Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>



Enroll. Get Care. Renew. Health Coverage All Year Long

Health Coverage Options

Medi-Cal:

- ▶ Children—regardless of immigration status—foster youth, pregnant women, and legally present individuals—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- ▶ Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost.
- ▶ Medi-Cal enrollment is available year-round.

Covered California:

- ▶ Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- ▶ Based on income and family size, many Californians may qualify for financial assistance.
- ▶ Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

! Undocumented Families visit: www.allinforhealth.org/resources#Undocumented
Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.

You and your family may qualify for financial help:

Household Size	If 2016 household income is less than...		If 2016 household income is between...
1	\$16,394	\$31,600	\$16,395 – \$47,080
2	\$22,107	\$42,613	\$22,108 – \$63,720
3	\$27,820	\$53,625	\$27,821 – \$80,360
4	\$33,534	\$64,638	\$33,535 – \$97,000
5	\$39,247	\$75,650	\$39,248 – \$113,640
6	\$44,960	\$86,662	\$44,961 – \$130,280
▶	Adults may be eligible for Medi-Cal	Children may be eligible for Medi-Cal	May be eligible for financial help to purchase insurance through Covered California

Enroll.

Three ways to enroll in Medi-Cal and Covered California:

- www.coveredca.com
1(800) 300-1506
- Find in-person help:
www.coveredca.com/get-help/local/

Get Care.

- ▶ Find a primary care doctor in your network.
- ▶ Schedule an annual checkup for you and your family.
- ▶ Make sure to take your child to the dentist.
- ▶ Pay your monthly premium if your plan requires it.

Renew.

- ▶ Medi-Cal must be renewed every year. Medi-Cal will mail renewal packet. Complete and return. For help, contact your local Medi-Cal office or call 211.
- ▶ Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

For more information go to:
www.allinforhealth.org

April 2016





COALINGA-HURON UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION
 Johnny Albrecht, President
 Francisco J. Chavez, Vice President
 Tom Crawford, Clerk
 Steve Whitwill
 Maria I. Zavala

SUPERINTENDENT
 Dr. Helen K. Foster

ASSISTANT SUPERINTENDENT
 Jim Allen, Business Services
 Lori Villanueva, Educational Services

Dear Parents and/or Guardian:

In compliance with the Healthy School Act of 2000, we are hereby advising you of the intended dates for the general pest control service for the Coalinga-Huron Unified School District.

All pest control work will be performed after school hours.

Shown below are the intended service dates for the next twelve (12) months for the general pest control inspection/service:

General Pest Control Service - Intended Inspection/Service Dates		
July 15/16, 2016	November 18/19, 2016	March 17/18, 2017
August 19/20 2016	December 16/17, 2016	April 21/22, 2017
September 15/16, 2016	January 20/21, 2017	May 19/20, 2017
October 21/22, 2016	February 17/18, 2017	June 16/17, 2017

Chemical To Be Used	Manufacturer	EPA Number
Arilon	DuPont	352-766
Cross Check Plus	Lesco	279-3206-10404
Cyper TC	Control Solutions	53883-92
Cyper WP	Control Solutions	53883-29
Essentria IC-3	Envinclo	N/A
JT Eaton Bait Block	JT Eaton	56-72
Orange Guard	Orange Guard Inc	61887-1-AA
Suspend SC	Agr Evo	423-763
Suspend-Polyzone	Bayer	432-1514
Tempo SC Ultra	Bayer	3125-498
Phantom	BASF Corp.	241-392
Tengard	United Pho	70506-6
Termidor	Aventis	432-901

If further information is needed, please contact the Maintenance Department at the Coalinga-Huron Unified School District at (559) 935-7575.

Education Code § 48853.5

(a) This section applies to a foster child. "Foster child" means a child who has been removed from his or her home pursuant to Section 309 of the Welfare and Institutions Code, is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code, or has been removed from his or her home and is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code.

(b) The department, in consultation with the California Foster Youth Education Task Force, shall develop a standardized notice of the educational rights of foster children, as specified in Sections 48850 to this section, inclusive, 48911, 48915.5, 49069.5, 49076, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable. The department shall make the notice available to educational liaisons for foster children for dissemination by posting the notice on its Internet Web site. Any version of this notice prepared for use by foster children shall also include, to the greatest extent practicable, the rights established pursuant to Section 16001.9 of the Welfare and Institutions Code. In developing the notice that includes the rights in Section 16001.9 of the Welfare and Institutions Code, the department shall consult with the Office of the State Foster Care Ombudsperson.

(c) Each local educational agency shall designate a staff person as the educational liaison for foster children. In a school district that operates a foster children services program pursuant to Chapter 11.3 (commencing with Section 42920) of Part 24 of Division 3, the educational liaison shall be affiliated with the local foster children services program. The educational liaison shall do both of the following:

(1) Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children.

(2) Assist foster children when transferring from one school to another school or from one school district to another school district in ensuring proper transfer of credits, records, and grades.

(d) If so designated by the superintendent of the local educational agency, the educational liaison shall notify a foster child's attorney and the appropriate representative of the county child welfare agency of pending expulsion proceedings if the decision to recommend expulsion is a discretionary act, pending proceedings to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act, and, if the foster child is an individual with exceptional needs, pending manifestation determinations pursuant to Section 1415(k) of Title 20 of the United States Code if the local educational agency has proposed a change in placement due to an act for which the decision to recommend expulsion is at the discretion of the principal or the district superintendent of schools.

(e) This section does not grant authority to the educational liaison that supersedes the authority granted under state and federal law to a parent or legal guardian retaining educational rights, a responsible adult appointed by the court to represent the child pursuant to Section 361 or 726 of the Welfare and Institutions Code, a surrogate parent, or a foster parent exercising the authority granted under Section 56055. The role of the educational liaison is advisory with respect to placement decisions and determination of the school of origin.

(f)

- (1)** At the initial detention or placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue his or her education in the school of origin for the duration of the jurisdiction of the court.
- (2)** If the jurisdiction of the court is terminated before the end of an academic year, the local educational agency shall allow a former foster child who is in kindergarten or any of grades 1 to 8, inclusive, to continue his or her education in the school of origin through the duration of the academic school year.
- (3)**

 - (A)** If the jurisdiction of the court is terminated while a foster child is in high school, the local educational agency shall allow the former foster child to continue his or her education in the school of origin through graduation.
 - (B)** For purposes of this paragraph, a school district is not required to provide transportation to a former foster child who has an individualized education program that does not require transportation as a related service and who changes residence but remains in his or her school of origin pursuant to this paragraph, unless the individualized education program team determines that transportation is a necessary related service.
- (4)** To ensure that the foster child has the benefit of matriculating with his or her peers in accordance with the established feeder patterns of school districts, if the foster child is transitioning between school grade levels, the local educational agency shall allow the foster child to continue in the school district of origin in the same attendance area, or, if the foster child is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, to the school designated for matriculation in that school district.
- (5)** Paragraphs (2), (3), and (4) do not require a school district to provide transportation services to allow a foster child to attend a school or school district, unless otherwise required under federal law. This paragraph does not prohibit a school district from, at its discretion, providing transportation services to allow a foster child to attend a school or school district.
- (6)** The educational liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, may recommend, in accordance with the foster child's best interests, that the foster child's right to attend the school of origin be waived and the foster child be enrolled in a public school that pupils living in the attendance area in which the foster child resides are eligible to attend.
- (7)** Before making a recommendation to move a foster child from his or her school of origin, the educational liaison shall provide the foster child and the person holding the right to make educational decisions for the foster child with a written explanation stating the basis for the recommendation and how the recommendation serves the foster child's best interests.
- (8)**

 - (A)** If the educational liaison, in consultation with the foster child and the person holding the right to make educational decisions for the foster child, agrees that the best interests of the foster

child would best be served by his or her transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school.

(B) The new school shall immediately enroll the foster child even if the foster child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history pursuant to Chapter 1 (commencing with Section 120325) of Part 2 of Division 105 of the Health and Safety Code, proof of residency, other documentation, or school uniforms.

(C) Within two business days of the foster child's request for enrollment, the educational liaison for the new school shall contact the school last attended by the foster child to obtain all academic and other records. The last school attended by the foster child shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. The educational liaison for the school last attended shall provide all records to the new school within two business days of receiving the request.

(9) If a dispute arises regarding the request of a foster child to remain in the school of origin, the foster child has the right to remain in the school of origin pending resolution of the dispute. The dispute shall be resolved in accordance with the existing dispute resolution process available to a pupil served by the local educational agency.

(10) The local educational agency and the county placing agency are encouraged to collaborate to ensure maximum use of available federal moneys, explore public-private partnerships, and access any other funding sources to promote the well-being of foster children through educational stability.

(11) It is the intent of the Legislature that this subdivision shall not supersede or exceed other laws governing special education services for eligible foster children.

(g) For purposes of this section, "school of origin" means the school that the foster child attended when permanently housed or the school in which the foster child was last enrolled. If the school the foster child attended when permanently housed is different from the school in which the foster child was last enrolled, or if there is some other school that the foster child attended with which the foster child is connected and that the foster child attended within the immediately preceding 15 months, the educational liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, shall determine, in the best interests of the foster child, the school that shall be deemed the school of origin.

(h) This section does not supersede other law governing the educational placements in juvenile court schools, as described in Section 48645.1, by the juvenile court under Section 602 of the Welfare and Institutions Code.

(i)

(1) A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

- (2) A complainant not satisfied with the decision of a local educational agency may appeal the decision to the department pursuant to Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations and shall receive a written decision regarding the appeal within 60 days of the department's receipt of the appeal.
- (3) If a local educational agency finds merit in a complaint, or the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil.
- (4) Information regarding the requirements of this section shall be included in the annual notification distributed to, among others, pupils, parents or guardians of pupils, employees, and other interested parties pursuant to Section 4622 of Title 5 of the California Code of Regulations.

Welfare and Institutions Code § 16001.9

- (a) It is the policy of the state that all minors and nonminors in foster care shall have the following rights:
- (1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
 - (2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
 - (3) To receive adequate and healthy food, adequate clothing, and, for youth in group homes, an allowance.
 - (4) To receive medical, dental, vision, and mental health services.
 - (5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
 - (6) To contact family members, unless prohibited by court order, and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASAs), and probation officers.
 - (7) To visit and contact brothers and sisters, unless prohibited by court order.
 - (8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.
 - (9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
 - (10) To attend religious services and activities of his or her choice.
 - (11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
 - (12) To not be locked in a room, building, or facility premises, unless placed in a community treatment facility.
 - (13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level, with minimal disruptions to school attendance and educational stability.
 - (14) To work and develop job skills at an age-appropriate level, consistent with state law.
 - (15) To have social contacts with people outside of the foster care system, including teachers, church members, mentors, and friends.
 - (16) To attend Independent Living Program classes and activities if he or she meets age requirements.
 - (17) To attend court hearings and speak to the judge.
 - (18) To have storage space for private use.
 - (19) To be involved in the development of his or her own case plan and plan for permanent placement.

(20) To review his or her own case plan and plan for permanent placement, if he or she is 12 years of age or older and in a permanent placement, and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.

(21) To be free from unreasonable searches of personal belongings.

(22) To the confidentiality of all juvenile court records consistent with existing law.

(23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.

(24) To be placed in out-of-home care according to their gender identity, regardless of the gender or sex listed in their court or child welfare records.

(25) To have caregivers and child welfare personnel who have received instruction on cultural competency and sensitivity relating to, and best practices for, providing adequate care to lesbian, gay, bisexual, and transgender youth in out-of-home care.

(26) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education.

(27) To have access to age-appropriate, medically accurate information about reproductive health care, the prevention of unplanned pregnancy, and the prevention and treatment of sexually transmitted infections at 12 years of age or older.

(b) Nothing in this section shall be interpreted to require a foster care provider to take any action that would impair the health and safety of children in out-of-home placement.

(c) The State Department of Social Services and each county welfare department are encouraged to work with the Student Aid Commission, the University of California, the California State University, and the California Community Colleges to receive information pursuant to paragraph (26) of subdivision (a).