APPENDIX A

MANDATORY REPORTS TO ANTIOCH POLICE DEPARTMENT BY SCHOOL SITE ADMINISTRATOR OR DESIGNEE

The following offenses require school personnel, by law, to file a report with the police or a legal agency: (EC 48902, PC 245, 626.9, 626.10)

1. Prior to suspending or expelling a student for assault on another person with a firearm, a deadly weapon or instrument other than a firearm, or by any means of force likely to produce great bodily injury;
2. Within one (1) school day after suspending or expelling a student for unlawful possession, use, sale, furnishing, or being under the influence of narcotics, a controlled substance or alcoholic beverage or intoxicant; or unlawful sale or negotiation to sell a look-alike substance purported to be a controlled substance, alcoholic beverage or intoxicant.
3. Possession of a firearm in a school zone, which includes inside school, on school grounds, or within 1,000 feet of school;
4. Possession of a dirk, dagger, ice pick, knife with a blade longer than 2-1/2 inches, folding knife with blade that locks in place, razor with unguarded blade, taser/stun gun, BB or pellet gun, or spot marker gun in school or on grounds;
5. If an employee is attacked, assaulted or physically threatened by any student, it is the duty of the employee and the supervisor who has knowledge of the incident to report it to the police;
6. Notify police regarding a sexual assault, in addition to filing a Department of Justice form 8572, Suspected Child Abuse Report (SCAR), within 36 hours.

MANDATORY REPORTS TO CHILDREN AND FAMILY SERVICES BY SCHOOL SITE ADMINISTRATOR OR DESIGNEE (BP 5141.4)

School personnel are mandated reporters and are therefore required to file a report with Children and Family Services (CFS) or the local police if they have knowledge of or observe a child whom the reporter knows or reasonably suspects has been the victim of child abuse or neglect. The report must be made immediately or as soon as is practicably possible by telephone, and the reporter must prepare and fax or electronically transmit a written report of the incident within 36 hours of receiving the information about the incident.

Child abuse and neglect includes (1) physical injury inflicted upon a child by other than accidental means; (2) sexual abuse or assault; (3) neglect (negligent treatment or maltreatment of a child by person responsible for their welfare indicating harm or threatened harm to the child's health or welfare); (4) willful harming or injuring of a child or the endangering of the person or health of a child; and (5) unlawful corporal punishment or injury.

Child abuse or neglect does not include a mutual affray between minors; an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer; or reasonable and necessary force used by a school employee to quell a disturbance threatening physical injury to another person or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the student.

APPENDIX B

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

The Family Educational Rights Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

In addition, the student Aid Commission may have access to the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when a student, or their parent or guardian if the student is under 18 years of age, "opts out" or is permitted by the rules of the Student Aid Commission to provide test scores in lieu of their GPA. (EC 69432.9, 69432.92). No later than January 1st each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians If the student is under 18 years of age, that the student's GPA will be forwarded to the Student Aid Commission by October 1st unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (EC 69432.9)

Upon request, the school discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

(Annual Notification)

APPENDIX C

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right for parents of minor students to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has developed and adopted policies, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed above and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

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

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

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

(Annual Notification)

APPENDIX D

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about your child may be used and released and how you can get access to this information. Please review this document carefully.

The Antioch Unified School District and its contract agencies/schools are required by federal law, the Health Insurance Portability and Accountability Act (HIPAA), to make sure that your Protected Health Information (PHI) is kept private. PHI includes information that we have created or received about your child's past, present, or future health/medical conditions that could be used to identify your child. Unless you give us written authorization, we will only release your health/medical information for treatment, payment, or health care operations or when we are otherwise required or permitted by law to do so. Not every use is listed, but the ways we can use and release information fall within one of the descriptions below.

1. **Appointment reminders and health-related benefits or services:** We may use PHI to send you appointment reminders. We may also use PHI to give you information about other health care related treatment and services.
2. **Treatment:** We may use and release your PHI to those who provide you with health care services or who are involved with your child's care such as doctors, nurses, and other health care professionals. PHI may also be used for referrals to hospitals, specialists, or for other treatment alternatives. For example, we may share the PHI with relevant school staff for Individualized Educational Program (IEP) purposes to recommend appropriate Special Education related services to address your child's health needs while at school.
3. **To receive payment for the treatment that was provided to your child:** We may use and release your PHI in order to bill and receive payment for treatment and services your child received in the school or community setting. For example, the District bills Medicaid for services that are provided to Medi-Cal eligible students.
4. **Health care operations:** We may use and release your PHI in order to administer our school-based health centers. For example, members of our quality improvement team may use information in your child's health record to review the care and outcomes for quality improvement purposes.
5. **To meet legal requirements:** We may use and release PHI to government officials or law enforcement agencies when federal, state, or local laws require us to do so. We also share PHI when we are required to do so in a court or other legal proceedings. For example, if a law says we must report private information about students who have been abused, we will provide such information.
6. **To report public health activities:** We may use and release PHI to government officials in charge of collecting certain public health information. For example, we share general information about births, deaths, and some statistical information about diseases such as severe acute respiratory syndrome (SARS) and smallpox.
7. **For research purposes:** We do not release PHI for purposes of medical research. We do, however, use PHI to create a collection of information that cannot be traced back to your child.
8. **To avoid harm:** In order to avoid a serious threat to the health and safety of a person or the public, we may provide PHI to law enforcement, emergency personnel, or others who may be able to stop or lessen the harm.
9. **Fundraising:** We may use and release the PHI when applying for grants and/or funding agencies to obtain funds for the enhancement and expansion of our services. (Although allowable by law, it is not District practice to use or release your PHI in a manner that can be traced back to your child.)

Your Rights

- See or obtain a copy of information that we have about your child or correct your child's personal information that you believe is missing or incorrect. If someone else (such as your doctor) provided us with the information, we will tell you who so that you can ask them to correct it.
- Ask us not to use your health information for payment or health care operations activities. (We are not required to agree to these requests.)
- Ask us to communicate with you about health matters using reasonable alternative means or at a different address, if communications to your home address could endanger you.
- You have a right to withdraw or revoke your consent in writing at any time. However, we may refuse to continue to treat a child if the parent revokes his or her consent.
- Receive a list of disclosures of your health information that we make on or after April 14, 2003, except when:
  - You have authorized the disclosure;
  - The disclosure is made for treatment, payment, or health care operations; or
  - The law otherwise restricts the accounting.

Complaint Process

If you believe that we may have violated your privacy rights, you may send your written complaint to:

Antioch Unified School District
510 G Street
Antioch, CA 94509

Alternative method of processing a complaint:

Privacy Complaints
U.S. Department of Health and Human Services
7500 Security Blvd.
Baltimore, Maryland

(Annual Notification)

APPENDIX E

"KNOW YOUR EDU": IMMIGRATION ENFORCEMENT FROM THE CALIFORNIA ATTORNEY GENERAL

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public-school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child. 55

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact: Bureau of Children's Justice, California Attorney General's Office, P.O. Box 944255, Sacramento, CA 94244-2550, Phone: (800) 952-5225, E-mail: BCJ@doj.ca.gov, https://oag.ca.gov/bcj/complaint,, The Attorney General's publications can be downloaded at: https://www.oag.ca.gov/bcj
(Annual Notification)

APPENDIX F

ANNUAL NOTIFICATION OF STATE GRANT FUNDS FOR ADVANCED PLACEMENT EXAM FEES

The Advanced Placement (AP) program was established over 40 years ago by the College Board, a national nonprofit organization. The AP program consists of college-level courses in subject areas.

AP programs provide incentives for high schools to provide access to rigorous, college-level courses for interested and prepared students. With such programs, students may pursue college-level work while still in secondary school and receive college credit, advanced academic standing, or both.

The state's AP Test Fee Reimbursement Program removes the financial barriers that prevent many low-income students in comprehensive high schools from taking AP course tests. Funding supports the payment of AP test fees for income-eligible students. All of the District's high schools that offer Advanced Placement Examinations have the state's AP Test Fee Reimbursement Program available to students. For more information, contact your student's school counselor or school administrator.

Student Eligibility Verification

Advanced Placement (AP) and/or International Baccalaureate (IB) Exams

☐ **AP test** ☐ **IB test** ☐ **AP and IB tests**

I. Student Information

Last Name	First Name	MI	Grade	Date
High School of Attendance				

II. The student qualifies for the AP/IB Test Fee Reimbursement Program

Household income does not exceed 185 percent of the federal poverty income guidelines. Annual gross or total income level is used to determine eligibility (if you are using a U.S. Individual Income Tax Return Form 1040, refer to line 22; line 15 on the 1040A; and line 1 on the 1040EZ). This category **includes students who are eligible to participate in the Federal Free or Reduced-Price Meal Program.**

III. Verification of Need – Family or Student (18 years or older, not a dependent)

I certify need for financial assistance to pay for the AP/IB test fees and that our household income during the preceding year did not exceed 185 percent of the federal poverty income guidelines.

_____ _____
Signature of Parent/Guardian or Student Date

For School Use Only – Review income documentation and identify source.

☐ Government agency – Department of Social Services, Social Security Administration, etc.
☐ Most recently filed federal income tax return
☐ Pay receipts
☐ Parent/student statement
☐ Free/Reduced Price meal Verification
☐ Other – specify:

_____ _____
Signature of Designated School Personnel Date

*** This form is to be retained by the District for five years. The California Department of Education does not require a copy of this form.**
(Annual Notification)

APPENDIX G

ANNUAL ASBESTOS NOTIFICATION

In 2024, the Antioch Unified School District facilities were re-inspected for asbestos-containing building materials (ACBM) in accordance with 40 CFR Part 763 Asbestos Materials in Schools. This is more commonly known by the acronym AHERA. In addition to the inspections, the District was required to develop a comprehensive plan to manage the asbestos to insure that students, staff and the public would not be exposed to associated health concerns at the following school sites: Antioch High, Live Oak High, Antioch Middle, Park Middle, and Belshaw, Bidwell, Fremont, Kimball, Marsh, Mission, Sutter, and Turner Elementary Schools.

At least every six months the District conducts a surveillance of asbestos containing building materials to monitor any changes in condition which may render these materials unhealthful. The District will remove ACBM which is particularly difficult to manage, or becomes unhealthful due to disturbance.

A copy of the Management Plan is currently on file at the office of each site. Included in the plan is the location of all ACBM, asbestos work history, future District intentions, proper handling techniques, and management policy. These documents are available for review by any interested person during the normal hours of operation.

For further information regarding these matters, please contact the Maintenance Department at (925) 779-7600.

APPENDIX H
PESTICIDE NOTIFICATION

Antioch Unified School District

PESTICIDE LIST 2022-23 SCHOOL YEAR

As per the Healthy Schools Act of 2000, all schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. A copy of the integrated pest management plan for the school site or District may be provided on the school website or viewed at the school office. The pesticides listed below may be applied in and around schools and other District facilities this year. Spraying is conducted monthly in all kitchens and as needed for additional treatments in all other areas inside and outside buildings. They are classified as Category III (least toxic) materials. Information regarding these pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184 is available on the Internet at the Department of Pesticide Regulation's web site: www.cdpr.ca.gov. (EC 48980.3, 16711.5, 17612) (*Annual Notification)*

Product Name	**Active Ingredients**	**EPA Reg Number**
Round Up Pro Herbicide	Glyphosate	524-529
Turflon Ester Herbicide	Triclopyr, acetic acid, butoxy ethyl ester	62719-258
Gallery	Isoxaben	62719-178
Ronstar W.P.	Oxadiazon	432-887
Tempo SC Ultra	B-Cyfluthrin	432-1363
Avert	Abamectin B1	499-410
MaxForce FC (Roach Stations)	Fipronil	432-1455
MaxForce 9 Roach Bait Gel	Hydramethylon	241-260
MaxForce (Ant Bait Stations)	Hydramethylon	432-1264
PT 515 Wasp-Freeze	D-trans Allertin: 3-Phenoxbenzyl	499-362

Cut on line

VOLUNTARY REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

I wish to be notified before the school district uses a pesticide at my child(ren)'s school. I understand that by making this request, I will receive information about any pesticide application at the school at least 72 hours before it occurs.

School Name_____ **Student Name** _____

Parent/Guardian Name _____

Address_____

Message Phone: ( ) _____

I would prefer to receive through (Check one): US Mail Email* (please provide email address below)

*Email Address: _____

Signed_____ Date _____

APPENDIX I

Annual Notice

Uniform Complaint Procedures

Authorized by California Code of Regulations, Title V, Sections 4600-4687

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

Antioch Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. The Superintendent or designee shall make available copies of the District's uniform complaint procedures free of charge.

Antioch Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP), adopted by the District's local Board of Education. Unlawful discrimination complaints may be based on actual or perceived characteristics associated with the following: race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws or regulations governing adult education programs governing accommodations for Pregnant and Parenting Students (California Education Code [EC] section 46015), Adult Education (EC sections 8500-8538, 52334.7, 52500-52617), After School Education and Safety (EC sections 8482-8484.65), Agricultural Career Technical Education (EC sections 52460-52462), Career Technical and Technical Education and Career Technical and Technical Training Programs (EC sections 52300-52462), Child Care and Development Programs (EC sections 8200-8498), Compensatory Education (EC section 54400), Consolidated Categorical Aid Programs (34 CFR sections 299.10-12, EC section 33315), Course Periods without Educational Content (EC sections 51228.1-51228.3), Discrimination, harassment, intimidation, or bullying against any protected groups as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Sections 422.55 of the Penal Code, 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 program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance., Educational and graduation requirements for students in foster care, students who are homeless, pupils from military families and students formerly in juvenile court school, migrant students, and immigrant students participating in a newcomer program (EC sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2), Every Student Succeeds Act (20 United States Code [20 U.S.C] Section 6301 et seq.; EC section 52059), Local Control and Accountability Plans (LCAP) (EC Section 52075)[d], Migrant Education (EC sections 54440-54445), Physical Education Instructional Minutes [ek] (EC sections 51210, 51222, 51223), Student Fees (A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.) (EC sections 49010-49013), Reasonable Accommodations to a Lactating Student (EC section 222), Regional Occupational Centers and Programs (EC sections 52300-52334.7), School Plans for Student Achievement (SPSA) (EC section 64001), School Safety Plans (EC sections 32280-32289), School Site Councils (EC section 65000), State Preschool (EC sections 8235-8239.1), State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing (EC section 8235.3)[k], Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000, and any other educational programs the Superintendent deems appropriate.

Complaint must be filed in writing with the following compliance officer: Associate Superintendent, 510 G Street, Antioch, CA 94509, 925.779.7500.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Level 1: Filing of a Complaint

Any student, parent, or other individual may file a written complaint with the District presenting the basis upon which he or she believes they have been discriminated against, or the reason why the District may be out of compliance with federal or state laws.

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

The complaint can be filed by (1) someone who personally suffered unlawful discrimination, or (2) by someone who believes an individual or a class of individuals was subjected to unlawful discrimination. The complainant may use an advocate to assist with the filing of the complaint and presentation of evidence.

If the complainant is unable to put the complaint in writing due to conditions such as a disability or illiteracy, the District shall assist the complainant in the filing of the complaint.

Level 2: Investigation of Complaint
The District Complaint Coordinator will make all reasonable efforts to investigate the complaint by reviewing relevant documents and interviewing all witnesses with information pertinent to the complaint.

The Coordinator will allow the complainant and District/school representatives to submit evidence, witness statements, and further provide relevant information about the complaint.

If the complainant refuses to cooperate with the investigation, the complaint may be dismissed due to lack of evidence. If the District/school site refuses to cooperate with the investigation, this may result in a finding that a violation occurred and a remedy is due in the complainant's favor.

The investigation of a discrimination complaint will be conducted in a manner that protects the confidentiality of the parties. No party shall be subjected to retaliation for participating in the complaint investigation, and any alleged retaliation will be promptly investigated and addressed.

Complaints will be investigated and a written decision will be sent to the complainant within sixty (60). This sixty (60) day time period may be extended by written agreement of the complainant. The District Complaint Coordinator, who is responsible for investigating the complaint, shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. The written decision will also include a description of how to appeal the decision to the California Department of Education.

Level 3: Appeal to the California Department of Education
The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving the District's decision.

The appeal must describe why the decision is being appealed, whether the District correctly reviewed the facts, and/or whether the law was misapplied. The appeal must include a copy of the original UCP complaint and a copy of the District's decision.

Other Programs and Services Covered by the UCP
These persons are knowledgeable about the laws and programs they have been assigned to investigate.

Programs	Contact	Telephone
Adult Education (High Schools)	Director, Educational Services	925-779-7500 ext. 53200
Athletic Administrator & Community Activities	Assistant Director, Educational Services	925-779-7500 ext. 40175
Career Technical Education (High School)	Director, Educational Services	925-779-7500 ext. 53200
Child Nutrition	Director, Nutrition Services	925-779-7600 ext. 13395
Compensatory Education	Director, Educational Services	925-779-7500 ext. 53301
Consolidated Categorical Aid	Director, Educational Services	925-779-7500 ext. 53301
Course Assignments (High School)	Director, Educational Services	925-779-7500 ext. 53200
Foster, Homeless and Former Juvenile Court Youth Services	Director, Student Support Services	925-779-7500 ext. 53495
Improving Academic Achievement	Director, Educational Services	925-779-7500 ext. 53295
Limited English Proficiency	Director, Equity & Social Emotional Support	925-779-7500 ext. 53700
Local Control and Accountability Plan (LCAP)	Director, Educational Services	925-779-7500 ext. 53301
Local Control Funding Formula (LCFF)	Chief Business Official, Business and Operations	925-779-7500 ext. 52095
Migrant Education	Director, Equity & Social Emotional Support	925-779-7500 ext. 53700
Nondiscrimination Requirements	Associate Superintendent, Educational Services	925-779-7500 ext. 53195
PE Instructional Minutes (Elementary)	Director, Educational Services	925-779-7500 ext. 53100
Pupil Fees	Chief Business Official, Business and Operations	925-779-7500 ext. 52095
Regional Occupational Programs (High School)	Director, Educational Services	925-779-7500 ext. 53200
Special Education	Director, Special Education	925-779-7500 ext. 53595
Student Parent Lactation Accommodations	Director, Educational Services	925-779-7500 ext. 53200
Williams Complaints	Associate Superintendent, Educational Services	925-779-7500 ext. 53195

A copy of the Antioch Unified School District's UCP policy and complaint procedures shall be available free of charge.

For additional information on uniform complaint procedures, contact the California Department of Education at (916) 319-0800 or visit their website at http://www.cde.ca.gov/re/cp/ .

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:
State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulation. (CCR Title 5, 4620) Under state law, all pupils have the right to attend classes on school campuses

that are safe, secure, and peaceful. (EC 32261) State law requires school districts to afford all students equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), gender expression, nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (EC 210-214, 220 et seq., 234 et seq., 6626-66264, CCR, Title 5, 4900 et seq., 20 USC 1681 et seq., 29 USC 794, 42 USC 2000d et seq., 42 USC 12101 et seq., 34 CFR 106.9)

The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (CCR Title 5, 4610, 4630, 4650, EC 234 et. Seq., 48900(r))

1. Any individual, public agency or organization has the right to file a written complaint alleging that they have has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (CCR Title 5, 4610, 4610, 4630(b)(1))
2. Copies of the District's complaint procedures are available free of charge. (CCR, Title 5, 4622)
3. Complaints must usually be filed with the Superintendent/designee of the District.
4. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (CCR, Title 5, § 4630(b))

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:
The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

1. Written complaints may be made regarding:
    1. Accommodations for Pregnant and Parenting Students
    2. Adult Education
    3. After School Education and Safety
    4. Agricultural Career Technical Education
    5. Career Technical and Technical Education and Career Technical and Technical Training Programs
    6. Child Care and Development Programs
    7. Compensatory Education
    8. Consolidated Categorical Aid Programs
    9. Course Periods without Educational Content
    10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, physical or mental disability, medical condition, or genetic information; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

        Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. Additionally, discrimination includes, but is not limited to, the Board's adoption or approval of use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library if the use would subject a student to unlawful discrimination pursuant to Education Code 220. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

        The UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)
    11. Educational and graduation requirements for students in foster care, students experiencing homelessness, pupils from military families,-students formerly in juvenile court school, student who are migratory, and newcomer students
    12. Every Student Succeeds Act
    13. Local Control and Accountability Plans (LCAP)
    14. Migrant Education

15. Student Fees (A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.)
16. Reasonable Accommodations to a Lactating Student
17. Regional Occupational Centers and Programs
18. School Plans for Student Achievement (SPSA)
19. School Safety Plans
20. School Site Councils
21. State Preschool
22. State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing
23. School or athletic team names, mascots, or nicknames pursuant to section 221.3
24. Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000
25. Any other educational programs the Superintendent deems appropriate

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630, Ed. Code, §§ 222, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, & 64001, 20 U.S.C. §§ 1400, 6601, 6801, 7101, 7201, 6301 et. seq., Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

Any individual, public agency, or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed above. (CCR Title 5, 4630(b)(1))

Copies of the District's complaint procedures are available free of charge. (CCR Title 5, 4622)

Complaints must usually be filed with Superintendent or designee of the District under the timelines established by District policy. (CCR Title 5, 4630(b)).

Within 60 days from the date of receipt of the complaint, the Districts responsible officer or designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, Title 5, 462 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

2. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code §§ 8235.5, 35186)
   (1) Insufficient textbooks and instructional materials;
   (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of students;
   (3) Noncompliance with the requirement of Education Code Section 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.
   (4) Teacher vacancy or misassignment.

   A complaint of noncompliance with EC 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right to appeal to the State Superintendent of Public Instruction.

3. Pupil Fees Complaints: A pupil enrolled in the District shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the district's education program, including curricular and extracurricular activities. (Ed. Code 49010 et seq.)

   A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

4. Foster Youth, Homeless Youth, and Former Juvenile Court Pupil Complaints: The District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Associate Superintendent
510 G Street
Antioch, CA 94509

Complaints Made Directly to the State Superintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

(1) Complaints alleging that the District failed to comply with the complaint procedures described herein; including failure or refusal to cooperate with the investigation.

(2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.

(3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.

(4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.

(5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.

(6) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.

(CCR, Title 5, §§ 4630, 4650)

Appeals:

1. Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (EC 262.3(a), CCR, Title 5, 4622, 4632)

   (1) Appeals must be filed within thirty (30) days of receiving the District decision.

   (2) Appeals must be in writing.

   (3) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.

   (4) Appeals must include a copy of the original complaint and a copy of the District decision.

   (5) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.

   (6) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District must provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

2. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (CCR, Title 5, 4665)

   (1) Reconsideration must be requested within thirty (30) days of receiving the Department of Education report.

   (2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:
In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (EC 262.3(b), CCR, Title 5, 4622)
(Annual Notification)

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3) (*Annual Notification)*

APPENDIX J

Antioch Unified School District
510 G Street
Antioch, California 94509

UNIFORM COMPLAINT PROCEDURE FORM

OFFICE USE ONLY
Date Received: _____
Received by: _____
Log No.: _____
Response Due: _____
Date Mailed: _____

Please complete the following form if there is a complaint or charge against any school site, program, office or school district employee. Submit this complaint form to the Associate Superintendent, 510 G Street, Antioch, CA 94509; Telephone (925) 779-7500 for assistance with completing the form. The District will issue a written decision within 60 days.

To: Associate Superintendent
510 G Street
Antioch, CA 94509

From: _____ _____
Parent/Guardian Name(s) *Student Name(s)*

_____ _____
Address *Student Grade Level* *Student's School*

_____
Telephone Number(s)

Name of school, program or office or name of employee and job location against whom charge or complaint was directed:

_____
A copy of the written complaint against an employee will be provided to the employee, except for sexual harassment and discrimination complaints.

Nature of complaint (attach additional pages if necessary):

_____
_____
_____
_____

Place a check mark next to the kind of complaint you are presenting.

Program:

___ Accommodations for Pregnant and Parenting Students
___ Adult Education
___ After School Education and Safety
___ Agricultural Career Technical Education
___ Career Technical Education
___ Child Care and Development Programs
___ Compensatory Education
___ Consolidated Categorical Aid Programs
___ Course Periods without Educational Content
___ Discrimination
___ Harassment
___ Intimidation
___ Bullying
___ Educational/graduation requirements for students in foster care, homeless, from military families, migrant and former juvenile court students
___ Every Student Succeeds Act
___ Local Control and Accountability Plans
___ Migrant Education
___ Student Fees
___ Reasonable Accommodations to a Lactating Student
___ Regional Occupational Centers and Programs
___ School Plans for Student Achievement
___ School Safety Plans
___ School site Councils
___ State Preschool
___ State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing
___ School or athletic team names, mascots, or nicknames
___ And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate

On the basis of:

___Age
___Ancestry and/or national origin
___Color
___Ethnic group identification
___Gender
___Immigration status
___Marital status
___Physical/mental disability
___Race
___Religion
___Sex
___Sexual harassment
___Sexual orientation

and/or: Other

___Course assignments (High School)
___Local Control and Accountability Plan (LCAP)
___Local Control Funding Formula (LCFF)
___PE instructional minutes (Elementary)
___Student expulsion
___Student suspension
___Williams Complaints: (specify)
___Emergency/urgent school facilities
___Insufficient textbooks/instructional materials
___Teacher vacancy/ misassignment
___Other _____

When did event(s) occur? Date(s): _____

Has charge or complaint been discussed with school principal, employee, or his/her supervisor?

_____

To whom have you spoken? (Write name(s) in spaces provided.)

____ District Office Staff: _____ Date: _____

____ Principal: _____ Date: _____

____ Assistant Principal: _____ Date: _____

____ Counselor: _____ Date: _____

____ Teacher: _____ Date: _____

____ Supervisor: _____ Date: _____

____ Staff Member: _____ Date: _____

What was the result of the discussion?

_____
_____
_____
_____
_____
_____

MEDIATION: I have been offered and (accept/reject)_____an opportunity for mediation for this complaint.

If you desire a remedy or wish the District to take a particular course of action, please specify:

_____
_____
_____
_____
_____
_____
_____
_____

I understand that the District will maintain this information confidential, to the extent provided by law or *collective* ***bargaining agreement; that I will be protected from retaliation for filing this complaint; that the District may request further information about this matter; and if such information is available, I agree to present it upon request.***

I believe that the foregoing is true and correct.

_____ _____

Signature *Date*

APPENDIX O

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 5000 – STUDENTS

NONDISCRIMINATION/HARASSMENT **BP 5145.3**

The Board of Education desires to provide a safe school environment that ensures equal fair, and meaningful access and opportunities in the district's academic, extracurricular, employment, education services and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, in any employment practice, education program, or educational activity on basis of actual or perceived race, color, ancestry, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy and related conditions, family or parental status, physical or mental disability, political affiliation, religion, retaliation, sex (including sexual harassment), sexual orientation, gender, gender identity, gender expression, or genetic information, Vietnam Era Veterans' status, or association with a person or group with one or more of these actual or perceived characteristics or any other basis prohibited by California state and federal nondiscrimination laws respectively, Not all bases of discrimination will apply to both educational services and employment.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

APPENDIX P

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 5000 – STUDENTS

BULLYING **BP 5131.2**

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environments environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

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

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

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

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

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

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

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence ofbullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

APPENDIX Q

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 5000 – STUDENTS

SEXUAL HARASSMENT **BP 5145.7**

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she are is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact their teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

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

APPENDIX R

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 1000 – COMMUNITY RELATIONS

VISITORS/OUTSIDERS **BP 1250**

The Board of Education believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular 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 noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

APPENDIX S

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 1000 – COMMUNITY RELATIONS

VOLUNTEER ASSISTANCE **AR 1240**

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)
2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

Criminal Background Check

The Superintendent or designee shall determine which volunteer positions in the district are subject to obtaining fingerprint clearance through the Department of Justice (DOJ) and Federal Bureau of Investigation.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the DOJ's Megan's Law web site.

No person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal and, when appropriate, the Labor Management committee in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

APPENDIX T

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 5000 – STUDENTS

STUDENT AND FAMILY PRIVACY RIGHTS **BP 5022**

The Board of Education respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information.

The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education-related activities
6. Student recognition programs

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

The Superintendent or designee shall consult with parents/guardians regarding the development of the regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
   a. Survey instruments requesting information about their personal beliefs and practices or those of their children
   b. Instructional materials used as part of their children's educational curriculum
4. Any nonemergency physical examinations or screenings that the school may administer

The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in items #1-4 above. (20 USC 1232h)

APPENDIX U

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 6000 – INSTRUCTION

PARENT INVOLVEMENT **BP 6020**

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

Title I Schools

Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

APPENDIX V

ANTIOCH UNIFIED SCHOOL DISTRICT
BOARD POLICY
SECTION 4100/4200/4300 – CERTIFICATED/CLASSIFIED/ADMINISTRATIVE AND SUPERVISORY PERSONNEL

PROFESSIONAL STANDARDS BP 4119.21/4219.21/4319.21

The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity
    Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

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



Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.

Please detach cards and carry at all times.

Emergency Numbers and Notes:

_____

_____

_____

_____

_____

Emergency Numbers and Notes:

_____

_____

_____

_____

_____

APPENDIX W

Following an emergency:

- **Listen to and acknowledge your child's concerns.**
- **Provide reassurance that your child is safe.**
- **Reassure your child that additional prevention efforts are being put into place.**
- **Seek support from school personnel or a mental health professional if concerns persist.**
- **Should you or your child have serious concerns in response to an emergency or crisis, contact your child's school directly for information and guidance.**

Helpful websites:

Ready.gov
http://www.ready.gov/kids/parents/coping
U.S. Department of Education
http://blog.ed.gov/2012/12/resources-for-parents-following-traumatic-events/
National Association of School Psychologists
http://www.nasponline.org/resources-and-publications/resources/school-safety-and-crisis/trauma
National Parent Teacher Association
http://www.pta.org/SchoolViolence
California Department of Education
http://www.cde.ca.gov/ls/ss/cp/tragedy.asp
Contra Costa County Community Awareness & Emergency Response (CAER)
http://www.cococaer.org/index.html

Antioch Unified School District

510 G Street ▪ Antioch, CA 94509
(925) 779-7500 ▪ (925) 779-7509 FAX
www.antiochschools.net

Board of Education
Antonio Hernandez ▪ Mary Rocha
Olga Cobos-Smith ▪ Dr. Jag Lathan
▪Dee Brown

Dr. Darnise Williams, Superintendent

AUSD
ANTIOCH UNIFIED SCHOOL DISTRICT

School Emergency Information Guide



for Parents & Guardians

Education First, Safety Always!

What You Need to Know

BE PREPARED FOR A SCHOOL EMERGENCY

● Ensure that your child's emergency contact information is accurate, current, and updated as needed. To update this information, please contact your child's school directly. (This information is used for the Blackboard Connect emergency notification system).

● Remove the attached Emergency Procedure Card and carry it with you at all times.

● Become familiar with AUSD's emergency communication procedures. The District is committed to providing accurate and timely information in the event of an emergency.

IN CASE OF A SCHOOL EMERGENCY

Although your first response may be to call or rush to your child's school, please follow the tips listed below:

DO rely only on official communication from school/district and/or public safety personnel.

DO check for the email/voice message you will receive regarding reunification with your child.

DO tune to local TV/radio stations for official school alerts and information.

DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.

DO NOT phone/text your child. Staff and students are discouraged from using cell phone communication until safe to do so.



EMERGENCY TERMS AND PROCEDURES

In the event of an emergency at your child's school, it is important to know these terms:

Lockdown – A lockdown takes place if a threat is identified inside or outside the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be allowed.

Shelter-in-Place/Shelter, Shut & Listen – Students take refuge in designated areas for protection from hazardous materials or severe weather. Entry or exit from the school will be controlled.

Duck, Cover & Hold On – In the event of earthquake or other shaking building situations, students will be asked to duck down to the floor, seek cover under a piece of furniture and hold on to the furniture until the shaking stops.

Evacuation – In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area.

HOW WILL I BE REUNITED WITH MY CHILD?

Reunification – Parents/Guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the emergency notification system, the AUSD website, or local TV/radio. Students will be released **ONLY** to parents/guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, Military ID, Permanent Resident ID, or passport. Please remember to bring your ID with you and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.

The reunification process can be time-consuming, so everyone is urged to be patient.



Please detach the cards below and keep with you all times.

Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

● DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.

● Check for the email or voice message you will receive via Blackboard Connect emergency notification system.

● Visit www.antiochschools.net for updates.

● Tune to local TV/radio stations.

● Call the AUSD Hotline number: (925) 779-7501.

Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

● DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.

● Check for the email or voice message you will receive via Blackboard Connect emergency notification system.

● Visit www.antiochschools.net for updates.

● Tune to local TV/radio stations.

● Call the AUSD Hotline number: (925) 779-7501.

APPENDIX X

ANTIOCH UNIFIED SCHOOL DISTRICT DISCIPLINE AND INTERVENTION PROTOCOL

The Antioch Unified School District is committed to teaching, modeling and enforcing high standards of conduct and will assign different interventions and consequences for misbehavior in order to ensure that schools are safe, healthy learning environments for all students.

Schools are mandated to uphold federal and state law, Board of Education rules and codes, and the policies of the District that apply to students:

(1) While on school grounds;

(2) While going to or coming from school;

(3) During the lunch period on or off the campus; and

(4) During, or while going to or coming from a school sponsored activity.

EC 48900 (s)

The following chart is a **guide** of disciplinary action that mirrors the *Positive Behavioral Interventions and Support* (PBIS) framework adopted by the District. In each instance, an opportunity to teach appropriate behavior through the use of intervention and corrective action is stated. **Each situation or violation involving student conduct should be individualized and the least punitive action, based on the violation, should be taken to avoid exclusion from school. The administrator shall, however, determine whether a specific infraction warrants the corrective action described on the chart.** Corrective action taken by the administrator shall be preceded by interventions by the school and only be used when interventions fail to bring about desired school-wide behaviors. These corrective measures are intended to assist in teaching appropriateness and responsibility, as well as learning to monitor their own behavior, while maintaining consistent student discipline on campus.

If after interventions, Student Study Teams (SST), Check-in/ Check-out (CICO) behavior cards, parent conferences, and other means of corrective action have not produced the desired behaviors; administrators will institute more intensive interventions and more severe consequences. Schools that do not offer On-Campus Intervention (OCI) will offer a comparable consequence at the administrator's discretion.

Major/Serious Infractions		
Red Offenses – Office managed with consequence. Repeated minor behaviors may constitute major infraction. Administration delivers consequence and/ or has student model desired behavior. Ed Code 48900 Offenses: • Attempted/ Caused Physical Injury • Willful use of force • Possession of controlled substance # • Robbery/ Extortion # • Damage to school/ personal property • Possession of drug paraphernalia # • Disrupted school activity or willfully defied authority • Knowingly received stolen property • Possession of imitation firearm • Harassment/ Hazing, Bullying • Obscene act or engaged in habitual profanity or vulgarity (Includes profanity directed toward an employee)	**Interventions** Schools are not limited to these interventions as choices may vary by school site. • Administrator/Student conference • Counselor/ Student conference • Administrator/ Teacher/ Student Conference • Restorative Practice circle to address the classroom behavior • Behavior Contract • Referral to appropriate community based service • CARE Team • Student Study Team A student should be referred to the school's Tier 2 Behavior Intervention Team if a pattern of negative behaviors persists. As a guide, a student should be referred after five (5) documented referrals or three (3) in 30 school days (10%). A Check-in/ Check-out program can increase the number of positive adult interactions for the student. After ten (10) days of suspension, or repeated behaviors, a multi-disciplinary team must meet to create Tier 3 interventions as an attempt to correct and improve the student's behavior, attendance, and academic performance. Tier 2 and tier 3 interventions must be documented in Aeries.	**Consequences** 1st Referral – Parent Contact 1-3 days of On Campus Intervention or 1-3 days of suspension or appropriate alternative consequence. Restorative conference must be documented after a return from suspension. 2nd Referral – Parent contact 3-5 Days of On Campus Intervention or 3-5 days of suspension or appropriate alternative consequence. Referral to Tier 2 Intervention team for Check in/ Check out behavior intervention Restorative Conference 3rd Referral – Parent contact Other consequences listed above. Behavior Support Plan (BSP/BIP) needed. Reconvene SST CARE Team Referral Restorative conferences may replace all or a portion of school suspension.

Minor Infractions

Green Offenses – Staff managed without consequence. Staff will have student model desired behavior. • Running • Loud voices/ yelling • Off task behavior • Simple noncompliance • Out of seat • Missing homework • Not being prepared for class • Talking out **Yellow Offenses** – Staff managed with referral written. Staff will have student model desired behavior and assign consequence. • Minor defiance/ disrespect • Minor dress code violation • Minor inappropriate language • Minor physical contact • Minor tardy • Minor technology violation	**Interventions** Schools are not limited to these interventions as choices may vary by school site. • Administrator/student conference • Counselor/ student conference • Administrator/ teacher/ student conference • Restorative Practice circle to address the classroom behavior • Behavior contract • Referral to appropriate community based service • CARE Team • Student Study Team A student should be referred to the school's Tier 2 Behavior Intervention Team if a pattern of negative behaviors persists. As a guide, a student should be referred after five (5) documented referrals or three (3) in 30 school days (10%). A Check-in/ Check-out program can increase the number of positive adult interactions for the student	**Consequences** Green Behaviors – Student should model and practice the desired behavior and be recognized for behavior change. With behavior change comes positive recognition/ reward. Yellow Behaviors 1st Referral – Parent contact Personal Reflection sheet Apology letter Practice desired behavior 2nd Referral – Parent Contact Loss of privilege 3rd Referral – Parent contact After school detention Other consequences listed above 4th Referral – Parent contact OCI – On Campus Intervention

Expellable Infractions

Offenses include: • Brandishing a knife at another person # (Includes Extortion) • Unlawful sale of a controlled substance listed in HSC 11053-11058 # • Possession of an explosive as defined in 18 USC 921 # • Possession, sale, or otherwise furnishing a firearm # • Committing or attempting sexual assault or battery #	**Consequences** 1st Referral – Five-day suspension and recommendation for expulsion

# Indicates law enforcement will be notified pursuant to EC 48902, PC 245, PC 626.9 or 626.10

APPENDIX Y

Safe Storage of Firearms

This is to inform and to remind parents and legal guardians of all students in the **Antioch Unified School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from their home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**
To help everyone understand their legal responsibilities, this Appendix Y spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.

> **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.

In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.

A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.
See California Penal Code sections 25100-25125, 25200-25220, 25100(c), 29805, 1714.3

APPENDIX Z

Dangers of Synthetic Drugs

The purpose of this notice is to inform and to remind parents and legal guardians of all students in the Antioch Unified School District of the dangers of the illicit use and abuse of synthetic drugs.

The illicit use and abuse of synthetic drugs represent an emerging and ongoing public health threat in California. The fentanyl crisis specifically has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach, ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created to evade existing restrictions against illegal substances.

Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "spice," "K2"), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health ("CDPH") has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH's Substance and Addiction Prevention Branch can be found here https://www.cdph.ca.gov/Programs/CCDPHP/sapb/Pages/Fentanyl.aspx?gclid=CjwKCAjwlJimBhAsEiwA1hrp5qv344HMapv0xRus9jfqlLGf6Byb4dMmm_Kr_t0S4GCQ8bzXm6IBxBoClxkQAvD_BwE&utm_campaign=dc_ope__mc_en&utm_content=na&utm_medium=paidsearch&utm_source=dc_gs&utm_term=na_na.

Antioch Unified School District
2025-2026 School Calendar

JULY 2025				
	1	2	3	4 H
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

School days: 0

AUGUST 2025				
				1 NT
4 SDD	5 TW	6	7	8
11	12	13	14 ES	15
18	19	20	21 MS	22
25	26	27	28 HS	29

School days: 18

SEPTEMBER 2025				
1 H	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

School days: 21

OCTOBER 2025				
		1	2	3
6	7	8	9	10
13 SDD	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School days: 17

NOVEMBER 2025				
3	4	5	6	7
10 NT	11 H	12	13	14
17	18	19	20	21
24	25	26	27 H	28 H

School days: 13

DECEMBER 2025				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 ◆
22	23	24 H	25 H	26 H
29 H	30	31 H		

School days: 15

JANUARY 2026				
			1 H	2
5 NT	6 SDD	7	8	9
12	13	14	15	16
19 H	20	21	22	23
26	27	28	29	30

School days: 17

FEBRUARY 2026				
2	3	4	5	6
9 H	10	11	12	13
16 H	17	18	19	20
23	24	25	26	27

School days: 18

MARCH 2026				
2	3	4	5 HS	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 EMD
30	31			

School days: 19

APRIL 2026				
		1	2	3 H
6 H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

School days: 18

MAY 2026				
				1
4	5	6	7 MS	8
11	12	13	14 ES	15
18	19	20	21	22 EMD
25 H	26	27	28	29

School days: 19

JUNE 2026				
1	2	3	4	5 ◆
8	9	10	11	12
15	16	17	18	19 H
22	23	24	25	26
29	30			

School days: 5

Total Student Days 180

Teacher Work Days 184

New Teacher Days 187

- Non School Days
- H District Holidays
- EMD Emergency Make Up
- Back to School Night
- Open House

- Student Days
- ◆ Minimum Days
- NT New Teacher Work Days
- TW Teacher Work Days
- SDD Staff Development Days

- Elementary Goal Setting Conference*
- Elementary Conference
- Elementary Progress Reports
- Elementary Report Cards

*Elementary schools hold either Goal Setting Conferences in September OR Elementary Conferences in November. Check with your child's school for their fall conference schedule.

- Middle School Conference
- Secondary Progress Reports
- Secondary Report Cards

Middle/High school progress report and report card mailing dates vary; check with your child's school for their scheduled mailing dates.

Holidays

July 4th	Fri.	Independence Day
Sept 1st	Mon.	Labor Day
Nov 11th	Tue.	Veteran's Day
Nov 27th	Thurs.	Thanksgiving
Nov 28th	Fri.	Day after Thanksgiving
Dec 24th	Wed.	Christmas Eve
Dec 25th	Thurs.	Christmas Day
Dec 26th	Fri.	Admission Day
Dec 29th	Mon.	Floating Holiday
Dec 31st	Wed.	New Year's Eve
Jan 1st	Thurs.	New Year's Day
Jan 19th	Mon.	Martin Luther King Day
Feb 9th	Mon.	Lincoln's Birthday
Feb 16th	Mon.	President's Day
Apr. 3rd	Fri.	Good Friday
Apr 6th	Mon.	Easter Observed
May 25th	Mon.	Memorial Day
June 19th	Fri.	Juneteenth

BOE Approved 5/22/24

Revised 4/16/25