NOTICE TO PARENTS AND GUARDIANS 2021-2022

As required by law (Education Code Sections [EC] 48980 - 48985), you are hereby notified of the following:

1. **Absence for Religious Exercise:**
   With the written consent of their parents or guardians, pupils may be excused from school for religious purposes at a place away from school property and after the pupil has attended school for a minimum day. [EC 46014].

2. **Grade Reduction:**
   No pupil may have his/her grade reduced or lose academic credit for any absence or absences excused pursuant to EC 48205 when missed assignments and tests, that can reasonably be provided, are satisfactorily completed within a reasonable period of time [EC 48980(i)]. (Full text of EC 48205 Attachment -1)

3. **Individualized Instruction Due to Temporary Disability:**
   A pupil with a temporary disability shall be cause for a pupil to receive individual instruction. [EC 48206.3 et seq.]

4. **Notification of Minimum and Pupil Free Staff Development School Days:**
   The schedule of minimum days and pupil free staff development days for schools within the District/County Office of Education (COE) is attached (Attachment – 2). Parents/guardians will be notified of minimum days and pupil-free staff development days not yet scheduled at least one month before the scheduled minimum or pupil-free day. [EC 48980(c)].

5. **Residence When Hospitalized:**
   Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, except for a state hospital, which is located outside of the school district in which the pupil’s parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil’s presence in a qualifying hospital. [EC 48207; 48208].

6. **Required Pupil Immunization:**
   School districts shall not unconditionally admit any student to a district elementary or secondary school, preschool, or childcare and development program for the first time nor, after July 1, 2016, admit or advance any student to the 7th grade level unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Dept. of Public Health and Health and Safety Code Section 120335.

7. **Immunization for Communicable Disease:**
   The school district, while cooperating with the local health officer, may permit a licensed physician and surgeon or other statutorily authorized health care practitioner to immunize pupils for a communicable disease with the written consent of a parent for a licensed physician and surgeon or health care practitioner. [EC 49403].

8. **Administration of Medication:**
   Medication prescribed for a child to be administered during the regular school day may be assisted by a school nurse or other designated school personnel if the school district receives a written detailed statement from the physician and surgeon or physician assistant and a written parental request. Pupils may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication provided that written orders from the physician and surgeon or physician assistant (including a statement that the pupil is able to self-administer such medication), and written parental consent to the self-administration (including a release allowing a school nurse or other designated school personnel to consult with pupil’s health care provider about the medication, and releasing the school district and school personnel from potential civil liability). [EC 49423; 49423.1].

9. **Continuing Medication:**
   A pupil is required to inform the District/COE of any medication being taken, the current dosage, and the name of the supervising physician, if the pupil is on a continuing medication regimen for a non-episodic condition. The school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose if provided consent by the pupil’s parent or legal guardian. [EC 49480].

10. **Physical Examinations:**
    Every child shall, within 90 days after entrance into the first grade, provide a certificate signed by a physician documenting that within the prior 18 months the child has received the appropriate health screening and evaluation services, unless the parent/guardian has filed a written waiver with the District/COE. However, a child may be excluded from attendance if, for good reason, he/she is believed to be suffering from a recognized contagious or infectious disease and shall not be permitted to return until the school authorities are satisfied
that any contagious or infectious disease does not exist. Free health screening is available for low income children for up to 18 months prior to entry into first grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. [H&S.C. 124085; 124105; EC 49451]. Specific information on type 2 diabetes is available at www.cde.ca.gov/ls/he/hn/type2diabetes.asp. It is recommended that students possibly suffering from type 2 diabetes or having warning signs should be screened. [EC 49452.7].

11. Health Assessments and Evaluations:
Vision and hearing screening for a pupil by the school nurse or other qualified individual is provided during selected grade levels. A pupil whose first enrollment or entry occurs in grade 4 or 7 shall not be required to be appraised in the year immediately following the pupil’s first enrollment or entry. Scoliosis screening may be provided to girls in grade 7 and boys in grade 8. By May 31 of the school year, pupils when first enrolled in public schools are required to provide proof of an oral health assessment (within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional. [EC 49452; 49452.5; 49454; 49455].

Any pupil, while enrolled in kindergarten, or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Parents/guardians of such pupils will be notified of this assessment requirement [EC 49452.8].

12. Medical and Hospital Services:
The District/COE may provide, or make available, medical and/or hospital services for pupils injured at school or school-sponsored events or while being transported to same. [EC 49472]. Schools may release pupils, in grades 7 through 12 only, for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. [EC 46010.1].

13. Student Nutrition Program:
Free or reduced-price meals may be available upon application to students receiving public assistance. [EC 49500 et seq.; 49510 et seq.].

14. Pupil Records:
Parents have a right to access all records relating to their children. The procedure used by the District/COE regarding the establishment and maintenance, transfer, access, challenge, and modification of pupil records is available to parents upon request. [EC 49063; 49069.7; 49070]. Certain directory information concerning pupils is also available to individuals other than parents. [EC 49073]. (Attachment – 3) Upon written request from the parent, the District/COE will withhold directory information about the student.

15. District/COE Pupil Discipline Rules:
The rules used by the District/COE pertaining to student discipline are available to all parents upon request. [EC 35291]. The rules may require that the parent of a suspended pupil may be required to attend a portion of a school day in the child’s classroom. [EC 48900.1].

16. Nondiscrimination:
The District/COE does not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, age, immigration status, actual or potential parental, family, or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, or association with a person or a group with one or more of these actual or perceived characteristics, in any of its policies, practices, or procedures, programs, or activities, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and related laws and regulations. [EC 200; 221.51]. This nondiscrimination policy covers admission and access to, and treatment and employment in, District/COE programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances or complaints, or to request a copy, free of charge, of the procedures covering discrimination complaints may be directed to the District/County Superintendent of Schools, the District Title IX Coordinator, or the Office of Civil Rights, as appropriate. The lack of English language skills will not be a barrier to the admission and participation in District/COE programs. The District’s Title IX Coordinator may be contacted at patkins@ppesd.org.

17. Services to Students Who are Deaf, Hard of Hearing, Blind, Visually Impaired, or Deaf-Blind:
Services are provided by the State Special Schools. Assessment services and technical assistance are also offered. For more information about the State Special Schools, please visit the California Department of Education Web site at www.cde.ca.gov/sp/ss/ or ask for more information from members of your child’s Individualized Education Program (IEP) team.

18. Compulsory Education:
Each person between the ages of 6 and 18 years, not exempted under the provisions of Education Code, is subject to compulsory full-time education.

19. Residency Requirements-School Attendance Options:
A pupil complies with the residency requirements for school attendance in a school district, if he or she is any of the following: A pupil who is a child of a military family pursuant to EC 48204.6;
A pupil placed within the boundaries of that school district in a regularly established licensed children’s institution or a licensed foster home as defined in EC 56155.5 or a family home pursuant to a commitment or placement under Chapter 2 (Section 200) of Part 1 of Division 2 of the Welfare and Institutions Code;

A pupil who is a foster child who remains in his or her school of origin pursuant to EC 48853.5(f) and (g);

A pupil for whom interdistrict attendance has been approved pursuant to Chapter 5 (Section 46600) of Part 26;

A pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation;

A pupil who lives in the home of a caregiving adult that is located within the boundaries of that school district. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (Section 6550) of Division 11 of the Family Code by the caregiving adult is a sufficient basis for a determination that the pupil lives in the caregiver's home, unless the school district determines from actual facts that the pupil is not living in the caregiver's home;

A pupil residing in a state hospital located within the boundaries of that school district;

A pupil whose parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week;

Once a pupil is deemed to have complied with the residency requirements for school attendance pursuant to this subdivision and is enrolled in a school in a school district the boundaries of which include the location where at least one parent or the legal guardian of a pupil is physically employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the governing board of the school district shall allow the pupil to attend school through grade 12 in that school district if the parent or legal guardian so chooses and if at least one parent or the legal guardian of the pupil continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to EC 48204 (b)(2) to (7), inclusive.

A school district may deem a pupil to have complied with the residency requirements for school attendance in the school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. [EC 48204].

20. Notice of Alternative Schools:
California law authorizes all school districts to provide for alternative schools. [EC 58501]. (Attachment - 4).

21. Excuse from Sexual Health Education, HIV Education and Related Assessments:
Parents or guardians of a pupil have the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt out”) process. A request to excuse your child must be made in writing to the school district. [EC 51938]. You are hereby notified that:

Educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education will be taught by school district personnel and/or by outside consultants.

You have a right to request a copy of EC Part 28, Chapter 5.6 – California Healthy Youth Act.

If the District/COE elects to provide comprehensive sexual health education or HIV prevention education by outside consultants, and/or by holding an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent or guardian to request a copy of EC 51938, 51933, and 51934.

22. Pregnant and Parenting Students:
The District/COE will not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom [EC 221.51; 222.5; 46015]. Pregnant and parenting pupils are entitled to the following:

Have their pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom treated in the same manner and under the same policies as any other temporary disabling condition;

Provided with eight weeks of parental leave, (or more if medically necessary) which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant;

Return to the school and the course of study in which he or she was enrolled before taking parental leave and opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses;

Remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the District/COE makes a finding that the pupil is
reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school;

Provided with alternative education options should the pupil decide not to return from leave; and

Not incur an academic penalty as a result of his or her use of the accommodations.

A complaint for noncompliance may be filed under the District/COE's Uniform Complain Procedures. [See Paragraph 25].

23. Uniform Complaint Procedures “UCP”:
The District/COE maintains a uniform complaint procedure for investigating complaints of: (1) discrimination on the basis of, but not limited to, age, sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, pupil parenting or pregnancy and/or childbirth, or mental or physical disability; (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services; (3) impermissible pupil fees [EC 49010-49013]; and/or (4) violation of state and/or federal law. The District/COE has designated compliance officers to receive and investigate uniform complaints that fall within these categories and ensure compliance with law.

Any individual, public agency, or organization may file a written complaint. Complaints alleging unlawful discrimination shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint form are available from the school or District/COE office. After filling out the complaint form, it should be directed to the District/COE compliance officer, Pat Atkins, Superintendent. The compliance officer will investigate the complaint and provide a written report of the investigation and decision within 60 calendar days.

If dissatisfied with the District's/COE's decision, the complainant may also appeal in writing to the California Department of Education (CDE) within 15 days of receiving the District's/COE's decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to, injunctions and restraining orders. In a complaint of unlawful discrimination, complainant may seek civil law remedies no sooner than 60 days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief.

Additionally, any individual, public agency, or organization may file complaints about specified situations pertaining to instructional materials, emergency, or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments. Such complaints (“Williams Complaints”) are subject to a different complaint procedure. Such a complaint may be filed anonymously.

For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available upon request at the school or District/COE offices free of charge, or on the District/COE website at https://ppesd.org/notification [5 CCR 4600 et seq.]. (Attachment – 5)

24. Sexual Harassment Policy:
Reports of alleged pupil sexual harassment in violation of District/COE policy or federal or state law will be handled pursuant to the attached policies and procedures established by the District/COE. The District/COE shall be responsible for providing written procedures regarding the process for reporting, investigating, and resolving such complaints. [EC 48980(f), 212.5, 231.5]. (Attachment - 6)

25. School Accountability Report Card:
On or before February 1 of each year, parents are entitled to an updated hard copy of the School Accountability Report Card, which is available upon request. [EC 35256].

26. Curriculum:
The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. [EC 49091.14; 49063(k)].

27. Grants for Advanced Placement Tests:
Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information. [EC 48980(j)].

28. Homeless and Foster Youth:
Information regarding educational options for homeless youth and foster youth is available by contacting the District/COE. [EC 48850 et seq.].

29. Pesticides:
The names of all pesticide products expected to be applied at the school site during the upcoming year are set forth on the attached list. Information on pesticides and pesticide use reduction developed by CA Dept. of Pesticide Regulation is available at
Parents/guardians who are interested in finding out more about attendance and/or programmatic options should contact the District.

30. Asbestos:
You have the right to obtain an updated Management Plan for asbestos-containing material at your school site [40 CFR 763.93(g)(4); EC 49410 et seq.].

31. Tobacco-Free Campus:
Contact the school for information about the District/COE’s tobacco-free campus policy, if any, and enforcement procedures. [H&S. 104420].

32. Statutory Attendance Options:
California law requires school districts to provide an education to any pupil who resides within the district’s attendance area. Although pupils have the right to a free, public education, the law does not guarantee that a pupil can attend the school of his or her choice, or even the neighborhood school.

Existing statutory attendance options include interdistrict transfer, Allen transfer, intradistrict transfer, open enrollment, ESSA, and District of Choice. Parents/guardians should contact the District/COE regarding any and all enrollment options.

Interdistrict Transfer
A pupil may attend a school in a district other than the pupil’s district of residence pursuant to an interdistrict agreement between the district of residence and district of desired attendance. Each school district has adopted policies regarding interdistrict attendance. Parents/guardians wishing to enroll their pupil at a school district outside of their resident school district may obtain an application for interdistrict attendance transfer from the District/COE. Interdistrict transfer agreements must be approved by both the pupil’s school district of residence and the school district to which the pupil seeks to transfer. The agreement may include terms or conditions. It is within the authority of either the school district of residence or the receiving school district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the school district governing board or school district superintendent deems appropriate. If a request for an interdistrict transfer agreement is denied, the pupil’s parents/guardians may file an appeal to the county office of education in the pupil’s school district of residence within 30 days of receipt of the official notice of denial of the transfer.

Allen Transfer
Education Code section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for attendance if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. School districts within which at least one parent/guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted the pupil may attend school in the district in which the parent or guardian is employed through grade 12 so long as the parent or guardian continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to certain conditions specified in EC 48204. As a resident, the pupil does not have to reapply for the transfer to be valid.

Intradistrict Transfer
An intradistrict transfer applies when parents/guardians wish to register/admit/enroll their pupil(s) at a school other than the designated school that is in their attendance area within their school district. Each school district shall adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. This requirement does not apply to a school district that has only one school or a school district with schools that do not serve any of the same grade levels. Education Code section 35160.5(b) permits parents to indicate a preference for the school that their child will attend, irrespective of the child’s place of residence within the school district.

To the extent required and financed by federal law and at the request of the pupil’s parent or guardian, each school district shall provide transportation assistance to the pupil. [EC 35160.5(b)(4)].

Open Enrollment
The Open Enrollment Act [EC 48350-48361] provides an option to pupils attending low-achieving schools within their “school district of residence” to enroll in schools with higher Academic Performance Indices (API). The Superintendent of Public Instruction creates an annual list of schools subject to the provisions of the Open Enrollment Act. Parents/guardians of pupils attending any of these schools may apply for admission to a higher achieving school by January 1. The receiving school district (“district of enrollment”) may adopt specific standards for the acceptance and rejection of applications under this provision. These may include consideration of capacity issues as well as the potential adverse financial impact. While technically remaining law, the CDE has replaced the API.

Every Student Succeeds Act
Districts may provide alternative supports and public-school choice.

Parents/guardians who are interested in finding out more about attendance and/or programmatic options should contact the District.
for more information on the District's policies, procedures, and timelines for applying for transfers. [EC 48980(h)].

District of Choice

A school district may elect to operate the school district as a school district of choice and may accept transfers from school districts of residence pursuant to Education Code 48300 et seq. Please contact the District office to determine applicability.

33. Electronic Notification:
This notice may be exclusively provided electronically provided a parent or legal guardian has so requested. [EC 48981, 48985].

34. State Mandated Testing Waivers:
According to Education Code section 60615, if parents/guardians do not want their student to take all or part of the California Assessment of Student Performance and Progress System or other similar standardized test, they are required to submit a written request to the principal of their student’s school. The principal must have this letter prior to the start of each test. Parents/guardians are required to specify the test name in the letter.

35. Special Education:
Special Education programs are available to all eligible students with disabilities, ages 0–22. If you have any reason to believe your child needs special education, please contact the Division of Special Education at patkins@ppesd.org, or school site administration. [EC 56301].

36. Foster and Homeless Youth, Pupils of Military Families, Former Juvenile Court School Pupils and Migratory Children:
Foster and homeless youth, former juvenile court school pupils, pupils of military families, currently migratory children, and newcomer program participants in his or her third or fourth year of high school, may be exempted from local graduation coursework requirements that are in addition to state graduation requirements unless the District/COE makes a finding that the pupil is reasonably able to complete graduation requirements in time to graduate from high school by the end of the pupil’s fourth year of high school. In addition to other requirements, the District/COE is required to accept coursework satisfactorily completed by a pupil in foster care, a pupil who is a homeless child or youth, a former juvenile court school pupil, a pupil who is a child of a military family, a pupil who is a migratory child, or a pupil participating in a newcomer program while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for the coursework completed. Eligible pupils shall not be required to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency shall not require the pupil to retake the portion of the course the pupil completed unless the local educational agency, in consultation with the holder of educational rights for the pupil, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. If partial credit is awarded the eligible pupil shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. An eligible pupil shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California. A complaint for noncompliance may be filed under the District/COE’s Uniform Complain Procedures. [See Paragraph 25] [EC 51225.1 et seq.]. Eligible students should contact the District/COE regarding specific qualifications and requirements.

37. Immigration, Citizenship Status, and Religious Belief:
Students are afforded an equal right to an education regardless of immigration status or religious beliefs. Additional information regarding your rights to an education can be found at oag.ca.gov/immigrant/rights. [EC 234.7].

38. District/COE Policy Regarding Parent Classroom Visits:

39. Employee-Pupil Code of Conduct:

40. Bullying:

41. Investing for Future Education:
Parents are advised of the importance of investing for higher education for students and considering appropriate investment options.

42. Earned Income Tax Credit Information Act:
Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax
year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.

43. **Mental Health Service:**
Parents/guardians may access available pupil mental health services on campus or in the community.
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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 student’s parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Policies regarding these rights may be obtained from the school district/COE.

Parents who believe their rights have been violated under this section may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) the right to access the student’s education records. 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.

Additionally, parents or eligible students, maintain the right to request the amendment of the student’s education records that the parent or eligible student alleges the records contain:

1. inaccuracy, or
2. unsubstantiated personal conclusion or inference, or
3. conclusion or inference outside of the observer’s area of competence, or
4. data is not based upon the personal observation of a named person with the time and place of the observation noted, or
5. misleading information/conclusions, or
6. violations of the student’s privacy or other rights.

Parents should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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.

Parents or eligible students maintain 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, permits disclosure without consent, 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; 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Another exception permits disclosure of appropriately designated “directory information” without written consent unless parents have advised the School to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the School to include this type of information from a student’s education records in certain school publications (e.g., yearbooks, honor roll lists, sports activity sheets). Directory information, which is information that is not generally considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. In addition, schools are required to provide military recruiters, upon request, with secondary students’ names, addresses and telephone listings unless parents have advised the school that they do not want their student’s information disclosed without their prior consent.
The School has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, e-mail address, photograph, degrees, honors, and awards received, date of birth, major field of study, dates of attendance, and the most recent educational agency or institution attended. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin, unless consent is obtained prior to release. If parents do not want the School to disclose directory information from their child’s education records without prior written consent, they must notify the School in writing [10 U.S.C. § 503, 20 U.S.C. § 7908, 34 C.F.R. § 99.37, EC 49073].

Parents or eligible students maintain 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 20202-4605.
Please return this acknowledgment, with the required signature, to your student’s school.

PARENTAL ACKNOWLEDGMENT ONLY
I have received and read the notice and all included attachments regarding my rights relating to the above courses and activities which might affect my son/daughter.

__________________________________________________________
Print Pupil’s Name

__________________________
Grade

__________________________________________________________
Required Signature of Parent/Guardian

__________________________
Date
### 2021-2022 Student Calendar

**School Starts - August 12, 2021**

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<th>July</th>
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- **First & Last Day of School**
  - Last day is an early release day

- **Early Release Day (Collaboration)**

- **Teacher Prep - School Closed**

- **Staff Development - School Closed**

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<th>August</th>
<th>February</th>
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- **School Closed**
  - Nov 22 - 26: Thanksgiving Recess
  - Dec 20 - Jan 3: Winter Break
  - April 11-15: Spring Break

### District Holidays
- **July 5**: Independence Day
- **September 6**: Labor Day
- **November 11**: Veteran’s Day (Observed)
- **November 22-26**: Thanksgiving Holiday
- **December 24**: Christmas Eve half day (observed)
- **December 25**: New Year’s Day (observed)
- **January 17**: MLK, Jr. Day
- **February 14**: Lincoln’s Day (Observed)
- **February 21**: Presidents’ (Washington’s) Day
- **May 30**: Memorial Day

**CAASPP Test Window (Apr. 6 - May 28)**

- **April 18-22**: School closure day allowance (After 144th day)

#### Calendar Highlights

- **08/12/21**: School starts
- **TBD:** Parent Conferences
- **11/22/21 - 11/26/21**: Thanksgiving Break
- **12/20/21 - 01/03/22**: Winter Break
- **04/11/22 - 04/15/22**: Spring Break
- **TBD:** Graduation
- **06/06/22**: Last day of school
- **04/18/22 - 04/22/22**: School closure make-up days

Board Approved - March 23, 2021
(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
(1) Due to the pupil's illness.
(2) Due to quarantine under the direction of a county or city health officer.
(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
(5) For the purpose of jury duty in the manner provided for by law.
(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
(11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
(e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
ATTACHMENT 3
PUPIL RECORD INFORMATION
[Provide the following specific information:]
(a) The types of pupil records and information contained therein that are directly related to pupils and maintained by the institution.
(b) The position of the official responsible for the maintenance of each type of record.
(c) The location of the log or record required to be maintained pursuant to Section 49064.
(d) The criteria to be used by the school district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 49076.
(e) The policies of the institution for reviewing and expunging those records.
(f) The right of the parent to access pupil records.
(g) The procedures for challenging the content of pupil records.
(h) The cost, if any, that will be charged to the parent for reproducing copies of records.
(i) The categories of information that the institution has designated as directory information pursuant to Section 49073.
(j) Any other rights and requirements set forth in this chapter, and the right of the parent to file a complaint with the United States Department of Education concerning an alleged failure by the school district to comply with the provisions of Section 444 of the General Education Provisions Act (20 U.S.C. Sec. 1232g).
(k) The availability of the prospectus prepared pursuant to Section 49091.14.
[EC 49063]
SILVER FORK ESDB
Administrative Regulation
Student Records

AR 5125
Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information
   (cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8
   (cf. 3515 - Campus Security)
   (cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher
Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or
foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)

2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)

2. Students who are age 16 or older or who have completed the 10th grade (Education
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its 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 students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written
agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

   Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days’ notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

   When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student’s parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

   In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a
certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6173.1 - Education for Foster Youth)

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or
organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)

3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

   a. The study is conducted in a manner that does not permit personal identification of
parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.

b. The information is destroyed when no longer needed for the purposes for which the study is conducted.

c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 9076)

(cf. 3600 - Consultants)

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the
Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, the parent/guardian shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)
Access Log

A log shall be maintained for each student’s record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for records that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)
(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5145.3 - Nondiscrimination/Harassment)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student

2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student

4. Name and address of parent/guardian of minor student

a. Address of minor student if different from the above

b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

5. Entrance and departure dates of each school year and for any summer session or other extra session

6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)
7. Verification of or exemption from required immunizations
   (cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
   (cf. 5144.1 - Suspension and Expulsion/Due Process)
   (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry
   (cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge
   (cf. 6159 - Individualized Education Program)
   (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records
   (cf. 6174 - Education for English Learners)

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record
within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so

7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

8. The cost, if any, charged for duplicating copies of records

9. The categories of information defined as directory information pursuant to Education Code 49073

10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law

11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety

2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information

3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer
enrolled in the district, whichever occurs first

4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:

   a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian

   b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Regulation SILVER FORK ELEMENTARY SCHOOL DISTRICT
approved: September 25, 2018 Kyburz, California
The Board of Trustees recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

(cf. 3580 - District Records)
(cf. 4040 - Employee Use of Technology)
(cf. 5125.1 - Release of Directory Information)
(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education
Code 234.7)

(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131.2 - Bullying)
(cf. 5145.6 - Parental Notifications)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

Legal Reference:
EDUCATION CODE
234.7 Student protections relating to immigration and citizenship status
17604 Contracts
48201 Student records for transfer students who have been suspended/expelled
48853.5 Foster youth; placement, immunizations
48902 Notification of law enforcement of specified violations
48904-48904.3 Withholding grades, diplomas, or transcripts
48918 Rules governing expulsion procedures
48980 Parental notifications
Notices in parent/guardian's primary language

Parental review of curriculum

Independent study

Rights of students with disabilities

Surrogate parents

Foster parents

Cal Grant program; notification of grade point average

BUSINESS AND PROFESSIONS CODE

Digital privacy

Student Online Personal Information Protection Act

Early Learning Personal Information Protection Act

CODE OF CIVIL PROCEDURE

Subpoena duces tecum

FAMILY CODE

Access to records by noncustodial parents

Caregiver's authorization affidavit

GOVERNMENT CODE

Inspection of public records

HEALTH AND SAFETY CODE

Immunizations; disclosure of information

PENAL CODE

Assault with deadly weapon

WELFARE AND INSTITUTIONS CODE

Truancy petitions

Juvenile court law

Health and education records of a minor

CODE OF REGULATIONS, TITLE 5

Individual student records

Destruction of records of school districts

UNITED STATES CODE, TITLE 20

Family Educational Rights and Privacy Act

Protection of Pupil Rights Amendment

UNITED STATES CODE, TITLE 26

Definition of dependent child

UNITED STATES CODE, TITLE 42

McKinney-Vento Homeless Assistance Act; definitions

CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

CODE OF FEDERAL REGULATIONS, TITLE 34

Family Educational Rights and Privacy

Opportunity to examine records for parents of student with disability

Management Resources:

LEGAL GUIDANCE ON PROVIDING ALL CHILDREN EQUAL ACCESS TO EDUCATION, REGARDLESS OF
Immigration Status, February 2017
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California’s K-12 Schools in Responding to Immigration Issues, April 2018
FEDERAL REGISTER
NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
IDEA and FERPA Confidentiality Provisions, 2014
Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
National School Boards Association: http://www.nsba.org

Policy SILVER FORK ELEMENTARY SCHOOL DISTRICT
adopted: September 25, 2018     Kyburz, California
ATTACHMENT 4
ALTERNATIVE SCHOOLS

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

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.”

[EC 58501]
## El Dorado County Charter Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Charter Number</th>
<th>Address</th>
<th>Site Type</th>
<th>Web Site</th>
<th>More Details</th>
<th>Statistical Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>American River Charter</td>
<td>1776</td>
<td>6620 Wentworth Springs Rd. Georgetown, CA 95634</td>
<td>Combination of Site-based and IS</td>
<td>arcs-ca.schoolloop.com</td>
<td>American River Charter</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>California Montessori Project-Shingle Springs Campus</td>
<td>0774</td>
<td>4645 Buckeye Rd. Shingle Springs, CA 95682-9505</td>
<td>Site-based Instruction</td>
<td><a href="http://www.caemp.org">www.caemp.org</a></td>
<td>California Montessori Project-Shingle Springs Campus</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>Camino Science and Natural Resources Charter</td>
<td>1150</td>
<td>3060 Snows Rd. Camino, CA 95709-9578</td>
<td>Site-based Instruction</td>
<td><a href="http://www.camincharter.org">www.camincharter.org</a></td>
<td>Camino Science and Natural Resources Charter</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>Charter Community School Home Study Academy</td>
<td>0005</td>
<td>6767 Green Valley Rd. Placerville, CA 95687-9984</td>
<td>Combination of Site-based and IS</td>
<td><a href="http://www.edcoe.org">www.edcoe.org</a></td>
<td>Charter Community School Home Study Academy</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>Charter Montessori Blue Oak Campus</td>
<td>0665</td>
<td>2391 Merrychase Dr. Cameron Park, CA 95682</td>
<td>Site-based Instruction</td>
<td><a href="http://www.buckeye-k12.ca.us">www.buckeye-k12.ca.us</a></td>
<td>Charter Montessori Blue Oak Campus</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>Charter Transitional Reporting (TREC I)</td>
<td>0359</td>
<td>6767 Green Valley Rd. Placerville, CA 95687</td>
<td>Site-based Instruction</td>
<td><a href="http://www.edcoe.org">www.edcoe.org</a></td>
<td>Charter Transitional Reporting (TREC I)</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>EDUHS Virtual Academy at Shingleston</td>
<td>0396</td>
<td>3540 Kokl Ln. El Dorado, CA 95623</td>
<td>Independent Study</td>
<td><a href="http://site.eduhis.k12.ca.us">http://site.eduhis.k12.ca.us</a></td>
<td>EDUHS Virtual Academy at Shingleston</td>
<td>DataQuest Reports</td>
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<td>El Dorado COE Charter Community Day</td>
<td>0782</td>
<td>6767 Green Valley Rd. Placerville, CA 95687-9984</td>
<td>Site-based Instruction</td>
<td><a href="http://www.edcoe.org">http://www.edcoe.org</a></td>
<td>El Dorado COE Charter Community Day</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>Pacific Technology School Santa Ana</td>
<td>1069</td>
<td>102 Baker St. East Costa Mesa, CA 92626</td>
<td>Site-based Instruction</td>
<td>santaana.pischarter.org</td>
<td>Pacific Technology School Santa Ana</td>
<td>DataQuest Reports</td>
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<td>Rite of Passage</td>
<td>0053</td>
<td>100 Rosaschi Rd. Yerlington, NV 89447</td>
<td>Site-based Instruction</td>
<td><a href="http://www.edcoe.org">www.edcoe.org</a></td>
<td>Rite of Passage</td>
<td>DataQuest Reports</td>
</tr>
<tr>
<td>Workforce Investment Act Charter</td>
<td>1013</td>
<td>6767 Green Valley Rd. Placerville, CA 95687</td>
<td>Site-based Instruction</td>
<td><a href="http://www.edcoe.org">http://www.edcoe.org</a></td>
<td>Workforce Investment Act Charter</td>
<td>DataQuest Reports</td>
</tr>
</tbody>
</table>
Except as the Board of Trustees may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Superintendent
2701 Amber Trail
Pollock Pines, CA  95726
(530) 644 5416
patkins@ppesd.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with
the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth, homeless students, former juvenile court school students, and children of military families. (Education Code 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints

2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable

3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

4. Include statements that:

   a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

   b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

   c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

   d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

   e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

       If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

   f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the
district's educational program, including curricular and extracurricular activities.

g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

i. A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:

   (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

   (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

   (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

j. The complainant has a right to appeal the district's decision to CDE by filing a written appeal within 15 calendar days of receiving the district's decision. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

k. The appeal to CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

l. Copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

All complainants shall be protected from retaliation.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations the programs specified in the accompanying Board policy (item #1 of the section "Complaints
Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall
ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected,
that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

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

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

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory
harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
   a. Statements made by any witnesses
   b. The relative credibility of the individuals involved
   c. How the complaining individual reacted to the incident
   d. Any documentary or other evidence relating to the alleged conduct
   e. Past instances of similar conduct by any alleged offenders
   f. Past false allegations made by the complainant

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

a. The manner in which the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The relationship between the alleged victim(s) and offender(s)
d. The number of persons engaged in the conduct and at whom the conduct was directed

e. The size of the school, location of the incidents, and context in which they occurred

f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

a. The corrective actions imposed on the respondent

b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.

c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school
or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education.  (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint.  (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision.  (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint.  (5 CCR 4632)

Upon notification by CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to CDE:  (5 CCR 4633)
1. A copy of the original complaint

2. A copy of the written decision

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

5. A report of any action taken to resolve the complaint

6. A copy of the district's uniform complaint procedures

7. Other relevant information requested by CDE

Regulation SILVER FORK ELEMENTARY SCHOOL DISTRICT
approved: June 13, 2018 Kyburz, California
The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5131.62 - Tobacco)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of 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 (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint alleging district noncompliance with the physical education instructional
minutes requirement for students in elementary school  (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

8. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

9. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints
The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32280-32289 School safety plan, uniform complaint procedures
33380-33384 California Indian Education Centers
35186 Williams uniform complaint procedures
44500-44508 California Peer Assistance and Review Program for Teachers
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49069.5 Rights of parents
Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, and military-connected students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52462 Career technical education
52500-52616.24 Adult schools
54000-54029 Economic Impact Aid
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56865 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
104420 Tobacco-Use Prevention Education
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6576 Title I basic programs
6801-7014 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
CODE OF FEDERAL REGULATIONS, TITLE 34
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Sample UCP Board Policies and Procedures
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Title IX Coordinators, April 2015
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Justice: http://www.justice.gov

Policy SILVER FORK ELEMENTARY SCHOOL DISTRICT
adopted: June 13, 2018 Kyburz, California
This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

Prohibited sexual harassment also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

(cf. 4300 - Administrative and Supervisory Personnel)

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability

2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment

4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint

5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed

6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received

7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted

2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a
minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment

2. The definition of sexual harassment under applicable state and federal law

3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact DFEH and the EEOC

7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

Regulation SILVER FORK ELEMENTARY SCHOOL DISTRICT
approved: June 13, 2018 SILVER FORK, California
List of Materials that may be used on school property

Advance Ant Bait (Bait) (Agranisan) 499-378
CONTRAST Super Scour Bait (Bait) (Bromadiolone) 12455-82-AA
CONTRAST Block (Bait) (Bromadiolone) 12453-79
Cymoff EC (Spray) (Cymophen) 270-3001-AA
Cymoff Power Spray (Spray) (Cymophen) 270-3070
Cymoff WSB (Spray) (Cymophen) 270-3085-AA
Demand CS (Spray) (Cyfluthrin) 10182-341
Demon WP (Spray) (Cypermethrin) 10182-71-AA
Demon EC (Spray) (Cypermethrin) 10182-103
Dilution 45 (Spray) (Diazinon) 715-487
Generation Mini Block (Bait) (Deltamethrin) 7172-218
Dragger SPR (Spray) (Fenoxycarb) 270-3082-
Dime Ant Killer (Ortho Orthofen) 44311-9
Dime Gel (Ortho Orthofen) 9444-131-AA
Dionex (Spray) (Fenoxycarb/DCN Gel/Piperonyl Butoxide) 4816-
General IGR Conc. (Gels) (Hydramethylna) 2724-231-50001
Maxforce (Spray) (Hydramethylna) 64248-1-ZA
Maxforce Ant Killer (Spray) (Hydramethylna) 64248-2-ZA
Maxforce FC Ant Stations (Fipronil) 64248-10
Maxforce Bait Gel (Spray) (Hydramethylna) 64248-5
Metalchlo 7.5G (Metalchlo) 5481-103-AA
Metalchlo Orthocarb 2-1 (Metalchlo) 5481-103-AA
Muscard (Spray) (Muscard) 270-255-ZA
Pestor (Spray) (Muscard) 2724-404-AA-50809
Pestor 2001 (Spray) (Muscard/Oral) 2724-415-AA-50809
BR-100 (Powder) (Pyrethrin) 499-455
PT 174A X-Clada (Powder) (Pyrethrin/Piperonyl Butoxide) 499-255-AA
PT 155 TCO (Powder) (Chlorpyrifos) 499-320-AA
PT 565 XLO (Powder) (Pyrethrin/Piperonyl Butoxide/Alatehrin) 499-310-
PT 270 (Powder) (Chlorpyrifos) 499-147-ZB
PT 14-10 (Powder) (Pyrethrin/Piperonyl Butoxide) 499-221-ZB
PT 271 (Powder) (Chlorpyrifos) 499-297-AA
PT 310 (Powder) (Agranisan B1) 499-294-AA
Fuge III (Powder) (Pyrethrin/Piperonyl Butoxide) 9444-33-ZA
FT 600 (Powder) (Cyfluthrin) 499-304-AA
PT 505 XLO (Powder) (Pyrethrin/Piperonyl Butoxide) 499-290-AA
Seige Gel (Spray) (Hydramethylna) 241-113-AA
PT 113 (Spray) (Alatehrin/Phenocid) 499-362-AA
PT 165 (Spray) (Pyrethrin/Piperonyl Butoxide) 499-182-ZA
Ternalde SC (Powder) (Fipronil) 412-901
Ternalde (Powder) (Cyfluthrin) 4944-183
Toral (Powder) (Brodifacoum) 10182-359-AA (Wesber Bldg)
Toral (Powder) (Brodifacoum) 10182-344-AA (Forte-Pellet Bait Pack)
Toral (Powder) (Brodifacoum) 10182-355-AA (Pellet Bait Pack)
Toral Pellet-Bait-Toral (Powder) (Brodifacoum) 10182-356-AA
Tempo 1½ Dust (Powder) (Cyfluthrin) 3125-429-AA
Tempo 20WP (Powder) (Cyfluthrin) 3125-396-AA (Power Pck)
Tempo 320WP (Powder) (Cyfluthrin) 3125-377-AA
Zinc Phosphide (Powder) 12455-16-AA

List of pests that may be treated for;

Ants Bees Earwigs Flies Mites Snails Stored Grain Pests
Ants-Carpenter Cockroaches Fabric Pests Gophers/Ground Squirrels Scorpions Cowbugs Wasps
Ants-Pharaoh Crickets Fleas/Ticks Mice/Rats Silverfish Spiders Other

STATE LAW REQUIRES THAT YOU BE GIVEN THE FOLLOWING INFORMATION:
CAUTION - PESTICIDES ARE TOXIC CHEMICALS.

Structural pest control companies are registered and regulated by the Structural Pest Control Board, and apply pesticides which are registered and approved for use by the California Department of Pesticide Regulation and the United State Environmental Protection Agency. Registration is granted when the State finds that based on existing scientific evidence there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of exposure, so exposure should be minimized.

If you or your child experience symptoms of dizziness, headache, nausea, reduced awareness, slowed movement, garbled speech or difficulty in breathing, leave the structure immediately and seek medical attention by contacting your physician or Poison Control Center (telephone number listed below) and notify your pest control company.

For further information, contact any of the following: Your pest control company (Koby Pest Control (530) 644-3457); for Health Questions - the County Health Department (telephone number listed below); for Application Information - the County Agricultural Commissioners (telephone number listed below); for the Regulatory Information - the Structural Pest Control Board (1-800-737-8188), 1422 Howe Avenue, Sacramento, CA 95825

Poison Control Centers
(800) 876-4766
El Dorado County Agricultural Commissioner
(530) 621-5520
California Health Offices
(530) 621-6100
Koby Pest Control
P O Box 2137
Placerville, CA 95667
644-3457
ATTACHMENT 9

SILVER FORK ELEMENTARY SCHOOL DISTRICT
August 3, 2021

ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

In accordance with AB 2260, Silver Fork School District has adopted an Integrated Pest Management Program. Inherent within this are the District’s efforts to reduce pesticide use as much as possible. While it may be occasionally necessary to apply a pesticide, it will only be used as a last resort.

Pursuant to the Healthy Schools Act of 2000 (Assembly Bill 2260), you as a parent have the right to be informed prior to the application of any pesticide at your children’s school. AB 2260 shall not apply to a pesticide product deployed in the form of a self-contained bait or trap and gel or paste baits if applied as a crack and crevice treatment. In the event of an emergency, pesticides may be applied without prior notice, but notice will be posted following any such application. **We will notify you through the weekly news notes at each site.** To receive notification of a pesticide application, please complete the following information. If this form is not returned, it will be assumed that there is no need to notify you.

Assembly Bill 2260 also requires that you as a parent receive a list of materials that may be used at any school site at least once a year. This list is called the Annual Pesticide Notification Form and is included in this packet.

If you have any questions or concerns about pest management in the Silver Fork School District, please contact:

Scott Bunce, District Lead M&O
Silver Fork School District
530 644-5416

Please cut here and return bottom portion.

If you desire notification of a pesticide application, please fill out and return to your child’s school.

School:__________________________________________

Parent/Guardian Name:________________________________________

Student Name:________________________________________

Address:________________________________________

City:____________________ Zip:____________

Home Phone:____________________ Work Phone:____________________

Parent/Guardian Signature____________________ Date____________________
SILVER FORK ESD
Administrative Regulation
Tobacco-Free Schools

AR 3513.3
Business and Noninstructional Operations

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Regulation SILVER FORK ELEMENTARY SCHOOL DISTRICT
approved: September 27, 2016 Kyburz, California
The Board of Trustees recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.62 - Tobacco)
(cf. 5141.23 - Asthma Management)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

3. Any component, part, or accessory of a tobacco product, whether or not sold separately.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:
EDUCATION CODE
48900 Grounds for suspension/expulsion
48901 Prohibition against tobacco use by students
BUSINESS AND PROFESSIONS CODE
22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions
HEALTH AND SAFETY CODE
39002 Control of air pollution from nonvehicular sources
104350-104495 Tobacco use prevention, especially:
104495 Prohibition of smoking and tobacco waste on playgrounds
104559 Tobacco use prohibition
119405 Unlawful to sell or furnish electronic cigarettes to minors
LABOR CODE
3300 Employer, definition
6304 Safe and healthful workplace
6404.5 Occupational safety and health; use of tobacco products
UNITED STATES CODE, TITLE 20
6083 Nonsmoking policy for children's services
7111-7122 Student Support and Academic Enrichment Grants
CODE OF FEDERAL REGULATIONS, TITLE 21
1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors
PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS
Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:
WEB SITES
California Department of Education, Alcohol, Tobacco and Other Drug Prevention:  
http://www.cde.ca.gov/ls/he/at
California Department of Education, Tobacco-Free School District Certification:  
http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp
California Department of Public Health, Tobacco Control:  
http://www.cdph.ca.gov/programs/tobacco
Occupational Safety and Health Standards Board:  http://www.dir.ca.gov/OSHSB/oshsb.html
U.S. Environmental Protection Agency:  http://www.epa.gov

Policy  SILVER FORK ELEMENTARY SCHOOL DISTRICT
adopted:  September 27, 2016  Kyburz, California
§ 56031 Special education

(a) "Special Education" in accordance with Section 1401(29) of Title 20 of the United States Code, means specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs, including instruction conducted in the classroom, in the home, in hospitals and Institutions, and other settings, and instruction in physical education.

(b) In accordance with Section 300.39 of Title 34 of the Code of Federal Regulations, special education includes each of the following, if the services otherwise meet the requirements of subdivision (a):

   (1) Speech-language pathology services, or any other designated instruction and service or related service, pursuant to Section 56363, if the service is considered special education rather than a designated instruction and service or related service under state standards.

   (2) Travel training.

   (3) Vocational education.

(c) Transition services for individuals with exceptional needs may be special education, in accordance with Section 300.43(b) of Title 34 of the Code of Federal Regulations, if provided as specially designed instruction, or a related service, if required to assist an individual with exceptional needs to benefit from special education.

(d) Individuals with exceptional needs shall be grouped for instructional purposes according to their instructional needs.
STUDENT ELECTRONIC INFORMATION RESOURCE CONTRACT

Before using District technology resources, each student & parent/guardian must accept the terms of this document. Please read carefully and sign where indicated. When signed this document becomes a legally binding contract.

Terms and Conditions

1. Privileges. Access to technology/information resources is a privilege, not a right. All use of Internet, Email, and technology resources must be in support of education, & consistent with the educational goals of the Pollock Pines Elementary School District. Inappropriate use of the system may result in cancellation of privileges, disciplinary, or legal action. Matters related to or in support of illegal activities will be reported to the authorities. District/school administrators reserve the exclusive right to determine what is appropriate use, and may revoke privileges at any time.

2. Accounts & Personal Information. Students will be provided access to online services & applications for educational purposes. These may include Google G Suite & other services as deemed necessary by the district. Parents/guardians authorize the District to provide the student access to these services, and to share required personal information with them.

3. Privacy. All student accounts are subject to monitoring & logging. This includes all data and communications regardless of device used, time, physical location, or type of communication (email, Internet searches, etc.) and no expectation of privacy shall be assumed while using a PPESD-issued account.

4. Prohibited Use. Prohibited use includes, but is not limited to:
   - Transmission of offensive or illegal material
   - Use of technology to purchase or obtain goods or services, or conduct business transactions
   - Use of technology resources to commit plagiarism
   - Attempting to access, view, or delete confidential personal or District information
   - Revealing personal information about yourself or another user
   - Downloading, installing, or otherwise importing unauthorized software or Operating Systems
   - Disabling or attempting to disable, bypass, or remove pre-installed software or Operating Systems, Internet filters, firewalls, antivirus, or security systems
   - Opening, removing, or modifying hardware, peripherals, cables, or other components
   - Removing District devices or property from school grounds

5. Etiquette. Users are expected to abide by the generally accepted rules of Internet / network etiquette at all times. These include the use of acceptable language and general politeness. Any form of cyber-bullying is strictly prohibited.

6. Liability. Parents or guardians may be liable for damages to District technology resources caused by the student. If a student vandalizes, modifies, or otherwise damages technology resources, the District may ask that student’s parent or guardian for financial compensation.

* PLEASE SEE REVERSE  -  SIGNATURES REQUIRED *
7. **COPPA.** The Pollock Pines Elementary School District strives to use the most effective online instructional tools & services to educate its students. In doing so, certain personal identifiable information, (typically the student’s name and Google email address) must be provided to these third-parties. The Children’s Online Privacy Protection Act (COPPA) requires these entities to obtain parental consent before collecting personal information of children under 13. The law also permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the each website operator. This form constitutes consent to share basic information with these & other third-parties. Services used by the Pollock Pines Elementary School District are subject to change without notice, and include:

- G-Suite
- Kahn Academy
- Benchmark
- StudySync
- Clever
- Raz Kids
- Spelling City
- Renaissance
- Read Naturally
- Reflex Math
- Lexia
- Prodigy

If you wish to deny your child access to these services, please make an appointment with your school principal in order to discuss alternatives & sign the necessary exemption paperwork.

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**Required Signatures**

**STUDENT**
I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the above provisions will result in disciplinary action. In some cases, it may result in revoking access to the system, and appropriate legal action.

Student Name (please print): ________________________________________________________________

Signature: __________________________________________ Date: __________________

**PARENT OR GUARDIAN**
As the parent or guardian of this student, I have read and understand this contract. I understand that it is impossible for Pollock Pines Elementary School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I accept full responsibility for my child’s use of technology resources. I hereby give my permission to issue account(s) for my child and share required information with third-party platforms. I certify that the information contained on this form is correct.

Parent or Guardian Name (please print): ____________________________________________

Signature: __________________________________________ Date: __________________
Immigration Status
“Know Your Rights”

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. In addition, 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.
The Board of Trustees 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.

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

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.

(cf. 6116 - Classroom Interruptions)

All outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

(cf. 1112 - Media Relations)

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.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3515.2 - Disruptions)

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)

Legal Reference:
EDUCATION CODE
32210 Willful disturbance of public school or meeting
32211 Threatened disruption or interference with classes; misdemeanor
32212 Classroom interruptions
35160 Authority of governing boards
35292 Visits to schools (board members)
49091.10 Parental right to inspect instructional materials and observe school activities
51101 Parent Rights Act of 2002
51512 Prohibited use of electronic listening or recording device
EVIDENCE CODE
1070 Refusal to disclose news source
LABOR CODE
230.8 Discharge or discrimination for taking time off to participate in child's educational activities
PENAL CODE
290 Sex offenders
626-626.10 Schools
626.81 Misdemeanor for registered sex offender to come onto school grounds
627-627.10 Access to school premises, especially:
627.1 Definitions
627.2 Necessity of registration by outsider
627.7 Misdemeanors; punishment
COURT DECISIONS
ATTORNEY GENERAL OPINIONS

Policy SILVER FORK ELEMENTARY SCHOOL DISTRICT
adopted: November 13, 2012 SILVER FORK, California
revised: March 24, 2015
SILVER FORK ESD
Board Policy
Professional Standards

BP 4119.21
Personnel

The Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally, 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. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - 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.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Inappropriate Conduct

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

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 4158/4258/4358 - Employee Security)
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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

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

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons or entities 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

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

Reports of Misconduct

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.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 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.

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
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.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
44050 Employee code of conduct; interaction with students
44242.5 Reports and review of alleged misconduct
48980 Parental notifications
PENAL CODE
11164-11174.4 Child Abuse and Neglect Reporting Act
CODE OF REGULATIONS, TITLE 5
80303 Reports of dismissal, resignation and other terminations for alleged misconduct
80331-80338 Rules of conduct for professional educators

Management Resources:
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Professional Standards for Educational Leaders, February 2014
California Standards for the Teaching Profession, 2009
COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Professional Standards for Educational Leaders, 2015
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975
WESTED PUBLICATIONS
Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

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

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Board of Trustees policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan
PENAL CODE
422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age
COURT DECISIONS

Management Resources:
CSBA PUBLICATIONS
Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-
Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children:  Focus on Bullying, Governance Brief, December 2012
Safe Schools:  Strategies for Board of Trusteess to Ensure Student Success, 2011
Cyberbullying:  Policy Considerations for Boards, Policy Brief, rev. July 2010
Building Healthy Communities:  A School Leaders Guide to Collaboration and Community Engagement, 2009
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying Module
California's Social and Emotional Learning:  Guiding Principles, 2018
Social and Emotional Learning in California:  A Guide to Resources, 2018
Health Education Content Standards for California Public Schools:  Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All:  Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter:  Responding to Bullying of Students with Disabilities, October 2014
Guidance to America's Schools:  Bullying of Students with Disabilities, October 2014
Dear Colleague Letter:  Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010
Dear Colleague Letter:  Harassment and Bullying, October 2010
WEB SITES
CSBA:  http://www.csba.org
California Department of Education, Safe Schools Office:  http://www.cde.ca.gov/ls/ss
Center on Great Teachers and Leaders:  https://gtlcenter.org
Collaborative for Academic Social and Emotional Learning:  https://casel.org
Common Sense Media:  http://www.commonsensemedia.org
National School Safety Center:  http://www.schoolsafety.us
Partnership for Children and Youth:  https://www.partnerforchildren.org

Policy  SILVER FORK ELEMENTARY SCHOOL DISTRICT
adopted:  September 25, 2019 Kyburz, California
## MENTAL HEALTH AND SOCIAL EMOTIONAL ONLINE RESOURCES

<table>
<thead>
<tr>
<th>Entity</th>
<th>Description</th>
<th>Website</th>
<th>Phone number if available</th>
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</thead>
<tbody>
<tr>
<td>EDUHSD Wellness Centers</td>
<td>Wellness Centers are for high school aged youth throughout the county and are located on each High School site</td>
<td><a href="https://www.scfwellnesscenters.org/">https://www.scfwellnesscenters.org/</a></td>
<td>(530) 280-2009</td>
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<tr>
<td>Warmline Family Resource Center</td>
<td>Resources, support, training and consultation to families with children with special needs</td>
<td><a href="http://www.warmlinefrc.org/">http://www.warmlinefrc.org/</a></td>
<td>(916) 455-9500</td>
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<tr>
<td>CAPTAIN</td>
<td>Statewide multiagency network to support students with Autism</td>
<td><a href="http://captain.ca.gov/">http://captain.ca.gov/</a></td>
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<tr>
<td>Understood</td>
<td>Supports for Families, Educators, and Young Adults with a focus on empowering people who learn and think differently and those who support them, offering customized, accessible resources</td>
<td>understood.org</td>
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<tr>
<td>San Diego Family</td>
<td>This website has great resources and online activities for families and children</td>
<td><a href="https://www.sandiegofamily.com/things-to-do/best-of-family-fun/best-online-activities-for-kids">https://www.sandiegofamily.com/things-to-do/best-of-family-fun/best-online-activities-for-kids</a></td>
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<tr>
<td>AFIRM-Autism Focused Intervention Resources and Modules</td>
<td>Resources for distance learning and coping with school closures for students with Autism</td>
<td><a href="https://afirm.fpg.unc.edu/supporting-individuals-autism-through-uncertain-times">https://afirm.fpg.unc.edu/supporting-individuals-autism-through-uncertain-times</a></td>
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<tr>
<td>Second Step</td>
<td>This website offers free social emotional learning ideas due to COVID</td>
<td><a href="https://www.secondstep.org/covid19support">https://www.secondstep.org/covid19support</a></td>
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<tr>
<td><strong>Social Thinking</strong></td>
<td>Free information and we understand your urgency in finding tools for your students, clients and children. Weekly posts on social emotional support strategies each week in one of these four areas: 1. Read Aloud Books and Thinksheets, 2. Video Lessons, 3. Webinars and Aha! Moments, and 4. Articles.</td>
<td><a href="https://www.socialthinking.com/free-stuff">https://www.socialthinking.com/free-stuff</a></td>
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<td><strong>PBIS-Positive Behavior Intervention Services</strong></td>
<td>This brief provides considerations and suggestions for adapting Check-in Check-out (CICO), an evidence-based Tier 2 school intervention, for situations where students are learning from home.</td>
<td><a href="https://www.pbis.org/resource/guidance-on-adapting-check-in-check-out-cico-for-distance-learning">https://www.pbis.org/resource/guidance-on-adapting-check-in-check-out-cico-for-distance-learning</a></td>
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<tr>
<td><strong>My Ability Kit</strong></td>
<td>Website dedicated to developing the right tools to help individuals with autism enhance skills and increase independence. The resources are evidence based intervention strategies, including but not limited to prompting, visual supports, and modeling.</td>
<td><a href="http://www.myabilitykit.com/whoweare">http://www.myabilitykit.com/whoweare</a></td>
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<tr>
<td><strong>The Zones of Regulation</strong></td>
<td>Supports for teachers, practitioners, care-givers, and most importantly, our learners during these unprecedented events.</td>
<td><a href="https://www.zonesofregulation.com/distance-learning-resources.html">https://www.zonesofregulation.com/distance-learning-resources.html</a></td>
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<tr>
<td><strong>El Dorado Hills Community Services District</strong></td>
<td>Virtual recreational resources</td>
<td><a href="https://www.eldoradohillsscsd.org/recreation/virtual-recreation.html">https://www.eldoradohillsscsd.org/recreation/virtual-recreation.html</a></td>
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<tr>
<td><strong>Cameron Park Community Services District</strong></td>
<td>Virtual resources</td>
<td><a href="https://sites.google.com/view/cameronparkvirtualreccenter">https://sites.google.com/view/cameronparkvirtualreccenter</a></td>
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<td><strong>UC Davis Mind Institute</strong></td>
<td>Social skills groups formerly in person have transitioned into an online format- became a gaming group for youth ages 8 to 17. Email Caryn Chalmers for information on the social skills intervention classes.</td>
<td><a href="https://health.ucdavis.edu/health-news/newsroom/during-covid-19-online-gaming-helps-teens-with-autism-build-their-social-skills/2020/05">https://health.ucdavis.edu/health-news/newsroom/during-covid-19-online-gaming-helps-teens-with-autism-build-their-social-skills/2020/05</a></td>
<td>Caryn Chalmers @ucdavis.edu</td>
</tr>
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<td><strong>Teen Tribe</strong></td>
<td>Peer-to-Peer support group for teens faced with mental health challenges and/or difficult family dynamics</td>
<td><a href="https://support.therapytribe.com/teen-support-group/">https://support.therapytribe.com/teen-support-group/</a></td>
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<td><strong>1000 Things to Do During COVID-19; Online Activities for kids, teens, families, and adults</strong></td>
<td>EntertainmentCalendar.com</td>
<td>Lists a schedule of online events (e.g., virtual martial arts, kids hip hop dance, Teen Improv, Virtual Walks, etc). <a href="https://rochester.kidsoutandabout.com/content/1000-things-to-do-during-covid-19-online-activities-kids-teens-families-and-adults">https://rochester.kidsoutandabout.com/content/1000-things-to-do-during-covid-19-online-activities-kids-teens-families-and-adults</a></td>
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<tr>
<td><strong>4-H</strong></td>
<td>4-H at Home has stepped up to bring the traditional 4-H experience into the home during COVID-19. Activities related to STEM, living, and crafting are included. The 4-H learning experiences include a featured activity series like Virtual 4-H Camp, 4-H Cooking Experience, and more</td>
<td><a href="https://4-h.org/about/4-h-at-home/">https://4-h.org/about/4-h-at-home/</a></td>
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<tr>
<td><strong>Southern California Sunrise Recovery Center</strong></td>
<td>Southern California Sunrise Recovery Center, LLC (SCSRC) know your needs or those of your loved ones. Mental Health can be hard to talk about, our team understands this and will help each person individually.</td>
<td><a href="https://socalsunrisemh.com/managing-mental-health-during-covid-19/">https://socalsunrisemh.com/managing-mental-health-during-covid-19/</a></td>
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