



Montague Elementary School District

Parent and Student Handbook

2023-2024

**ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK**

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[IMPORTANT: Please complete the notification form (page 41) and return to your child's school.]

GENERAL INFORMATION

The following information is provided at the beginning of each school year to assist parents/guardians with information concerning parent/student rights, which the law requires the school district to provide per Education Code 48980.

SCHOOL ACCOUNTABILITY REPORT CARD

All school site School Accountability Report Cards are available on the District's web page at montagueschools.net. You may also request a copy from your child's school.

STUDENT RECORDS AND NOTIFICATION OF RIGHTS

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the site Principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the Principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

NOTIFICATION OF MINIMUM DAYS/PUPIL FREE STAFF DEVELOPMENT DAYS

The District requires that parents be advised no later than one month prior to any scheduled change in the student's day. [EC 48980(c)]

PARENT INVOLVEMENT - BOARD POLICY 6020

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians representing all student groups including foster and homeless youth to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

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

TITLE I SCHOOLS

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program at the school site. (Education Code 11503)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities.

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with 20 USC 6318.

NON-TITLE I SCHOOLS

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

HOMELESS YOUTH

Homeless children and youth are those who lack a fixed, regular, and adequate nighttime residence. This definition includes:

- Sharing housing of other persons (friend, relative, neighbor) due to loss of housing, economic hardship, or similar reason

- Staying in a motel, hotel or campground due to a lack of adequate alternative accommodations
- Living in an emergency or transitional shelter or domestic violence shelter
- Staying in a primary nighttime residence that is a private or public place not designed for people sleeping accommodation
- Living in a car, park, garage, public spaces, abandoned building or substandard housing.
- Unaccompanied youth not in the physical custody of a parent/guardian, who is in transition as defined above.

Children identified as homeless are assured educational rights, such as: immediate placement, the opportunity to remain in their school of origin, immediate enrollment, placement in local comprehensive school, partial credits, graduation with state minimum requirements (AB 216), or the option for a possible fifth year of high school. If a dispute arises over a decision related to the student eligibility, school selection or enrollment, MESD must provide a remedy to the affected student following the Uniform Complaint Procedures. Additionally, homeless youth have access to academic resources, services and extracurricular activities through their school sites and with the assistance of their teachers, administrators, counselors and the McKinney Vento/Homeless Youth Liaison. For additional information, or to access services, contact the Montague Elementary School District at (530) 459-3001.

FOSTER YOUTH EDUCATIONAL PLACEMENT

Foster youth in the Montague Elementary School District are supported at school by the teachers, support staff, administrators, and counselors, and from the District, by the Student Services Department. Please contact the MESD Foster Youth Liaison for information or concerns related to foster youth at (530)4591-3001. Per California State Law Assembly Bill 490, foster youth who live in the district's attendance area must be enrolled immediately even if records normally required for enrollment are not immediately available. When foster youth changes placement, they have the right to matriculate with peers from their school of origin for the duration of their time in placement (i.e. elementary to the feeder middle school), even if they move outside of the district boundaries. Additionally, if a foster youth returns to their parent, they are entitled to remain in their school of origin for the remainder of the year. The district's liaison works with county placement agencies, care providers and juvenile courts to insure that educational placements are in the best interest of the child. Students who move outside of MESD boundaries require an Inter-District Transfer application approved by the Siskiyou County Office of Education (SCOE) and a letter from the court appointed social worker indicating that it is the student's best interest to remain with our district.

TOBACCO-FREE SCHOOLS

MESD recognizes that the use of tobacco products produces a health hazard to the user as well as to those exposed to secondhand smoke. As an educational institution, the District and its employees may provide both effective educational programs and a positive example to students concerning the use of tobacco. Therefore, the MESD Board of Education declares that the use of all tobacco products, including electronic nicotine devices, by anyone on school district property, in vehicles, or at District-sponsored events is prohibited. Under Health and Safety Code 104495, smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited. District employees, students, and members of the public are expected to observe this restriction.

INTERNET AND E-MAIL USE

Internet and electronic mail (E-mail) are rapidly being integrated into the school's instructional programs. Our goal in providing access to the Internet and E-mail is to promote educational excellence by helping students gather and share information. Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and may result in discipline proceedings. Parents and students will be required to read and sign an *Acceptable Use Contract* prior to use of the Internet and/or e-mail. The *Acceptable Use Contract* is included in initial registration materials. This document will be kept on file for the current school year and must be renewed annually. [EC 48980(i)] Bullying by cyber means, through the internet or email is prohibited and all acts will be investigated and disciplined under [EC 48900(r)]. Following is the district's written policy on the Student Use of Technology (BP 6163.4):

"The Board of Education intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement. Staff shall supervise students while they are using online services."

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

The District offers students the privilege of accessing electronic resources to help achieve its mission. These electronic resources include hardware (like portable devices and computers), software (like programs and games), and networks (like email and online file storage).

Students will use District and personal technology resources according to the Board Policy 6163.4 and Administrative Regulation 6163.4. Failure to adhere to these policies may result in disciplinary actions. Students will use the District's electronic resources only for the educational goals the teachers assign to them. Students will use District technology and the Internet in a safe, responsible, and appropriate manner. Students will not search for, view or retrieve content that is sexually explicit, profane, violent, abusive or illegal in any way, is prohibited. (If a student accidentally accesses such materials they must inform the teacher and leave the site immediately). Students will not share passwords, use another user's passwords, access another user's accounts, or attempt to circumvent network security systems and filters. Students are prohibited from sending communications containing threats, profanity, sexual references, insults, harassment or obscene language. Students will neither use nor attempt to use any software, utilities or other means to access content, network or Internet sites blocked by school filters. Students will not use the District's electronic resources to violate District rules or the law, which could result in consequences including disciplinary action and/or legal action in accordance with law and Board policy. Students will not divulge personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, student Identifier, address, and phone number. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable. Students may not copy, save or distribute copyrighted materials.

The parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

Students will have no expectation of privacy in District or personal technology resources while on District premises or at a school-sponsored event. Computer files and electronic communications, including email, are not private and may be accessed by the District at any time for the limited purpose of ensuring compliance with Board policies and regulations. This includes computer files and electronic communications which are accessed using District technology or through the District's network but are stored externally.

CHROMEBOOKS

All students in Grades K-8 have access to a Chromebook. These Chromebooks are instructional materials, which further our district's mission that every student will graduate ready for college and well-prepared for the careers of the future.

Chromebooks are issued consistent with Board Policy 6162.2, which recognizes that instructional materials are an expensive resource, provided for use by students, that remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

Education Code section 48904 permits the District to hold parents/guardians financially accountable for damages to a Chromebook that a minor student "willfully cuts, defaces or otherwise injures", or that is "not returned upon demand of an employee of the school district" (e.g., lost or stolen). (Ed. Code § 48904.)

If a Chromebook is willfully damaged, or damaged through negligence, by the student or not returned to the district upon demand, the parent/guardian may be held liable for the resulting damages. The amount of damages will usually be the cost to repair the Chromebook or, if the Chromebook is irreparable or not returned, the value of the Chromebook at the time of damage or failure to return.

Essentially, the district-loaned Chromebook will be treated like a textbook. It is free of charge, but like a textbook, if the Chromebook is willfully damaged or not returned, the student's parents/guardian may be held responsible for the damage/loss. According to BP 6162.2, if it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him or her, the Superintendent or designee may excuse the student or parent/guardian from liability.

COMPREHENSIVE SCHOOL SAFETY PLAN

Each school shall report on the status of its school safety plan, including a description of its key elements in the annual School Accountability Report Card prepared pursuant to Education Code Section 33126 and 35256. Each school site council or school safety planning committee is required to notify, in writing, specified persons and entities about the required public meeting to allow members of the public an opportunity to express an opinion about the school plan. Specified persons or entities shall include: the mayor, representative of the local school employee organization; representative of parent organizations including the parent teacher organization and parent teacher clubs; a representative of each teacher organization at the school site; a representative of the student body government; and all other persons that indicate they want to be notified. (EC 32288) The school district is required to annually notify the State Department of Education by October 15 of any school that has not complied with Education Code 32281.

SAFE SCHOOLS

MESD recognizes that students, staff and community members have a right to a safe and secure campus free of physical and psychological harm. All schools are committed to maximizing school safety and creating a positive learning environment that emphasizes high expectations for student conduct, responsible behavior, and respect for others. Support personnel to include but not limited to instructional aides, behavior support specialists and school counselors provide additional personal/social support, mediation and intervention for students struggling with issues that hinder academic achievement, appropriate behavior and/or attendance.

DAYTIME CURFEW ORDINANCE

A Daytime Curfew Ordinance prohibits students 18 years old and younger from loitering during school hours. The Siskiyou County Sheriff's Department enforces this ordinance and is able to stop, question, pick up and issue citations to adolescents who are in public places between the hours of 7 a.m. to 3:30 p.m. on school days.

STUDENT SURVEYS

Periodically, students will be asked to participate in anonymous, voluntary and/or confidential research and evaluation tools to measure student's health behaviors and risks including tests, questionnaires and surveys. The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires the District to notify parents or guardians of the administration of certain surveys and school activities, as outlined below. Parents or guardians are provided with an opportunity to opt their student out of participating in certain school activities and have the right to review, upon request, any instructional materials used in connection with any survey that concerns one or more of the protected categories. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

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

Parents or students who believe their rights under PPRA may have been violated may file a complaint by writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that MESD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as tournament rosters and lineup cards.

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

If you do not want the District to disclose directory information from your child's education records, you must notify the principal in writing. The District has designated the following information as directory information:

1. Name.
2. Photograph.
3. Participation in officially recognized activities and sports.
4. Dates of attendance.

RELEASE OF INFORMATION

Montague Elementary School District will respond to a court order to release student records approved by the presiding judge of the juvenile court. A court order must be provided.

PERSONAL PROPERTY

Students shall leave valuable personal property at home. The school is not responsible for lost or damaged personal property including all electronic devices.

UNAUTHORIZED ITEMS

Unauthorized items do not belong at school and the school will not be responsible for the loss, theft, condition, or return of any unauthorized items. All unauthorized items brought to school may be confiscated by staff. Such items include, but are not limited to, electronic devices, aerosol cans, markers, toys, etc. Confiscated items may be recovered by the student or the parent at the schools' discretion in a reasonable period of time, as defined by the school site. The school will not be responsible for any item not recovered in a reasonable period of time as defined by the school. MESD or any individual employee is not liable for damage or loss to confiscated items. The primary objective of requiring students not to bring unauthorized items to school is to prevent the loss or damage of private property, to ensure a focus on education, and to promote a safe and secure school environment.

ELECTRONIC DEVICES

Personal Electronic Devices, including but not limited to cell phones, MP3 players, and portable electronic games, are prohibited on MESD property during school hours. Students may check these devices into the office for safe storage during the school day. Neither the school nor the district is responsible for lost, stolen or confiscated items. Items can and will be confiscated if they are interrupting the educational process. If a confiscated item is then stolen from a school employee, there will be no reimbursement as the item should not have been brought to school. Misuse of these items may result in disciplinary action.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student health-related purposes. (EC 48901.5)

For information regarding district-issued Chromebooks, please refer to that section on page 5 of this handbook.

ACCIDENT INSURANCE

The medical costs of student accidents are the responsibility of the parent or guardian. Student accident insurance helps pay for the medical costs if a child is injured while under jurisdiction of the school. The contract is made between the parent or guardian and the insurance company.

EMERGENCY FORM AND EMERGENCIES

Parents must fill out an emergency form that is filed in the school office. It is absolutely essential that the information on the form be kept current. In case of an emergency or disaster (earthquake, etc.), students will be released only to those individuals listed on the card when phone service is available. In case of an emergency, the site will always call your home or place of employment. If the parent or emergency contact cannot be reached, the site will use their best judgment in getting medical attention for an injured or ill child.

Students are trained to respond and evacuate appropriately to emergencies through drills conducted on a regular basis. Teachers are trained in emergency procedures. Students should NOT use their personal cell phones in the event of a natural disaster because it will impede the school district's ability to support students and staff.

FIELD TRIPS

Field trips are directly coordinated with academic learning. Parents will be asked to chaperone. Students **MAY NOT** go on a field trip without a permission slip signed by a parent. Parent chaperones may not bring other children along on field trips. Students may not be released to their parents for transport during/after the event unless authorized at least 72 hours in advance by the principal.

FUNDRAISING POLICY

School principals must consider the following criteria in regard to fundraising activities. (Board Policy 1321)

- No more than two fundraisers which include all pupils in the school are to be allowed per school year.
- The number of fundraisers to be conducted by individual classes, grade levels, and student organizations will be determined and approved by the school principal in accordance with Board Policy 1324.
- All proposals for fundraising activities must be submitted to the principal. These proposals shall include purpose, details of the project, and projected date (month/week) of undertaking.
- All school principals will meet during the month of October to coordinate a yearly calendar of fundraising events to be presented to the Superintendent or designee by November 1 of each school year.
- The yearly calendar shall updated to include proposed food sales on campus. Food sales by ASB or 8th Grade Class are presumed to be approved at all home athletic contests.
- Midyear updates to the yearly calendar may be made if necessary.
- Door-to-door sales (solicitation of funds) in the community by pupils are to be strictly prohibited.
- Students must have a signed parent permission slip allowing the student to participate in a fundraising activity. The permission slip should indicate that the student will not engage in any door-to-door sales.

SOLICITING FUNDS FROM AND BY STUDENTS

(Board Policy 1321)

All school personnel shall seek to educate pupils in the services performed by humanitarian nonprofit agencies. No fundraising drives are to be conducted by non-school agencies or for non-school activities among the school children. Individual pupils and their parents may wish to participate with such agencies in their support as a social value and community project.

Examples of humanitarian nonprofit agencies include: YMCA, YWCA, AHA, March of Dimes, etc. Humanitarian nonprofit agencies do not include churches or church affiliated organizations as identified by this policy. Therefore, church and church affiliated organizations would not be allowed to disseminate information or solicit funds from or by students.

The list of humanitarian agencies and the appropriateness of the past years' activities shall be reviewed yearly by the school district.

Students may engage in raising funds to finance approved extracurricular activities subject to the approval of the site principal. The policy of the Board shall be to limit such fund raising activities to a minimum.

BACK-TO-SCHOOL NIGHT AND OPEN HOUSE

Back-to-School Night is an evening near the beginning of the school year set aside for parents and guardians to familiarize themselves with the school atmosphere and meet their child's teacher. Teachers will review classroom procedures, important academic information and goals. Parents and guardians desiring to ask questions specific to their child, should request a parent-teacher conference.

In the spring, an Open House is scheduled to give students the opportunity to share their school experiences with parents. This evening also allows parents to visit other classrooms and view outstanding student work. Parents and guardians desiring to ask questions specific to their child, should request a parent-teacher conference.

CLASSROOM AND SCHOOL VISITATIONS

The Board of Education encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the regular campus/classroom program, school visits should be first arranged with the teacher and Principal or designee with a 24-hour notice. If a conference is desired, an appointment may be set with the teacher for a time before school, after school, or during the teacher's preparation period. Visitation of individual classrooms shall be pre-arranged, with the purpose noted. The visit shall be limited to 20 minutes at the elementary level and one class period at the secondary level. Longer visits shall be by special arrangement with the teacher(s) and the site administrator.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and Principal's permission. (Education Code 51512 and Board Policy 1250)

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and may be barred from the campus or school-related activities for a specified period of time at the request of the Principal. If you are not registered in the office as a visitor, you may be considered as trespassing on school grounds and could result in police contact.

LEAVING THE SCHOOL GROUNDS

Students are never allowed to leave the campus during the school day without permission from the office. If you take your children out of school during school hours, YOU MUST SIGN THEM OUT in the office. Students must remain on campus during the entire regularly established school day unless they have written authorization from a parent/guardian and are released from the office. Authorization for permission for a student to leave school for a specific purpose must be received by the school office before the school day begins. Avoiding dismissal traffic is not a permissible purpose for leaving school early. Students WILL NOT be released to anyone not listed on the emergency card and they must have photo identification with them. Office personnel will verify identity.

CHANGE OF ADDRESS AND TELEPHONE

If you have moved or have a new telephone number, contact the school office and a new emergency card will be given to you. A new emergency card must be filled out within 48 hours when any changes occur.

TELEPHONE CALLS TO AND FROM SCHOOL

The school phone is for business purposes. Students may not use the school phone except in an emergency. An emergency is something that affects the student's health or safety. They are not permitted to call home for permission to go to someone's house after school, etc. All arrangements are to be made before school.

Messages for students will be taken by the office staff. Children will not be allowed to leave class in order to take phone calls. Parents should not be calling their child's cell phone during school hours.

PETS

Animals are not to be brought to school under any circumstances without the permission of the classroom teacher. Wandering pets are a nuisance and of possible danger to children. Animal control will be called to pick up any wandering/stray pets. Please remind your children not to encourage stray animals to follow them to school.

PARENT-TEACHER CONFERENCES

Parent conferences are held near the end of the first trimester. The conferences afford an opportunity for the teacher and parent to sit down together and discuss a student's progress. Additional conferences may, of course, be set up at any time during the school year by contacting your child's teacher.

PROCEDURE TO CONTACT TEACHER

The best way to contact a specific teacher at your student's site is via email. All teachers have access to email and their address can be obtained from the site's web page. If you do not have access to email, please contact the site's main office to leave a message for the teacher.

SCHOOL VOLUNTEERS

Volunteers may be used to assist the classroom teacher and also to assist in the supervision of students when on field trips or engaged in a school activity. Volunteers shall work with students under the immediate supervision of certificated employees. (EC Section 35021) Volunteers must sign in and out at the school office for each day of service. Individuals who perform four or more hours per week of specific volunteer service with or around students shall provide evidence that they are free from active tuberculosis (clear TB test). A chest x-ray will be required only if the intradermal tuberculin test is positive. These volunteers and those working one-on-one with students must also submit to fingerprinting.

NUTRITION

The District recognizes the importance of proper nutrition to the physical well-being of the child. The school nutrition program offers a nourishing breakfast and lunch to each student each day. Meals are served without cost. Additional servings of milk are billed to the student account at \$.30/carton. Soft drinks, energy drinks, and other carbonated beverages are expressly prohibited from consumption on campus.

LUNCH

Students are required to eat lunch at school. Students may bring a sack lunch or purchase a cafeteria lunch.

MESD employs lunch aides to supervise the children in the cafeteria and on the playground during the lunch period. All children are to obey the lunch aides.

ON CAMPUS DETENTION MEAL PROCEDURES

A meal will be made available to all students serving an "on campus detention." Student meals will be charged according to student meal eligibility. Nutrition Services will provide meals reflecting dietary medical documentation.

ACADEMIC INFORMATION STANDARDS

MESD has set standards of achievement for all students in grades Transitional Kindergarten through eighth grade to be achieved by the end of each school year. All students are expected to meet grade level standards. The classroom teacher uses multiple measures to communicate student achievement to parents.

SCHOOL CURRICULUM OR PROSPECTUS

Upon request, a description of the district core curriculum are available for review. When requested, the district core curriculum may be made available and reproduced. School officials may charge for the photocopies an amount not to exceed the cost of duplication.

STANDARDIZED TESTING

October 2013 Assembly Bill 484 was signed into law establishing the California Assessment of Student Performance and Progress (CAASPP) system. The new standardized testing includes Interim Assessments, Smarter Balanced Assessments, and California Science Test (CAST) Science in grades five, eight, and ten; the California Alternative Assessments (CAA) for Science in grades five, eight, and ten and for math and English-language arts in grades three through eleven. Also, includes the Advanced Placement (AP), and/or the Early Assessment Program (EAP) test(s). The California Department of Education states that we must make sure standardized tests are secure at all times. We ask that your child leave his/her electronic device(s) at home during testing (i.e. cell phone, BlackBerry, iPhone, and any other device capable of recording audio, photos, or videos).

STATEWIDE TESTING NOTIFICATION

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

- **Smarter Balanced Assessment Consortium Assessments**

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- **California Science Tests (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2023.

- **California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards in Spanish. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

- **English Language Proficiency Assessments for California**

California has transitioned from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

- **Physical Fitness Test**

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

REPORT CARDS

Report cards will be issued three times during the year for students in grades Transitional Kindergarten through eight. Parent conferences are held during the first trimester. Parents will be notified if their child is at-risk of retention.

GRADING OF PUPIL

When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher and in the absence of mechanical mistake, fraud, bad faith or incompetency, shall be final. (EC 49066-49067)

GRADE REDUCTION/LOSS OF CREDIT

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences pursuant to Education Section 48205 if the missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. [EC 48980(j)]

GRADING POLICY

Assessment of student learning is a complex process based on many factors and variables. A combination of assessment tools may be used by teachers when determining grades. Tests and special projects may carry a higher weight while daily assignments and/or homework may not count as heavily in the final grade. At the beginning of each school year, usually during Back-To-School Night, each teacher discusses classroom standards, grading procedures, instructional programs, homework, etc., Parents are encouraged to attend Back-To-School Night and become familiar with what is required of their child for the academic year.

Please note that all assessments are not necessarily used together in any particular grading period or subject area. Frequently, tests and special projects may carry a higher weight while daily assignments and/or homework may not count as heavily in the final grade. At the beginning of each school year, usually during

Back-To-School Night, each teacher discusses classroom standards, grading procedures, instructional programs, homework, etc., for the year. Parents are encouraged to attend and become familiar with what is required of their child for the academic year. Your child's teacher will be happy to review these with you if needed.

WITHHOLDING GRADES FOR PROPERTY DAMAGE

Education Code 48904 authorizes the district to withhold grades, diploma, and transcript of a student who willfully damages school property, after affording the student due process. A written notice will be provided to the parent/guardian of alleged misconduct before withholding records. If the district is withholding grades, diploma or transcripts from the student because of his or her damage or loss of school property, this information shall be sent to the requesting district when a student moves.

PROMOTION/RETENTION OF STUDENTS

All students are responsible for demonstrating progress toward grade level standards. Promotion/retention decisions shall be made in accordance with the guidelines outlined in the district retention handbook. Students who are absent 20% or more in the school year shall be retained. Students missing greater than 10% of the school year, but less than 20%, must appeal to the school board to be considered for promotion. Middle school students who receive three or more "F" grades and/or fail the same course twice are at risk of retention. An "F" shall be defined as any percentage of points earned less than 62.5%.

MESD has adopted a policy, as required by law, compelling students to demonstrate achievement of grade level standards in order to be promoted. Students not meeting District standards are considered at-risk for retention. With the exception of Kindergarten, the final decision to retain or not retain a student will be made by the teacher or site administrator.

TEXTBOOKS

Students will be held accountable for each textbook that is assigned to him/her. It is both the student's and the parent's responsibility to ensure that textbooks and other loaned materials are handled in such a manner as to keep them safe from damage with no more than usual wear and tear and to return materials to school in a timely manner. Charges for lost/damaged materials will be made either to restore damaged materials to reasonable condition or to replace lost materials.

LIBRARY BOOKS

Library books are checked out through the library staff and used short term. Students are expected to return the books, undamaged, in a timely manner. Unreturned or damaged library books are subject to the same fines and penalties as described for textbooks.

HOMEWORK

Homework will reinforce and extend basic skill development. Family participation and discussion is encouraged. Assignments also will develop good personal study habits and may include occasional special projects. Assignments and the time required for completion may vary according to the abilities of the student.

The district recognizes that not all learning takes place in the classroom. Development of study habits and application of study skills are necessary for continued independent learning. Therefore, it should be emphasized that regular assignments outside the instructional day are to be deemed a part of the total instructional program and should be as frequent as necessary for the student to develop mastery of the subject. Homework is an extension and reflection of instruction. It provides opportunities for:

- Practice to promote mastery of skills
- Development of independence and responsibility in students.
- Parents and guardians to become familiar with the curriculum and to support the educational experience.

The following general guidelines for weekly homework assignments are:

Kindergarten	1-2 hours/week
Grades 1-2	2-3 hours/week
Grade 3-8	3-4 hours/week

MAKE-UP WORK

The teacher of any class from which a student has an excused absence shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Tests and assignments may be the same as those missed, or shall be reasonable equivalent to them. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (EC 48913) Classwork should be provided to students suspended for multiple days within 24 hours.

OBJECTION TO DISSECTION, HARMING OR DESTRUCTIVE USE OF ANIMALS

Any student with a moral objection to dissecting or otherwise harming or destroying animals as a part of a course curriculum shall have the opportunity, with written parental permission, to work with the teacher to develop an alternative, comparable method for obtaining the information or experience required for the class. (EC 32255-32255.6)

PHYSICAL EDUCATION REQUIREMENTS

California Education Code requires that all students participate in physical education. Students are expected to wear appropriate clothing and shoes for running, jumping, climbing, and calisthenics (sit-ups, push-ups, etc.).

A student may be excused from physical education if he/she is ill or injured. Parent notes excusing a student will be honored by the teacher for one to three day absences. A doctor's note is required to excuse a student from physical education for more than three consecutive days or for recurring illness. Students with casts, crutches, recent surgeries or severe injuries will not participate in physical education.

HOME INDEPENDENT STUDY (HIS)

Home Independent Study is an individualized educational program designed for parents who wish to act as their students' primary teacher. MESD staff act as facilitators and provide approved curriculum to aide with instruction. HIS is an opportunity for parents who wish to home school to do so without filing an affidavit with the State of California. Students enrolled in HIS must demonstrate regular academic growth and work completion to remain eligible for this program. Effective 2022/23 school year, MESD has suspended its long-term HIS program.

SHORT TERM INDEPENDENT STUDY

Short term independent study (IS) is available to students who will be off campus for not less than three, and not more than twenty school days, to recover attendance credit for time missed. Independent study must be requested 14 calendar days in advance, and requires permission from the administrator. Independent study may be denied based on failure to complete previous independent study requests or poor attendance. Students who are in the SARB process are not eligible for IS. Students on an IEP may not participate in IS without holding an IEP meeting prior to signature of the IS contract. All work assigned on IS is due on the date that the pupil returns to school for attendance credit. Credit for attendance will be awarded based the the percentage of assigned work completed. All independent study contract requests must be reviewed by the principal, and can be denied based on prior performance in IS programming.

HEALTH EDUCATION/RELIGIOUS TRAINING

If health instruction conflicts with your religious training, beliefs, or personal and moral convictions, please advise your school principal in writing to exclude your child from this phase of the instructional program. (EC 51240)

SCHOOL ATTENDANCE OPTIONS AVAILABLE

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll, in school in the school district in which the residence of either the parent/legal guardian is located (EC 48200 and 48204).

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement of Welfare and Institutions Code; a pupil who is a foster child who remains in his/her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the district; or a pupil residing in a state hospital located within the boundaries of the school district.

MESD complies with current statutory and local attendance options available to students:

- District Open Enrollment (Intra-District Transfer) allows parents/legal guardians to select the school their child shall attend. Request for admission will be based on random, unbiased selection process and space availability. [EC 35160.5(c)]
- Parent Employment-Related Transfers provide that school districts may admit a K-12 student to its schools whose parent or guardian is employed within the boundaries of the district. (EC 48204(f)) For additional information regarding application and procedures, please contact the Facilities Department at (951) 571-7690.
- Alternative Residency: A pupil may establish residency when the pupil's parent or guardian resides outside of the boundaries of the school district but is physically employed within the boundaries of the school district a minimum of 3 days for more than 10 hours a week.

INTER-DISTRICT ATTENDANCE

The parent or guardian of a student may seek release from our district to attend a school in any other school district. School districts in Siskiyou County have entered into an agreement for the inter-district transfer of students within the County and students need to apply annually. An inter-district transfer will be considered for one of five reasons; the student is a senior, the school requested has a specialized program, there is a planned change of residence, the parent is employed by the district requested, child care reasons. The transfer is valid only while conditions stated in the request are maintained and as long as the student's attendance, citizenship, and scholarship are satisfactory at the school of attendance. Applications are available from the Facilities Department (951) 571-7690. (EC 46600)

A pupil who has been determined by school personnel to be victim of bullying, as defined by EC 48900 (r), shall, at the request of the parent/guardian, be given priority for inter-district attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement. Transportation is the responsibility of the parent/guardian.

TRANSPORTATION

BUS INFORMATION

School buses are on a very tight schedule; therefore, all children must be at the designated bus stops, READY TO BOARD, five minutes prior to the scheduled stop. Bus times may vary the first few days of school as the driver and the children adjust to the route. Occasionally the bus will break down. When that occurs, please be patient. The bus drivers will attempt to keep the announced schedule.

SCHOOL BUS SAFETY

Students riding school buses will observe all safety rules both on the bus and at the bus stop. Students are expected to follow the driver's instructions at all times. A copy of the bus safety rules is available by calling the Evan' Transportation at (530) 842-5424.

BUS RULES

- Remain seated at all times facing the front of the bus.
- No loud talking or distracting noise.
- Keep all parts of the body inside the bus.
- Keep center aisle clear.
- Do not throw anything out of the bus windows.
- Do not throw anything on the bus.
- No eating or drinking on the bus.
- Obey the bus driver.
- Do not loiter at the bus stop.
- Face traffic when walking.
- No fighting, pushing or crowding.
- Be at the bus stop at least five minutes before the arrival of the bus, but not more than ten minutes early.
- Do not throw stones, etc.; or damage other people's property.
- Smoking is not permitted.
- Animals will not be transported.

PARENT/GUARDIAN PICK UP POLICY

Parents and guardians, wishing to pick up students at school, must send a note indicating the time of pick up and identifying the person picking up the child. Students will not be allowed to miss a bus in order to be picked up. The student must be picked up prior to the bus arriving. The student will be placed on the bus if his/her ride does not get to the school before the bus does. *Adults picking up their children before school is dismissed must come into the office and sign the student out before the student can be released.*

FOG/ICY CONDITIONS

School late start information will be broadcast via the ALMA emergency dialer, and posted to the Montague Elementary School Facebook Page. No announcement means regular schedules will be followed.

In the interest of safety, bus students should be cautioned, especially on these mornings, to wait at the designated bus stop areas and to stay out of the street. When picking up or letting off students at the bus stop, stop on the same side of the road as the bus stop is located as a safety precaution. Walking students should walk as far off the roadway as possible and use extra caution when crossing streets.

BICYCLES/BICYCLE SAFETY

Students may ride their bicycles to school. Montague Elementary School District assumes no liability for stolen or damaged bicycles. By law, bicyclists must wear helmets. Bicycles must be **STORED AND LOCKED** in bike racks. Bicycles are not to be ridden on **SCHOOL GROUNDS**. If this rule is violated, the bike will be kept at the school and returned after a parent conference has been held. A **SECOND VIOLATION** will result in cancellation of bike ride privileges ***NO hover boards or other motorized vehicles are allowed on school property.***

Good bicycle riders **ALWAYS**:

- Wear a helmet (required by law).
- Wear proper clothing for riding.
- Check the bike brakes and tire pressure before starting.
- Ride **WITH** traffic - **NEVER** against traffic.
- Use proper hand signals before turning.
- Have both hands on the handlebars while peddling.
- **STOP** at all stop signs.
- Write down the serial number stamped on the frame and put it in a safe place at home.
- With your parent, register the bike at the local fire station.

SAFETY

Both the school and parents share the responsibility of training children to go directly to and from school. It is important to know the time your child is due home.

All students should:

- **CROSS** the street at the corner or in a crosswalk.
- **WATCH** for cars before crossing a street and cross only when it is safe.
- **STAY** alert while crossing a street. Drivers can make mistakes.
- **WALK** on the side of the road facing oncoming traffic if there is no sidewalk.
- **FOLLOW** the safest route to school. Go with your child the first few days and point out the hazards.
- **USE** safe areas for playing. Stress the importance of **NOT** playing in the street.
- **RESPECT** property on the way to and from school.
- **AVOID** strangers. Never get into the car with someone that he/she doesn't know. If your child is threatened or harmed on the way to or from school, call the police and notify the school.

Parents **MUST** send a note if the child is to change his/her regular walking or bus routine. Young children have difficulty remembering what a parent told them to do at the end of a long school day. A student without a note will be sent home in the usual manner.

STUDENT SERVICES

SCHOOL COUNSELING AND GUIDANCE PROGRAM

The Montague Elementary School District school counseling program is based on the National Standards developed by the American School Counselor Association (ASCA) and the California Standards of School Counseling that addresses Academic, Personal/Social, and Career Development. These standards serve as a framework for measurable student competencies that meet the needs and concerns of each site. Professional school counselors provide educational support through individual and group student planning, guidance curriculum, and responsive services such as personal counseling, conflict resolution, peer mediation, crisis intervention, and collaboration with parents, students, staff and administration. Referrals to outside agencies and resources are made for students with needs that require intensive intervention.

SAFE AND HEALTHY STUDENTS

DRUG and TOBACCO-USE PREVENTION EDUCATION

DARE is a comprehensive research-based drug prevention education program designed to reduce risk factors and enhance protective factors related to use of alcohol, tobacco, and other drugs.

Red Ribbon Week is held during the month of October. Activities and events vary from year to year and may include assemblies, poster contests, door decorating contests, the wearing of red ribbons, and other drug prevention activities.

Great American Smoke-Out is held during the month of November.

Safe Schools Violence Prevention Week is held during the month of January.

The Siskiyou County Tobacco Education Project is a countywide tobacco diversion program. Peer educators present to their classmates on the risks of tobacco use. Students may participate in a poster contest supported by the Siskiyou County Office of Education.

HEALTH SERVICES

GENERAL INFORMATION

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

HEALTH OFFICE

Health records are audited by a licensed nurse. The school secretary aides with the administration of prescription medications and first aid. The school has a Registered Nurse available during school hours via cell phone, and the nurse is frequently on site to conduct health screenings.

When a child becomes ill at school, it is standard practice to try to contact a parent first. If we are unsuccessful, calls will be made to those persons listed on the child's emergency card. The health office is not equipped to take care of sick or injured students for any length of time. The district has the discretion to call emergency services when it deems necessary.

Parents are responsible for their children and **MUST** pick up their student or have someone listed on the emergency card do so when this is requested by the school. It is absolutely imperative that emergency cards be kept up to date.

Sick children should not be sent to school. Symptoms such as fever or vomiting during the night or previous evening may indicate a contagious condition. If your son/daughter is not covered by your private health insurance, short-term student accident insurance is available at a low cost and will cover injuries that may occur at school. Please do not send your student back to school until 24 hours have passed after breaking a fever.

ELIGIBLE STUDENT RECORDS NOTIFICATION

Montague Elementary School District provides a variety of health related services. The school district can be reimbursed with federal Medicaid dollars for selected health services provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, this serves as parent notification that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner.

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed by the district for services.

IMMUNIZATION FOR COMMUNICABLE DISEASE

With parental consent, districts may administer immunizing agents to students to prevent or control communicable diseases. However, the District's board policy does not provide for administration of immunizations. (EC 49403)

IMMUNIZATIONS

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases

in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs, however the district will continue to assist the student and his/her family to obtain the medical services (i.e. immunizations) needed to meet the requirement. A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

In the event any student is diagnosed with any of the diseases for which immunizations are available, all students who are not protected by immunizations will be excluded from school for the duration of the incubation period (usually 10 to 21 days). Not only is this a State requirement, but your student's protection from certain diseases is dependent upon getting these immunizations. They may be obtained free of charge see <https://www.co.siskiyou.ca.us/publichealth/page/immunization-program-shots> for upcoming clinics.

TB TESTS

It is recommended that all children new to Siskiyou County take a TB skin test. Any student with a positive TB skin test or who displays active symptoms of TB will require a current chest x-ray report.

PARENT CONSENT/PHYSICAL EXAMINATION

Parents/guardians having control or charge of any child enrolled in the public school may file annually with the principal of the school in which the student is enrolled in, a statement in writing, signed by the parent or guardian, stating that he/she will not consent to a physical examination of his/her child. Thereupon, the child shall be exempt from any physical examination; but, whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (EC 49451)

PHYSICAL EXAMINATIONS

All students entering kindergarten and first grade must have a physical exam. State law requires that the parent or legal guardian of each pupil provide the school proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. The pupil must have received the health examination within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program (CHDP). For more information, you may contact the school's office. (HSC 124085, 124100, 124105)

ORAL HEALTH ASSESSMENT

No later than May 31 of the relevant school year, the parent or guardian of a kindergarten or first grade student, who was not previously enrolled in kindergarten in a public school, shall certify that the student has received an oral health assessment (dental check-up). The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no later than 12 months prior to the date of the student's initial enrollment. The parent or guardian shall submit to the Superintendent or designee a California Department of Education standardized form which has been completed and signed by the dental health professional. (EC 49452.8)

ASBESTOS MANAGEMENT PLAN

Parents, teachers and employee organizations have rights to the availability of a complete, updated management plan for asbestos-containing material in school buildings. For further information, contact the Maintenance Department at (530) 459-3001. (Education Code 763.93 and Federal Regulations Code, Title 40 CFR)

CONFIDENTIAL MEDICAL SERVICES

School authorities may excuse any pupil in grades 7 & 8 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (EC 46010.1)

CONTAGIOUS DISEASE

Please notify the school immediately if your child has a contagious disease. You will be advised by the School Secretary or School Nurse of what is required depending on the particular disease. If your child has a contagious disease, the school will take steps to prevent a possible epidemic. Measles need to be verified in writing by a physician and the County Health Department.

HEAD LICE

Head lice is not an illness, but it is a public health nuisance. Our school district recognizes that head lice requires treatment, but doesn't pose a risk of transmitting disease. Students with live (crawling) lice will be removed from school. Head lice should be properly treated at home, and the child back in school no later than one day after detection. Parents are to make every effort to remove nits from the child's hair. In order to return to school, the parent/guardian must accompany child to the school health office, for re-admission check. The school health office or a district nurse is available to provide families with treatment and eradication recommendations. The district nurse will have discretion as to the need for a child to be excluded or readmitted to school.

PHYSICAL LIMITATIONS

Students who have casts, splints, are using crutches, have had serious injuries or recent operations will not be allowed access to playground use, recess, or PE until released by a doctor for regular physical activity. This is necessary to minimize any further injury and maintaining maximum safety for each student. Please notify the health office if your child has a physical limitation.

CONCUSSION AND HEAD INJURIES

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until

he or she is evaluated by, and receives written clearance from a licensed healthcare provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

EMERGENCY TREATMENT FOR ANAPHYLAXIS

Anaphylaxis is a severe and potentially life threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex, or exercise. Symptoms include narrowing of airways, rashes or hives, nausea or vomiting, a weak pulse, and dizziness. It is estimated that 25% of anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

CONTINUING MEDICATION AND ADMINISTRATION

State law requires that a parent or guardian must notify the school when their child taking any medication at school on a regular basis. The school nurse or other designated school employee will administer the prescribed medication during the school hours only upon written request of both the physician and the parent or guardian. Parents or guardians who wish this service to be performed must obtain the official District form from their school and return it completed to the principal or to the office at the school. (EC 49480 and 49423)

ADMINISTRATION OF PRESCRIBED MEDICATION

If it is necessary for your son or daughter to take medication of any kind at school, it must be dispensed by the school nurse, health clerk technician, or office personnel. All medications must be kept in the school office. All drugs must be kept and dispensed from the original prescription bottle. To administer medication at school, the district must receive both, a written statement of instructions from the physician detailing the method, amount and time schedules by which the medication is to be taken and a written statement from the parent/guardian requesting the school district assist the pupil with prescribed medications as set forth in the physician statement. If you have any questions regarding this procedure, please contact the school nurse, health technician or office staff.

Written permission from both the parent and physician is needed before any over the counter medications can be administered. Students are never to carry syringes or other medicine about on campus or have it in their backpacks. This includes aspirin and over-the-counter allergy and cold remedies. Whenever possible, medications should be taken outside of school hours. Medications ordered three times per day can be given before and after school and at bedtime.

Usually, students in grades 5-12 with a severe anaphylactic history may carry and self-administer auto-injectable epinephrine medication at school provided they have been instructed in the proper use and have physician authorization and parent permission filed in the school health office. Students in middle and high schools are encouraged to carry and self-administer prescription inhaled asthma medication at school provided they have been instructed in the proper use and have physician authorization and parent permission. A Self-Administration Medication form must be completed with physician authorization and parent permission. These forms are available in the health office. The form must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. A student may be subject to disciplinary action if that student uses auto-injectable epinephrine or prescription inhaled asthma medication in a manner other than as prescribed. (EC 49423, 49423.1, 48900)

ADMINISTRATION OF EPILEPSY MEDICATION

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available. (CE 49414.7)

DISASTER PREPAREDNESS – MEDICATIONS AT SCHOOL

An earthquake or other disaster may make it necessary for your child to remain at school for an extended period of time, up to three days. If your child has a life-threatening condition that requires medication or a special procedure daily at home, it is important that the school have on hand a three-day supply of medications or supplies in this category. Drugs in this category might include insulin/Glucagon, heart medication, seizure medication, or asthma inhalers or other medication. If this situation pertains to your child, please advise the health office at your child's school. The Health Clerk Technician and/or School Nurse will give you further instructions on how to prepare.

USE OF PESTICIDES

To obtain a copy of all pesticide products and expected use at the school facility during the year, please contact the Facilities Department at (530) 459-3001. The notice will identify the active ingredient(s) in each pesticide product and an internet address on pesticide use and reduction.

VISION AND HEARING SCREENING

The District's School Nurses conduct vision and hearing screenings that seek to identify those students who may have either vision or hearing disorders. Students in certain grades, all Special Education students, students new to California, and those referred by their teachers are screened. Other grades may be screened if time permits. If any potential problems are discovered, parents will be notified.

HOME AND HOSPITAL INSTRUCTION

The District provides a program of instruction in the home or hospital setting for students unable to attend their regular instructional program for a period that will be at least two weeks or more as a result of a temporary disability that is not covered under Special Education provisions.

Regarding students who have IEPs, MESD follows California Title 5 Code regulations 3051.4 for instruction in the Home or Hospital setting.

(a) Special education and related services provided in the home or hospital for school age pupils is limited to those pupils who have been identified as individuals with exceptional needs in accordance with Section 3030 and for whom the IEP team recommends such instructions or services, following receipt of sufficient medical information and a referral from the Student's doctor.

(b) Instructions may be delivered individually, in small groups or by tele class.

(c) For those individuals with exceptional needs with a medical condition such as those related to surgery, accidents, short-term illness or medical treatment for a chronic illness, the IEP team shall review, and revise, if appropriate, the IEP whenever there is a significant change in the pupil's current medical condition.

(d) When recommending placement for home instruction, the IEP team shall have in the assessment information a medical report from the attending physician and surgeon or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying that the severity of the condition prevents the pupil from attending a less restrictive placement. The report shall include a projected calendar date for the pupil's return to school. The IEP team shall meet to reconsider the IEP prior to the projected calendar date for the pupil's return to school.

(e) Instruction in the home or hospital shall be provided by a regular class teacher, the special class teacher or the resource specialist teacher, if the teacher or specialist is competent to provide such instruction and services and if the provision of such instruction and services by the teacher or specialist is feasible. If not, the appropriate related services specialist shall provide such instruction.

(f) The teacher providing the home instruction shall contact the pupil's previous school and teacher to determine:

- (1) The course work to be covered;
- (2) The books and materials to be used;
- (3) Who is responsible for issuing grades and promoting the pupil when appropriate?

Note: Authority cited: Sections 56100 and 56366.1, Education Code. Reference: Sections 56001 and 56363, Education Code; and 34 C.F.R. Sections 300.34 and 300.156(b)(1).

Hospitalized students are considered residents of the school district in which the hospital is located which means if the student is hospitalized at Loma Linda, we may not be able to serve the student because they are deemed a student of the Redland's School District. Parents in need of these services must contact the site administrator or health office to obtain a Request for Home and Hospital Instruction form. Schools have an obligation to verify illnesses with the medical provider. The disability must be diagnosed and verified in writing by the student's treating provider who also must be a licensed physician/medical provider qualified to diagnose and prescribe medication for the condition. Parents are responsible for notifying the school district regarding their pupil's presence in a hospital located within the District's jurisdiction. Home and Hospital Instruction will not be assigned later than 20 school days prior to the end of the school year. Summer school is not offered through Home and Hospital Instruction.

While on Home and Hospital Instruction, the student may not participate in extra/co-curricular activities. If a student is able to leave the home for activities, go to school for a couple of hours, play outside, etc. then home hospital may not be the most appropriate program and the parent/guardian should contact the school site or Coordinator of Child Welfare to discuss additional options.

A physician's clearance to return to school must be submitted prior to the student's return to school. (EC 48206.3, 48207, 48208)

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor's orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

MANDATED REPORTERS

MESD is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is a reasonable suspicion, abuse, or neglect has occurred. District employees may not investigate to confirm the suspicion.

All complaints must be filed through a formal report over the telephone, in person, or in writing, with an appropriate law enforcement agency (i.e. Police Department, County Probation Department, or County Welfare Department/Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filled with the local law enforcement agency; you may also notify the District of an incident by contacting the principal or the District's Student Services Department.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in school:

1. To stop a disturbance threatening physical injury to people or damage to property.
2. For purposes of self-defense.
3. To obtain possession of weapons or other dangerous objects within the control of a student.
4. To exercise the degree of control reasonably necessary to maintain order, protect the health and safety of pupils, and maintain proper conditions conducive to learning.

CUSTODY ISSUES

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically limiting parental access to the child, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

SPECIAL EDUCATION

FREE AND APPROPRIATE PUBLIC EDUCATION

All children with disabilities are offered and have available to them a free appropriate public education in the least restrictive environment, which includes Special Education and related services provided in accordance with an individualized education program. [Federal Register, PL 94-142, PL 108-446, Sec. 601 (d)(1)(A), Sec. 602 (29)].

Education Code 56329, 56380 and 56506 and Individuals with Disabilities Education Act (IDEA) "Special Education" means specially designed instruction (at no cost to the parent) to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instruction program, and related services (at no cost to the parent) which may be needed to assist such individuals to benefit from specially designed instruction. (EC 56031) Information about eligibility for special education should be addressed with the school site principal.

CHILD-FIND SYSTEM: POLICIES AND PROCEDURES

The district has established written policies and procedures for a continuous child-find system including children with disabilities who are homeless or wards of the state and children with disabilities attending private, including religious, elementary and secondary schools, which addresses the relationships among identification, screening, referral, assessment, instructional planning, implementation, review and the triennial assessment. The policies and procedures include written notification of all parents of their rights and the procedures for initiating a referral for assessment to identify students with exceptional needs. Parents will be given a copy of their rights and procedural safeguards only one time a year and upon initial referral, parent request for assessment, first occurrence of filing for due process, and upon parent request. (IDEA; EC 56301)

NONPUBLIC SCHOOLS

School districts and SELPAs are mandated to provide a full range of services and programs for all students with disabilities. These services and programs include those available through nonpublic schools or nonpublic agencies. MESD/SELPA provides such services through a series of contracts with nonpublic agencies in the greater Siskiyou and Shasta County areas. Students are placed in these programs via the Individual Education Plan process.

TRANSPORTATION - SPECIAL EDUCATION

GUIDELINES FOR STUDENT DROP-OFF AT HOME

This procedure covers the issues related to the absence of the adult at the school-to-home delivery point. A student with disabilities cannot be permitted to leave the bus unless a designated adult receives him/her.

If the adult fails to receive the student, it may be considered child abandonment, neglect or endangerment, and may be reported as required by law. District personnel are required to report suspected cases of child abandonment, neglect and endangerment.

DRIVER RESPONSIBILITY

All students with disabilities require an adult to receive them at the stop. For those students who must be received by an adult, either a parent or guardian or an authorized adult must be at the delivery stop to receive the student.

The driver must see the adult receiver before releasing the student. The driver shall exercise all due diligence and care regarding the release of students with disabilities, including asking for identification of adults' unknown to the driver. This procedure mirrors the procedure for adults picking up students at the school.

The driver and supervisor must make sure the names of the adults approved to receive the student are immediately available to the driver during the route. The driver will release the child only to those persons. The person receiving the student shall promptly make his/her presence visible to the driver when the bus arrives.

The driver shall not discharge the student from the bus (even to knock on the door) when the receiving person does not make his/her presence visible. At no time may the driver sound the horn as a method of gaining the attention of the receiving adult. This would be in violation of VC §27001

Some students may be eligible for a transportation waiver that allows a student to be dropped off at home without adult supervision. The District denies the use of such waiver for students in grades preschool to grade 5. For all students in grades 6 or above, the District requires each student's Individualized Education Program ("IEP") team to make an individual determination for each student as to whether the District will allow a transportation waiver. If the IEP team documents that a transportation waiver is allowed, the parent and site administrator must sign a transportation waiver form and provide a copy of the waiver to Transportation Director and the SELPA Director and/or Assistant SELPA Director. Once the waiver is signed and returned to the District, the bus drivers will not be required to verify that a parent or responsible adult is at home when providing curb to curb transportation.

STUDENTS WITH DISABILITIES (SECTION 504)

The Board of Education recognized the need to identify and evaluate children with disabilities in order to provide them with the services required by law. The district shall provide a free appropriate public education to students who reside within the district and who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual needs as adequately as the needs of non-disabled students are met. Students, who do not qualify under the laws pertaining to Special Education but are disabled, may qualify for a 504 plan if their disability affects one or more major life functions. If you believe or have evidence that your child has a disability, you should contact the site administrator to request an evaluation. Questions or concerns can be brought to the District's Student Services office.

CHILD HEALTH AND DISABILITIES

Under the California Medical Assistance Program, parents may apply for free health screening for disabilities. All kindergarten and first grade children must have a physical examination in addition to meeting the statutory immunization requirements prior to enrollment. In addition, each incoming kindergarten student must present written results of a tuberculosis skin test. The test must have been given within one year of enrollment. Up to five days exclusion from school for failure to comply or sign a waiver is required. [EC 48206.3 and 48980(b)]

CHILD WELFARE AND ATTENDANCE

The Board of Education believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. Attendance specialists meet with school personnel to maintain a system of attendance monitoring, make home visits, assist with Student Attendance Review Board (SARB) hearings, and monitor students with attendance problems. All suspensions are monitored by the district office.

RULES AND REGULATIONS – STUDENT RESPONSIBILITIES

California Code of Regulations - Duties of Pupils requires all students to conform to school regulations, obey all directions, and be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

REQUIRED PARENTAL ATTENDANCE

Parents may be required, at teacher or administrator's discretion, to attend a portion of a school day in any classroom from which their student has been suspended for obscene, vulgar, profane, or disruptive behavior. The law prohibits employer sanctions. (EC 48910)

DISRUPTING THE EDUCATIONAL PROCESS

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and may be barred from the campus or school-related activities for a specified period of time at the request of the principal.

Any person who willfully disturb any public school or any public school meeting is guilty of a misdemeanor and shall be subject to a fine of not more than \$500. (EC 44811, 32210)

ATTENDANCE - STUDENT

Each person in California between the ages of 6 and 18 years, who is not legally exempt, is subject to compulsory school attendance. Each parent or guardian has the responsibility to send students to school for the full time of the school day as designated by the Board of Education. (EC 48200) A written excuse shall be submitted by the parent or guardian and approved by the principal or designee in alignment with uniform standards established by the Board of Education. (EC 48205) A major goal of the District is the improvement of attendance. While the district cannot guarantee that "learning will occur just because a child is in school," it can guarantee that learning will not take place if the child is absent. There is a strong correlation between attendance and learning. Good attendance generally leads to improved learning.

Parents or guardians will be given three days to provide the school with documentation for a student's absence. A student can be declared a truant on the third unexcused absence. After three days, all unexcused absences will be converted to unexcused. Any student missing three or more consecutive days must supply a note from a medical doctor to resolve those absences. Exceptions for absences must be approved by a school administrator. Students with excused absences, as specified, shall be given the opportunity to make-up, for full credit, all assignments and tests missed that can be reasonably provided and completed, with no grade reduced or academic credit lost. (EC 48980)

Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the district's attendance supervisor or to the Superintendent of the school district. Excessive excused absences are defined as absent from school for five (5) or more days out of twenty (20) school days or a pattern of irregular attendance. (EC 48260, 48263) Students with ten or more *excused* absences per school year shall be defined as having excessive excused absences.

MESD urges parents/guardians to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none, or only a small part of the school day. The District also requests that travel or other absences be avoided during the time school is in session. The higher the student's daily attendance rate, the more a student will learn and the greater the amount of funding that the District will receive from the state for classroom instruction and academic programs.

Following an absence, a parent/guardian is required to provide verification of the absence, verbally or in writing, upon the student's return to school. Illnesses and doctor and dental appointments are considered excused absences if the parent/guardian submits verification from the doctor or dentist. Once attendance becomes irregular, the reason for all absences must be verified in writing by the parent/guardian. Children should not be sent to school when they are not feeling well. Absences without an excuse, within three school days, are recorded as unexcused.

The school calendar is designed to minimize problems for families that plan vacations around traditional holiday periods, thereby minimizing student absences.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to his or her illness (may require medical verification).
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 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 EC § 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.
- (b) A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

TRANSFERS FOR VICTIMS OF BULLYING

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900, shall, at the request of the parent or legal guardian, be given priority for inter-district attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement.

TRANSFER FOR VICTIMS OF VIOLENT CRIME

A student who becomes a victim of a violent crime while on the grounds of the school the student attends has the right to transfer to another school district. For more information, please contact the principal.

ABSENCE FOR RELIGIOUS INSTRUCTION

Students, with the written consent of their parent or guardian, may be excused from school in order to participate in religious exercises or instruction. Each student must attend school at least the minimum day for his grade level. No student shall be excused from school for more than four days in any school month. (EC 46014)

INACTIVE PROCEDURE FOR NON-ATTENDEES

Students who are removed from school or who fail to attend school without a valid reason are considered truant from school (EC 48260). Students, who are removed from school for vacations, travel, or other reasons not approved by the district, and have not made arrangements for independent study or other approved interventions prior to the absence, are considered truant. Students in grades kindergarten through eighth grade who are not in school attendance for eleven consecutive days without an approved excuse or have not made contact with the school during that time will be considered inactive. The school will notify the parent in writing of the absentee problem and the intent to place the student on the inactive list. The student will be allowed to reenter the school without going through the registration center unless the student has missed more than 20 consecutive school days.

CHRONIC ABSENTEEISM

A student is considered a chronic absentee when he/she is absent 10% or more of the school days in one year, from the date of enrollment to the current date. Chronic absenteeism includes all absences, **excused and unexcused**, and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Students will receive a SARB warning letter at:

3 unexcused absences - SARB Letter #1

5 unexcused absences - SARB Letter #2, referral to Truancy Team Meeting and school-based attendance contract.

5 unexcused absences - Referral to SARB Hearing

HABITUAL TRUANT

Any pupil deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either the reports required by Education Code Section 48260 or Section 48261. (EC 48262)

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

The Siskiyou County SARB is made up of representatives from the district, public agencies, and community at large. SARB members work collaboratively to assess individual circumstances and develop comprehensive interventions. SARB is intended to be a help to students and parents, but it also is part of a progressive process for enforcing compulsory education laws. When students or parents do not comply with directives of SARB, additional steps may be taken, including informal probation, truancy mediation action by the District Attorney, and prosecution in Juvenile Court.

DRESS AND GROOMING RULES AND REGULATIONS

Students are expected to attend school in clean, neat clothing. MESD is a professional learning environment. The dress code is intended to help protect the health and welfare of the individual student, to prevent disruption of the classroom atmosphere, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. School districts are authorized to adopt a dress code policy requiring students to wear a school-wide uniform. All students shall abide by the following:

- Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray, deodorant or other body sprays. No excessive makeup is allowed.
- Shoes must be worn at all times. For safety purposes sandals must be held in place with a heel strap. Steel-toed shoes, cleats, shoe skates and slippers and flip flops are not permitted.
- Lettering or printing will be allowed on shirts, sweatshirts or other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, weapons, gang-related names or symbols, or those that are sexually suggestive are not allowed. This district reserves the right to declare unacceptable any item of clothing, printing or accessories depicting any logo that has been identified to be gang related (including sport team jerseys).
- Pant size must be appropriate. The fullness must not interfere with normal school activities. If the student removes the belt, pants must not fall more than 2" below the hipbone.
- Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.
- Dress, skirt, or shorts shall be no shorter than the length of the student's fingertips when the arms are held at the student's sides. This standard shall apply to jeans which are cut or torn above the knees.
- No bare midriffs. low-cut, "off-the-shoulder" shirts.
- No garment may be worn that is cut-off, ragged, or torn. Students must wear shirts at all times. No muscle shirts, undershirts, tank tops "see-through" or "fishnet" type of blouse, or shirt may be worn.
- Jewelry and accessories such as spiked bracelets, chokers, spikes embedded in the body, etc. are not permitted.

USE OF SUN PROTECTIVE CLOTHING/SUNSCREEN

Students are authorized to wear sunscreen and sun-protective clothing while outdoors. (EC 35183.5)

HATS

Recent legislation has allowed individuals to wear clothing to prevent skin disease. The Montague Elementary School District will allow the restricted use of hats as sun protective clothing. Hats may never be worn within the school buildings

GANG APPAREL, SYMBOLS, AND COLORS

The Governing Board desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use or disruptive behavior. Students are prohibited from wearing "gang-related" clothing, symbols, or colors (the term 'colors' is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a group known to advocate illegal or disruptive behavior. The Board, therefore prohibits the presence of any apparel, jewelry, accessory (i.e., bandanas, hair nets, do-rags, wallet chains, chains, etc.) notebook, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group. Should any item be declared by the school as gang-related due to the criteria listed above then proper notification to parents and students will be made by the school principal and the dress code will be enforced and the student will be referred for discipline. [EC 35183/Board Policy 5136(a)(b)].

Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the principal or designee. In order to refrain from giving gangs publicity, any gang graffiti shall be quickly removed, washed down, or painted over as soon as discovered. Families will be held financially responsible for their student defacing or destroying school property.

DISCIPLINE RULES AND REGULATIONS

The Board of Education prescribes discipline consistent with California and State Board of Education regulations. Each principal ensures that all rules pertaining to discipline are communicated to students at the beginning of each school year. Transfer students are to receive this information when they enroll. School site discipline rules are established by a district committee with input from school site committees. These discipline rules are found in the District's Discipline Guides.

GROUNDS FOR SUSPENSION AND EXPULSION

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal's designee of the school in which the student is enrolled determines that the student has committed any of the following violations: (EC 48900)

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person, or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverages, or an intoxicant of any kind. (cf. 5131.6)
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverages, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, alcoholic beverages, or intoxicant (placebo).
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall be inoperative on July 1, 2022, unless a later enacted statute that becomes operative before July 1, 2022, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. "Imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288a, or 289, or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that

has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

- (s) A student may be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following:
 - 1. While on school grounds.
 - 2. While going to or coming from school.
 - 3. During the lunch period, whether on or off the school campus.
 - 4. During or while going to or coming from a school-sponsored activity.

We would like to advise you that it is the policy of the Board of Education that a suspended student:

- 1. Shall complete any assignments and tests missed during the suspension if required by teacher(s).
 - 2. Shall have the right to request an appeal hearing.
 - 3. Shall have the right to have access to his or her records.
 - 4. Shall not be allowed to loiter on or around any school grounds.
 - 5. Shall not be allowed to participate in any school activities.
- (t) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provision of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider or/and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
 - (u) "School property" includes, but is not limited to, electronic files and databases.
 - (v) A Superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section.
 - (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed on any student who is truant, tardy, or otherwise absent from school activities.

48900.2 & 212.5 – Sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one 1 through 3 three.

48900.3 – Students in grades 4-12 that have used force or the threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation.

48900.4 – Harassment, Threats or Intimidation Students in grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment may be suspended from school or recommended for expulsion.

48900.5 – Limitations on Imposing Suspension

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or Superintendent of schools determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

48900.7 – Terroristic Threats

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, 48900.4, a student may be suspended from school or recommended for expulsion if the Superintendent or principal of the school in which the student is enrolled determines that the student has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonable cause to be in sustained fear for his/her own safety or for his/her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his/her immediate family. (Added Stats. 1997, Ch. 405, Sec. 1)

We would like to advise you that it is the policy of the Board of Education that a suspended student:

- 1. Shall complete any assignments and tests missed during the suspension if required by teacher(s).
- 2. Shall have the right to request an appeal hearing.
- 3. Shall have the right to have access to his or her records.
- 4. Shall not be allowed to loiter on or around any school grounds.
- 5. Shall not be allowed to participate in any school activities.

LOSS OF/OR DAMAGE TO SCHOOL PROPERTY

Replacement fees will be charged for loss or damage to school property, injury to individuals or rewards offered for information. All fees paid prior to the end of the grading period in which the replacement cost is assessed. Report cards may be held until all fees are paid.

For information regarding district-issued Chromebooks, please refer to that section on page 5 of this handbook.

E-CIGARETTES, HOOKAH PENS, VAPOR DEVICES

MESD prohibits the use of electronic nicotine delivery systems (ENDS) such as E-cigarettes, hookah pens, 'vape' pens and similar devices, with or without nicotine content, that mimic the use of tobacco products on all district property. ENDS are designed as nicotine delivery devices using a vapor or "smokeless" system. These devices are often made to look like cigarettes, cigars and pipes, but may also look like everyday items such as pens, asthma inhalers, or beverage containers. They are not limited to vaporizing nicotine; they can also be used to vaporize other drugs such as marijuana, cocaine and heroin. MESD recognizes the dangers these devices pose to the health of students in the district and therefore considers them to be contraband items. Students found to be in possession of or using such devices are subject to discipline according to district policy regarding tobacco use or possession. [EC 48900(h)] If such devices are determined to contain a controlled substance the student is subject to discipline according to district policy regarding the use or possession of a controlled substance and paraphernalia. [EC 48900 (c), (j)]

BULLYING AND/OR CYBER BULLYING

The act of bullying is a major distraction from a positive learning environment. Students need to feel safe and secure on school campuses. MESD will endeavor to maintain a school environment free from all forms of intimidation, bullying or harassment. Bullying is sometimes associated with discrimination, harassment, intimidation, or bullying based upon actual or perceived sexual orientation, gender identity or expression, gender, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics. When acts by students or adults become perceived as severe or pervasive harassment, threats, or intimidation, it is considered bullying. Administrators are required to ensure students and staff are able to identify, report, and have avenues to address bullying behaviors. Bullying through conversations, gestures, or written word disrupts the educational environment, compromises school safety, and can have long term negative consequences for those being bullied. Students and staff are to have clear opportunities to report acts of bullying. Schools are to identify, provide interventions, and to discipline those involved in acts of bullying. Students who use electronic devices to post harassing messages, direct threats, social cruelty, and other harmful messages may be subject to disciplinary actions if those comments, pictures, drawings, or words, cause a disruption to the educational environment regardless of whether the material was generated from on or off campus. Schools will balance the need for school safety with an individual's right to free speech. When speech or written expression causes or has the potential to cause disruption to the educational environment, schools have the ability to hold students accountable. Steps must be taken to prevent retaliation by anyone for any individual who reports potential acts of bullying. Parents are asked to speak to their children regarding new laws against bullying and cyber-bullying. Parents also need to monitor internet and other electronic sites used by their children to ensure they or their friends are not posting information likely to be deemed as bullying. Law enforcement will be notified if any acts listed above are suspected to have violated the law.

SAFE PLACE TO LEARN ACT – EC 234 AND 234.1

MESD strictly prohibits any act of discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Penal Code 422.55 and Education Code 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Any staff member who witnesses any of the acts listed above during school hours or school activities is required to take immediate steps to intervene when safe to do so. Incidents or reports of an incident shall then be immediately reported to site or district administration for them to investigate and resolve the complaint. If the complainant believes the violation has not been resolved, they may appeal following normal district processes.

Students and/or parents may verbally report to any school employee or may report in writing using the appropriate form, which are available in all school offices. All student reports will be kept confidential. For additional information regarding the District's compliance with the Safe Place to Learn Act, contact the school principal or site administration.

The district is committed to maintain a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics listed above.

DUE PROCESS

All suspensions will be preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. The student will be given the opportunity to present his/her version and evidence in self-defense. In emergency situations, this opportunity may not be afforded, but a conference shall be held within 72 hours or as soon as possible. It is the policy of the school to telephone parents at the time of suspension, but in all cases, a notice is mailed within 24 hours.

Usually a parent conference is requested to take place as soon as is practicable. (Parents or guardians are requested to respond to such conferences.) Suspended students may be allowed to complete all assignments and tests missed during suspension that can be reasonably provided and, upon satisfactory and timely completion of the work, shall be given full credit.

APPEAL PROCESS FOR SUSPENSIONS

Under Education Code 48914, the parent or guardian of a suspended pupil has the right to request a meeting with a school official within ten days of the offense. The procedures for appealing a suspension are in Board Policy 5144. If a parent desires to further review the case, or additional information regarding the appeal procedure, the parent should request an appeal form from the school office. A conference with the principal will then be scheduled. Further appeal can be made to the Superintendent's designee, after the principal's conference, if the issues are not resolved.

WEAPONS AND DANGEROUS INSTRUMENTS

Weapons and dangerous instruments include, but are not necessarily limited to:

- Firearms - pistols, revolvers, shotguns, rifles, "zip guns," "stun guns, tasers, shock devices, laser penlights (if used in a harmful or potentially harmful manner), and any device capable of chemically propelling a projectile. For school purposes, this includes air guns, CO2 guns, paint guns, BB guns, pellet guns and dart guns, and non-operating devices made to look like a firearm, which might be used for intimidation purposes.
- Cutting and puncturing devices, dirks, daggers, legal knives, illegal knives, and knives with blades longer than 3½ inches, folding knives with blades that lock into place, razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.
- Explosive and/or incendiary devices: pipe bombs, time bombs, firecrackers, tear gas/tear gas weapons including pepper spray, containers of flammable fluids, and other hazardous devices.

- Any other dangerous device, instrument, weapon, or object, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchaku/martial arts weapons, club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.
- Shock devices.
- Caps guns and other look-alike weapons used or represented as real and capable of inflicting harm or fear of harm.
- Other - any other objects that could be used to inflict harm.

SEARCH AND SEIZURE

The Board of Education recognizes the need to ensure a safe environment for students. Therefore, school properties including lockers may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of weapons and dangerous instruments are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school administrators. Students and their property may be searched when there is reasonable suspicion of a student being in possible possession of an item they should not have or if they have engaged in behaviors that would raise suspicion that the student may be in possession of a contraband item. Students should be searched in the presence of an administrator or designee and parents must be contacted in a timely manner, after a personal search is conducted. Such searches may include the use of a metal detector, a dog trained to locate illegal or controlled substances, and a Breathalyzer used to determine blood alcohol content.

POLICE COMING ON CAMPUS

Just as crimes can occur anywhere in the state, and just as criminal law is applicable everywhere in the state (Pen. Code, S 777), so do the power and authority of law enforcement officers extend to any place in the state – including school grounds (Pen. Code, S 830.1). While law enforcement officers are often called onto campus, rather than coming on their own initiative, their authority to enter the campus is in no way conditioned upon their being summoned. School officials must not delay officers in the discharge of their duties on campus, nor must they ever attempt to resist or obstruct them. (Pen. Code, S 148). It should also be noted that the authority of the police to be on campus is not dependent upon the jurisdiction or lack of jurisdiction of school security or school police officers. (Ed. Code, S 39670; Pen. Code, S 830.4 (g)).

DUTY CONCERNING CONDUCT OF PUPIL

Every teacher in MESD shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. (EC 44807, Title 5-ec 300) Prohibited student conduct includes, but is not limited to:

- Behavior that endangers staff and/or students.
- Behavior that disrupts the orderly classroom or school environment.
- Harassment of students or staff, including bullying, intimidation, "cyber bullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Damage or theft of property belonging to the district, staff, or students.
- Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code 417.27)
- Profane, vulgar or abusive language.
- Plagiarism or dishonesty in schoolwork or on tests.
- Inappropriate dress.
- Tardiness and unexcused absence from school.
- Failure to remain on school premises in accordance with school rules.

ANNUAL ADJUSTMENT TO LIABILITY

LIMIT OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT

California Education Code Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of a minor that results in the injury or death of any pupil, school district or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or personal property belonging to a school employee, resulting from the willful misconduct of the minor.

Education Code Section 48904(a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person.

GROUND FOR EXPULSION

Pursuant to Education Code 48915, the principal of a school may recommend the expulsion of a student if he or she determines that the student has committed an offense that requires suspension as defined in Education Code 48900, and it is determined that the violation is serious enough to warrant the removal of that student from the schools of the district for a period of two semesters or one-calendar year, dependent on the level of the violation.

ZERO TOLERANCE EXPULSIONS [EC 48915 (c)]

The principal or Superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- Possessing, selling or otherwise furnishing a firearm.
- Brandishing a knife.
- Unlawfully selling a controlled substance, listed in Chapter 2, (commencing with 11053) of Division 10 of the Health/Safety Code.
- Committing or attempting to commit a sexual assault, as defined in subdivision 48900(n) or committing a sexual battery as defined in subdivision 48900(n).
- Possession of an explosive. [EC 48915 (h): as used in this section, the term "explosive" means "destructive device" as described in section 921 of Title 18 of the United States Code.

MANDATORY EXPULSIONS [EC 48915 (a) (1)]

Except as provided in EC 48915 (c) and (e), the principal or superintendent of schools shall recommend the expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds, *unless the principal or superintendent determines*

that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct. If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time. [EC 48915 (a) (2)]

- A. Causing serious physical injury to another person, except in self-defense.
- B. Possession of any knife or other dangerous object of no reasonable use to the pupil.
- C. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with 11053) of Division 10 of the Health and Safety Code, *except for either of the following:*
 - (i) *The first offence for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis*
 - (ii) *The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.*
- D. Robbery or extortion.
- E. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon a school employee.

ALLOWABLE EXPULSIONS [EC 48915 (e)]

Upon the recommendation of the principal, the superintendent of schools or by a hearing officer or administrative panel appointed pursuant to EC 48918 (d), the governing board may order a pupil expelled for:

1. All other violations of EC 48900 not listed in EC 48915 (a, c)
2. 20-day limit [EC 48903]

EC 48915 (a) (2) and (e)

NONDISCRIMINATION NOTICE

MESD is committed to the protection of employees and students from violation of human rights and discrimination. Alleged charges relative to school sites pertaining to students shall be directed to the site principals and alleged charges relative to any employee of the district may be directed to Director Human Resources for investigation as the initial step in the complaint procedure.

NONDISCRIMINATION POLICY

MESD is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunity. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic events and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (i.e. athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity.

The District assures that lack of English Language Skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be investigated not later than six (6) months after knowledge of alleged discrimination was first obtained

Complaints concerning student rights or allegations of disability or discrimination should be directed to Superintendent, (530) 459-3001, extension 1003.

Questions or concerns regarding a person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex (including sexual harassment), sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these perceived characteristics, should be directed to the Superintendent, (530) 459-3001, extension 1003. Federal Regulations, (Title VI, Title IX, and 504 of the Rehabilitation Act of 1973).

STUDENT SEXUAL HARASSMENT

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity. The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of the laws relating to child abuse. Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Director, Certificated Employee Services, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The District prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process. [Board Policy 5145.7(a)]

UNIFORM COMPLAINT PROCEDURES (UCP)

**For students, employees, parents/guardians, school and district advisory committee members,
private school officials, and other interested parties**

The Montague Elementary School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Montague Elementary School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

Adult Education	LCFF Local Control Funding Formula
After School Education and Safety	Education of Students in Foster Care, Students who are Homeless, and former Juvenile Court Students now enrolled in a school district
Agricultural Vocational Education	English Learner Programs
American Indian Education Centers and Early Childhood Education Program Assessments	Every Student Succeeds Act / No Child Left Behind (Titles I-VII)
Bilingual Education	Local Control and Accountability Plan (LCAP)
California Peer Assistance and Review Programs for Teachers	Migrant Education
Career Technical and Technical Education; Career Technical; Technical Training	Physical Education Instructional Minutes (for grades one through six)
Career Technical Education	Student Fees
Child Care and Development	Reasonable Accommodations to a Lactating Student
Child Nutrition	Regional Occupational Centers and Programs
Compensatory Education	School Safety Plans
Consolidated Categorical Aid	Special Education
Course Periods without Educational Content (for grades nine through twelve)	State Preschool
	Tobacco-Use Prevention Education

A student fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A student fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A student enrolled in a school in our district shall not be required to pay a student fee for participation in an educational activity.

A student fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of students in foster care, students who are homeless, and former juvenile court students now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Title:	Business Office Manager
Division:	Human Resources
Address:	430 East Prather Street
Phone:	530-459-3001
Email:	lallen@montague.k12.ca.us

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, student fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

NOTIFICATION REQUIREMENTS

The Superintendent or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include: Siskiyou County Office of Education • Office for Civil Rights • Department of Fair Employment and Housing • Equal Employment Opportunity Commission.

COMPLIANCE OFFICERS

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure District compliance with law: Superintendent/Designee, Montague Elementary School District, 430 East Prather Street., Montague, CA 96064 (530) 459-3001. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

COMPLAINT PROCEDURES

The following procedures shall be used to address all complaints that allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632. Investigations of discrimination complaints shall be conducted in a manner that protects the confidentiality of the parties and the facts. (5 CCR 4630) All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

STEP 1: FILING OF COMPLAINT

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District with the appropriate compliance officer named above. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint. (5 CCR 4600)

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subject to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630) All other program complaints must be received no later than thirty (30) calendar days from the date of the incident or when complainant first received knowledge of the facts that generated concern. 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.

STEP 2: MEDIATION

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the District's timeliness for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

STEP 3: INVESTIGATION OF COMPLAINT

The compliance officer shall hold an investigative meeting within ten (10) days of receiving the complaint or unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his or her representative and district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other's witnesses. (5 CCR 4631)

STEP 4: RESPONSE

Within forty-five (45) calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 6 below.

STEP 5: APPEAL TO THE BOARD

If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) calendar days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the decision of the compliance officer shall be the District's final written decision. 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 initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

STEP 6: FINAL WRITTEN DECISION

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant. The report shall include:

- The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
- The rationale for the above disposition. (5 CCR 4631)
- Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)
- A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved. If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (5 CCR 4652)

Notwithstanding any other provision of law, a person who alleges that he or she is a victim of discrimination may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the State Department of Education pursuant to Chapter 5.1 (commencing with 4600) of Division 1 of Title 5 of the California Code of Regulations. The moratorium imposed does not apply to injunctive relief and is applicable only if the local educational agency has appropriately, and in a timely manner, apprised the complainant of his or her right to file a complaint. If dissatisfied with the California Department of Education's resolution of a complaint regarding a Chapter I program, the complainant may request its review by the U.S. Secretary of Education. (34 Code of Federal Regulation, 200.74) A copy of the Montague Elementary School District's complaint procedures shall be available free of charge. [T5 CCR 4662]

WILLIAMS UNIFORM COMPLAINT

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or assignments out of their classification. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a second complaint form may be obtained at <http://www.cde.ca.gov/re/cp/uc/>. Parents, students, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

FILING A COMPLAINT (WILLIAMS)

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his or her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (EC 35186; 5 CCR 4680)

The principal or designee shall make all reasonable efforts to investigate any problem within his or her authority. He or she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he or she would like a response to his or her complaint, the Principal or designee shall report the resolution of the complaint to him or her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the Principal or designee shall report the same information to the Superintendent or designee. If a complainant is not satisfied with the resolution of the complaint, he or she may describe the complaint to the Board of Education at a regularly scheduled meeting.

For complaints concerning a facility condition, describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff. A complaint may contain more than one allegation of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. A complainant who is not satisfied with the resolution proffered by the Principal, Superintendent, or designee may file an appeal to the Superintendent of Public Instruction (SPI) within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 5632. All complaints and written responses shall be made public records

SEQUENTIAL DISCIPLINE STANDARD 2023-2024

A positive, consistent, school-wide climate can eliminate many of the discipline problems which occur in schools. Some critical elements of a positive and safe school climate are developing school wide and district-wide rules and expectations, actively teaching all students these rules and expectations, ensuring adequate teacher supervision, recognizing when students follow the rules and correcting and re-teaching the rules.

The Sequential Discipline Standard outlines the consequences for inappropriate student actions that have been referred to the Principal or Superintendent. Infractions, possible consequences, or interventions may not be limited to those found in the Sequential Discipline Standard. It should be noted that although the Sequential Discipline Standard affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student. Each administrator must use his/her judgment in applying its provisions, within the limits stated. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with District policy and the California Education Code. Any exception to the consequences stated in the Sequential Discipline Standard will be documented by the school site and a copy sent to Child Welfare and Attendance. Some schools may use other site-based consequences and the appropriate intervention.

All unauthorized items brought to school may be confiscated by staff. Items not held in evidence may be recovered by the parent(s)/guardian at the school's discretion in a reasonable period of time, as defined by the school site. The school will not be responsible for any item not recovered in a responsible period of time, as defined by the school. The Montague Elementary School District or any individual employee is not liable for damage or loss to confiscated items or those items damaged accidentally by other students if it is deemed the item should not have been on campus. The primary objective of requiring students not to bring restricted materials to school is to prevent the loss or damage of private property, to ensure a focus on education, and to promote a safe and secure school environment.

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
Caused, attempted to cause or threatened to cause physical injury (Education Code 48900 A1)				
A1	<ul style="list-style-type: none"> Attempted to, threatened to, cause assault or battery on student or school personnel without injury Fighting (mutual combat) Initiating threatening calls, messages to school, including those by electronic means; i.e. bomb threats, etc. (*may also see EC 48900.7) 	<ul style="list-style-type: none"> Loss of recess Detention Saturday School Suspension Parent sits in class Administrative removal from class For bomb threat, also notify SCSO 	<ul style="list-style-type: none"> Saturday School Parent sits in class Suspension For bomb threat, also notify SCSO 	<ul style="list-style-type: none"> Suspension May recommend for expulsion For bomb threat, also notify SCSO
	<ul style="list-style-type: none"> Assault or battery on student with injury, not mutual combat* <p>(Serious injury: i.e. broken bone, loss of consciousness, wound requiring extensive suturing; and serious disfigurement, concussion)</p>	<ul style="list-style-type: none"> Suspension Contact SCSO May recommend for expulsion depending on ability, intent, or level of injury 	<ul style="list-style-type: none"> Behavior contract and Suspension Contact SCSO Recommend for expulsion depending on ability, intent, or level of 	<ul style="list-style-type: none"> Suspension 5 days Contact SCSO Recommend for expulsion
		<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Family mediation Counselor Intervention Peer Mentor Conflict Resolution Modeling/Role Play Guidance Lesson Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Family Mediation Anger Management No Contact Contract Peer Mentor Conflict Resolution Modeling/Role Play Reflection Activity 	<ul style="list-style-type: none"> Anger Management No Contact Contract Peer Mentor Conflict Resolution Reflection Activity

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
Willful use of force or violence upon another, except in self-defense (EC 48900 A2)				
A2	<ul style="list-style-type: none"> Willful use of force, not in self-defense, or one-sided acts of violence toward another 	<ul style="list-style-type: none"> Loss of Recess Parent sits in class Detention Administrative removal from class Suspension Behavior Contract Saturday School 	<ul style="list-style-type: none"> Administrative removal from class Administrative removal from one or more school activities Suspension 	<ul style="list-style-type: none"> Suspension May recommend for expulsion
	<ul style="list-style-type: none"> Assault or battery on school personnel 	<ul style="list-style-type: none"> Suspension May recommend for expulsion 	<ul style="list-style-type: none"> Suspension May recommend for expulsion 	<ul style="list-style-type: none"> Suspension and recommend for expulsion
		<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Family mediation Apology letter/in person Anger Management Counselor Intervention Reflection Activity Guidance Lesson 	<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Family mediation Apology letter/in person Anger Management Counselor Intervention Reflection Activity Guidance Lesson 	<ul style="list-style-type: none"> Apology letter/in person Anger Management Counselor Intervention Reflection Activity Guidance Lesson
Possessed, sold or furnished knife, explosive or other dangerous object of no reasonable use (Education Code 48900 B)				
B	<ul style="list-style-type: none"> Possessed, sold, used, or furnished any firearm, knife (fixed blade at least 3 ½" in length or locking blade), explosive or dangerous object having no reasonable use. Includes brass knuckles, M-80 or equivalent, butterfly knife or switchblade, or any other knife that is brandished AND evidence is present that student's continued enrollment presents a danger 	<ul style="list-style-type: none"> Notify SCSO immediately, suspension up to 5 days, retain weapon/object, recommend for expulsion Call police if possession of a firearm or if brandishing weapon 	<ul style="list-style-type: none"> Notify SCSO immediately, suspension 5 days, retain weapon/object, recommend for expulsion 	<ul style="list-style-type: none"> Notify SCSO immediately, suspension 5 days, retain weapon/object, recommend for expulsion
	<ul style="list-style-type: none"> Brandish any <u>knife</u> 			
	<ul style="list-style-type: none"> Possession of an explosive 			
	<ul style="list-style-type: none"> Possession of dangerous objects of no reasonable use including, but not limited to, firecrackers, razor blades, pepper spray laser pens, poppers, bomb bags, stink bombs, lighter*, paint guns, airsoft or other BB type-gun (If presented as real) #, novelty shock items, projectiles, or other items of no reasonable use that do not pose an immediate and significant danger to others. All objects will be assessed based on number, size, and potential to do harm and if they were used. (Fixed or locking blade knife where student is deemed not to present a danger.) <p>* If lighter is activated without causing harm or injury. If it is used, see (A1) or (A2)</p> <p>* If airsoft/BB type gun is used to shoot at person, see (A1) or (A2). If used to shoot at object to do damage, see (F).</p>	<ul style="list-style-type: none"> Administrative removal from class Administrative removal from one or more school activities Detention(s) Saturday School Suspension Retain weapon/object, notify SCSO 	<ul style="list-style-type: none"> Saturday School Suspension Parent sits with student in class Retain weapon/object, notify SCSO 	<ul style="list-style-type: none"> Suspension 5 days, retain weapon/object, notify SCSO May recommend expulsion
	<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Class Guidance Lesson Counseling Intervention SRO Intervention Behavior Contract 	<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Backpack Search Behavior Contract Counseling Intervention CPS Report Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Backpack Search Behavior Contract Counseling Intervention CPS Report Reflection Activity 	

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind. (EC 48900 C)				
C	<ul style="list-style-type: none"> Possession or use of a controlled substance, intoxicant, or caustic of any kind (including prescription medication, spice, bath salts, inhalants, super glue, toluene, or mixture) if brought or used as a controlled substance. 	<ul style="list-style-type: none"> Suspension, send to ATOD 	<ul style="list-style-type: none"> Suspension, recommend for expulsion 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion
		<ul style="list-style-type: none"> Nurse Counseling Problem Solving Conference Counseling Intervention Guidance Lesson Reflection Activity 	<ul style="list-style-type: none"> Behavior Contract Problem Solving Conference Counseling Intervention Backpack Searches Reflection Activity 	*If recommending expulsion, intervention provided at District level
	<ul style="list-style-type: none"> Sale of alcohol or a controlled substance, intoxicant or caustic of any kind (includes prescription medication, spice, bath salts, super glue, etc.). 	<ul style="list-style-type: none"> Suspension up to 5 days, recommend for expulsion, notify SCSO 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion, notify SCSO 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion, notify SCSO
	Providing alcohol or other controlled substance, intoxicant of any kind (includes prescription medication, spice, bath salts, inhalants, etc.). Sharing does not fall under this provision.	<ul style="list-style-type: none"> Suspension up to 5 days, notify police, refer to ATOD, may recommend expulsion. 	<ul style="list-style-type: none"> Recommend for expulsion, suspension 5 days, notify police 	<ul style="list-style-type: none"> Recommend for expulsion, suspension 5 days, notify police
	<ul style="list-style-type: none"> Possession of a prescription, in the student's name. 	<ul style="list-style-type: none"> Referral to school nurse for counsel/guidance on district policies and behavior contract 	<ul style="list-style-type: none"> Suspension up to 3 days and refer to ATOD 	<ul style="list-style-type: none"> Suspension up to 5 days. May recommend for expulsion.
		<ul style="list-style-type: none"> Nurse Counseling Problem Solving Conference Reflection Activity 	<ul style="list-style-type: none"> Counseling Intervention Problem Solving Conference Behavior Contract Reflection Activity 	*If recommending expulsion, intervention provided at District level
Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (EC 48900 D)				
D	<ul style="list-style-type: none"> Offer, arrange to sell or sell a controlled substance, alcohol and intoxicant of any kind, and then either sold or delivered in lieu of and representing it as a controlled substance (placebo) 	<ul style="list-style-type: none"> Suspension up to 5 days, may recommend for expulsion. Notify SCSO. 	<ul style="list-style-type: none"> Suspension 5 days, may recommend for expulsion, notify SCSO. 	<ul style="list-style-type: none"> Recommend for expulsion. Contact SCSO.
Committed or attempted to commit robbery or extortion. (EC 48900 E)				
E	<ul style="list-style-type: none"> Robbery – taking property by the use of force Extortion – Using threats to obtain money or property from others 	<ul style="list-style-type: none"> Suspension up to 5 days, contact SCSO. 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion, notify SCSO. 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion, notify SCSO.

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
Caused or attempted to cause damage to school property or private property. (EC 48900 F)				
F	<ul style="list-style-type: none"> • Fire setting, arson if poses a significant threat of harm to others. • Caused or attempted to cause damage to school property or private property, including graffiti, tagging, etching, and vandalism. 	<ul style="list-style-type: none"> • Loss of Recess • Detention • Campus beautification • Saturday School • Contact Risk Management for costs/reimbursement of school property. • For acts of fire setting: Notify Fire Marshall, Suspension, contact Risk Management. for costs/reimbursement 	<ul style="list-style-type: none"> • Detention • Loss of Recess • Behavior contract • Saturday School • Campus beautification • Parent sits with student in class • Suspension • Contact Risk Management for costs/reimbursement of school property. • For Acts of Fire Setting: Notify Fire Marshall, Suspension, contact Risk Management. for costs/reimbursement 	<ul style="list-style-type: none"> • Suspension, Recommend for expulsion • Parent sits with student in class • Contact Risk Management. for costs/reimbursement of school property • For Acts of Fire Setting: Notify Fire Marshall, Suspension, contact Risk Management. for costs/reimbursement, Recommend for expulsion
		<ul style="list-style-type: none"> • Counseling Intervention • Restorative Justice Practice • Problem Solving Conference • Community Service • Reflection Activity 	<ul style="list-style-type: none"> • Refer to Outside Agency • Counseling Intervention • Restorative Justice Practice • Problem Solving Conference • Community Service • Reflection Activity 	<ul style="list-style-type: none"> • Refer to Outside Agency
Stolen or attempted to steal school property or private property. (Education Code 48900 G)				
G	<ul style="list-style-type: none"> • Stolen or attempted to steal *school property or private property. Including knowingly used or attempting to use counterfeit money <p>*As used in this section, "school property" includes, but is not limited to, electronic files and databases.</p>	<ul style="list-style-type: none"> • Detention • Loss of Recess • Campus beautification • Saturday School • Contact Risk Management for costs/reimbursement of school property 	<ul style="list-style-type: none"> • Administrative removal from class • Administrative removal from one or more school activities • Saturday School • Suspension • Contact Risk Management for costs/reimbursement of school property 	<ul style="list-style-type: none"> • Administrative removal from class • Administrative removal from one or more school activities • Suspension 5 days • Contact Risk Management. for costs/reimbursement of school property • May recommend expulsion
		<ul style="list-style-type: none"> • Class Guidance Lesson • Apology letter/In Person • SRO Intervention • Counseling Intervention • Problem Solving Conference • Restorative Justice Practice • Reflection Activity 	<ul style="list-style-type: none"> • Apology letter/In Person • Restorative Justice Practice • Problem Solving Conference • Probation intervention • Reflection Activity 	<ul style="list-style-type: none"> • Apology letter/In Person • Probation Intervention • Refer to Outside

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
Possessed or used tobacco, or products containing tobacco or nicotine products. (EC 48900 H)				
H	<ul style="list-style-type: none"> Smoking, use or possession of tobacco or any placebo. Includes e-cigarettes, hookah pens or vapor pens 	<ul style="list-style-type: none"> Detention Saturday School Loss of Recess ATOD 	<ul style="list-style-type: none"> Detentions Loss of Recess Saturday School ATOD 	<ul style="list-style-type: none"> Suspension ATOD
		<ul style="list-style-type: none"> Class Guidance Lesson Counseling Intervention 	<ul style="list-style-type: none"> Nurse Referral Counseling Intervention Problem Solving Conference Reflection Activity 	<ul style="list-style-type: none"> Nurse Referral Counseling Intervention Probation Intervention Reflection Activity
Committed an obscene act or engaged in habitual profanity or vulgarity. (EC 48900 I)				
I	<ul style="list-style-type: none"> Written, verbal or physical act(s) when viewed as obscene. May include de-pantsing (see W2a also) not viewed as sexual harassment. Habitual^ (pattern established) profanity or vulgarity 	<ul style="list-style-type: none"> Loss of recess Detention Campus beautification Saturday School Administrative removal from class Administrative removal from one or more school activities And refer to counselor 	<ul style="list-style-type: none"> Detention Loss of recess Saturday School Suspension up to 3 days Administrative removal from one or more school activities Administrative removal from class And refer to counselor 	<ul style="list-style-type: none"> Saturday School Suspension May recommend for expulsion
		<ul style="list-style-type: none"> Apology Letter/In Person Probation Intervention Counseling Intervention Problem Solving Conference Restorative Justice Practice Conflict Resolution Modeling/Role Play No Contact Contract 	<ul style="list-style-type: none"> Refer to Outside Agency Probation Intervention Problem Solving Conference Modeling/Role Play Counseling Intervention Restorative Justice Practice Reflection Activity 	<ul style="list-style-type: none"> Refer to Outside Agency Probation Intervention Problem Solving Conference Counseling Intervention Reflection Activity
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia (EC 48900 J)				
J	<ul style="list-style-type: none"> Possession of drug paraphernalia. May include e-cigarettes, hookah pen or vapor pen if it contains a controlled substance. If residue in pipe include (c1) 	<ul style="list-style-type: none"> Saturday School <u>and</u> ATOD Detention(s) Loss of recess Administrative removal from class Administrative removal from one or more school activities 	<ul style="list-style-type: none"> Suspension ATOD 	<ul style="list-style-type: none"> Suspension <u>and</u> ATOD
		<ul style="list-style-type: none"> Class Guidance Lesson Counseling Intervention Problem Solving Conference Reflection Activity 	<ul style="list-style-type: none"> Counseling Intervention Reflection Activity Problem Solving Conference Behavior Contract Nurse Referral 	<ul style="list-style-type: none"> Counseling Intervention Reflection Activity Probation Intervention Nurse Referral

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
<p>(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. (Education Code 48900 K) Grades 4-12 only</p>				
K	<p>Defiance/Disruption</p> <ul style="list-style-type: none"> • Profanity • Possession of signaling Device • No show to detention • Inappropriate use of cell phone • Possession of stink bomb, poppers, water balloons, permanent markers, metal grooming implements, squirt guns, plastic or other toy gun (maybe airsoft* with orange tip) etc. • Unauthorized area, not truancy • Loitering/trespassing • Not having ID • False fire alarm or tampering with fire alarm • Habitual disruption • Violation of auto procedures • Defiance of bike or scooter procedures • Defiance of authority • Possession of lighter (if not used in any manner. If used, see B4.) <p>* If airsoft is not used or brandished in anyway, use this for incidents of simple possession</p>	<ul style="list-style-type: none"> • Loss of recess • Detention • Saturday School • Administrative removal from class • Administrative removal from one or more school activities 	<ul style="list-style-type: none"> • Loss of recess • Detention • Saturday School • Administrative removal from class • Administrative removal from one or more school activities • Parent sits in class 	<ul style="list-style-type: none"> • Saturday School • Suspension
		<ul style="list-style-type: none"> • Restorative Justice Practice • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Conflict Mediation • Peer Mentoring • Classroom Guidance Lesson 	<ul style="list-style-type: none"> • Restorative Justice Practice • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Conflict Mediation • Peer Mentoring • Classroom Guidance Lesson 	<ul style="list-style-type: none"> • Restorative Justice Practice • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Conflict Mediation • Peer Mentoring • Classroom Guidance Lesson
	<p>Inappropriate verbal/Physical Conduct</p> <ul style="list-style-type: none"> • Prefight • Hands-off • Gang gesturing • Inciting a riot • Engaging in physical conduct of a sexual nature • Intimidating or menacing school personnel or students with gestures, written materials, or comments • False fire alarm or tampering with fire alarm 	<ul style="list-style-type: none"> • Loss of recess • Detention • Saturday School • Administrative removal from class • Administrative removal from one or more school activities 	<ul style="list-style-type: none"> • Loss of recess • Detention • Saturday School • Administrative removal from class • Administrative removal from one or more school activities • Suspension 	<ul style="list-style-type: none"> • Saturday School • Suspension
		<ul style="list-style-type: none"> • Peer Mediation • Conflict Mediation • Peer Mentor • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Restorative Justice Practice • Classroom Guidance Lesson 	<ul style="list-style-type: none"> • Probation intervention • Conflict Mediation • Peer Mentor • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Classroom Guidance Lesson 	<ul style="list-style-type: none"> • Probation intervention • Conflict Mediation • Peer Mentor • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Classroom Guidance Lesson
K	<p>Code of Conduct Violation</p> <ul style="list-style-type: none"> • Falsifying documents or school passes, misuse of ID, wrongful possession of school materials • Gambling • Dress Code • Possession of pornography • Cheating • Misuse of computer network • Theft of network account • Violation of computer security 	<ul style="list-style-type: none"> • Warning - Parent contact • Loss of recess • Detention • Saturday School • Administrative removal from class • Administrative removal from one or more school activities • Loss of computer/network access remainder of trimester 	<ul style="list-style-type: none"> • Loss of recess • Detention • Saturday School • Administrative removal from class • Administrative removal from one or more school activities • Parent sits in class • Loss of computer/network access remainder of trimester 	<ul style="list-style-type: none"> • Saturday School • Suspension • Loss of computer/network access remainder of year

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
<p>(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. (Education Code 48900 K) Grades 4-12 only. Cont.</p>				
K	<p><u>Code of Conduct Violation</u></p> <p>Cont.</p>	<ul style="list-style-type: none"> • Restorative Justice Practice • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Change of Clothes (Dress Code) • Reflection Activity • Classroom Guidance Lesson 	<ul style="list-style-type: none"> • Restorative Justice Practice • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Change of Clothes (Dress Code) • Reflection Activity • Classroom Guidance Lesson 	<ul style="list-style-type: none"> • Restorative Justice Practice • Modeling/Role Play • Counseling Intervention • Problem Solving Conference • Change of Clothes (Dress Code) • Reflection Activity • Classroom Guidance Lesson
<p>Knowingly received stolen school property or private property. (Education Code 48900 L)</p>				
L	<ul style="list-style-type: none"> • Knowingly receiving stolen school or private property 	<ul style="list-style-type: none"> • Warning • Detention • Loss of recess • Saturday School • Campus beautification 	<ul style="list-style-type: none"> • Administrative removal from class • Administrative removal from one or more school activities • Saturday School • Suspension 	<ul style="list-style-type: none"> • Saturday School • Suspension
		<ul style="list-style-type: none"> • Restorative Justice Practice • Counseling Intervention • Problem Solving Conference • Probation Intervention • Reflection Activity 	<ul style="list-style-type: none"> • Restorative Justice Practice • Counseling Intervention • Problem Solving Conference • Probation Intervention • Reflection Activity 	<ul style="list-style-type: none"> • Counseling Intervention • Problem Solving Conference • Probation Intervention
<p>Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900 M)</p>				
M	<ul style="list-style-type: none"> • Imitation firearm. Must resemble real firearm or the item used must have been portrayed as real. *if tip is altered to resemble a real firearm see (b) 	<ul style="list-style-type: none"> • Administrative removal from class • Administrative removal from one or more school activities • Saturday School • Suspension • Notify SCSO • May recommend expulsion if combined with 48900 a1 (must brandish or represent as real) 	<ul style="list-style-type: none"> • Suspension, Notify SCSO • May recommend expulsion if combined with 48900 a1 	<ul style="list-style-type: none"> • Suspension, Notify SCSO • May recommend expulsion if combined with 48900 a1

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
Possessed an Imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900 M). Cont.				
	<ul style="list-style-type: none"> Imitation firearm. Must resemble real firearm or the item used must have been portrayed as real. *if tip is altered to resemble a real firearm see (b). Cont. 	<ul style="list-style-type: none"> Restorative Justice Practice Counseling Intervention Problem Solving Conference Probation intervention Classroom Guidance Lesson Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practice Counseling Intervention Problem Solving Conference Probation Intervention Classroom Guidance Lesson Reflection Activity 	<ul style="list-style-type: none"> Counseling Intervention Problem Solving Conference Probation intervention
Committed or attempted to commit a sexual assault or committed a sexual battery (EC 48900 N)				
N	<ul style="list-style-type: none"> Committed or attempted to commit a sexual assault. (Includes restraint against victim's will for purpose of sexual arousal.) Committed a sexual battery 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion Contact SCSO 	<ul style="list-style-type: none"> Suspension 5 days, Recommend for expulsion Contact SCSO 	<ul style="list-style-type: none"> Suspension 5 days, Recommend for expulsion Contact SCSO
Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both (EC 48900 O)				
O	<ul style="list-style-type: none"> Harassing, threatening or intimidating a witness 	<ul style="list-style-type: none"> Loss of recess Detention Saturday School Suspension Parent sits in class Administrative removal from class 	<ul style="list-style-type: none"> Saturday School Parent sits in class Suspension 	<ul style="list-style-type: none"> Suspension May recommend for expulsion
		<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Peer Mentor Peer Mediation Conflict Resolution Counseling Intervention Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practice Problem Solving Conference Peer Mentor Conflict Resolution Counseling Intervention Modeling/Role Play 	<ul style="list-style-type: none"> Conflict Resolution Counseling Intervention Problem Solving Conference Probation intervention
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900 P)				
P	<ul style="list-style-type: none"> Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. If sales, see "C" 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion, notify SCSO 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion, notify SCSO 	<ul style="list-style-type: none"> Suspension 5 days, recommend for expulsion, notify SCSO
Engaged in, or attempted to engage in hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. (Education Code 48900 Q)				
Q	<ul style="list-style-type: none"> Hazing/initiation 	<ul style="list-style-type: none"> Loss of recess Detention Saturday School Suspension Parent sits in class Administrative removal from class 	<ul style="list-style-type: none"> Saturday School Parent sits in class Up to 3 days suspension 	<ul style="list-style-type: none"> Suspension May recommend for expulsion

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
Engaged in an act of bullying. (EC 48900 R)				
R	<ul style="list-style-type: none"> Any act of bullying - Severe or pervasive verbal or physical conduct by a pupil or group of pupils directed at one or more individuals that causes fear of harm to individual(s) or property, has a detrimental effect on individual(s) physical or mental health, substantially interferes with individual's academic performance or ability to benefit from the services, activities, or privileges provided by a school. Any act of bullying by an electronic act; including, but not limited to, a message, text, sound, image, or a post on a social network or Internet web-site by means of an electronic device. (see "K" if used district account) 	<ul style="list-style-type: none"> Counseling <u>and/or</u> Detention(s) Loss of recess Campus beautification Saturday School Parent sits in class Suspension May need to notify police if severe 	<ul style="list-style-type: none"> Counseling <u>and</u> Suspension Parent sits in class Administrative removal from class Administrative removal from one or more school activities Notify police, if severe 	<ul style="list-style-type: none"> Suspension Notify the police (if severe) May recommend for expulsion
		<ul style="list-style-type: none"> Restorative Justice Practices Family mediation Counseling Intervention Problem Solving Conference Peer Mediation (if victim willing) Conflict Mediation Mentor (peer or adult) Modeling/Role Play Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practices Family mediation Counseling Intervention Problem Solving Conference Conflict Mediation Mentor (peer or adult) No Contact Contract Modeling/Role Play Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practices Family mediation Counseling Intervention Problem Solving Conference Mentor (peer or adult) No Contact Contract Probation Intervention
A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision. (EC 48900 T)				
T	<ul style="list-style-type: none"> Aiding or abetting infliction or attempted infliction, (or instigating) of physical injury (cannot expel solely for this offense). May include videotaping a fight. 	<ul style="list-style-type: none"> Loss of Recess Parent sits in class Detention Administrative removal from class Suspension Behavior Contract (if not serious injury) Saturday School 	<ul style="list-style-type: none"> Administrative removal from class Administrative removal from one or more school activities Suspension 	<ul style="list-style-type: none"> Suspension May recommend for expulsion
Sexual harassment, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (EC 48900.2) Grades 4-12 only.				
48900.2	<ul style="list-style-type: none"> Physical Sexual Harassment: Intentional and / or obvious unwelcome or offensive touching or sexual advances. May include "depantsing" (see I also). Verbal/Visual Sexual Harassment: Offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic, visual or verbal comments of a sexual nature. <p><i>Sexual Harassment only applies to grades 4 and above. Grades 1-3, see (I)</i></p>	<ul style="list-style-type: none"> Counseling <u>and/or</u> Administrative removal from class Administrative removal from one or more school activities Detention Loss of Recess Campus beautification Saturday School Suspension 	<ul style="list-style-type: none"> Counseling <u>and/or</u> Administrative removal from class Administrative removal from one or more school activities Saturday School Suspension 	<ul style="list-style-type: none"> Suspension May recommend for expulsion
		<ul style="list-style-type: none"> Counseling Intervention Problem Solving Conference Modeling/Role Play Classroom Guidance Lessons (as appropriate by grade) Reflection Activity 	<ul style="list-style-type: none"> Counseling Intervention Problem Solving Conference Modeling/Role Play Probation intervention Refer to Outside Agency 	<ul style="list-style-type: none"> Probation Intervention Problem Solving Conference Refer to Outside Agency No Contact Contract

Suspension Form Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
		1st Intervention	2nd Intervention	3rd Intervention
48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. (EC 48900.3)				
48900.3	<ul style="list-style-type: none"> Hate violence: use of force or threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation. (May combine with R, see A2 for use of force) 	<ul style="list-style-type: none"> Loss of recess Detention Saturday School Suspension Parent sits in class Administrative removal from class 	<ul style="list-style-type: none"> Saturday School Parent sits in class Suspension 	<ul style="list-style-type: none"> Suspension May recommend for expulsion
		<ul style="list-style-type: none"> Restorative Justice Practices Counseling Intervention Problem Solving Conference Peer Mediation (if victim willing) Conflict Mediation Mentor (peer or adult) Modeling/Role Play Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practices Counseling Intervention Problem Solving Conference Conflict Mediation Mentor (peer or adult) No Contact Contract Modeling/Role Play Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practices Counseling Intervention Problem Solving Conference Mentor (peer or adult) No Contact Contract Probation Intervention
A pupil in grades 4 to 12, intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Education Code 48900.4)				
48900.4	<ul style="list-style-type: none"> Intentional threats, intimidating or menacing, creating a hostile environment, etc. of student or staff. (for bullying see "R," threats see A1) 	<ul style="list-style-type: none"> Administrative removal from class Administrative removal from one or more school activities Saturday School Suspension 	<ul style="list-style-type: none"> Administrative removal from class Administrative removal from one or more school activities Saturday School Suspension May recommend for expulsion 	<ul style="list-style-type: none"> Suspension May recommend for expulsion
A pupil in grades 4 to 12, intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Education Code 48900.4) Cont. ...				
48900.4	<ul style="list-style-type: none"> Intentional threats, intimidating or menacing, creating a hostile environment, etc. of student or staff. (for bullying see "R," threats see A1) Cont. ... 	<ul style="list-style-type: none"> Restorative Justice Practices Problem Solving Conference Counseling Intervention Peer Mediation (if victim willing) Conflict Mediation Mentor (peer or adult) Modeling/Role Play Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practices Problem Solving Conference Counseling Intervention Conflict Mediation Mentor (peer or adult) No Contact Contract Modeling/Role Play Reflection Activity 	<ul style="list-style-type: none"> Restorative Justice Practices Problem Solving Conference Counseling Intervention Mentor (peer or adult) No Contact Contract Probation Intervention
"Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety. (EC 48900.7)				
48900.7	<ul style="list-style-type: none"> Terroristic threats. Any statement, written or oral, including those by electronic means, which is so unequivocal, unconditional, immediate, and specific as to convey to a person fear for their own safety directed toward the school or school personnel. 	<ul style="list-style-type: none"> Suspension 5 days, Recommend for expulsion Contact SCSO 	<ul style="list-style-type: none"> Suspension 5 days, Recommend for expulsion Contact SCSO 	<ul style="list-style-type: none"> Suspension 5 days, Recommend for expulsion Contact SCSO

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PLEASE COMPLETE BOTH SIDES AND RETURN THIS PAGE TO THE OFFICE

MONTAGUE ELEMENTARY SCHOOL DISTRICT

2023 - 2024

STUDENT RESIDENCY QUESTIONNAIRE

Please submit one (1) questionnaire per family to the school of your oldest child.

Your answers will

be treated confidentially to help determine eligibility for services under the McKinney-Vento Act.

Where are you and your family currently living? **Check boxes in Section A or B**

Section A

Rent/own/lease my own house or apartment.

If YES, sign, submit and STOP. If NO, complete Section B.

Section B – Check all that apply

Temporarily with another family due to economic hardship or financial loss

Hotel/motel or rented room

Vehicle of any kind, trailer park, campground, garage or outside

Abandoned building or a place that is not designed as a regular sleeping accommodation for people

With an adult that is not a parent or legal guardian

Student lives alone without an adult

Foster care placement: _____ Resident home OR _____ Group home

In an emergency/transitional shelter

Other _____

Please list all school age students in the family:

Student Name	M/F	Birthdate	Grade	School

I acknowledge that all information on this form is accurate and true. My relationship to the student(s) listed is:

Parent/legal guardian Adult relative _____ Other: _____

Print Name: _____ Signature: _____

Address: _____

Street

City

Zip

Telephone: (____) _____ Cell Phone: (____) _____

MONTAGUE ELEMENTARY SCHOOL DISTRICT

RECEIPT OF ANNUAL NOTIFICATION OF PARENT/STUDENT HANDBOOK INCLUDING INFORMATION ABOUT PARENT RIGHTS AND RESPONSIBILITIES

RECIBO DE AVISO ANUAL DEL MANUAL DE PADRE/ESTUDIANTE INCLUYENDO INFORMACIÓN SOBRE LOS DE DERECHOS Y RESPONSABILIDADES DE PADRES

**Please complete and return to your child's school.
Por favor complete este formulario y devuélvalo a la escuela de su hijo.**

STUDENT

I have received the Parent/Student Handbook and the Sequential Discipline Guide. I agree to read the information in the Guide and to abide by the rules described. I understand that if I choose to break the rules, I am choosing to accept the consequences for my actions. I am aware of Board Policies 5131:7, 5131.6, and 5114(g), 5114.1 as summarized below.

ESTUDIANTE

He recibido el Manual de Información para Padres/Alumnos y la Guía de las Normas Consecutivas de Disciplina. Conuerdo con leer la información contenida en ella y respetar los reglamentos descritos. Entiendo que, si desobedezco las reglas, decido aceptar las consecuencias por mis actos. Estoy consciente de las Políticas de la Mesa Directiva 5131:7, 5131.6, y 5114(g), 5114.1 como es resumido abajo.)

Student's Name – Printed/Nombre del Estudiante en Letra de Molde

Student's Signature/Firma del Estudiante

School/Escuela

Grade/Grado

Date/Fecha

PARENT

I have received the Parent/Student Handbook and I will provide home support, both academically and behaviorally. I agree to read the handbook and will review with my child. I also agree to allow my child to participate in drug/alcohol/health/school climate surveys sponsored by MESD, for the purpose of assisting in the design of prevention and intervention programs. I acknowledge with my signature, the receipt of ANNUAL NOTIFICATION OF PARENT/STUDENT HANDBOOK INCLUDING INFORMATION ABOUT PARENT RIGHTS AND RESPONSIBILITIES on behalf of my son/daughter.

PADRE

He recibido el Manual para Padres/Alumnos y proveeré apoyo hogareño, tanto en lo académico como en el comportamiento. Conuerdo con leerlo y revisaré la con mi hijo. También conuerdo con que mi hijo/a participe en encuestas de drogas/alcohol/salud/ambiente escolar patrocinadas por el MESD con el fin de asistir en el diseño de programas de prevención e intervención. Con mi firma certifico que he recibido, por parte de mi hijo/hija, el MANUAL DE PADRE/ESTUDIANTE INCLUYENDO INFORMACIÓN SOBRE LOS DERECHOS Y RESPONSABILIDADES DE PADRES.

Parent's Name – Printed/Nombre del Padre en Letra de Molde

Parent's Signature/Firma del Padre

Date/Fecha