Pioneer Union Elementary School District

Parent/Student Rights, Responsibilities & Annual Notifications

Please visit our website at www.puesd.org for the latest information

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Location: District Office – 286 Rockerfeller Road, Berry Creek, CA 95916

Pioneer Union Elementary School District

286 Rockefeller Road, Berry Creek, CA 95916

Darcy Pollak, Superintendent

Dear Parents/Guardians and Students,

Welcome to Pioneer Union Elementary School District! We are excited to begin a new school year and look forward to partnering with you to support your child's learning and growth.

At PUESD, we are committed to fostering a school culture built on high expectations, mutual respect, and positive relationships. This handbook is designed to provide important information about district policies, student rights and responsibilities, and the many resources available to support students and families throughout the year.

California law requires school districts to provide families with annual notice of certain rights and responsibilities. This handbook, together with other district communications, serves as that annual notification. We encourage you to review it carefully and keep it for reference during the school year.

To help us provide the best possible services for your child, please ensure that any required student information forms (such as emergency contact information and health forms) are completed and kept up to date with your school office.

If you have any questions about the information in this handbook, please contact your school principal or the District Office. We value your partnership and look forward to working together to make this a positive, productive, and successful school year for every student.

In partnership,

Darcy Pollak
Superintendent

COMPULSORY SCHOOL ATTENDANCE

ATTENDANCE OBLIGATIONS (Cal. Educ. Code §48200, 48400, 48980(j))

All school age children between the ages of 6 and 18 years not exempted are required by law to attend school each day during the school year except for the following reasons:

a. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health

b. Due to quarantine under the direction of a county or city health officer

c. For the purpose of having medical, dental, optometrical, or chiropractic services rendered

d. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California

e. For the purpose of jury duty in the manner provided for by law

f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note

g. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

h. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code

i. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in section 49701 of the Education Code, 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.

j. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen

k. For the purpose of participating in a cultural ceremony or event

l. For the purpose of a middle or high school pupil engaging in a civic or political event, provided the pupil notifies the school in advance. A pupil absent pursuant to this section is required to be excused for only one day-long absence per year. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.

m. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident.

n. For any of the following purposes, inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, has died, an additional absence of not more than three (3) days per incident:

   i. To access services from a victim services organization or agency

   ii. To access grief support services

   iii. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close

association with the pupil as to be considered the pupil's immediate family member, including, but not limited to, temporary or permanent relocation.

iv. Any absence beyond three days for the reasons described above shall be subject to the discretion of a school administrator, or their designee, pursuant to section 48260

o. Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries if the pupil holds a work permit, or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence. (Ed. Code, §§ 48260, 48205, 48225.5)

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

For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.

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

A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls. (Ed. Code, § 48205)

"Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people. (Ed. Code, § 48205)

"Immediate family," as used in this section refers to the parent or guardian, brother or sister, grandparent, or any relative living in the household of the pupil. (Ed. Code, § 48205)

"Victim services organization or agency" means an agency or organization that has a documented record of providing services to victims. (Ed. Code, § 48205; Labor Code § 230.1)

Remember, every day counts! If you know your student will be missing school, please contact the School Attendance office to discuss the length of the absence and ways you can help your student stay academically connected.

ABSENCE FOR CONFIDENTIAL MEDICAL SERVICES (Cal. Educ. Code §46010.1)

According to Title X law and regulations, a student in grades 7-8 may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parents or guardians. For more details on this topic please contact the Office of the District Superintendent.

SHORT-TERM INDEPENDENT STUDY (Cal. Educ. Code §§51745–51747.5; BP/AR 6158)

Short-term independent study is a voluntary instructional option that may allow students to continue learning during a temporary absence from school. Short-term independent study generally covers 15 or fewer school days during a school year and is subject to District approval.

Parents/guardians should contact the school office as early as possible to request independent study and discuss the student's learning needs. A written agreement is required and must include the dates of participation, assignments, methods of submitting work, due dates, and required signatures.

Students are responsible for completing and submitting assigned work by the deadlines in their agreement. A district certificated teacher evaluates the completed work and determines attendance credit. An approved agreement alone does not guarantee attendance credit.

Students participating in independent study have access to appropriate instructional materials and support. For a student with an individualized education program (IEP), participation must be specifically provided for in the IEP. Parents/guardians should contact the school office for request procedures and additional information.

ATTENDANCE RECOVERY (Cal. Educ. Code §46211; BP/AR 5113.1)

Pioneer Union Elementary School District may offer attendance recovery to help eligible students make up instructional time missed because of an absence. Participation is voluntary and may take place before or after school, on weekends, or during school breaks when a program is available.

Students receive in-person instruction aligned with grade-level standards under the supervision of a district certificated teacher. Attendance recovery credit is based on documented participation and completion of the required instructional time. Students may recover up to 10 days per school year, or the number of eligible absences they have accumulated within the District, whichever is less. Absences due to out-of-school suspension are not eligible.

Attendance recovery supports student learning and does not replace regular school attendance or the parent/guardian's responsibility to report absences. Parents/guardians should contact the school office for information about eligibility, schedules, and participation.

PUBLIC SCHOOLS OF CHOICE [Cal. Educ. Code §35160.5(b); 48980(h)]

The PUESD Board of Education endorses the neighborhood school concept. The Board recognizes, however, that parents may wish to choose a school of attendance other than their neighborhood school. The Board of Education believes that parental choice should be included as an integral feature of a well-rounded educational environment.

Neighborhood school attendance areas are established to optimize use of existing facilities. Requests for intra-district transfers may be made because of personal preference based on many different reasons including special programs, needs of the family or student, after-school activities, instructional philosophy, location, specific student or family needs, etc. These requests are approved on a space-available basis.

RESIDENCY REQUIREMENTS (Cal. Educ. Code §48204, 48206.3, 48207, 48208, 48850, 42 USC 11431, et seq.)

A student shall be deemed to have complied with the residency requirements for school attendance in PUESD if they have met the requirements outlined in Sections 48200 and 48204 of the California Education Code.

INTERDISTRICT ATTENDANCE AGREEMENTS (Cal. Educ. Code §46600, 46601, 48204, 48980)

A parent/guardian may apply for an Interdistrict Attendance Agreement for their student to attend a school outside their resident district. The school districts involved in the interdistrict request are encouraged under the law to take into account the childcare needs of the affected students. A student who lives with one or more parents who is employed (but does not reside) within the boundaries of a particular school district may request a transfer to that district. The school district chosen may reject such a request so long as it does not discriminate based on race, ethnicity, sex, parental income, academic achievement, or any other arbitrary consideration. Either the district of parent residence or the district of parent employment may prohibit the proposed transfer if it is determined that the transfer will cause a negative financial impact on the district. Parents may appeal a denial of an interdistrict attendance permit or attendance request to the Board of Education for the county in which the parent resides. There are strict procedures and timelines related to any appeal. Further information is available at the district office, the appropriate school site or the district website www.puesd.org

MINIMUM AGE OF ADMISSION TO KINDERGARTEN (Cal. Educ. Code §48000)

Children who will have their fifth (5) birthday on or before September 1st of the school year shall be admitted to kindergarten at the beginning of that school year. If your child turns four (4) by September 1st they will eligible for Transitional Kindergarten (TK).

BEHAVIOR EXPECTATIONS AND DISCIPLINE

DUTY OF DISTRICT REGARDING STUDENT CONDUCT (Cal. Educ. Code §44807, 49000)

Every teacher and administrator is required to hold students accountable for their conduct on the way to and from school, on school grounds, and at school-related activities and events. Teachers and administrators will exert the amount of physical control over students that is legally permissible and reasonably necessary to maintain order, protect property, protect the health and safety of students and staff, and maintain proper and appropriate conditions conducive to learning.

GANG POLICY (Cal. Educ. Code §35183)

Gang-related conduct or activities on school campuses, during all school sponsored activities, and to and from school are a threat to the safety of others and are strictly prohibited. The Board of Education intends to maintain campuses which are safe in accordance with California law.

The Board rejects any form of gang activity which advocates hazing, drug use, violence, vandalism, disruptive behavior or other illegal activities on the way to or from school, on school grounds or at school functions. Students wearing, carrying, or displaying gang paraphernalia, making gestures which symbolize gang association, or intimidating another student may be subject to appropriate disciplinary action.

Gang-related conduct/activities include, but are not necessarily limited to: producing graffiti, wearing of apparel, displaying "colors", conducting hazing such as rites of initiations, displaying hand signals, and clothing arrangements, producing, displaying, or advocating trademarks, accessory items, or any other symbols or actions which would denote membership/involvement/association with gangs as identified by the administration or by law enforcement.

The Board establishes that gang related conduct or activities are a source of potential violence. Students who engage in gang related activities shall be subject to disciplinary procedures outlined in Board Procedure, which may include suspension and/or expulsion from school. A copy of Policy 5136, Gangs, is available at the district office, school sites or on our website www.puesd.org.

SEXUAL HARASSMENT PROHIBITION (Cal. Educ. Code §212.5, 231.5, and 5 Cal. Code of Regulations §4917)

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression or association with a person or group with one or more of these actual or perceived characteristics. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. Appendix D, Sexual Harassment Board Policy 5145.7, is attached at the end of this handbook.

SAFE SCHOOLS

The Pioneer Union Elementary School District takes proactive measures to protect the safety of all our students and staff members. PUESD representatives work in collaboration with local, state, and federal health, safety, and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. Plans are regularly reviewed and updated. School system personnel practice these drills on a regular basis. Actions taken during any type of emergency situation depend a great deal on the specifics of the incident.

If an incident occurs at a school, parents are NOT to go directly to the school. In times of emergency, a variety of local media will be used to provide information. Parents should tune into local radio and television stations, call the district office at (530) 589-1633, visit the district website at www.puesd.org, or our Facebook page for emergency updates. Students will not be released to parents if public safety officials have declared it is dangerous for parents to travel to the school to pick up students or the lives of persons in the school would be jeopardized in opening the outside school doors or the school is otherwise restricted by those officials. Students will be released to parents as soon as officials have determined it is safe. When students are released, they will be released to parents or other individuals listed in the student's Emergency Contacts in Aeries only. No student will be release to any individual who is not specifically listed in the Emergency Contacts in Aeries, including an older sibling. All adults must show photo ID when picking up a student. Parents can help by giving the most accurate, up-to-date health and emergency information to the school office. It is important to notify the school office at any time there is a change in contact information.

STUDENT BEHAVIOR STANDARD (Cal. Educ. Code §35291)

The Pioneer Union Elementary School District Board of Education believes that every student has a legal right to attend a safe and secure school and its related activities. The school staff has the authority and support to maintain discipline in order for the schools to function in accordance with their intended purpose. The Board will not tolerate activities which threaten the safety and well-being of students, staff or property. School personnel will hold students accountable for their conduct at school and at all school related activities. Each student in the district is expected to abide by all federal, state, local and school laws and regulations. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Any student who fails to comply with the district's student behavior standard is subject to disciplinary action.

A student is subject to school disciplinary action (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, or (4) during, or while going to or coming from, a school-sponsored activity.

A student may be suspended or expelled from school when it is deemed that the student has:

a. (1) caused, attempted to cause, or threatened to cause physical injury to another person;
(2) willfully used force or violence upon the person of another, except in self-defense;

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. [Education Code 48900(s)];

b. possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal (a principal shall immediately suspend any student found to be in possession of a firearm at school or at a school activity and recommend expulsion to the board);

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 (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind;

d. unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind and then either sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant;

e committed or attempted to commit robbery or extortion;

f. caused or attempted to cause damage to school property (including electronic files, other databases and computer information) or private property;

g. stolen or attempted to steal school property or private property;

h. possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this 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, offered, arranged or negotiated to sell any drug paraphernalia as defined in the Health and Safety
Code Section 11014.5;

k. disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties. Pursuant to Education Code §48900(k), a student shall not be suspended for disruption or willful defiance in grades transitional kindergarten through grade 12. Other means of correction shall be utilized prior to suspension, except where otherwise permitted by law.;

l. knowingly received stolen school property or private property;

m. possessed an imitation firearm. As used in this section, "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;

n. committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code;

o. harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both;

p. unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

q. engaged in, or attempted to engage in, hazing; or

r. engaged in an act of bullying.

A student in grades 4-8 is also subject to suspension or recommendation for expulsion when it is determined that the student:

a. committed sexual harassment as defined in Education Code 212.5 (Education Code48900.2)

b. caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

c. intentionally engaged in harassment, threats or intimidation against district personnel or students 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 school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4); or

d. engaged in an act of bullying including, but not limited to, bullying committed by means of an electronic act, directed toward student or school personnel. [Education Code 48900(r)].

Cal. Educ. Code §48900.2:
A student may be suspended or recommended for expulsion when it is determined that the student has committed sexual harassment as defined in Government Code Section 212.5. Sex-based harassment under Title IX includes conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning educational benefits on participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct that is sufficiently severe or pervasive that it limits or denies a person's ability to participate in or benefit from an education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

The District will follow the grievance procedures required under 34 C.F.R. Part 106 (2024 regulations).
Copies of PUESD Policy 5145.7 & 5145.71 which defines sexual harassment and the grievance procedures are available at the district office, school sites or our website www.puesd.org.

Cal. Educ. Code §48900.3:
In addition to the reasons specified, a student in any of grades 4 through 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

Cal. Educ. Code §48900.4:
In addition to the grounds specified, a student enrolled in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or a student or group of 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 that school personnel or student or group of students by creating an intimidating or hostile educational environment.

Cal. Educ. Code §48900.7:
In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has made terroristic threats against school officials or school property, or both.

For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($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 reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or

their immediate family.

Cal. Educ. Code §48915:
Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a student for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

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 student.

c. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

d. The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.

e. Robbery or extortion.

f. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a student expelled upon finding that the student committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

b. Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

The principal or superintendent of schools 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:

a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the student had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (c), may be imposed.

b. Brandishing a knife at another person.

c. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

d. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

e. Possession of an explosive.

The governing board shall order a student expelled upon finding that the student committed an act listed in subdivision (c), and shall refer that student to a program of study that meets all of the following conditions:

a. Is appropriately prepared to accommodate students who exhibit discipline problems.

b. Is not provided at a comprehensive middle, junior, or at any elementary school.

c. Is not housed at the school site attended by the student at the time of suspension.

Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a student expelled upon finding that the student, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

a. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

b. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

The governing board shall refer a student who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a student expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the student may be referred to a program of study that is provided at a comprehensive middle, junior, or at an elementary school.

As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

FOOD, SNACKS, AND BEVERAGES AT SCHOOL

Pioneer Union Elementary School District is committed to providing a safe, healthy, and supportive learning environment for all students. Foods and beverages consumed during the school day can affect students' energy, concentration, behavior, and overall well-being. Students may bring snacks and beverages from home. Parents and guardians are asked to support healthy choices and the District's efforts to promote student wellness.

Energy drinks, highly caffeinated beverages, soda, and other carbonated soft drinks are not permitted during the regular school day. Extremely spicy or heavily seasoned snack products, including Takis, Flamin' Hot chips, and comparable products, are also not permitted. Students shall not bring excessive quantities of candy, chips, or other foods beyond a reasonable snack portion. Food and beverages that create a health, safety, sanitation, or significant disruption concern are not permitted.

Water is the preferred beverage during the school day. Students are encouraged to bring nutritious snacks, such as fruit, vegetables, cheese, yogurt, and whole-grain foods, that provide sustained energy and support learning. Snacks and beverages shall not interfere with student health, comfort, behavior, or participation in school activities.

These guidelines apply to food and beverages brought onto or consumed at school during the regular school day. They support students' readiness to learn and overall well-being and do not govern what families purchase or consume at home.

School staff may direct a student to put away or discard food or beverages that do not meet these guidelines. Repeated violations may result in parent or guardian contact and may be addressed through the school's regular student support and discipline procedures.

Parents or guardians of students with medical, dietary, cultural, or other documented needs should contact the school office so that appropriate accommodations can be considered.

STUDENT DRESS CODE (Cal. Educ. Code §35183)

Student dress has been shown to influence behavior and the learning environment. It is expected that all students shall wear clothes that are clean, appropriate, safe and not disruptive to the teaching and learning process.

Students may not wear, display, or be in possession of clothing and/or accessories which are interpreted by school personnel to be negative, derogatory, or inappropriate. This includes clothing and/or accessories that indicate association with a group (gang) which is determined to be detrimental to the safety and well-being of the school community.

The wearing of clothing and/or adornment that advertises, or otherwise promotes, the use and/or abuse of alcohol, tobacco, other drugs, sexual innuendos or gang involvement/association is prohibited on school grounds and at school activities on or off campus.

For this reason, the Board of Education finds that regulation of student dress in general and gang-related apparel in particular is necessary to protect the health and safety of students and staff. A copy of Policy 5132, Dress and Grooming, is available at the district office, at school sites or on our website www.puesd.org.

STUDENT SEARCHES

For the safety and welfare of students and personnel, and to maintain order and discipline, school administrators may physically search students and their lockers, desks, cubby holes, clothing, backpacks, purses, book bags, brief cases and other such containers, or student vehicles, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules. Dogs may be used to assist in the detection of contraband.

Searches will be reasonable in light of both age and sex of the student and the nature of the suspected infractions. Such searches may be conducted while the student (and/or effects) is/are on school grounds, under school or district supervision and/or while engaged in a school or district activity.

Searches shall be based on individualized reasonable suspicion and shall be conducted in a manner that is reasonably related in scope to the circumstances that justified the search. Strip searches are prohibited except as permitted by law and conducted in accordance with Education Code §49050.

Reasonable suspicion searches may be conducted of a student while the student (and/or effects) is (are) on school grounds, under school or district supervision and/or while engaged in school or district activity. The products of such a search may be turned over to the proper legal authorities, including, but not limited to, the Chico Police, Butte County Sheriff, and/or utilized by the District itself for ultimate disposition and/or use as evidence. If illegal substances are found or if students refuse to cooperate, appropriate school disciplinary actions will be implemented.

Because students' lockers, desks, cubby holes and similar storage areas are the property of the District and because the control of such areas is joint as between the student and the district, these areas are subject to search at any time. A copy of Policy 5145.12, Search and Seizure, is available at the district office, school sites or on our website www.puesd.org.

AUTHORITY OF BUS DRIVER

Students transported in a school bus or in a school student activity bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. Continuing disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. A bus driver shall not require any student to leave the bus en route between home and school or other destinations.

PARENT/GUARDIAN LIABILITY FOR STUDENT MISCONDUCT (Cal. Educ. Code §48904(a))

The parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any student, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to $19,200 adjusted annually for inflation.

The parent or guardian of a minor is liable for any reward, not exceeding $20,300 adjusted annually for inflation, paid pursuant to Government Code Section 53069.5. Government Code Section 53069.5 allows local agencies to offer and pay a reward 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.

The District shall, in writing, notify the parent or guardian of the student, of the student's alleged misconduct before withholding the student's grades, diploma, or transcripts. When the minor and parent are unable to pay for the damages, or to return the property, the school District shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student shall be released.

CURRICULAR INFORMATION

RESPONSE TO INTERVENTION

PUESD schools provide services under the models Response to Intervention (RTI) and Professional Learning Communities (PLC). Schools make use of intervention teams that include various school specialists including speech and language specialists, school psychologists, reading specialists, school nurses, librarians, and resource specialist teachers. Members of these teams may observe, screen or assist students as part of the RTI and PLC models.

AVAILABILITY OF PROSPECTUS (Cal. Educ. Code §49091.14)

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the Prospectus an amount not to exceed the cost of duplication.

DISSECTION OF ANIMALS (Cal. Educ. Code §32255, et seq.)

In some school science classes, instruction may include the study of anatomy through animal dissection. If a student has a moral objection to such an activity, he/she may refrain from participation. The classroom teacher may work with the student to develop an alternative activity for obtaining the knowledge, information or experience required.

HEALTH AND HIV/AIDS PREVENTION INSTRUCTION

Health instruction in areas such as nutrition, dental health, disease process, safe living, vision and hearing, drugs, alcohol, tobacco, community health, physical fitness, mental-emotional health, suicide prevention, human reproduction, and sexually transmitted diseases including HIV, is part of the school curriculum.

The Board of Education desires to provide a well-planned, integrated sequence of medically accurate instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's education program shall provide students with the knowledge and skills necessary to protect them from sexually transmitted infection and unintended pregnancy and to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote understanding of sexuality as a normal part of human development and the development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.

A parent or guardian has the right to excuse their child from comprehensive sexual health education, human immunodeficiency virus ("HIV") prevention education, and assessments related to that education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV and acquired immunodeficiency syndrome ("AIDS") prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act. (Ed. Code, § 51930 et. seq.)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction whether the instruction will be taught by District personnel or by outside consultants. If outside consultants or guest speakers are used, the notice shall include the date of the instruction, and the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933, 51934, and 51938. (Ed. Code, § 51938) If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians no less than 14 days before instruction is given. (Ed. Code, § 51938)

Prior to instruction, parents/guardians have opportunities to preview instructional and audio-visual materials dealing with comprehensive health and HIV prevention education. A student may be excused from instruction related to comprehensive sexual health and HIV prevention education and assessments related to that education by written request from the parent/guardian.

Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

NON-MANDATORY PROGRAMS (Cal. Educ. Code §49091.18)

Except as allowed by law with regard to public school employees, the District does not require the student or student's family to participate in or submit to any of the following: any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life; any form of parental screening or testing; any non-academic home- based counseling program; or any parent training or family education service plan.

GUIDANCE/COUNSELING SERVICES (Cal. Educ. Code §49600, et. seq.)
The Board of Education recognizes that a structured, coherent and comprehensive counseling program promotes academic achievement and serve the diverse needs of all district students. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

HOME/HEALTH INSTRUCTION (Cal. Educ. Code §48206.3, 48207 and 48208)
A student with temporary disabilities that make attendance in regular school day classes impossible or inadvisable shall receive educational services as provided by the district. You are requested to notify the school principal of your student's temporary disability and the need for individual instruction. Note that "temporary disability" means a physical, mental, or emotional disability which after a reasonable period, a student can be expected to return to school. Temporary disability is not a disability identified for special education.

A student with a temporary disability who is placed in a hospital or other residential health facility (excluding a state hospital) located outside of the school district in which you reside will comply with the school residency requirements in the school district in which the facility is located. Parents/guardians are requested to notify the school district in which their student is housed of the student's presence and the need for instructional services.

ACCOUNTABILITY REPORT CARD (SARC)
Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a School Accountability Report Card (SARC). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. Each school's SARC is available at the school office and on each school's website.

STUDENT USE OF TECHNOLOGY (Cal. Educ. Code §48980, 51871.5)
The District provides electronic information resource (Internet access) to students. This connection allows access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Users and account holders are expected to act in a responsible, ethical and legal manner, in accordance with Pioneer Union Elementary School District's Internet Acceptable Use Procedure, the missions and purposes of the other networks used on the Internet, and all applicable state and federal laws. A copy of Policy 6163.4, Student Use of Technology, is available at the district office, school sites, or our website www.puesd.org.

Users are prohibited from accessing, posting, submitting, publishing or displaying harmful matter* or material that is threatening, profane, obscene, disruptive or sexually explicit, that advocates illegal acts or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (*Harmful matter means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors, Penal Code 313.)

Use of computer resources is a privilege, not a right. Please refer to Policy 6163.4, Student Use of Technology (Appendix B) available at the district office, each school office or our website www.puesd.org.

INSTRUCTIONAL MATERIALS AND SCHOOL FACILITIES (Cal. Educ. Code §35186)
The District is required to provide sufficient textbooks and instructional materials. If assigned as part of the course, each student, including English learners, must have a textbook or instructional materials, or both, to use. The District is also required to provide school facilities that are clean, safe, and maintained in good repair.

PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS (Cal. Educ. Code §35186)
The District has an obligation to assign properly qualified teachers to each classroom. Teacher vacancies or mis-assignments are prohibited.

Parent/guardians whose students attend schools of a District receiving Title I federal funds have the right to request and receive

timely information on the professional qualifications of their student's classroom teachers and paraprofessionals (teachers' aids), including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the student is provided services by paraprofessionals, and, if so, their qualifications.

Individual parent/guardians of students attending Title I schools are also entitled to receive the following: information on the level of achievement of their student in each of the state academic assessments; and timely notice that their student has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

COMPLAINTS REGARDING TEACHER MISASSIGNMENT AND QUALIFICATIONS, TEACHER VACANCIES, INSTRUCTIONAL MATERIALS, AND FACILITIES (Cal. Educ. Code §35146, 35160.5, Cal. Govt. Code §950-950.8, 54957-54957.8, Title 5 CCR §3080, 4600-4671

Any parent/guardian wishing to bring a complaint related to a teacher's qualifications, assignment, a teacher vacancy, instructional materials, or school facilities may file a Uniform Complaint with the District. Instructions for filing a Uniform Complaint are found in this document under "Rights Information".

TITLE I PROGRAM

To enrich the educational experiences of qualifying students, federal Title I funds are used to provide additional classroom materials and/or services for those identified students Annually, parents will be provided with the opportunity to attend a public meeting at their site to discuss the purpose and goals of the Title I Program. Additionally, parent/guardians will be provided with periodic opportunities to meet with school representatives to:

- Participate in the planning, operation and evaluation of the school program;
- Discuss parent's rights;
- Assist with the development, implementation and evaluation of the school program; and
- Assist with school/community involvement and communications.

ENGLISH LANGUAGE DEVELOPMENT (ELD)

English Learners receive language support that is both designated and integrated with California Common Core State Standards. Integrated English Language Development happens throughout the school day with highly qualified teachers who are trained in strategies to help make content comprehensible for English Learners. Designated English Language Development is a protected time where teachers use content area themes and topics to teach how English works using lessons that provide students with the opportunity to practice their English skills by interacting in meaningful ways. The focus of designated instruction is on student language production and the acceleration of language acquisition and proficiency. Students are grouped by their current language level during designated ELD instruction in order to target their specific linguistic needs.

PROGRAM OPTIONS AND PARENT CHOICE (Cal. Educ. Code §48980, 48981)

Parents and guardians may choose a language acquisition program.

A Structured English Immersion program is offered to all English learners, which is required to:

- Ensure English acquisition rapidly and effectively
- Be designed using evidence-based research
- Include Designated and Integrated ELD
- Be allocated sufficient resources to be effectively implemented
- Lead to grade-level proficiency in English and when the program model includes a target language, grade-level proficiency in that language
- Lead to achievement in the state-adopted academic content standards in English and when the program model includes a target language, achievement in the state-adopted academic content standards in that target language.

Other language acquisition programs that may be provided, if there are 30 or more students per school or 20 or more students in any grade. Parents or guardians may request a different language acquisition program, which will be offered to the extent possible, from the following programs:

- Dual-Language Immersion;
- Transitional Bilingual;

- Developmental Bilingual;
- and Heritage Language.

If parents or guardians have any program questions or would like to request a new language acquisition program, please see your school site principal.

FINALITY OF CHANGING GRADES, EFFECT OF PHYSICAL EDUCATION APPAREL ON GRADES (Cal. Educ. Code §49066)

The grade given to each student shall be the grade determined by the teacher of the course and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final.

The governing board of the District and the Superintendent of such District shall not order a student's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions related to the changing of such grade.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the student.

STUDENTS WITH SPECIAL LEARNING NEEDS

STUDENTS WITH DISABILITIES (Section 504 of the U.S. Rehabilitation Act)

The District does not discriminate against students on the basis of disability or handicap. Per Section 504 of the U.S. Rehabilitation Act, the District provides appropriate accommodations to ensure that all students with handicaps have equal access to a free and appropriate public education.

SPECIAL EDUCATION (Individuals with Disabilities Education Act or IDEA 2004)

The term "special education" means specifically designed instruction, at no cost to parents, to meet the unique needs of a student with a disability, including:

- instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings;

- instruction in physical education.

STUDENT FIND

A student shall be referred for special education services only after the resources of the regular education program have been considered and, where appropriate, utilized. Students with qualifying disabilities between ages 3 and 21, who cannot obtain appropriate educational benefit in the regular education programs of the District are entitled to special education services and supports in order to obtain a free and appropriate public education.

State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Darcy Pollak, Superintendent/ Principal
286 Rockerfeller Road
Berry Creek, CA 95916
(530) 589-1634

SPECIAL EDUCATION REFERRAL PROCESS

Parent/Guardians, teachers, administrators or other individuals who suspect that a student may require special education services may refer the student for an assessment for eligibility for special education services by contacting the principal at the student's school or the Director of Student Services at (530) 589-1633. The District's written policies pertaining to assessment, including the parent's right to obtain an independent assessment and to appeal a determination by the District is available upon

request.

ALTERNATIVE ACHIEVEMENT STANDARDS

California's academic standards—the things we want students to know and be able to do—are designed so students graduate ready for college and a career. One way we measure their progress is through the California Assessment of Student Performance and Progress (CAASPP) assessments. Students across California in grades 3–8 and high school take these assessments each spring. These tests were created specifically to gauge each student's performance in English language arts/literacy (ELA), mathematics, and science. Students with the most significant cognitive disabilities, as designated in their individualized education program (IEP), are eligible to take alternate assessments, as detailed below.

Students in grades 3-8 who have an IEP that designates the use of an alternate assessment are eligible to take the California Alternate Assessments (CAAs) in ELA, mathematics and science. The goal of the CAAs is to ensure that students with the most significant cognitive disabilities attain increasingly higher achievement levels and leave high school ready for academic or career options. The test items are aligned with the Common Core State Standards for ELA and mathematics and are based on the Core Content Connectors, (CCC's) which were developed with three tiers of complexity.

Parents/Guardians may obtain information regarding the California Assessment of Student Performance and Progress (CAASPP) and the California Alternate Assessment (CAA) from the California Department of Education at the following links:

- Parent/Guardian Resources: http://www.cde.ca.gov/ta/tg/ca/
- CAASPP Student Score Report Information: http://www.cde.ca.gov/ta/tg/ca/caasppssrinfo.asp

PARENT/GUARDIAN COMPLAINTS

The District has detailed procedures for handling complaints regarding special education eligibility and programs. Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs do not comply with state or federal law or regulations to the Superintendent at the District Office or by calling (530) 589-1633.

ATTORNEY'S FEES (Individuals with Disabilities in Education Act (IDEA))

The Individuals with Disabilities in Education Act states that a court may award reasonable attorneys' fees to a parent/guardian of a disabled student who is a prevailing party in any action or proceeding brought under the procedural safeguards of the Act. A court can also order that the parent/guardian, or their attorney, pay the District's attorney fees if it is determined that they have pursued a claim that is "Frivolous, unreasonable or without foundation" or present such a claim for any "improper purpose" such as "to harass, to cause unnecessary delay, or to needlessly increase the cost of litigation."

HEALTH AND WELFARE INFORMATION

STUDENT HEALTH AND DISABILITIES PREVENTION PROGRAM (Cal. Health & Safety Code §124085)

Kindergarten Physical Exam

California's Child Health and Disability Prevention (CHDP) Program requires all school-aged children to have a physical exam on record with the school. Physical examinations are required as a prerequisite for enrollment in the first grade, however PUESD seeks to meet this requirement for all kindergarten enrollments.

A copy of a child's medical checkup must be submitted to the school when registering for kindergarten or as soon as it is completed during kindergarten. Parents/guardians are encouraged to obtain this exam before kindergarten starts to ensure their child is healthy and ready to learn. UTK students who submit a physical exam will fulfill this requirement for kindergarten.

Parents/guardians needing assistance in meeting this requirement can call (530) 552-3961. If a physical exam is against personal beliefs, a CHDP waiver form must be signed at the school. Students who have not met this requirement by the appropriate date may be excluded from school attendance for up to five days.

Kindergarten Oral Health Assessment (KOHA)

Effective Jan. 1, 2007, a Kindergarten Oral Health Assessment (KOHA) by a licensed California dental health professional is required for children entering public school for the first time, at kindergarten or first grade. The KOHA must be completed and returned to the school by May 31 of the first school year. Assessments done 12 months prior to school entry also meet this requirement.

Obtain the form from the school or dental health provider. UTK students who submit the KOHA will complete this requirement. Parents/guardians may sign a waiver of this requirement on the KOHA form available at the school. There is no penalty or exclusion if this requirement is not met. Parents/ guardians can visit https://smilecalifornia.org/ for help in finding a provider for the KOHA.

HEALTH SCREENINGS (Cal. Educ. Code §§49452-49457)

The District is required to conduct certain physical examinations and vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if they are believed to be suffering from a recognized contagious or infectious disease, and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Saf. Code, § 124085)

The District shall provide for scoliosis screening of every female student in grade 7 and every male student in grade 8. (Ed. Code, § 49452.5)

Hearing and vision screenings will be provided as required by state law at the following levels:

- Hearing screening for all students in grades UTK, K, 2, 5, 8
- Vision screening for grades UTK, K, 2, 5, 8
- New students and students referred by parents or school personnel

Exclusions from Screenings: You may notify the principal of the school your student is attending, in writing, annually, if you do not wish to consent to screening examinations of your student. The student would then be exempt from any screening examination.

STUDENT ABUSE (Cal. Penal Code §11166, 11172)

When a teacher, administrator or other employee in the district is told by a student, observes, or reasonably suspects that a student has been physically, mentally or sexually abused, that person is REQUIRED by California law to immediately file a verbal report with the police, sheriff, probation, welfare department or the Children's Services office. A follow-up written report must also be filed within 36 hours. The name of the person required to file the report shall be confidential. When Children's Services follows up on a referral, they may talk to your student without first calling for parental permission, as they are acting in an investigative official capacity.

MEGAN'S LAW (Cal. Penal Code §290.4)

Parents and other members of the public are entitled to review information pertaining to registered sex offenders. For further information, please contact your local police department or sheriff's office.

IMMUNIZATION REQUIREMENTS AND PREVENTION AND CONTROL OF COMMUNICABLE DISEASES (Cal. Educ. Code §49403)

Immunization (Shot) Requirements

State law requires that all students under the age of 18, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons. At the time of registration, the school is required to have proof that a child has received all currently due immunizations. The California Department of Public Health (CDPH) annually audits school districts immunization rates and records.

Parents/guardians should check with their pediatrician, family physician or medical clinic to ensure their child is fully immunized. A child will be excluded from virtual or in person school if these requirements are not met.

Immunization Requirements by Age and Grade

Students Enrolled in UTK/TK/K-12 Need Immunizations Based on Age and Grade:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses
    - 4 doses okay if one was given on or after 4th birthday
    - 3 doses okay if one was given on or after 7th birthday
    - For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday
- Polio (OPV or IPV) — 4 doses
    - 3 doses okay if one was given on or after 4th birthday
- Hepatitis B (Hep B) — 3 doses (Not required for 7th grade entry)
- HIB – 1 dose after age 1 (for UTK/Preschool students under age 5)
- Measles, Mumps, and Rubella (MMR) — 2 doses (Both given on or after 1st birthday)
- Varicella (Chickenpox) — 2 doses (History of disease or positive lab results do NOT meet this requirement)

These immunization requirements apply to new admissions and transfers for all grades, including UTK/l kindergarten, and for students with previous immunization exemptions. All exemptions expire at the end of preschool and the end of 6th grade.
Students Starting 7th Grade Also Need:

- Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose (Given after age 7)
- Varicella (Chickenpox) — 2 doses History of disease or positive lab results do NOT meet this requirement.

PLEASE NOTE: As of January 1, 2016, parents/guardians are no longer allowed to submit a personal beliefs exemption for currently required vaccines. All medical exemptions must be issued through the California Immunization Registry – Medical Exemption (CAIR-ME) system consistent with Health and Safety Code §120372. and require specific documentation from a CA licensed physician (MD/DO). More information can be found at https://cair.cdph.ca.gov/exemptions/home.

AB 659 NOTICE -THE CANCER PREVENTION ACT

Human Papillomavirus (HPV) is a common virus that can cause several cancers in men and women. The American Academy of Pediatrics recommends that young people get the HPV vaccine between the ages of 9 and 12 years because the HPV vaccine is more effective if given at an earlier age.

AB 659 NOTICE FOR PARENTS/GUARDIANS OF INCOMING 6TH GRADE STUDENTS:

California Health and Safety Code recommends that pupils are fully immunized against HPV before admission or advancement to the eighth-grade level of any private or public elementary or secondary school. Talk with your healthcare provider or school nurse if you have additional questions.

CONTROL OF COMMUNICABLE DISEASES

The district is required to cooperate with the California Department of Public Health and Butte County Public Health to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted, and the student sent home. The student may return to school when well and/ or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

PEDICULOSIS POLICY (HEAD LICE)

PUESD is committed to minimizing the spread of head lice within the school community while promoting students' participation in the educational process. Head lice and nits (eggs) are not a threat to health and are not a communicable disease but are a frustrating nuisance. Treating students with a positive diagnosis of head lice promptly ensures minimal disruption of their education.

When a student is identified as having head lice, the student will be sent home for treatment. Education as to how to properly treat will be offered by the school's health office staff (health assistant and/or the school nurse). It is the responsibility of the parent/guardian to treat and control head lice infestation. The key to success in controlling head lice is in the removal of all nits after the use of the pediculicide.

After home treatment, it is mandatory for the student to return to school the next day for inspection at the health office. The student may return to class provided the head lice have been treated and there are no live lice in the hair, even if nits (eggs) are still present. Parents/guardians should continue removing nits until the problem is resolved.

There is no evidence that mass screenings (school-wide or whole classrooms) help to control head lice infestation or re-infestation. Parents/guardians are encouraged to incorporate inspecting their child's hair as part of their regular hygiene routine. A copy of Board Policy 5141.33 is available at the District Office, school sites or on our website www.puesd.org.

MEDICAL SERVICE AND EMERGENCY INFORMATION

It is mandatory that each student have current emergency information on file at the school. It is extremely important that the information is complete, current and accurate, particularly the address and phone number. Prior to the opening of school, this information must be submitted to the school. This emergency data will let school officials know which physician, relative or family friend to contact in case of emergency and also serves as authorization to allow the student to receive emergency medical services.

MEDICAL AND HOSPITAL SERVICES RELATED TO SCHOOL ATTENDANCE, ACTIVITIES, OR EVENTS (Cal. Educ. Code §§49470-49474)

The District does not provide insurance or medical or dental services, including ambulance service, to students injured at school or school-sponsored events, including athletic activities, or while being transported in connection with school events or

activities.

Medical and hospital services for students injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No student shall be compelled to accept such services without their consent or, if the student is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

STUDENT ACCIDENT INSURANCE PROGRAM (Cal. Educ. Code §32221)

Pioneer Union Elementary School District participates in the California Student Accident Insurance Program (CSAIP), which provides secondary accident insurance coverage for eligible student injuries that occur during school-sponsored activities. This coverage may help pay eligible medical expenses after any applicable personal insurance and is subject to the terms, conditions, and exclusions of the policy. Parents with questions regarding coverage or claims may contact the District Office.

California Education Code 32221.5: Some students may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Medi-Cal at 800-541-5555 or Healthy Families Program at 800-880-5305.

MEDICATION ON AN ONGOING BASIS (Cal. Educ. Code §§49423, 49480)

The parent/guardian of a student on a continuing medication regimen at home is required to inform the school nurse or other designated certificated school employee of the medication being taken, current dosage, and name of the supervising physician. The information is gathered annually on the Health Information Exchange form distributed at the beginning of each year. If new medications are started at any time during the school year, parents/ guardians must notify the school.

With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

MEDICATION DURING THE SCHOOL DAY (Cal. Educ. Code §§49423, 49480)

The California Education Code (E.C. 49422, 49423) states that any student who requires medication or a health-related procedure prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the district receives:

- A written statement from the physician detailing the method, amount, and time schedules that the medication or procedure is to be administered, and
- A written statement from the student's parent/ guardian authorizing the school district to administer the medication or procedure.

All medications must be in the original pharmacy container with the original prescription label adhered to the container. Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if certain requirements are met. Parents/ guardians who request school staff members to administer medications, perform procedures or provide health related accommodations at school must recognize that school health personnel will communicate with the student's prescribing health professional if the school requires clarification about that procedure, accommodation, or medication delivery.

No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, in a backpack or other container except as indicated above and with the express knowledge and permission of the school nurse. Limited over-the-counter medications may be available at some school sites and can be given only by a credentialed school nurse or trained health technician with parent/guardian consent on file.

To provide medications, health-related accommodations in school, school health personnel must be permitted by parents/guardians to interact directly with the prescribing health care provider managing that condition when there is concern for the health and safety of the student.

Contact the school nurse or school health assistant if you have questions. Forms for medication administration or procedure are available at the school and on the website at www.puesd.org.

ANTI-SEIZURE MEDICATION (ASSEMBLY BILL 1810 - SEIZURE SAFE SCHOOLS ACT)

As of January 1, 2023, parents may authorize school districts to have trained volunteers administer anti-seizure medication to their children.

DIABETES NOTIFICATION (Cal. Educ. Code §49452.7)

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated. The guidance linked here is intended to

raise awareness about this disease. Pursuant to California Education Code Section 49452.6, information regarding Type 1 diabetes can be found on the California Department of Education website at https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp. For more information or to receive printed information about type 1 diabetes, contact your school nurse.

Type 2 diabetes in children is a preventable/ treatable disease. The guidance linked here is intended to raise awareness about this disease. Pursuant to California Education Code Section 49452.7, information regarding type 2 diabetes can be found on the California Department of Education website at https://www.cde.ca.gov/ls/he/ hn/type2diabetes.asp. For more information or to receive printed information about type 2 diabetes, contact your school nurse.

EPINEPHRINE AT SCHOOL (Cal. Educ. Code §§49414, 49423, 49480)

Each school site has standing orders for use of emergency epinephrine in the case of suspected anaphylaxis. Stock epinephrine is stored in easily accessible locations of each school health office. If a student should have a possible life-threatening allergic reaction while at school, staff members are trained to recognize, respond and administer epinephrine. In the event epinephrine is used, 911 will be called.

FENTANYL AWARENESS (Cal. Educ. Code §48985.5)

There are serious dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl. Parents/guardians should know the possibility that dangerous synthetic drugs can be found in counterfeit pills. Across the nation – and in our own Butte County, the dangerous drug fentanyl is becoming more and more prevalent. We want our families to be informed, know the warning signs, and partner with us to communicate the dangers of fentanyl to your children.

Pursuant to Education Code §51202.3, age-appropriate instruction regarding the dangers of synthetic drugs, including fentanyl, shall be included in health instruction. Parents may review instructional materials upon request.

Prevention and response efforts at PUESD

While we hope the situation does not take place, our schools are prepared to respond if an overdose occurs on campus. All PUESD schools are equipped with two doses of naloxone, a medication that reverses an opioid overdose, and has staff members trained in how to administer it.

PESTICIDE USE (Cal. Educ. Code §§ 17608–17613, 48980.3)

The Healthy Schools Act of 2000 (AB 2260) requires school districts to provide annual written notification to parents, guardians, and staff regarding pesticides expected to be used at school sites during the upcoming year. The Act encourages the use of Integrated Pest Management (IPM) practices and reduced-risk pest control methods.

The Pioneer Union Elementary School District expects to apply certain pesticides during the school year. A list of all pesticide products anticipated for use, including the active ingredient(s) of each product, is provided in the District's Annual Healthy Schools Act Notification, which is distributed annually at the beginning of the school year concurrently with this handbook.

The District's Integrated Pest Management Plan is available for review at:

- District Office: 286 Rockerfeller Road, Berry Creek, CA 95916
- Online at: www.puesd.org

Additional information regarding pesticides and pesticide use reduction can be found on the California Department of Pesticide Regulation website at: https://www.cdpr.ca.gov

Parents, guardians, and staff may register to receive individual notification at least 72 hours prior to pesticide applications at a specific school site. Registered individuals will receive notice of the pesticide product name, active ingredient(s), and the intended date of application.

To register for advance notification, please submit a written request including your name, address, and school site to:
Pioneer Union Elementary School District
286 Rockerfeller Road
Berry Creek, CA 95916

Records of all pesticide applications are maintained by the Maintenance and Operations Department and are available for public review upon request.

The District adheres to the principles of Integrated Pest Management, emphasizing prevention, sanitation, and exclusion practices while minimizing pesticide use whenever possible.

DRUG FREE CAMPUSES

Possession, use, or sale of narcotics, alcohol, marijuana (including derivatives) or other controlled substances (except as otherwise provided by law) is strictly prohibited. This prohibition is strictly enforced at all school facilities and school activities. Records will be forwarded to local law enforcement and the District will impose appropriate discipline in response to any violations.

PROHIBITION OF TOBACCO ON CAMPUS (Cal. Educ. Code §48901)
All individuals, including students, staff, and community members are prohibited from using tobacco products on district property, including vehicles, buildings, parking areas, grounds, and at District events.

RELEASE OF STUDENT TO PEACE OFFICER (Cal. Educ. Code §48906)
When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected student abuse, as defined in California Penal Code Section 11165.6, or pursuant to California Welfare and Institutions Code Section 305. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the student requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing.

SCHOOL BUS SAFETY (Cal. Educ. Code §39831.5)
The District provides all students instruction in school bus emergency procedures and passenger safety. Written safety procedures are available at the District Office.

NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY
For the safety of our students, staff, and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

STUDENT ACCESS TO MENTAL HEALTH SERVICES
The District shall notify students and parents or guardians no less than twice each school year of available student mental health services, including how to access services, community-based supports, and emergency crisis resources. Information is available at each school office and on the District website. (Ed. Code, § 49428)

SCHOOL-BASED BEHAVIORAL HEALTH SERVICES
Pioneer Union Elementary School District partners with community providers to offer school-based behavioral health and wellness services to eligible students. Participation in these services requires parent/guardian consent when applicable. Some services may be billed to Medi-Cal or private insurance through the California Children and Youth Behavioral Health Initiative (CYBHI). Families are not responsible for co-pays, deductibles, or other out-of-pocket costs, and services will not affect insurance benefits. Student privacy is protected under applicable state and federal privacy laws. Parents/guardians will receive a separate consent form before services are provided or billing authorization is requested.

PARENT INVOLVEMENT (Cal. Educ. Code §51100)
Parent/guardians are encouraged to be involved in their student's education. Each school includes in its school based coordinated plan a parent/guardian involvement component that provides parent/guardians with opportunities to be involved in information and training sessions to: support their student's academic efforts at school and home; help parent/guardians develop parenting skills; build consistent and effective home-school communications; and integrate parent/guardian involvement programs into the school plan. Parent/guardian volunteers are a valued addition to the educational program. Volunteers are required to check in at the office before proceeding to a classroom. A copy of Board Policy 6020, Parent Involvement, (Appendix A) is available at the district office, at school sites, or our website www.puesd.org.

PARENT/GUARDIAN INVOLVEMENT IN PROGRAMS INVOLVING CHILDREN WHO ARE FAILING OR AT

RISK OF FAILING
The District maintains a formal written policy that establishes the District's expectations for parental/guardian involvement in the planning and implementation of the District's Title I Programs (programs serving students who are failing or are at risk of failing) (Appendix A). This policy is provided to the parent/guardians of all students who participate in Title I programs and is available upon request by contacting the District office.

OUTREACH TO PARENT/GUARDIANS OF LIMITED ENGLISH PROFICIENT STUDENTS
The District maintains an outreach program to inform parent/guardians of limited English proficient students of how the parent/guardian can be involved in their student's education, including how the parent/guardian can help their student attain English proficiency, high achievement levels in core academic subjects, and meet State standards. This policy allows for notice of opportunities for and holding regular meetings.

VISITS TO CAMPUS (Cal. Educ. Code §32111, 32212)
All visitors to a campus, including parent/guardians, must check in at the Main Office immediately upon arriving at a school campus.

PARENT/GUARDIANS IN THE CLASSROOM (Cal. Educ. Code §51100)
The District welcomes parent/guardians into their student's classrooms, as volunteers subject to the schools' program needs and for observation in order to assist in making educational decisions regarding the students. In order to insure student safety and to limit disruptions that may compromise instruction, any classroom visits must be scheduled with the teacher ahead of time. In the case of emergency, parent/guardians should contact the Office of the Principal.

NON-STUDENT CHILDREN AND PETS
It is not appropriate for parent/guardians to bring their non-student children or pets (except animals related to assistance based on disability) to the classroom.

RIGHTS INFORMATION

UNIFORM COMPLAINT PROCEDURE (Cal. Educ. Code §§35146, 35160.5, Cal. Govt. Code §§950- 950.8, 54957-54957.8, Title 5 CCR §§3080, 4600-4671)
The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The designated unit to receive and investigate complaints covered by Policy 1312.3, Uniform Complaint Procedures, (Appendix D) shall be the Superintendent's Office and its compliance designee(s). This unit shall ensure district compliance. The district contact person for the Categorical Programs Uniform Complaint Procedure is Darcy Pollak, Superintendent, (530) 589-1633 at 286 Rockefeller Road, Berry Creek, CA 95916.

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

DISTRICT RESPONSIBILITIES
All Uniform Complaint Procedure-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

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

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

FILING OF COMPLAINTS

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist them in the filing of the complaint. (5CCR 4600)

All complaints shall be filed in accordance with the following:

a. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, student care and development programs, student nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5CCR 4630)

b. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4360)

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

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

e. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint with the request.

MEDIATION

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

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

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

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

INVESTIGATION OF COMPLAINT

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

complaint.

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

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

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

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

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

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

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

REPORT OF FINDINGS

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

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

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

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

FINAL WRITTEN DECISION

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

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim

who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

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

a. The findings of fact based on the evidence gathered.

In reaching a factual determination, the following factors may be considered:

a. Statements made by any witnesses

b. The relative credibility of the individuals involved

c. How the complaining individual reacted to the incident

d. Any documentary or other evidence relating to the alleged conduct

e. Past instances of similar conduct by any alleged offenders

f. Past false allegations made by the complainant.

g. The conclusion(s) of law

h. Disposition of the complaint

i. Rationale for such disposition

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

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

a. How the misconduct affected one or more student's education

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

c. The relationship between the alleged victim(s) and offender(s)

d. The number of persons engaged in the conduct and at whom the conduct was directed

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

f. Other incidents at the school involving different individuals

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

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

a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint

b. Individual remedies offered or provided to the subject of the complaint

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

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

In addition, any decision concerning a discrimination complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

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

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

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

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

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

CORRECTIVE ACTIONS

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

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

a. Counseling

b. Academic support

c. Health services

d. Assignment of an escort to allow the victim to move safely about campus

e. Information regarding available resources and how to report similar incidents or retaliation

f. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

g. Restorative justice

h. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

i. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint.

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

a. Transfer from a class or school as permitted by law

b. Parent/guardian conference

c. Education regarding the impact of the conduct on others

d. Positive behavior support

e. Referral to a student success team

f. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

g. Disciplinary action, such as suspension or expulsion, as permitted by law

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

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

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

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

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5CCR 4632)

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

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5CCR 4633)

a. A copy of the original complaint

b. A copy of the written decision

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

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

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

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

g. Other relevant information requested by the CDE

COMPLAINTS BY CITIZENS REGARDING PUESD PERSONNEL AND OPERATIONS

The PUESD Board believes that positive relationships between PUESD employees and citizens are essential to the successful operations of schools. The Board encourages complainants to resolve problems early and informally whenever possible with the staff member personally. If a problem remains unresolved, the individual should submit a formal written complaint with the supervisor of the employee in accordance with appropriate district procedures, Board Policy 1312.1, Complaints Concerning District Employees.

DISCRIMINATION AND HARASSMENT-FREE ENVIRONMENT (Cal. Educ. Code §221.5)

We continue to work together as an organization to create and maintain a discrimination, harassment, and retaliation- free environment for our students and staff. A discrimination-free school environment is based on each student's self-respect, as well as their respect for others with whom they come in contact during the course of their school day. It is our goal to have an environment where each student feels safe and protected; in order to accomplish this, we need everyone's participation. We want our students to be able to focus on the positive aspects of learning.

All members of the school community--students, faculty, classified staff, and administration--are protected status. The district has a discrimination and harassment policy, Policy 5145.7 (Appendix C) and complaint procedure for students which was developed to provide information and guidelines regarding the law and the proper procedure for addressing inappropriate conduct directed toward our students by their peers or staff. Copies of the policy and procedure are available by contacting your school principal, or by contacting the PUESD Superintendent, Human Resources at (530) 589-1633. We review our practices to insure all students understand discrimination and harassment, can recognize it and respond appropriately should it occur. If you have any suggestions as to how we can better protect our students from discrimination and harassment, please contact the Superintendent, Human Resources at (530) 589-1633.

Where we as staff have the opportunity to speak with your student about the process for notifying us when they have a problem, you as the parent/guardian will be aware of changes to their normal patterns of behavior and can intervene more quickly. Let your student know, if they do not feel they can handle a situation where they feel they are being harassed, they have the support of both parents and the school to get it resolved. If you feel that your student is being treated in a sexually harassing, discriminatory, or retaliatory manner, please contact your school principal or the Superintendent, Human Resources for assistance. You are encouraged to take immediate action so the situation can be resolved as quickly as possible to lessen the negative effects on all involved.

For information regarding the manner in which complaints of discrimination and harassment may be filed externally and the appropriate timeframe in which to file a complaint, you may also contact the Office for Civil Rights.

We take matters of discrimination and harassment in our schools seriously. It is our expectation that you will also take it seriously and will assist us when interacting with your student. We can achieve our goal of a discrimination and harassment-free learning environment by working together.

HATE BEHAVIOR AND HATE CRIMES (Cal. Educ. Code §§233, 233.5)

It is the intent of the Pioneer Union Elementary School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and responsibilities of people in our society. The governing board affirms the right for all students, staff, and parents and guardians to be free from hate crimes and behaviors, abusive statements, or any activity which degrades the unique qualities of an individual, such as race, ethnicity, religion, culture, heritage, actual or perceived sexual orientation, gender, physical or mental ability or appearance. Such verbal or physical acts are inflammatory to those victimized by such acts, jeopardize the safety of students and staff, are damaging to one’s self-esteem, and will not be tolerated within our schools.

NONDISCRIMINATION: RIGHT TO EDUCATION (Cal. Educ. Code §221.5, Section 504)

The PUESD Board of Education is committed to providing equal opportunity for all individuals in education and in employment and does not discriminate on the basis of ethnic group classification, religion, age, sex, sexual orientation, gender, race, ancestry, national origin, color, or physical or mental disability, or any other unlawful consideration.

The Nondiscrimination Policy Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program.

In order to fulfill its obligation under Section 504, Pioneer Union Elementary School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a

disability will knowingly be permitted in any of the programs or practices in the school system.

Pioneer Union Elementary School District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, the parent/guardian has a right to an informal mediation and/or a hearing with an impartial hearing officer. If there are questions, please contact: Darcy Pollak, Superintendent, Pioneer Union Elementary School District, 286 Rockerfeller Road, Berry Creek, CA 95916, (530) 589-1633.

SUPPORT FOR NEURODIVERGENT STUDENTS

Pioneer Union Elementary School District is committed to providing a safe, inclusive, and respectful learning environment for all students. Bullying, harassment, intimidation, or discrimination based on a student's actual or perceived neurodiversity will not be tolerated. Families can access additional bullying prevention resources for students who identify or are perceived as neurodivergent on the District's website under **"Bullying Prevention Resources for Students Who Identify or Are Perceived as Neurodivergent."**

PROHIBITION OF DISCRIMINATION OR EXCLUSION (TITLE IX)

Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972) (34 C.F.R. § 106.8) The District does not discriminate, including in admission and employment, on the basis of sex in any education programs or activities operated by the District, as is required by Title IX. Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone: **Darcy Pollak, Superintendent, 286 Rockerfeller Road, Berry Creek, CA 95916, (530) 589-1633.**

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY (Americans with Disabilities Act (ADA), Rehabilitation Act of 1973)

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Pioneer Union Elementary School District may request assistance by contacting the principal at 286 Rockerfeller Road, Berry Creek, CA 95965, Telephone (530) 589-1633, Fax (530) 589-5021.

HOMELESS EDUCATION ASSISTANCE ACT (MC KINNEY-VENTO (44 U.S.C. §11431, et seq.)

If your family lives in any of the following situations:

a. in a shelter, motel, vehicle, or campground,

b. on the street,

c. in an abandoned building, trailer, or other inadequate accommodations, or;

d. doubled up with friends or relatives because you cannot find or afford housing

your preschool-aged and school-aged students have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

If your family is homeless as defined above, your students have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other students.

- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and it is feasible. If a school sends your student to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.

- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.

- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.

- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.

- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your student.

- Receive the same special programs and services, if needed, as provided to all other students served in these programs.

- Receive transportation to school and to school programs.

If your family is homeless as defined above, when you move, you should do the following:

a. Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your student in a new school or arranging for your student to continue in their former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)

b. Contact the school and provide any information you think will assist the teachers in helping your student adjust to new circumstances.

c. Ask the shelter provider or a social worker for assistance with clothing and supplies, if needed. Local Area Contact: Lisa Shaw, Director of Student Services, 2045 4th Street, Oroville, CA 95965, (530) 538-8822.

RELIGIOUS ACTIVITIES (Cal. Educ. Code §46014)

Students may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Your child may be required to complete a certain number of minutes for that day. No student shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)

STUDENT RECORDS AND RELEASE OF STUDENT DIRECTORY INFORMATION (Cal. Educ. Code §§49060-49708; 20 U.S.C. §1239g, et seq.; Title 24 Code of Federal Regulations, Part 99, et seq.)

Each school maintains student records (permanent, interim and permitted). Most records are under the supervision of the school principal and are located at the school; however, some psychological records are under the supervision of the School Psychologist and are located at the District Office.

If you (the legal custodial parent or legal guardian) disagree with the content of your student's records, you may question the content of those records and request that the school principal and/or the Superintendent authorize requested modifications.

You are notified that the following specific information is available in Administrative Regulation 5125, Student Records, available at your school or the District Office:

a. The types of personally identifiable information that the District has designated as directory information.

b. A parent/guardian's or eligible student's right to refuse to let the District designate any or all of those types of information about the student as directory information.

c. The period of time within which a parent/guardian or eligible student must notify the District in writing that they do not want any or all of those types of information about the student designated as directory information.

d. Types of student records and information contained therein which are directly related to students and maintained by the District.

e. The position of the District official/employee responsible for the maintenance of each type of record.

f. The location of the log or record required to be maintained for student records.

g. The policies of the District for reviewing and expunging student records.

h. The right of the parent to access of student records.

i. The procedures for challenging the content of student records.

j. The categories of information which the District has designated as "Directory Information."

k. The right of the parent to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the District to comply with any state/federal provisions.

Access to students' records is supervised by the school principal and/or Director of Special Projects. Individuals having access to student records are natural parents, adoptive parents or legal guardians, Pioneer Union Elementary School District employees as directed by school officials, officials of other public schools or school systems, authorized representatives of selected government offices where such information is necessary pursuant to federal or state law, parents of a student 18 years of age or older who is a dependent, or a student 16 years of age or older who has completed the tenth grade. Upon request, copies of student records will be made available to persons having access to those records according to adopted district procedures.

Directory Information is specific identifying data about a student designated by the District as that which can be shared with others without parental consent. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes:

1. name
2. address
3. telephone number
4. email address
5. date of birth
6. major field of study
7. participation in officially recognized activities and sports
8. weight and height of athletic team members
9. dates of attendance
10. degrees and awards received
11. current or previous school of attendance

Directory Information may be released at the discretion of the school principal to the PTA, recruiting officers for the Armed Services, employers, prospective employers, or representatives of the news media. Federal law requires the District to provide military recruiters, upon request, with three Directory Information categories – names, addresses and telephone listings – unless parents/guardians or students have advised the District that they do not want their student's information so disclosed by notifying the school principal in writing by the end of the third week of the school year. The District retains the right to deny the release of Directory Information if such denial is considered in the best interest of the student.

The District or school may release Directory Information as to former students unless the District receives a written request from the former student prohibiting the release of that information.

The District may release student records via subpoena to law enforcement officials, the Butte County District Attorney, Butte County welfare fraud investigators or any prosecuting agency, Butte County Probation Department, and Butte County Children's Services.

The Board of Education believes that personal information concerning students and their families should be kept private in accordance with the law. See Board Policy 5022, Student and Family Privacy Rights.

TESTING OVERVIEW OF STATE TESTING

Assessing student learning tells us whether teaching is having the intended effect. Testing at the local and state levels provide a snapshot in time of student knowledge and skills and provides information to help inform decisions to support student learning. In California, the primary goal of the statewide testing program is to better prepare all students for college and careers in the twenty-first century. The state testing system has several components which are described below. The core of the state testing system is known as the California Assessment of Student Performance and Progress (CAASPP). Spring 2015 was the first year

of student CAASPP results. The CAASPP system is based on the state's California State Standards for English–language arts (ELA)/Literacy, mathematics and science.

Computer-based assessments administered annually in the areas of English Language Arts, Mathematics, were developed through the Smarter Balanced Assessment Consortium, and form the cornerstone for CAASPP. Computer- based science tests are also administered annually. Standardized science tests are also administered annually. CAASPP Program results provide information about each student's progress that is used to help parents, guardians, and teachers work together to improve student learning. Schools will use results to help make decisions about how best to support student achievement. Results also can be used along with other available data to assist in identifying students for intervention or enrichment programs. Test results, however, should never be used as the only source of information to make important decisions about a student's education.

The district strongly encourages all students at the applicable grade levels to participate in the state assessments in order to maximize the usefulness of the data.

Parents may submit a written exemption request to the school Principal for certain state tests. Exemption requests must be made in writing and use the district form available from school principals.

The California Assessment of Student Performance and Progress (**CAASPP)** System consists of:

English Language Arts/Literacy and Mathematics Summative Assessment
- Smarter Balanced Assessment Consortium Tests (SBAC)
- Smarter Balanced California Alternate Assessment (CAA)

Science
- California Science Test (CAST)
- California Alternate Assessment (CAA) for Science

CAASPP Interim Assessments, Practice Tests and Training Tests may also be administered.

CAASPP Student Score Reports
Within 20 working days of receiving the student report from the test contractor, the district will mail the student report to the student's parents/guardians. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. An individual student's scores shall also be reported to their school and teacher(s) and shall be included in their student record.

Understanding CAASPP Student Score Reports

Resources to help parents or guardians interpret the results may be found at: http://www.cde.ca.gov/ta/tg/ca/caasppssrinfo.asp

Resource guides for parents and guardians to help understand the CAASPP student score reports may be found at: http://www.cde.ca.gov/ta/tg/ca/caasppssreports.asp

These guides are available in English, Spanish, Armenian (Eastern), Chinese (simplified and traditional), Hmong, Korean, Pilipino (Tagalog), Punjabi, Russian, and Vietnamese.

Additionally, Smarter Balanced Summative Assessments Guides, guides for parents and guardians to help interpret the California Assessment of Student Performance and Progress (CAASPP) student score report and Smarter Balanced Assessments may be found at: http://www.cde.ca.gov/ta/tg/ca/sbacparentguides.asp

For questions related to state testing, please contact the Thermalito Union Elementary District Office at (530) 589-1633.

CALIFORNIA STATEWIDE ASSESSMENT SYSTEM
The following tests will be administered as indicated:

- **Smarter Balanced Assessment Consortium (SBAC) Online Summative Assessments** – These comprehensive assessments of grade-level learning measure progress toward college and career readiness in English Language Arts and Mathematics in grades 3-8. Exceptions are those students who take the California Alternate Assessment (CAA), or, for the English-language Arts test only, English learners who are in their first 12 months of attending a school in the United States. The SBAC is given during April and May.

- **Smarter Balanced Assessment Consortium (SBAC) Interim Assessments** – To inform and promote teaching and learning by providing information that can be used to monitor student progress toward mastery of state standards, district schools may administer English Language Arts and Mathematics Interim assessments in grades 2-8.

- **Grade Two Diagnostic Assessments** – To ensure that teachers have information about the developing language arts and computational skills of their grade two students, the district administers English Language Arts and Math diagnostics assessments in grade two.

- **California Alternate Assessment (CAA)** – For students with significant cognitive disabilities, as determined by IEP team; English, science and Math, Grades 3-8. Only eligible students may participate in the administration of the CAAs. The **CAA** is given during the Spring.

- **California Science Test (CAST) Summative Assessment Summative Test** – Students in grades 5, 8.

- **ELPAC** English Language Proficiency Assessments for California - The ELPAC is the successor to the California English Language Development Test (CELDT).

  State and federal law require that local educational agencies administer a state test of English language proficiency (ELP) to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) is transitioned from the CELDT to the ELPAC as the state ELP assessment in 2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It is be comprised of two separate ELP assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of ELP.

  - **PFT (<u>Physical Fitness Tests</u>)** – Public school students in grades 5 and 7 are required to take the Physical Fitness Test, whether or not they are enrolled in a physical education class. Students who are physically unable to take the entire test battery are to be given as much of the test as their condition will permit. The PFT provides information that can be used by (1) students to assess and plan personal fitness programs; (2) teachers to design the curriculum for physical education programs; and (3) parents and guardians to understand their student's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students. California law does not provide any parent/guardian exemption provision from the PFT. By law, all California schools are required to administer the PFT annually to all students in grades 5 and 7. For more information, contact your school administrator. The PFT is given February through May.

- **DRDP (<u>Desired Results Developmental Profile</u>)** – State and federal law require districts to be accountable for assessment of pre-school students. Observation data is collected two times per year to measure the student's progress in learning, social-emotional, motor skills, and communication.

<u>PROFESSIONAL STANDARDS FOR ALL EMPLOYEES</u>

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

Pioneer Union Elementary School District

Williams Uniform Complaint Procedures

Notice to Parents/Guardians, Students, and Teachers

IMPORTANT INFORMATION ABOUT INSTRUCTIONAL MATERIALS AND SCHOOL FACILITIES

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS (Exhibit 1312.4-E(1))

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials

   That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair

   This includes the identification and resolution of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff.

3. There should be no teacher vacancies or misassignments

   There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's, website when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

This posting is required by state law and district policy. Do not remove.