



**SHASTA UNION**

**HIGH SCHOOL DISTRICT**

*Est. 1899*

*Educating Every Student for Success*

# **Student Parent Handbook**

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**Rights and Responsibilities**

**2025-2026**

# **A message from the Superintendent**

**August 2025**

**Dear Students and Parents:**

**Welcome to the Shasta Union High School District. High school is a special time when you will be challenged both personally and academically. It is also a time when you will make new friends, create life-long memories, and determine your future path.**

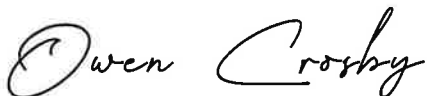
**Your high school years are a time for you to explore; I encourage you to take advantage of our diverse array of classes, join a club, participate in the arts, and join a sports team. Additionally, I highly recommend that you become immersed in your school's culture and support your peers by attending pep rallies, dances, sporting events, performances, concerts, and the many club activities that will take place this year.**

**This handbook is designed to help you achieve your goals and contains descriptions of our educational programs, support services and co-curricular activities. I encourage you to be an active participant in mapping out your four-year program with care. Our counselors, teachers, career technicians, coaches and administrators are all here to support you as you navigate your high school years.**

**This handbook also contains important information on policies and procedures related to student discipline. Please take time to review these policies to ensure you are making decisions that will lead you to success. Finally, I encourage parents to become actively involved in school planning and support activities such as School Site Councils, Parent-Teacher Organizations and Booster Clubs.**

**By working together as one team, we will make this a memorable and productive school year.**

**Sincerely,**



**Owen Crosby, Superintendent**

**Please review the material in this booklet.**

**SIGN and RETURN the acknowledgement form to your school if you did not complete the online verification process.**

The Student Parent Handbook is available on the District Website at [www.suhsd.net](http://www.suhsd.net)

# PARENT AND STUDENT ACKNOWLEDGMENT FORM 2025-2026

We have read the Shasta Union High School District 2025-2026 Student Parent Handbook, and agree to comply with all school policies and procedures contained within.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Students will be provided a Shasta County Public Library Card unless you choose to opt out by checking this box:

☐ I do not want a public library card issued to my student

*Please refer to the Library section of this handbook on page 30 for more information.*

## NOTICE

Lack of English Language skills will not be a barrier to admission and participation in Career/Technical or other District programs.

Translation services are available for those who need additional assistance.

**Sign and return the acknowledgement form  
to your school if you did not complete the  
online verification process.**

Please return this form to the school office.

**Shasta Union High School District**  
**2200 Eureka Way, Suite B, Redding, CA 96001**  
(530) 241-3261 • FAX (530) 225-8442

**BOARD OF TRUSTEES**

Joe Ayer . . . . . President  
Andrea Hoheisel . . . . . President Elect  
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Mike Bridges . . . . . Member  
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**Owen Crosby, Superintendent**

Leo Perez, Associate Superintendent, Instructional Services  
Jason Rubin, Associate Superintendent, Human Resources  
David Flores, Associate Superintendent, Business Services

**Enterprise High School**

3411 Churn Creek Road, Redding, CA 96002  
(530) 222-6601 • FAX (530) 222-5138  
Ryan Johnson, Principal  
Jill Hardy, Asst Principal, Athletic Admin  
Tanya Randolph, Asst Principal  
Deitra Smith, Head Counselor

**Shasta High School**

2500 Eureka Way, Redding, CA 96001  
(530) 241-4161 • FAX (530) 241-9571  
Heath Bunton, Principal  
Jamie Fleming, Asst Principal, Athletic Admin  
Scott Tyler, Asst Principal  
Brian Beasley, Head Counselor

**Pioneer High School**

2650 Eighth Street, Redding, CA 96001  
(530) 243-1880 • FAX (530) 243-0753  
Tim Calkins, Principal  
Jonathan Eaton, Assistant Principal

**Shasta Adult School**

590 Mary Street, Redding, CA 96001  
(530) 245-2626

**Foothill High School**

9733 Deschutes Road, Palo Cedro, CA 96073  
(530) 547-1700 • FAX (530) 245-2701  
Kevin Greene, Principal  
Joey Brown, Asst Principal, Athletic Admin  
Kevin Strohmayr, Asst Principal  
David Ford, Head Counselor

**Shasta Learning Center**

2200 Eureka Way, Redding, CA 96001  
(530) 246-4050 • FAX (530) 245-2610

**Shasta Collegiate Academy**

2200 Eureka Way, Redding, CA 96001  
(530) 245-2760 • FAX (530) 245-2761  
Tim Calkins, Principal

**Shasta Union High School District Farm**

4651 Eastside Road, Redding, CA 96001  
(530) 246-7030  
Tim Arnett, Coordinator

**Transportation Department**

2675 Eighth Street, Redding, CA 96001  
(530) 241-0416 • FAX (530) 225-8470  
Trystan Thomas, Director

# **MISSION**

## **EDUCATING EVERY STUDENT FOR SUCCESS**

### **VISION**

To inspire and prepare every student to succeed in high school and beyond. Our Board and staff are committed to excellent education through academics, the arts, athletics and activities. Our students gain the confidence and skills to adapt in their ever-changing world. Together with our families, we develop responsible members of the community.

We Value:    Superior academics    Healthy Students    Dedicated Staff  
                 Universal respect        Safe Campuses

Revised: 5/12/2009  
Res. No. 09-123

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## PARENTAL INVOLVEMENT

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

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

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

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

## REGISTRATION INFORMATION

During Spring of each year, the counselors will

register all current students for the coming year. Each student will review his/her four-year plan with the parent and counselor.

Course Catalogs containing descriptions of all courses offered in the District will be available on the District website to assist students in planning their course of study. Parents and students should carefully read this publication for specific information about the academic programs and requirements of the District. Parents/Guardians have the right to review all course material. [EC 49063, 49091.14, 51101; PPRA]

## ATTENDANCE INFORMATION

### ■ General Absences

The majority of school districts are funded based on their daily attendance. The state only awards funding to school districts for actual attendance; they do not fund districts for the excused absences listed below. There are two types of absences – excused and unexcused. Always review the school calendar and plan activities and vacations during days off.

Other attendance reports, such as truancy, rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences are recorded as a truancy.

### Excused Absences

Children cannot learn if they are not in school. Children ages 6 to 18 years are required to attend

The references at the end of the sections in this booklet include the following codes:

BP . . . District Board Policy  
AR . . . Administrative Regulation  
EC . . . Education Code  
HSC . . Health and Safety Code  
PC . . . Penal Code  
WIC . . Welfare and Institutions Code  
CCR . . California Code of Regulations  
CC . . . Civil Code  
FC . . . Family Code  
GC . . . Government Code  
VC . . . Vehicle Code  
BPC . . Business and Professions Code  
FAC . . Food and Agriculture Code

USC . . . . United States Code  
CFR . . . . Code of Federal Regulations  
ESEA . . . Elementary and Secondary Education Act  
PPRA . . . Pupil Privacy Rights Amendment  
FERPA . . Family Educational Rights and Privacy Act  
PPACA . . Patient Protection and Affordable Care Act  
Title VI . . Title VI (or VII, or IX) of the Civil Rights Act of 1964  
ADA . . . . Americans with Disabilities Act  
IDEA. . . . Individuals with Disabilities Education Act  
§ 504 . . . Section 504 of the Rehabilitation Act of 1973  
EOA . . . . Equal Opportunities Act  
CIF . . . . California Interscholastic Federation

every school day. Daily school attendance improves student achievement. Research shows that a student that is absent 10 percent of the time (called a chronic absentee whether or not the absences are excused) is more likely to have difficulty learning, achieving, and graduating from high school. Teach your child(ren) that school attendance is an important family value.

Student absences from school shall be excused for the following reasons:

Medical reasons – their own illness or the illness of their child; quarantine; mental or behavioral health services; medical, dental, optometric, or chiropractic services; or

Family reasons – to spend time with a family member leaving for or returning from active military duty (duration at the discretion of the Superintendent); observance of a holiday or ceremony of their religion; attendance at a religious retreat (maximum 1 day); participating in a cultural ceremony or event; by parent/guardian request in writing and approved by the designated representative pursuant to governing board standards; or

Grieving or attending a funeral – of an immediate family member (maximum 5 days); a person their parent/guardian determines to be closely associated enough to be considered an immediate family member (maximum 3 days); accessing victim services, grief support services, or safety planning services for the student/family (including relocation); or

Personal business reasons – jury duty (as provided by law); attendance or appearance in court; attendance at an employment conference; attendance at a nonprofit organization's educational conference on the legislative or judicial process; serving as a member of an election precinct board; attending their own naturalization ceremony to become a United States citizen; engaging in a civic or political event, provided that they notify the school ahead of time (maximum 1 day for grades 7-12); the pupil's participation in military entrance processing.

A school administrator may authorize or extend some excused absences. Students shall be allowed to complete all assignments and tests missed during an excused absence that can be reasonably provided. Upon satisfactory completion within a reasonable

period of time, shall be given full credit for those assignments and tests. The classroom teacher(s) shall determine which assignments and tests shall be reasonable equivalent to, but not necessarily identical to the assignments and tests that the student missed during the absence. [EC 48205, 48260]

Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

### Unexcused Absences

When a student misses school without an excuse, they are considered truant. The state defines three levels of truancy, each carrying more severe penalties for both the student and the parent(s)/guardian(s). A student is classified as a:

Truant – after missing three days of school or three 30-minute periods without a valid excuse.

Habitual Truant – if they are truant three or more times in a school year and an effort has been made by the school/district to meet with parents.

Chronic Truant – if they miss 10 percent or more of the school days from the date of their enrollment or the start of the school year to the current date without a valid excuse.

Early intervention and cooperation between the school and the family is the most effective way to support student learning. The school will notify the parent/guardian, who are obligated to compel the student to attend school.

Students and parents face penalties as defined in Education Code, Welfare and Institutions Code, and Penal Code; including referral to a student attendance review board (SARB). A student who is truant may additionally be referred to a community service program; the county probation department; the District Attorney's office; or the Juvenile Court. The parent/guardian of a truant may face fines, imprisonment up to one year, or both; be required to meet regularly with district staff; and/or be required to attend classes at the student's school. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1; WIC 256, 258, 601, 601.3]



## ■ Attendance Rules

- Eighteen-year-old students living away from home must confer with the assistant principal to establish a method for verifying absences.
- If a student is going to be absent for three days or more due to illness, the parent should contact the school and make arrangements for make-up work.
- Students will be considered truant when the school receives a forged note or impersonated phone call for that absence. The truant student will be assigned Saturday School and the parent/guardian will be contacted.
- Students who become ill must request permission to report to the health office or the attendance office. Failure to report to either office promptly will be considered truant.

## ■ Emergency School Closure

Schools may close in the case of a natural disaster such as an earthquake, a fire, a flood, or an epidemic/pandemic. School officials rely on the expertise and advice of public health and safety officials in these decisions. Other means of delivering instruction will be used as possible.

## ■ Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend in a regular classroom. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and the district where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies; within five (5) days of the determination shall commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin, and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. There are accommodations for pregnant or parenting students (see page 33 for more information). [EC 46015, 48206.3, 48207, 48207.5, 48208, 48980]

## ■ Compulsory Attendance

According to state law, attendance at school is compulsory until the eighteenth (18) birthday or until

graduation from high school, whichever comes first. Students will be expected to be in class daily, and to be on time, in order to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Students who are absent from school for any length of time (one or more periods, one or more days) must verify the absence by a phone call or note from their parent or guardian. [BP/AR 5113]

## ■ Attendance and Student Achievement

The Board considers regular attendance an essential component of a student's education. Accordingly, the following regulations for assigning failing grades are established:

1. Students truant for nine days or more per semester from any one class shall be considered in danger of failing that class. (Ed Code 49067)
2. Parents/guardians shall be notified of possible failure due to excessive unexcused absences.
3. Upon receipt of notice of failing grade for excessive absences, the student or student's parent or guardian shall have the right to appear and explain the absences to a school appeal committee. The committee shall make a recommendation to the principal who will render the final decision.
4. Where failure is due to excessive absences, the school shall identify this fact in the student's cumulative record.

The health department considers 10 days of absence to be excessive.

## ■ All Day Absences

1. Verification of absences are to be made by telephone or note from the parent or guardian indicating the date and reason for absence. Eighteen-year-old students living at home must also be cleared by a parent or guardian. The parent or guardian should call the same day as the absence, preferably before first period (8:30 a.m.) or no later than 3:30 p.m. The numbers for the attendance offices are:

Enterprise	225-8443	Pioneer	243-1880
Foothill	225-8484	Shasta	225-8444

The attendance office will call randomly to verify student absences.

2. If a parent or guardian does not call the day of

the absence, the student must bring a note upon returning to school and obtain a readmit before first period.

3. Students returning to school without a note or phone call must obtain a readmit prior to first period, and will be classified as a truant. The truancy may be cleared by a note or phone call to the attendance office by a parent or guardian. Failure to clear the absence the day after returning may result in a Saturday school assignment.

## ■ Consequences

The following consequences may be used to control attendance problems:

- Detention
- Work Detail
- Saturday School
- In-School Suspension
- Schedule Change
- School Attendance Review Board (SARB)

## ■ Off Campus Permit to Leave

1. Students are not to leave school while school is in session without obtaining an off campus permit to leave.
2. Off campus permits to leave must be obtained before school or during lunch only. A pass will be issued when the parent sends a note or calls the attendance office. The note must contain the exact date, time and reason for leaving.
3. Students leaving campus with a pass must sign out and sign back in with the attendance clerk. Students may be required to provide verification of attendance at appointments.
4. Students who leave campus without a pass will be considered truant.
5. ASB students must obtain a permit to leave campus from the attendance clerk prior to leaving campus.

## ■ Unexcused Tardy

Students are expected to be in class on time. Students arriving late may be considered truant. Examples of unexcused tardies and/or trancies are missing the bus, the alarm not going off, or missing a ride to school.

## ■ Leaving School at Lunch Time

“The governing board of the Shasta High School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled at Enterprise, Foothill, and Shasta High Schools to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” The district permits students in grades 11-12 this privilege. Specific criteria for leaving school at lunch time may be established by each school in the district. Persons who are not students at the schools are not allowed on any campus without permission from the administration. [EC 44808.5]

## ■ Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month’s notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980]

## ■ Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Districts may allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in intra- and inter-district transfers. In some cases, the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Students convicted of a violent felony or convicted of a specific misdemeanor may be transferred involuntarily to another school in the district. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [BP 5116.2 February 2024; EC 46600, 48204, 48204.7, 48206.3,

48300, 48301, 48306, 48432.5, 48853.5, 48929, 48980, 49068, 51101; PC 667.5(c), 29805; 20 USC 7912]

Students who attend schools other than those assigned by the districts are referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district in which the parents/guardians live (intra-district transfer), and three separate processes for selecting schools in other districts (inter-district transfer). Request forms may be accessed online at [www.suhsd.net](http://www.suhsd.net). Please review CIF Athletic Eligibility rules prior to transfer; eligibility may be restricted. The general requirements and limitations of each process are described below. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48929, 48980, 49068, 51101; 20 USC 7912; ne]

## **Interdistrict Attendance**

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

### **Interdistrict Attendance Agreements and Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student’s permit.

Upon receiving a permit for transfer into the district that has been approved by the student’s district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or

deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

### **Instruction Collaboration Agreements**

The Superintendent or designee may, with board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education or charter school to offer the same or similar courses and coursework to students who have been impacted by any of the following:

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes
2. Disruptions or cancellations in dual language immersion programs
3. Teacher shortages in STEM classes or dual language immersion programs

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board Approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be admitted to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student’s current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting.

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate.

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating LEA(s) to agree upon an appropriate shared cost structure.

### **Transportation**

Upon parent/guardian request, the district shall provide transportation assistance to a student

receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600.

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available. [BP 5117 August 2023; EC 8151, 41020, 46600-46611, 48204, 48300-48317, 48900, 48915, 48915.1, 48918, 48980, 48985, 52317; CA Constitution Article 1, Section 31]

### Standard Interdistrict Transfers

The interdistrict transfer form can be found on the District website or can be provided by a District school. Any Interdistrict Transfer Request must be approved by both districts in the following sequence: first by the District of Residence (sending) and second by the Requested District of Attendance (receiving).

When a student, who is currently enrolled in a school within the District of Residence requests an interdistrict transfer, the parent will submit the Interdistrict transfer form to the District of Residence for consideration of approval. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the Requested District of Attendance, the student is enrolled as soon as possible into the Requested District of Attendance. If the Request for Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Attendance, the parent may appeal to the Shasta County Board of Education within 30 days of denial.

When a student who is not currently enrolled in any school within the area attempts to enroll outside their District of Residence, the parent shall submit the interdistrict attendance form to the District of Residence for consideration of approval. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the Requested District of Attendance, the student is enrolled as soon as possible into the Requested District of Attendance. If the Request for Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Attendance, the parent may appeal to the Shasta County Board of Education within 30 days of denial.

When a student requests an interdistrict transfer for the next school year, the District of Residence and the Requested District of Attendance both have 30 days to consider the request for transfer.

Acceptance of students may be based on behavior, academic standing, and attendance. Students will be expected to meet academic and behavior standards upon entry and anytime following approval by the Requested District of Attendance.

## **■ Transfers Between Schools In The Shasta Union High School District**

### Option 1: Open Enrollment Transfer

If your child lives in the Shasta Union High School District attendance area and wishes to transfer to another school within the same district, you may apply by JANUARY 1 under the "open enrollment" program. A limited number of transfers will be approved under this program. If more applications are received than the District has determined to accept, selection will be made by lottery. Applications should be submitted to the school of choice.

#### School of Residence

Enterprise High School  
Foothill High School  
Shasta High School

#### School of Choice

Enterprise High School  
Foothill High School  
Shasta High School

### Option 2: Standard Intra-district Transfer

After January 1, transfer requests to other schools within the District will be evaluated individually by the Superintendent or designee based on enrollment capacities and the reason for the transfer request. Applications should be submitted to the school of residence. Denied applications may be appealed to the Shasta Union High School District Board of Trustees.

Note: Parents will be notified of the reason(s) for denial of all transfer requests.

### Transfer Students – Guidelines For Granting Credit

The Shasta Union High School District will normally accept up to 60 Carnegie credits per year for each student's attendance and work at other high schools. However, the District reserves the right to evaluate the equivalency of all transfer credits to those awarded by the District in order to determine with a reasonable degree of confidence that granting transfer credit to

the student can be done without compromising the District's academic standards.

In order to make such a determination, the District may take any of the following steps:

1. Verify that courses for which transfer credit is requested are equivalent in time and content to the District courses:
  - a. Among institutions
  - b. Between institutions
  - c. On an individual basis
2. Administer subject area competency examinations

### **Intradistrict Open Enrollment Policy**

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

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. The Board shall annually review this policy.

### **Enrollment Priorities**

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

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous"
2. Is a victim of a violent crime while on school grounds
3. Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1

If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school.

4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3)
5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
  - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor
  - b. A court order, including a temporary restraining order and injunction
6. Is a sibling of another student already attending that school
7. Has a parent/guardian whose primary place of employment is that school

### **Application and Selection Process**

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

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

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which

students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

### **Transportation**

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being a victim of bullying. [BP 5116.1 January 2020; 200, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 48300-48316, 48980; 5 CCR 11992-11994; 20 USC 6311, 6313, 7912]

### **Admission of Pupil Expelled From Another District**

Ordinarily, a district must enroll a student who moves into the district but may deny enrollment to a pupil who lives outside of the district who desires an Inter-district Transfer. However, somewhat different rules apply when the pupil has been expelled from his/her previous district. In this situation, there are two factors to be considered: whether the pupil seeks admission during the period of expulsion and the grounds for expulsion from the other district.

### **Attendance Where Caregiver Resides**

If your child lives in the home of a caregiving adult, as defined by law, or a foster home your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a)(5), 48980; FC 6550-6552]

### **Attendance in District in Which Parent or Guardian is Employed**

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of the parent's/guardian's employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(a)(7), 48980]

### **Special Enrollment Allowances for Some Categories of Students**

Some students living in the District, including foster, homeless, migratory, American Indian, or military children may stay enrolled in their school of origin inside or outside the district if: 1) their Individual Education Plan (IEP) indicates attendance elsewhere, or 2) parents, guardians, and others with authority declare in writing otherwise. In some cases, they also have rights to expedited enrollment in school, to attend classes and programs, to after-school programs, and to fee waivers. The school district and each school site have complete documentation of the rights of homeless, foster, migratory, military, and other special categories of students. [EC 48204, 48204.7, 48645.3, 48850-48859, 51225.1, 56055; 5 CCR 4622; WIC 224.1, 361, 726; 42 USC 11301, 11431-11435]

### **Student Immigrant and Religious Rights**

All school age children must be admitted to California Public Schools and be offered all programs accessible to other students. School districts cannot ask about a student's immigrant (or migratory) or religious status. The state Attorney General has information about "know your rights": <https://oag.ca.gov/immigrant/resources>. Immigrant students are still considered residents of their current school district even if parents are deported or are being held in custody. [EC 200, 220, 234.1]

### **Notice of Alternative Schools**

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



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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

## **BUS RULES**

The Shasta Union High School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities for proper travel to and from school, which are to be observed while riding the buses of the District. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following lists of student actions constitute violations:

### **Defiant and/or Disruptive Acts:**

1. Using profane language or obscene gestures.
2. Projection of any body part or object from the bus.
3. Any movement out of seats while bus is in motion.
4. Legs, feet, and objects obstructing aisle or facing to the rear in seats.
5. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.)

6. Littering of any kind.
7. Transporting live animals, reptiles, or insects on a school bus.
8. Eating or drinking on the bus.
9. Wearing hats or any headgear as defined in the school dress codes.
10. Transporting contraband.
11. Failure to properly wear a passenger restraint system, if installed on the bus.

**Consequences:** Verbal warning, written warning home to parents, seat assignment and/or student/parent conference.

### **Actions Causing Unsafe Conditions On School**

#### **Bus:**

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.)
2. Using other than the student's regularly designated bus stop without a valid bus pass.
3. Unauthorized exits (from emergency doors, and windows).
4. Riding bus after transportation has been suspended.
5. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, emergency exits or other equipment.
6. Disrespect to the bus driver.
7. Giving improper identification or failure to identify self, when requested by driver.
8. Tampering with radio or bus controls.
9. Failure to remain quiet at all railroad crossings.

**Consequences:** Denied transportation for one day and/or parent conference and or possible long-term removal from bus.

### **Very Serious Infraction:**

1. Fighting on the bus or at the bus stop.
2. Any type of damage or defacing of bus.
3. Lighting of matches, cigarettes, smoking, vaping on bus.
4. Throwing any objects in, out of, or at the bus.
5. Failure to obey driver.
6. Endangering life or limb of other people.

7. Other unauthorized or unsafe actions.

**Consequences:** Denied transportation from three to five days to permanent loss of transportation privileges.

### **Authority of Bus Driver**

Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations. [5 CCR 14103; EC 14263]

### Guidelines For Issuance of a School Bus Pass

Reasons to obtain a Bus Pass

1. Student rides a bus on a regular basis to/from designated stop.
2. Student wishes to ride regular bus to a different designated bus stop.
3. Student wishes to ride a different bus to a designated stop.
4. Student has not ridden the bus for two or more weeks and needs to reinstate ridership.

### Three types of bus passes are available:

1. Regular Bus Pass (valid for entire school year if the student rides bus regularly):

Issued to the student riding the bus on a regular basis to a designated stop. Passengers that establish regular ridership within the first week of school will not need a written parent/guardian note to secure regular transportation. Subsequent 'regular' riders must comply with procedures listed below.

2. When Necessary Bus Pass (valid for entire school year if the student rides bi-monthly):

Issued to the student needing to ride the bus on a frequently occurring basis. Circumstances may include occasional transportation to an alternate family member's home or sporadic ridership caused by sports or activities.

3. One day only (valid for one day only):

Issued to the student needing one ride for one day.

### Procedures to Obtain A Bus Pass

1. Parent/Guardian writes a note requesting bus transportation. (required regardless of the students age)
2. The note needs to include the following information:
  - Current date
  - Date(s) transportation needed
  - Student name
  - Name/location of designated bus stop. Bus stop information available at: School site and Transportation Department (241-0416)
  - Indicate if transportation is needed regularly, when necessary or one day only
  - Parent/Guardian signature. (Signatures are subject to verification)
3. Student or parent/guardian provides the note to the school site attendance personnel as early in the morning as possible. (Requests submitted after noon may not be processed in time resulting in denied bus transportation.)
4. Student will be issued a bus pass by school personnel.
5. Student provides the bus pass to the bus driver when boarding the bus. (Modified/forged changes to a bus pass will deem it invalid.)

## **CURRICULUM, ASSESSMENT, AND TESTING**

### **Local Control Funding and Accountability**

The Local Control Funding Formula (LCFF) provides money to school districts with a uniform base grant for every student, adjusted by grade level. Districts also receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 45% and at 55% of the district's enrollment. More information about the LCFF is available at [www.cde.ca.gov/fq/aa/lc/](http://www.cde.ca.gov/fq/aa/lc/).

The Local Control Accountability Plan (LCAP) is a critical part of the LCFF. Each school district is required to engage parents, students, teachers, principals, administrators, other employees, employee



associations, and stakeholders to establish their plan. The LCAP must focus on eight state identified priorities:

- |                                      |                         |
|--------------------------------------|-------------------------|
| 1. Basic Services                    | 5. Pupil Engagement     |
| 2. Implementation of State Standards | 6. School Climate       |
| 3. Parental Involvement              | 7. Course Access        |
| 4. Pupil Achievement                 | 8. Other Pupil Outcomes |

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Anyone can bring or forward ideas or comment to the governing board on proposals or expenditures at parent or community engagement meetings. Complaints regarding the LCAP may be filed anonymously or using the District Uniform Complaint Procedures. [EC 305, 47606.5, 47607.3, 52060-52076; 5 CCR 4600, 4622]

## **State Academic Standards and Assessments**

Each district in California decides how they will teach and what resources they will use. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/).

### CAASPP Assessment System

California uses a computer-based student testing system tied to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at [www.cde.ca.gov/ta/tg/ca/](http://www.cde.ca.gov/ta/tg/ca/). [EC 60119, 60604, 60615, 60640; 5 CCR 852]

### ELPAC

English Language Learners are evaluated with the English Language Proficiency Assessments for California (ELPAC) and to identify and measure their progress in English Language proficiency. Students in grades 5, 7, and 9 also participate in Physical Fitness Testing (PFT). [EC 52060, 52066, 60800]

### PSAT

Given annually in the Fall to high school juniors (may be taken earlier) as preparation for the SAT tests. Eligibility for the National Merit Scholarship is dependent on the results of the PSAT and colleges may use the results for some of their scholarship awards.

### SAT I

This is one of the two tests used by some colleges for determining acceptance. The SAT is generally taken in the Spring of the junior year or in the Fall of the senior year. Students are encouraged to study for the test using one of many resources available to them in the school and community. The test provides scores in verbal and mathematical ability, as well as writing, with possible scores ranging from a total of 600 to 1,600. SAT scores will not appear on student transcripts unless the school office is notified.

Students can take the ACT as an alternative (see below). Students should see their counselor to determine if the SAT or ACT is more appropriate.

### SAT Subject Tests

The SAT Subject Tests are tests measuring student achievement in specific areas of study. Students usually take at least two SAT Subject tests, which are used by colleges for a wide variety of purposes. The UC system requires these tests for admission decisions. The tests are usually taken in the Spring of the junior year.

### ACT

This is one of the two tests used by some colleges for determining acceptance. The ACT is generally taken in the Spring of the junior year or in the Fall of the senior year. Students are awarded scores on four sub-tests. The total score is based on questions which are more dependent on student knowledge than ability – measuring more detailed mathematical skills than strict ability, for example. Students should see their counselor to determine if the SAT or ACT is more appropriate.

### Reading and Writing Proficiency

Students must demonstrate reading and writing proficiency.

### Mathematics Proficiency

All students must complete three years of math, including two advanced courses in math. Two advanced

courses will be defined as Math 1, Math 2, Math 3, Trigonometry/Pre-Calculus, Calculus, Statistics, or Financial Literacy. Students who have not passed Math 3 must take a fourth year of mathematics.

### **Advanced Placement**

Advanced Placement (AP) tests are designed to measure student achievement in specific, college-level courses offered through the high schools. Participation in AP classes allows a student's grade point average to be calculated at above the traditional 4.0 range\* and at many UC campuses it is estimated that the average student scores of new admissions are above the 4.0 level. Universities may grant credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, graduation credit or credit toward general education or breadth requirements, as determined by evaluators at each campus.

Advanced Placement courses that may be offered by the high schools in the District include the following:

Biology	Computer Science A
Calculus	European History
Chemistry	World History
Physics	Microeconomics
Spanish Language	Statistics
Psychology	Studio Art
Computer Science	U.S. History
Government & Politics U.S.	
English Language & Composition	
English Literature & Composition	

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980, 52240]

For further information students should contact their counselor.

### **High School Equivalency Test (HiSET)**

The HiSET is taken by students in lieu of a high school diploma. Students who pass the HiSET are then eligible for entrance into community college programs as long as they meet other requirements. District policy requires that the student be 18 years old or past the date of his/her class' graduation date.

### **California Proficiency Program (CPP)**

Students who are 1) 16 years or older or will be enrolled in grade 10 for at least one school year by the end of the semester the test is taken; and 2) are subject to California's compulsory education laws may take the GED® or HiSET® tests of High School proficiency. The tests may be taken with pencil-and-paper or on a computer. If they pass, students will earn a State Certificate of Proficiency, which is equal to a high school diploma. There may be a fee for taking the exam. For more information visit [www.cde.ca.gov/ta/tg/cp.asp](http://www.cde.ca.gov/ta/tg/cp.asp).

## **SPECIAL PROGRAMS**

### **Adult Education**

The Shasta Adult School (SAS) is one of many programs provided by the Shasta Union High School District. This program offers classes leading to a high school diploma, Hi-Set preparation, and basic education classes. Classes are open to all adults. Additionally, concurrently enrolled seniors may enroll to make up credit in classes failed in high school. For more information call 245-2626.

### **Concurrently Enrolled High School Students**

High school students may take classes at the Shasta Adult School provided they have met the following criteria:

1. The student is attending a regular school day at his/her high school. A regular day schedule is five or six classes per day for a comprehensive high school and 180 minutes for a continuation high school.
2. Prior to enrollment, the student will have a documented counseling session with his/her high school counselor.
3. The course is needed by the student to make up deficient credits for graduation from high school.
4. The course will not be available through the regular program in time for the student to graduate on time.

Shasta Adult School has open enrollment, meaning that students can enroll at any time. However, a student planning to take an adult class must enroll early enough in the semester to complete the course by one week prior to graduation. The minimum time for a 5-credit class is 6 weeks and that would require the student to complete 15 hours of work each week.

Most students will need at least 12 weeks to complete 5 credits.

For additional information regarding enrolling concurrently in the adult school, students should contact their high school counselor.

## ■ GATE Program

A Gifted and Talented Education (GATE) program is offered in grades 9-12 for students who demonstrate high intellectual, academic, creative, leadership, or visual and performing arts ability and achievement. Student referral, screening and placement are handled by the GATE coordinator at each school. This program is consistent with state guidelines.

## ■ Elementary Students

The District encourages students to accelerate in all course work in elementary school. There is no policy that permits the granting of Carnegie credit or the waiving of graduation requirements for coursework completed prior to enrolling in the high school district. Enrollment in accelerated programs (i.e. Geometry/Spanish II) will be contingent upon passing the district final exam for Algebra I and/or Spanish I. Students who pass the exam(s) with a 70% or better will have the option of having the course(s) listed on the student's official transcript on a case-by-case basis upon completion of the following:

- A. A meeting with a high school counselor, the student, and the parent to complete a 4-year plan, which includes these courses along with ALL graduation requirements adopted by the SUHSD Board of Trustees (230 units, including 3 years of high school math.) Notation of coursework on the transcript will include the name of the junior high or middle school along with dates, course names and grades received.
- B. Approval of the site principal.
- C. Parent acknowledgment that once these courses are listed on the official transcript, they will be permanent and may not be removed.

## ■ Language Acquisition / English Language Development (ELD)

Language acquisition programs are designed to ensure that English learners acquire English as rapidly and effectively as possible. They provide instruction based on the state-adopted academic content

standards, including English language development (ELD) standards.

The District offers an English Language Development program at each campus for English Language Learner (ELL) students. At the time of registration counselors will refer any ELL students to the ELD staff for assessment and placement.

Parents/Guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Parents/Guardians may submit written or verbal requests for the establishment of a language acquisition program in addition to the program available. Schools in which the parents/guardians of 30 pupils or more per school or 20 pupils or more in any grade request a language acquisition program are required to offer such a program to the extent possible. Please contact the District office or your school principal for more information. [EC 306(c), 310; 5 CCR 11310]

Parents/Guardians have a right to opt their child(ren) out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. [20 USC 6312(e)(3)(A)(viii)]

## ■ Credit Recovery Programs

Students are provided opportunities to make up required courses and to accelerate in certain academic courses through Summer School and after-school programs. For the Summer School program, registration begins the 4th quarter of the Spring semester and remains open until the first day of Summer School. Contact your school counselor for guidance. There is no independent study in Summer School. Remedial programs are available on each comprehensive high school campus after school and in the evening. Students who need to make up graduation credit or who need additional remediation in Language Arts or Math are encouraged to participate in the remedial program. Enrollment is on a first come first served basis. The program provides an excellent way for students to make up credit in courses they may have failed. Contact the student's counselor for specific information on the dates, times and course offerings

## ■ Pioneer High School

Pioneer High School is the District's continuation high school. This alternative education program is designed to meet the educational needs of those

students who have difficulty succeeding in the regular school environment. Parents and students may request enrollment at the school by contacting their current counselor. In certain instances a student may be placed there by administrative decision.

### **Shasta Collegiate Academy**

Shasta Collegiate Academy (SCA) is a Western Association of Schools and Colleges (WASC) accredited high school that offers UC a-g approved curriculum so that graduates can be accepted directly into the UC CSU system. We meet the educational needs of our students using an educational model called Personalized Learning and all students are provided an individualized graduation plan.

SCA students are offered flexibility with their schedules while being held to high academic standards. SCA encourages co-enrollment with Shasta College, Enterprise, Foothill, and Shasta High Schools. Shasta Collegiate Academy Students also have access to the Shasta Union High School District's vast Career Technical Education (CTE) courses and pathways. SCA students may also participate in California Interscholastic Federation (CIF) sanctioned sports and music programs at their neighborhood high school. SCA is NCAA certified.

A student who transfers to Shasta Collegiate Academy mid-year is expected to complete the school year at Shasta Collegiate Academy.

### **College Connection**

Students in Shasta, Tehama and Trinity Counties earn high school and college units in this concurrent enrollment program offered during the senior year. Students typically take American Government/Economics, English IV, Study Skills and up to four college courses. Students finish their senior year with between four and eight college courses completed. Applications are available during the Spring of the junior year. Students who are interested should see their counselors for more information.

### **Cal-Safe Program**

The Cal-SAFE Program provides services to expectant and parenting male and female students enrolled in the Shasta Union High School District and their children. These services may include specialized

courses, adapted schedules and appropriate child care for children through age 5 whose parents are enrolled in school. Participants also benefit from access to public and community-based services. Students should contact their high school counselor for more information on this program.

### **Shasta College Courses – Concurrent Enrollment**

Students may participate in Shasta College programs. In some cases students can earn both high school and college credit for the same class. Only college credits used to meet district graduation requirements will be posted on the transcript. Concurrent Enrollment forms can be found online, and enrollment is done through Shasta College. All students are encouraged to meet with their site counselor to confirm enrollment meets graduation requirements.

### **Dual Enrollment**

Dual Enrollment is a partnership with Shasta College designed to help students obtain a head start on college, advanced vocational preparation, and personal enrichment opportunities. It differs slightly from Concurrent Enrollment in that high school students participating in the Dual Enrollment program will be earning both college and high school credits while taking pre-approved classes on the high school campus. Please talk to your high school counselor to see which Dual Enrollment courses are offered on your campus. Courses that are articulated can be completed by passing the necessary exams.

### **Services to Pupils with Disabilities**

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, contact the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]



# CURRICULUM AND PERSONAL BELIEFS

## Health Education and Parent Permission

Personal Growth is a required course for all ninth graders to meet the State Health Requirements. The District uses Positive Parent Permission, and will provide access to detailed class content outlines prior to instruction concerning sexual health and HIV/AIDS. Parents may choose to exclude their students from participation in certain sections of instruction, guest speakers, and adjacent assessments or surveys.

### Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include comprehensive sexual health education, HIV education, and research findings regarding pupil health behaviors and risks. Students in grades 7-12 will gain a deeper understanding of HIV transmission, prevention, and treatment. They will also be taught about the prevalence of human trafficking and the methods traffickers employ, including social media and mobile devices. You will be notified before such instruction. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker. You have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, staff teaches these classes. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at <https://leginfo.legislature.ca.gov>. [EC 51933-51939]

## Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and

agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255-32255.6]

## Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

## Tests/Surveys on Personal Beliefs

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving financial assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt surveys (in grades 7-12) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys, without penalty, including those seeking information to be used in marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. Notice will be sent to parents prior to such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office (FPCO), Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202. [EC 51513, 51938, 60614; 60615; PPRA; 34 CFR 98; ESEA]

## College and Career Planning Tools

Parents/Guardians now have direct access to online tools and resources that help them prepare their child(ren)'s path to college and a career. Student information can be shared directly throughout the college admission process. Individual student data from California Longitudinal Pupil Achievement

Data System (CALPADS) is linked with the California College Guidance Initiative (CCGI). Tools such as [www.CaliforniaColleges.edu](http://www.CaliforniaColleges.edu) can be used as early as sixth grade and through 12th grade. It also helps with scholarships and financial support through programs like the Student Aid Commission. [EC 60900.5; FERPA]

## GRADING AND GRADUATION

Education code sets minimum course requirements to graduate from high school and earn a diploma. School districts may set additional requirements. The District has established guidelines for transferring credits and meeting graduation requirements. Please see the table under “High School Graduation Requirements compared to UC/CSU Requirements” policy on page 24. [EC 51225.1-51225.3]

Each high school conducts an annual graduation exercise for students who meet District and State graduation requirements. Only students who wish to participate in the program are obliged to do so; however, all students who participate must conform to school regulations. Graduation is a privilege, not a right. Student who graduate mid-year may participate in the June graduation by contacting their school at least two months prior to the scheduled ceremonies. Fees for caps, gowns and diploma covers are charged to students and all participants must be clothed in caps and gowns. Due to limited seating, each graduate may be issued a limited number of tickets for guest attendance.

### Exceptions

Highly mobile students; students who are homeless, migratory, foster youth, of a military family, juvenile court youth, or newcomer pupils have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. These students can be registered in their district of choice, but must provide proof of residency within ten (10) days. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint.

### California High School Proficiency Exam

Students who are 16 years or older and have completed grade 10, or those meeting other requirements, may take the California High School

Proficiency Exam (CHSPE). If they pass, they will earn a State Certificate of Proficiency, which is equal to a high school diploma. Many students use the exam to start jobs or start college earlier than their expected graduation date. There may be a fee for taking the exam.

### Cal Grant Application / Opt-Out

Cal Grant Awards are free money provided by the State of California to assist in college expenses (tuition, room and board, books and other supplies). Any graduating high school senior, who meets financial, academic and eligibility requirements may qualify to receive a Cal Grant. Each student in grade 12 are considered Cal Grant applicants unless they or their parent/guardian opt out.

To be considered for a Cal Grant award the two requirements below must be completed:

1. The Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) must be completed by a parent/guardian March 2 of the student’s senior year. Go to [www.csac.ca.gov](http://www.csac.ca.gov).
2. Your high school will submit certified Grade Point Average (GPA) to the California Student

Aid Commission by October of the student’s senior year. Cal Grant will only accept GPAs that are certified by the school electronically.

If you wish to OPT OUT from your student’s electronic GPA submission, please come to the counseling office to fill out the OPT OUT form by January 1st of your student’s junior year. Unless the parent/guardian or the 18-year-old student opt out in writing, certified Grade Point Average (GPA) data will be transmitted to the CA Student Aid Commission no later than October 1st of their senior year. For more information on Cal Grants, go to [www.csac.ca.gov](http://www.csac.ca.gov). [EC 69432.9]

### Grading and Report Cards

For the purposes of establishing a student’s grade point average and his/her decile rank in the class, all courses taken, including physical education, will be computed on an A=4, B=3, C=2, D=1, F=0 scale. This average is computed for each student at the end of each quarter.

The District’s policy regarding weighted GPAs is designed to closely mirror the accepted practices at

colleges and universities. (Freshman year classes do not qualify for weighted grades.) Students will have an additional grade point awarded for courses designated as Advanced Placement that are specifically preparing students to take an AP exam. Students must receive a grade of C or better in the course to receive a weighted grade.

**Teacher Assistants** (TA's) will only be granted a Pass/Fail grade and five credits per semester of elective credit. Students are discouraged from being TA's during their 9th and 10th grade years. Office Assistants in the attendance, counseling and main office may be given letter grades by their supervising administrator if an approved final exam is administered.

**Incomplete Grades:** Students may receive an incomplete grade when a teacher determines that assignments, tests, projects or other requirements of the course have not been completed by the end of the grading period due to extenuating circumstances. Incomplete grades must be made up by the end of the next grading period or they will become "F" grades.

Shasta Union High School District informs parents of the progress of all students. Grades are recorded in the permanent records on a semester basis. First and third quarter grades are considered progress reports and are also considered for athletic eligibility. Report cards are issued four times during the school year. In addition, if a student is doing failing work or work is below his/her ability, a warning notice called a Special Progress Report will be sent to the parents at the middle of each quarter. With this information parents can help the student raise his/her grade to passing by the end of the quarter. Parent and teacher conferences are encouraged to minimize the possibility of failure by the student. Parents may wish to have their student do weekly or monthly progress checks with teachers to monitor student progress. Arrangements for progress reports can be made by contacting the student's counselor. Parents are encouraged to contact teachers directly if they have questions about a student's progress. Voice mail for every teacher is available at each high school and e-mail addresses are on the district website at [www.suhsd.net](http://www.suhsd.net).

Web access to a student's information is available to parents. To access this information, go to [www.suhsd.net](http://www.suhsd.net) and follow the instructions to sign up for an account. You will need to have your student's Permanent ID, Home Phone and Verification Passcode

## GRADUATION REQUIREMENTS

### COURSE REQUIREMENTS:

English:	4 years	40 credits
Mathematics:	3 years	30 credits *
Science:	3 years lab	30 credits
Social Science:	4 years	40 credits
Physical Education:	2 years	20 credits
Practical/Vocational Arts:	1 year	10 credits
Visual & Performing Arts:	1 year	10 credits

### PERFORMANCE REQUIREMENTS:

Health:	Satisfied by completing 9th Grade Social Science
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**ELECTIVES:** 50 credits

**TOTAL CREDITS REQUIRED:** 230 credits

\* Students who have not passed Math 3 must take and pass a fourth year of mathematics. Students who achieve "Standard Met" or "Standard Exceeded" on the California Assessment for Student Performance and Progress (CAASPP) are not required to take a fourth year of mathematics.

in order to set up the account. Contact your school for this information.

### General Graduation Requirements

- Five units of credit are earned when a student passes one class for one semester.
- Students must meet the minimum District Competency Standards in reading, writing and mathematics in order to graduate.
- Credit requirements must be met prior to graduation to participate in graduation exercises.

### Exceptions

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. These students can be registered in their district of choice, but must provide proof of residency within 10 days. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint.



## Physical Education

- Freshman P.E. is required of all students for graduation – no waivers and no exceptions, and can be taken on- or off-campus.
- Students not passing the Physical Fitness Test are required to enroll in a district approved physical education course the following year.
- The Principal may allow up to 10 units of credit for P.E. Students who participate in two extracurricular sports during one academic year can earn 5 credits and students in three consecutive sports in one academic year can earn 10 credits. See your counselor for details.
- Students cannot get initial credit for P.E. during Summer School

## Waiving Requirements

Certain graduation requirements may be waived with the approval of a Student Study Team and Site Administration. The following requirements may NOT be waived:

- Three years of mathematics (see “Mathematics Proficiency” policy on page 17)
- Four years of English
- Four years of social studies
- Two years of lab science
- Two years of physical education (except as provided in Board Policy)
- One year of practical/vocational arts
- One year of visual/performing arts
- Successful completion of a minimum of 230 units.

## Awards and Scholarships

Numerous scholarships are available through the citizens of Shasta County. Complete information about these scholarships and awards is available through the counseling departments. Students should start exploring scholarship options and requirements with their counselor during sophomore counseling or during their junior year. Students and parents may obtain additional information on financial aid and scholarships at the Shasta Union High School District website: [www.suhsd.net](http://www.suhsd.net) under the link Parent Resources –

## UNIVERSITY ADMISSIONS

### California Universities

Admission to the California State Universities (CSU) requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California (UC) requires completion of the 15 year-long high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 year-long courses must be taken in the student’s last two years of high school. A GPA of 3.0 (B) or higher is required for California residents.

Links to University of California/California State University requirements:

[admission.universityofcalifornia.edu/admission-requirements/](http://admission.universityofcalifornia.edu/admission-requirements/)

[www.calstate.edu/apply/freshman/](http://www.calstate.edu/apply/freshman/)

[www.calstate.edu/apply](http://www.calstate.edu/apply)

### High School Graduation Requirements compared to UC/CSU Requirements

	EC	UC	CSU	SUHS
History/Social Science (a)	3.0	2.0	2.0	4.0
English (b)	3.0	4.0	4.0	4.0
Mathematics (c)	2.0	3 +1	3 +1	3.0 A
Science (d)	2.0	2 B	2 B	3.0 B
Foreign Language (e)		2 +1	2.0	
Visual / Performing Arts (f)	1.0	1.0	1.0	1.0 C
Practical / Vocational Arts (Career Technical Education)				1.0 C
Physical Education (PE)	2.0			2.0
Electives (g)		1.0	1.0	5.0
TOTAL:				23.0
Ethnic Studies	0.5 D			0.5 D

+1 One additional year is recommended in Mathematics for both CSU and UC, and in Foreign Language for UC.

A Students who have not passed Math 3 or Financial Literacy, or achieved “Standard Met” or “Standard



## Career Technical Education Program

The Career Technical Education (CTE) program is designed to provide all students with opportunities for enhanced learning experiences, preparation for future career and college decisions and a realistic view of the world of work. Courses in a variety of Industry Sectors are offered that satisfy the Practical Vocational Arts requirement for high school graduation.

### **Art, Media, & Entertainment**

Art 1 & 2 (f)  
Ceramics 1 & 2 (f)  
Guitar 1  
Piano 1  
Band 1 & 2 (f)  
PC Graphics  
Percussion  
High/Low Voice (f)  
Acapella (f)  
Orchestra (f)  
Jazz Ensemble (f)  
Chamber Choir  
Drama 1-4 (f)

### **Agriculture & Natural Resources**

Ag Mechanics (g)  
Agricultural Physical Science (g)  
Integrated Agricultural Biology  
Plant & Soil Science (d)  
Vitaculture

### **Building & Construction Trades**

Intermediate Construction  
The Art of Fine Woodworking  
Construction Technology Careers

### **Hospitality, Tourism & Recreation**

Culinary Arts (g)  
Chef Prep & Hospitality Careers (g)

### **Education, Child Development & Family Services**

Early Childhood Education (g)

### **Engineering & Architecture**

Computer Aided Drafting  
Exploring Engineering (g)  
Computer Science Principles  
Industrial Robotics  
Space Science & Engineering Technology (Robotics) (d)  
Welding

### **Health Science & Medical Technology**

Dental Careers  
Introduction to Medical Careers  
Sports Medicine/Athletic Training Careers (g)  
Medical Clinical (g)  
Pharmacy  
Bio Medical  
Fitness & Nutrition

### **Information & Communication Technologies**

Accounting  
Computer Literacy  
PC Graphics & Design (g)  
Computer Science Principles  
Introduction to Business (g)

### **Public Services**

Administration of Justice (g)  
Fire Technology (g)  
Emergency Medical Tech

Exceeded" on the CAASPP must take a fourth year of mathematics.

- B** Specifics of courses vary from CSU to UC.
- C** The SUHSD requires 1 year of Visual or Performing Arts and 1 year of Practical or Vocational Arts (aka Career Technical Education)
- D** Beginning with the graduating class of 2030, 1 semester of Ethnic Studies is required

### **Definition of Career Technical Education**

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available

about Career Technical Education at California Department of Education, [www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/). Shasta Union High School District offers the CTE courses that qualify toward the UC/CSU "a-g" requirements as shown above. Please see your counselor for the most current list of courses.

### **Apprenticeship Programs**

Students in grades 11-12 may have access to apprenticeships where they can explore and learn specific skills that lead to high-paying jobs. Some of these programs are available only to students who are 18 years old. You may be able to find apprenticeships on the CA Department of Industrial Relations' website

at [www.dir.ca.gov/databases/das/pwaddrstart.asp](http://www.dir.ca.gov/databases/das/pwaddrstart.asp); then select a county, a trade, and hit search.

[BP/AR 6146.1 February 2024; EC 35186, 48412, 48430, 48980.5, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1650]

## HEALTH SERVICES

### ■ Student Wellness

Wellness has a direct impact on a student's learning and social development. There are laws and policies that support and protect student wellness.

Students are encouraged to drink water throughout the school day. They are allowed to bring and carry water bottles except in libraries, computer labs, science labs, or other places where it may be dangerous to have drinking water. [EC 38042]

Students can wear sun protective clothing when outdoors, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291]

### Student Access to Mental Health Services

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or to call Shasta Co. Mental Health Services at (530) 229-8400. If you are in crisis, contact this number or dial 911 immediately. [EC 49428]

### Suicide Prevention

Suicide is a leading cause of death among youth, and school personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). Information about district programs and services and links to community and statewide resources are available on the District's website at [www.suhsd.net](http://www.suhsd.net). Students can also reach out for help 24-hours / 7-days a week from

the California Youth Crisis Line at (800) 843-5200. [EC 215, 234.5, 234.6, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52 February 2019]

### Tobacco-, Alcohol-, and Drug-Free Schools

The Board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies to promote student health and well-being. The district has prevention and intervention programs. There may be programs through the district or in the community to support students' cessation from use of tobacco, alcohol, or drugs. For more information, please contact the school/district nurse or a school administrator. [EC 51202-51203, 51260-51269; HSC 104420, 11999-11999.3]

### ■ Immunizations

Documented proof that immunizations are up-to-date is required before attending school; districts may not allow "conditional" admittance into schools. Students may not participate in a classroom setting unless they have been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, and tetanus. Students must be immunized for varicella (chickenpox) or provide a CAIR ME exemption.

All new students, advancing students, or students transferring into grades 7-12 must be fully immunized, and will not be admitted without the required booster against pertussis (Tdap).

If an outbreak of a communicable disease occurs, a non-immunized student will be excluded from school for their own safety until such a time as directed by health officials or district administration. [HSC 120325, 120335, 120375, 120400-120435, 120440, 120480; EC 48216, 48852.7, 48853.5, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

### Exemptions

Starting in 2021, a law enacted by Senate Bills 276 and 714 requires new medical exemptions to be issued using a State database and a standardized medical exemption form. Medical exemptions issued using the California Immunization Registry-Medical Exemption website (CAIR-ME) are the only medical exemptions schools and pre-kindergarten facilities can accept from students entering a new grade span in 2021 and

beyond. Medical exemptions issued starting January 1, 2021 are subject to CDPH review and may be revoked. Schools and pre-kindergarten facilities will be notified of permanently revoked medical exemptions. However, valid medical exemptions on file for students in attendance at a California school or pre-kindergarten facility prior to January 1, 2021 may remain valid until the student enrolls in the next grade span. For more information regarding immunizations please see the following link: <https://eziz.org/assets/docs/shotsforschool/IMM-365.pdf>.

Forms submitted prior to January 1, 2020 and exemptions based on beliefs opposed to immunization submitted prior to January 1, 2016 are valid until the pupil enrolls in the next grade span (through preschool, grades K-6, grades 7-12). Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying your County Health Department. [HSC 120325, 120335, 120338, 120370, 120372, 120372.05; EC 48216; ne]

### **Unconditional Admission**

Students who have documentation of receiving all immunizations against diphtheria, measles, mumps, pertussis, varicella, poliomyelitis, rubella, Hepatitis B, and tetanus required of his/her age, or who have a CAIR ME exemption shall be admitted to the Shasta Union High School District if all other requirements are met.

### **Conditional Admission**

Any student seeking admission to Shasta Union High School District who lacks documentation of having received all the required vaccinations, and has not received an exemption, may be admitted conditionally if:

1. The student has not received all the immunizations required of his/her age group but has commenced receiving doses of all the vaccines required, and is not due for any doses at the time of admission. The parent or guardian will be notified of the date by which the student must complete all the required immunizations.
2. The student has obtained a temporary CAIR ME exemption from immunization, and the parent or guardian is notified of the date by which the pupil must complete all the required immunizations. [EC

48216, EC 49403; HSC 120325, 120335, 120440, 120365; ne]

### **Unconditional Admission**

Students who have documentation of receiving all immunizations against diphtheria, measles, mumps, pertussis, varicella, poliomyelitis, rubella, Hepatitis B, and tetanus required of his/her age, or who have a documented permanent medical exemption shall be admitted to the Shasta Union High School District if all other requirements are met.

### **Conditional Admission**

Any student seeking admission to Shasta Union High School District who lacks documentation of having received all the required vaccinations, and has not received an exemption, may be admitted conditionally if:

1. The student has not received all the immunizations required of his/her age group but has commenced receiving doses of all the vaccines required, and is not due for any doses at the time of admission. The parent or guardian will be notified of the date by which the student must complete all the required immunizations.
2. The student has obtained a temporary medical exemption from immunization, and the parent or guardian is notified of the date by which the pupil must complete all the required immunizations. [EC 48216, EC 49403; HSC 120335, 120440, 120365]

### **Medication**

Children may take medication, which is prescribed by a physician, received in its correctly labeled original container, and can get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. The statement gives permission to communicate with the health care provider or pharmacist,

and acknowledges understanding of how the medication will be administered.

This includes allowing a school staff member to volunteer and be trained to identify the need for, and to administer epinephrine to a student for anaphylaxis; glucagon as prescribed for diabetes; or anti-seizure medication as prescribed to a student diagnosed with seizures, a seizure disorder, or epilepsy. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine and/or anti-seizure medication. The District will have a supply of auto-injectable epinephrine at each school site. A school nurse or trained volunteer school employee may administer emergency naloxone hydrochloride or another opioid antagonist to persons suffering, or reasonably believed to be suffering, from an opioid overdose. [EC 49414, 49414.1, 49414.3, 49414.5, 49423, 49423.1, 49468.2, 49480]

Children may carry and self-administer a blood glucose level monitor, insulin, diabetic supplies, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. The District does not allow parents to administer medical cannabis on campus. [BP 5141.21 January 2020; EC 49414, 49414.1, 49414.5, 49423, 49423.1, 49480; HSC 11362.79; ne]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

## ■ Chronic Health Concerns

Students with Chronic Health Concerns must notify the health clerk upon admission to school and fill out the appropriate confidential health questionnaire form for detailed health management. An additional Individual School Healthcare Plan must be completed for any student who may need emergency health care or who needs an individual accommodation. [EC 48206.3, 48207-48208; BP/AR 5141.24]

## ■ Physical Examinations

For each child enrolling in the District for the first time, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you

must file a waiver with the school district stating the reasons you are unable to obtain such services. [EC 49450; HSC 124085, 124100, 124105; ne]

## ■ Vision and Hearing Appraisal

Your child's vision and hearing may be checked by the school nurse. No examinations will be allowed if you send a letter annually stating you do not consent to the screenings. [EC 49451, 49452, 49455; ne]

## ■ Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 32221.5]**

## Enrollment in a Health Care Plan

All children and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [PPACA]

## School-Sponsored Athletics

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

## ■ Health Staff

Enterprise, Foothill, Shasta High Schools, and alternative education sites, have a health clerk available during the majority of the school day. A



District Nurse provides support to the health clerks as needed as well as student health services including health assessments, chronic disease management, and referrals. **Students must have a current emergency card signed by their parent/guardian on file with the Health Clerk at their school.**

Students who become ill during class must obtain permission from the teacher to go to the health office. Students leaving school because of illness must check out with the health clerk and attendance office. Any student injured at school will be sent immediately to the health office for emergency treatment and to fill out an accident report form. Students are not to use cell phones to call home if ill.

Every student who comes into the health clerk's office will be referenced on the individual student's med log in Aeries. Information recorded will include date of visit, time in and out, procedure or description of service given, and where the student went after the visit. Parents will be called with any head injury and any injuries that require other than minor first aid, at the discretion of the health clerk (under the supervision of the District Nurse).

## Diabetes Information

Diabetes is a health condition that affects how the body turns food into energy. Most food is broken down into glucose (sugar). When sugar increases in your bloodstream, your pancreas releases insulin. Insulin acts like a key to let the sugar into your body's cells to use as energy. When there isn't enough insulin or when cells stop responding to insulin, too much sugar stays in your bloodstream. Over time, this can cause serious health problems such as heart disease, vision loss, and kidney disease. There is no cure for any type of diabetes.

For both types, managing weight, eating healthy food, being active, and getting enough rest can really help. Taking medicine as prescribed, getting diabetes self-management education and support, and keeping health care appointments can also reduce the negative impacts of diabetes.

### Type-2 Diabetes:

Type-2 diabetes is when your body can't use the insulin it makes as well as it should. It is the most common form of diabetes in adults, and is becoming more common in children, especially overweight teens.

It is estimated that one in three children born in the US after the year 2000 will develop type-2 diabetes.

Type-2 diabetes can be prevented or delayed through lifestyle changes and medical intervention, and it is treatable. Eating healthy foods in the correct amounts and exercising regularly (at least 60 minutes every day) can help children achieve or maintain a normal weight and normal blood glucose levels.

The first step is to visit a doctor who can determine if your child is overweight. A doctor can prescribe medication if appropriate and can order tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (may lead to full onset type-2 diabetes).

### Type-1 Diabetes:

Type-1 diabetes is when your body simply doesn't make enough insulin. Type-1 diabetes is not preventable, but it is manageable. It is an autoimmune disease that may be caused by genetic, environmental, or other factors. It is usually first diagnosed in children or young adults, but it can occur at any age.

### Risk Factors:

It is recommended that students displaying or possibly experiencing the risk factors and warning signs below see a doctor to be screened for type-1 and/or type-2 diabetes:

Being overweight: The single greatest risk factor for Type-2 diabetes is excess weight. In the US, almost one out of every five children is overweight. Being overweight more than doubles a child's chance of developing diabetes.

Family history of diabetes: Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity: Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups: Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type-2 diabetes.

Age/Puberty: Type-1 diabetes usually occurs in the early years, and before reaching puberty. Type-2 diabetes is more likely to develop during or near puberty, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

## Warning Signs and Symptoms:

There are usually warning signs when a child might have diabetes. Not everyone with diabetes develops these symptoms, and not everyone who has these symptoms necessarily has diabetes. Type-2 symptoms generally develop slowly over time. Type-1 symptoms show up quickly – in a matter of weeks or even days, and are much more severe.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular/No menstrual periods, and/or excess facial and body hair growth in girl
- High blood pressure or abnormal blood fats levels
- For type-1; Nausea, vomiting, and/or stomach pain

Parents/Guardians of children displaying warning signs should immediately consult with the student's primary care provider to determine if screening for diabetes is appropriate. Following a diabetes's diagnosis, parents/guardians should work with the primary care provider to develop a lifestyle and medical treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

## Diabetes Screening Tests:

Your doctor may have your child take one or more of the following blood tests to confirm the diagnosis:

Glycated hemoglobin (A1C) test: A blood test measures the average blood sugar level over two to three months

Random (non-fasting) blood sugar test: A blood sample is taken at a random time; this test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test: A blood sample is taken after an overnight fast; a high level on two separate tests indicates diabetes.

Oral glucose tolerance test: A test measuring the fasting blood sugar level after an overnight fast

with periodic testing for the next several hours after drinking a sugary liquid.

If the primary care provider thinks your child has type-1 diabetes, blood may also be tested for autoantibodies (substances that indicate the body is attacking itself) that are often present in type-1 diabetes but not in type-2. The child's urine might be tested for ketones (produced when the body burns fat for energy), which may also indicate type-1 diabetes instead of type-2 diabetes.

More information can be found on these websites: California Department of Public Health, [www.cdph.ca.gov](http://www.cdph.ca.gov); Centers for Disease Control and Prevention, <https://cdc.gov/diabetes/>; American Diabetes Association, <https://diabetes.org>.

The information provided in this booklet is intended to raise awareness about this disease. Contact your child's primary care provider, school nurse, or school administrator if you have questions. [EC 49452.6, 49452.7; HSC 104250]

## **Meningitis**

Meningococcal disease or Meningitis can be a life threatening infection that can be treated, but cannot always be cured. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. [HSC 120395-120399]

## **LIBRARY**

### **Shasta Public Libraries Library Card**

Students will be provided with library cards allowing them access to and privileges including internet access at the Redding, Anderson, and Burney Libraries. Students are responsible for all materials charged on his/her library card, to report a lost library card, to observe library rules and policies, to promptly pay all charges, and to notify the Library of an address, telephone, or name change. A library card is not transferable. Parents/Guardians are financially responsible for all library materials borrowed by their child(ren). Students give permission to their parent/guardian to access their library account. Parents/Guardians may opt out of these library privileges.

### **Library Hours**

Each school Library is open before and after school and during lunch. Check your library for specific hours

of operation. Students who visit the Library during class periods must have a valid library pass issued by a teacher. Students entering the Library during class periods without a valid pass will be turned away. For your protection, please sign in to, and out of, the Library using the attendance sheet found near the Library entrance.

### ■ Borrowing from the Library

Students may borrow up to five books for three weeks. Renewals are permitted. Overdue fines are a dime a day per item. Reference books (dictionaries, encyclopedias, atlases, almanacs, etc.) may not be checked out.

### ■ Library Behavior

The Library and its resources are furnished by the District to support academic research assigned by teachers. Students are expected to respect other students' rights to study quietly.

Food and Drinks: No food or drinks are allowed in the Library.

Lost or Damaged Books: Students will be charged the replacement cost of materials lost or damaged plus a processing fee of \$5.00 on the lost item.

Library Entrances and Exits: STUDENTS ARE NOT TO ATTEMPT TO ENTER OR EXIT THE LIBRARY FROM ANY DOOR WHICH IS MARKED AS HAVING AN ALARM. Use the standard entrances and exits only.

### ■ Magazines

Check your library. Current issues of magazines are kept in the Library for patrons to read. Lost magazines will incur a bill for the current cover price of the magazine plus a \$2.00 processing fee.

### ■ Copying

Each Library has photocopying machines. Copying from the Internet stations is accomplished by a prepaid online print accounting system. Students may log into the system at the print server station using their school internet logon 'username' (usually a student's ID number) and password. The printing charge is \$.20 per page at FHS and SHS. The printing charge at EHS is \$.10 per page (no color printing available at EHS). Printing from the OPACs (Online Public Access Catalogue) is free.

### ■ Overdues and Bills

At the end of the year, notices are mailed home and a copy is inserted into the student record. The District reserves the right to pursue further appropriate measures to settle outstanding bills. Site administrators and registrars determine these additional steps, including withholding graduation certificates and diplomas. This is serious! Students should make every effort to turn in materials on time or settle bills in a timely manner.

## STUDENT SERVICES

### ■ Counseling

The guidance and counseling staff of the Shasta Union High School District strive to provide the following personalized services to students and parents during the school year:

- Develop an individual, four-year educational/career plan, including a Career Education component that may be updated yearly with each student.
- Provide an appointment system that will enable each student to see his/her counselor within a reasonable period of time.
- Conduct parent information night to disseminate guidance information.
- Arrange for staff/parent/student conferences when appropriate.
- Be available for personal and/or crisis counseling and possible referral to outside resources.
- Inform both parents and students of the District graduation requirements.
- Meet with all students and their parents to discuss career educational goals, career test results and to develop high school plans that will lead the student to goal attainment. All three comprehensive high schools meet after freshman year and during sophomore year for sophomore counseling.

### ■ Schedule Changes

Since the number of course sections available at each high school depends upon pre-registration information, class changes are not allowed except for the following reasons:

1. Computer error.

2. Changes needed to satisfy graduation requirements.
3. Changes required by health.
4. Completion of Summer School, correspondence, Internet or college courses.

Teachers or students may request a placement change from an honors level course to a regular-level course within the first two weeks (10 days) of the semester. Schedule changes after two weeks (10 days) are not allowed without completion of a "Request for Schedule Change" form including all signatures and approval of the administration. This form is available in the counseling center. Any student (regular, Honors, or AP) who withdraws from a class after the first two weeks (10 days) of the semester will receive an "F" grade with no credit for the course.

### ■ Career Center

The Career Center offers information on the career education programs available at each high school. These programs are coordinated with other high school programs to enhance student achievement of career development competencies as established in the national Career Development Guidelines. Competencies are designed to enhance the development of career interests, attitudes, aptitudes, skills and knowledge for all our high school students. Coordinated activities such as classroom instruction, group presentations, counseling, assessments and interpretations are used to strengthen student self awareness. Students are encouraged to develop an individual career plan and to develop the skills to identify appropriate choices during high school that will lead to marketable skills for entry-level employment and/or advanced post-secondary training and education.

### ■ Work Permits

A student under 18 years of age who wishes to work must obtain a work permit. Applications can be obtained from the attendance office. In compliance with the "Reference to Work Program", a school authority will sign off on the Application for Work Permit to verify the student's satisfactory school performance (GPA, attendance, and behavior) prior to obtaining verification from an employer if the student is hired. The actual Work Permit Contract has clearly outlined specific thresholds that students must obtain in the aforementioned areas. A student continuing

employment from the past year or summer must reapply for a Work Permit during the first two weeks of the new school year. A new Work Permit is required every time a student changes jobs during the school year. Work permits can be revoked by the school administration for poor student attendance, behavior, or grades.

### ■ Nutrition Services

Nutritious and delicious meals (breakfast and lunch) are available at all schools' Food Courts in the District. Students may select from four to six exciting "Super Value Meal Deal" specials which feature an entrée, a variety of fruit and vegetable side dishes, and three flavors of low-fat chilled milk!

Meals are provided to all students at no cost during the school year. We request that every household in the district complete a Free or Reduced Meal application and return it to the school, even if you feel you do not qualify. This form helps the district secure funding for meals and many other programs. All information is confidential. The application is available online, at your school site office, and at the district office. [EC 49510-49520, 49558; 42 USC 1761(a)]

### ■ Lockers

Each student may be assigned a locker in which to keep personal belongings. Where crowded conditions exist, two students may share lockers. Lockers must be kept orderly and must be kept locked at all times. Once a locker assignment has been made, that assignment normally will last until transfer or graduation. In some cases students must provide their own lock. District personnel have the right to search lockers.

### ■ Textbooks

Textbooks are furnished by the Shasta Union High School District. All books must be covered during the entire school year. Students should sign their names in the area provided in the front of the book after carefully examining the book for condition. If a book is lost, stolen or damaged, the student will be required to pay for it prior to receiving a course grade and/or clearance for graduation. Ed Code 48904(b) allows schools to withhold grades until textbook obligations are resolved.

### ■ Technology

The Governing Board recognizes that technology



provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the District's schools and classes.

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use.

### **Computer Use Guidelines/Acceptable Use Policy**

The District's Acceptable Use Policy is provided in Appendix B. Students and parents should review this policy carefully. The District expects all students to abide by these policies and procedures when using the District's computers, technology equipment or telecommunication system. Students who violate the policy will be prohibited from using the District's equipment.

### **Driver Education**

Driver Education will be offered to students through the Shasta Collegiate Academy (SCA). Contact your respective high school for more information. Behind-the-wheel driver training is not be funded by the State and will not be offered at any District high school.

### **Community Resources**

Our community has many resources available for students and families. They include crisis intervention, suicide prevention, drug and alcohol diversion, and job placement programs, to name a few. Please see the school guidance counselors for further help with community resource information.

### **Fingerprinting**

The District offers the opportunity for students to be fingerprinted. Any report or document containing fingerprints of a child which is made pursuant to this article shall be given to the parents or guardian of the child and shall not be given to, or retained by, the school district or any other private or public entity. [EC 32390]

## **Married, Pregnant, or Parenting Students**

A student under 18 years old who entered a legal marriage has rights and privileges as if they were 18 years old, even if the marriage has been dissolved.

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may, but are not required to take excused leave for up to eight weeks to protect the health of the student and the infant. More than eight weeks may be granted if it is deemed medically necessary. Certification from a physician or nurse practitioner that the student is able to participate in the regular education program may be required only if it is required for students returning from other temporary disabilities.

A parenting student may be excused for absences as listed under "General Absences" page 7. They may also be excused as the custodial parent to care for a sick child. A note from a physician shall not be required for such an absence.

### **Accommodations**

When necessary, the District shall provide accommodations for the student to access and participate in the educational program. Reasonable accommodations shall be provided to any lactating student to express breast milk, breastfeed, or any other breastfeeding related needs. These accommodations include, but are not limited to a private, secure room other than a restroom to express milk or breastfeed, and a reasonable amount of time to do so; permission to bring equipment for expressing milk onto campus, and access to power to operate it; and a safe place to store expressed milk. There shall be no penalty for using these accommodations, and opportunity to make up any missed work shall be available.

### **Educational and Support Services**

Pregnant or parenting students will not be required to complete schoolwork or other requirements while on leave. Time shall be provided to make up work without penalties. They may be allowed a fifth year to complete high school graduation requirements unless administration determines they are capable of completing graduation requirements in four years.

These students may choose to return to the same school or choose to attend an alternative program with access to comparable courses, programs, and activities. Generally, a classroom setting is preferred unless an alternative will better meet the needs of the student

and/or their child. Any alternative program offered specifically for pregnant or parenting students shall be comparable to that offered to other students, and participation shall be voluntary.

Childbirth, pregnancy, or related recovery will not in and of itself deny a student access to any educational program, course, or activity.

As possible, and sometimes in collaboration with community organizations or agencies, the District will provide services to pregnant and parenting students and their children. These services may include academic and personal counseling; supplemental instruction; parenting and life-skills education; childcare and development services; special nutrition and supplements for pregnant and/or lactating students; health care services; and tobacco, alcohol, or drug prevention/intervention. Where appropriate, staff shall get related professional development.

The District shall not treat students differently based on their actual or potential parental, family, or marital status on the basis of sex. Complaints related to pregnancy, marital status, parental status, or lactation accommodations can be made using the "Uniform Complaint Procedure" on page 47. [BP 5146 February 2019; EC 221.51, 222, 222.5, 230, 46015, 48200, 48205, 48980, 49553; 5 CCR 4600-4670, 4950; FC 7002; HSC 104460; 42 USC 1786; 7 CFR 246.1-246.28; 34 CFR 106.40]

## ACTIVITIES AND ATHLETICS

There are many co-curricular and extra-curricular activities open to students in the District and students are strongly encouraged to participate. Students may participate in athletics, student government, school clubs, music groups, the yearbook or newspaper staffs, etc.

Co-curricular activities are part of the regular curriculum. They do not come under the jurisdiction of the Competitive Representational Activities code. Since co-curricular activities are an extension of the classroom, student behavior violations will be subject to the District Discipline Policy. Students should check with the Student Activities Director or Athletic Administrator at the school as to whether an activity is co-curricular or extra-curricular.

### ■ Student Body Government (ASB)

Enterprise, Foothill, Shasta, and Pioneer High

Schools have established a student government based on a student body constitution outlining the students' rights, powers, responsibilities, and privileges. Any student who attends the school is a member of the student body and is entitled to the same privileges as any other student. Students elect members of the student council, which is the student governing body of the school. Money for student body activities is raised by selling student body cards, by sponsoring student activities and by student-organized fund raisers and is administered by student body officers and the Director of Student Government at each school site.

### ■ Student Body Assemblies

High school students are required to attend all student body assemblies unless excused by the administration. Courteous and dignified behavior at assemblies has been a tradition at all District high schools and has earned the praise of many visiting speakers and performers. Students who do not conform to acceptable standards of conduct will be subject to disciplinary action.

### ■ School Dances

During the school year, various student organizations sponsor dances. These dances are usually held on Friday or Saturday night and last three hours; the Junior and Senior Proms usually last four hours. Students are not permitted to re-enter the dance once they have left. Any student who violates a school rule while at the dance will be subject to disciplinary action by the administration. Dances are for the students of the high school. Guest passes may be issued at the discretion of the administration for formal dances.

### ■ School Athletics

A complete California Interscholastic Federation (CIF) sports program is offered at Enterprise, Foothill, and Shasta High Schools. The following sports are offered: football, basketball, wrestling, cross country, track and field, baseball, tennis, swimming, golf, soccer, skiing, snowboarding, volleyball and softball. Junior Varsity level competition is available in all the above sports with the exception of golf and tennis. Each school also has a cheerleader and/or drill team program.

### ■ Policy on Eligibility

The Shasta Union High School District subscribes to

the Pursuing Victory With Honor Sports Summit Accord adopted by the California Interscholastic Federation (CIF). We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the six pillars of character). In order to be eligible for athletics students must maintain a 2.0 GPA and comply with provisions of the Shasta Union High School District's Extra-curricular Activities Code and the Pursuing Victory With Honor Code of Conduct. (These codes are included in Appendix A and are available at each school.) A parent or legal guardian must sign and return the forms acknowledging their awareness of the requirements for participation before a student may participate in athletics. Parents are encouraged to review the Extra-curricular Activities Code as well as the Pursuing Victory With Honor Code with their son(s)/daughter(s).

Students and parents should contact their school's Athletic Administrator for information concerning eligibility questions before embarking on transfer actions between schools.

### **Participation In Non-School Athletic Events**

If an athlete desires to compete in an invitational or an event during the season of sport which is outside the normal school schedule, the following guidelines will apply:

1. Pre-approval is required for participation in non-school athletic events.
2. Athletes should remember that school commitments come first. School contests and events are their first responsibility. The athlete, parent, coach and principal must all agree that the athlete's participation does not conflict with school sport commitments.
3. The athlete must check with the school's Athletic Administrator to be sure, according to CIF regulations, that participation in a non-school athletic event will not adversely affect eligibility.

4. Athletes shall not play on an outside team in the same sport in which they are currently playing in school. [CIF 600]
5. The principal is the final authority.

## **RULES AND CODES OF CONDUCT**

The responsibility for fostering desirable standards of conduct in the Shasta Union High School District is shared by the Board of Trustees, administrators, teachers, support personnel, parents and students alike. The Board of Trustees has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff.

Students are encouraged to report anything they see or hear about that might be suspicious or dangerous to a teacher or other staff member. Any staff member that receives such a report will quickly take appropriate action, and the student's identity will remain confidential.

### **Jurisdiction of the School**

Ed Code Sections 48900, 48911, and 48915 specify those acts for which disciplinary action may be taken and prescribes the school's jurisdiction or area of authority in matters of school attendance or activity as the following:

1. while on school grounds
2. while going to or coming from school
3. during lunch period on or off campus
4. at school activities whether on or off campus
5. during or while going to or returning to school from a school sponsored activity.

### **Safe School Atmosphere**

In order to promote a safe school atmosphere in which all students can learn, it is essential that all students take responsibility for their behavior. To guide students in making decisions that contribute to this safety, the following Discipline Policy clarifies the behavioral expectations of Shasta Union High School District. We recognize that the promotion of a safe atmosphere requires the teamwork of students, staff members, parents/guardians and support services. Parents, counselors and appropriate administrators will be included in every phase of disciplinary action.

## ■ Academic Honesty Policy

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who would explain what is and is not acceptable in their classes. Violation of this policy will result in an F on the assignment; a second violation in any class within a calendar year of the first infraction will result in an F grade from which course the second violation occurred.

Examples of such unauthorized behavior include but are not limited to:

### Taking Information

- Copying graded homework assignments from another student.
- Working together on a take-home test or homework when not specifically permitted by the instructor.
- Looking at another student's paper during an examination.
- Looking at text or notes during an examination when not specifically permitted by the instructor.
- Accessing another student's computer and using his/her data as one's own.

### Providing Information

- Giving one's work to another to be copied or used in an oral presentation.
- Giving answers to another student during an examination.
- After taking an examination, informing a student enrolled in a later period of questions that appear on the examination.
- Providing a term paper or other project information for a student to copy or use as their own.
- Taking an examination, writing a paper, or creating computer data or artistic work for another.

## Plagiarism

- Failing to give credit for ideas, statements of fact, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another author, whether it is a paragraph, a sentence, or a part thereof.
- Submitting a paper purchased from a "research" or term paper service.
- Copying another person's assignment and handing it in as one's own.
- Giving a speech or oral presentation written by another and claiming it as one's own work.
- Claiming credit for artistic work done by someone else, such as a music composition, photos, a painting, drawing, sculpture, or design.
- Presenting another's computer data as one's own.
- Copying information from the Internet without proper citation references.

## ■ Other Academic Dishonesty

- Planning with one or more fellow students to commit any form of academic dishonesty together.
- Having another student take one's examination or do one's computer data or lab experiment.
- Lying to an instructor to increase a grade.
- Submitting papers or speeches that are substantially the same for credit in two different courses without prior approval of the instructors involved.
- Altering a graded work after it has been returned, then submitting the work for re-grading unless specifically allowed by the instructor.
- Removing tests from the classroom, without the approval of the instructor, or stealing tests.
- Copying computer software from a disc or a hard drive unless specifically allowed by the instructor.
- Use of an online translator to prepare graded assignments in a Foreign Language class

## ■ Safety Beyond School

There are several topics where school districts are either required or recommended to inform parents/guardians about student safety beyond school grounds, events, or activities.

## Safe Gun Storage

Guns are now the third leading cause of death for children in this country. Over 80 percent of teens who commit suicide with a gun used one that belonged to someone in their home. Anyone who reasonably knows a child might access a firearm without permission, loaded or not, is criminally liable for where that firearm is taken, brandished, or how it is used. This includes all school facilities or activities, events, and public places. More Information about gun safety and the safe storage of firearms can be found at <https://oag.ca.gov/firearms/tips>. Those responsible for access to a firearm could lose the right to own a firearm for 10 years, face fines, imprisonment, and civil liability. When there is a threat of a homicide, school staff shall notify law enforcement. [EC 48980, 48986, 49390, 49391, 49392; PC 25000-25140]

## Water Safety / Drowning Danger

Drowning is a leading cause of death and hospitalizations for California children ages 1 to 4, and one of the leading causes for youth up to 19 years old. Water safety and swimming education is very effective in helping to prevent drowning. The school or district may have information about where to enroll your child(ren) in these classes. [EC 51140; HSC 115920-115929]

When a district has an event in or near a swimming pool that is not part of an interscholastic athletic program, they are required to have at least one adult present that is certified in cardiopulmonary resuscitation. [EC 35179.6]

## Use of Synthetic or Counterfeit Drugs

Use of any drugs, including synthetic drugs such as fentanyl, that are not prescribed for you by your physician are potentially very dangerous. Fentanyl accounted for more than 80 percent of the drug-related deaths among youth in California in 2021. It is 50 times more potent than heroin, and 100 times more potent than morphine. Many counterfeit drugs are sold on the street as if they were known name-brand or generic drugs; and many of them may contain fentanyl or other dangerous synthetic drugs. Social media (i.e. TikTok, Whatsapp, Snapchat, etc.) is often the source of misinformation about synthetic drugs. [EC 48980, 48985.5]

## **HARASSMENT**

### **Nondiscrimination / Harassment**

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of any student by anyone, based on the student's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; parental, marital, and family status; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics.

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities

to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 – Discipline, Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 – Suspension and Expulsion/Due Process (Students With Disabilities).

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

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

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

Regardless of whether a complainant complies with the writing, timeline, and/or other formal

filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues.

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

Allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Procedures, when required by law. However, complaints alleging sex discrimination, including sex-based harassment, under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 5145.71 – Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination,



including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 October 2024; EC 17585, 200-270, 33353, 35292.5, 48900.3, 48900.4, 48900.5, 48904, 48907, 48950, 48985, 49020-49023, 49060-49079, 51204.5, 51500, 51501, 60010, 60040-60052; 5 CCR 432, 4600-4670, 4900-4965; CC 1714.1; GC 11135; PC 422.55, 422.6; Title VI; Title VII; Title IX; § 504; ADA; 20 USC 1681-1688; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 100.3, 104.7, 104.8, 106.1-106.82, 106.3, 110.25, 99.31]

## Sexual Harassment

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at school or at school-sponsored or school-related activities, sex discrimination and sex-based harassment, as defined in the accompanying administrative regulation, targeted at any student, based on the student's actual or perceived sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and, parental, marital, and family status.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sex discrimination, including sex-based harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy.

The district strongly encourages students who feel that they are being or have experienced sex discrimination, including sex-based harassment, on school grounds or at a school-sponsored or school-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sex discrimination, including sex-based harassment, by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure

the complaint or allegation is addressed through Administrative Regulation 5145.71 – Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and, if the district has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to be provided to the respondent as deemed appropriate under the circumstances.

The Superintendent or designee shall ensure that all district staff are trained regarding the district's sex discrimination and sex-based harassment policy, and that all employees receive training related to their duties under Title IX as specified in Administrative Regulation 4119.11/4219.11/4319.11 – Sex Discrimination and Sex-Based Harassment.

### Instruction / Information

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

1. What acts and behavior constitute sex discrimination and sex-based harassment, including the fact that sex discrimination and sex-based harassment could occur between people of the same sex and could involve sexual violence;
2. A clear message that students do not have to endure sex discrimination or sex-based harassment under any circumstance;
3. Encouragement to report observed incidents of sex discrimination and sex-based harassment even when the alleged victim of the discrimination or harassment has not complained;
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sex discrimination or sex-based harassment incident will be addressed separately and will not affect the manner in which the sex discrimination or sex-based harassment complaint will be received, investigated, or resolved;
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sex discrimination

and sex-based harassment allegation that involves a student, whether as the complainant, respondent, or victim of the discrimination or harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students;

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sex discrimination and/or sex-based harassment should be made;
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sex discrimination or sex-based harassment complaint continues;
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sex discrimination or sex-based harassment and/or other students during an investigation.

### **Disciplinary Actions**

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

Upon investigation of sex discrimination and/or sex-based harassment, any employee found to have engaged in sex discrimination against, and/or sex-based harassment or sexual violence toward, any student, shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

### **Record-Keeping**

The Superintendent or designee shall maintain records in accordance with law, including in accordance with 34 CFR 106.8 as specified in Administrative Regulation 5145.71 – Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, and district policies and regulations, of all reported cases of

sex-based harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools. [BP 5145.7 October 2024; EC 200-270, 220.1, 220.3, 220.5, 35292.5, 48900, 48900.2, 48904, 48980, 48985, 49060-49079; 5 CCR 432, 4600-4670, 4900-4965; CC 1714.1, 51.9; GC 12950.1; FERPA; Title VI; Title VII; 20 USC 1092, 1221, 1681-1688; 34 USC 12291; 42 USC 1983; 34 CFR 106.1-106.82]

### **Nondiscrimination / Harassment**

The Governing Board maintains a "Zero Tolerance" position regarding racism and has adopted a Nondiscrimination / Harassment Policy, BP 5145.3 and BP 5145.7. Students involved in acts of racism and/or harassment shall be subject to appropriate counseling and discipline, up to and including expulsion.

### **Hate Violence**

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 caused, attempted to cause, threatened to cause, or participated in an act of hate violence. [EC 48900.3]

### **Harassment, Threats, or Intimidation**

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 intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. [EC 48900.4]

### **DRESS CODE**

The dress code prohibits any apparel, jewelry, accessories, etc., which by its color, arrangement, trademark or any other attribute, denotes membership in gangs or organizations which advocate drug use, violence or disruptive behavior; it also prohibits negative statements, illustrations or graphic designs. This policy shall be applied at the principal's discretion, after consultation with the Superintendent, as the need arises at individual school sites.



A school campus is that area designated as a school site, including all the property owned by the School District such as parking lots, playing fields, and all buildings. The hours of school will be defined by the Administration of each campus.

While clothing may be a personal choice, there are basic standards for dress in the Shasta Union High School District. Listed below are some basic guidelines to help students dress appropriately for school.

- All clothing shall be clean, neat, free of excessive rips, tears, or holes (i.e. pants).
- Hats, caps and other head coverings shall not be worn in the classroom. Exceptions may be granted for cultural or religious reasons.
- No costumes will be worn except on special dress-up days arranged by the student council.
- Off-the-shoulder or low-cut tops or tops with excessive bare midriffs are not allowed. Tops must have straps (no tube tops). See-through clothing requires undergarments. Clothing and accessories shall not have profane or derogatory slogans, gender put-down slogans, advertising of illegal substances, marijuana (cannabis), references to alcoholic products, or weapons.
- Undergarments shall not be worn as outer garments.
- Paraphernalia or clothing worn by students that is determined by administration to be gang-related is prohibited while school is in session, on school buses to and from school, and at school-sponsored functions.
- Shorts or skirts must be of an appropriate length to maintain modesty.
- Sagging (pants worn below the waist) is prohibited.

[BP 5132; EC 35183]

## STUDENTS' CIVIL RIGHTS

### ■ Corporal Punishment

Corporal punishment of students is prohibited in the Shasta Union High School District, but school personnel may use physical restraint to interrupt acts of misconduct, to escort students to the proper authority or to prevent injuries. [EC 44807]

### ■ Search

School personnel may search the person of a student, the student's locker or vehicle, if there is reasonable suspicion to believe that the student may have a concealed weapon, narcotics, stolen property or contraband.

### ■ Police Questioning

Police may question a student at school in connection with an investigation, in the presence of the school principal or designee. The student has the right to answer or to decline to answer such questions. The student may not be required to sign statements taken by the police unless parental permission has been obtained.

### ■ Suspension from School

Suspension is the temporary removal of a student from regular school activities imposed for adjustment purposes. Suspended students are not allowed to be in or near any school in the District. Students may or may not be allowed to make up work. Except in emergencies, suspension is preceded by an informal conference at which the student is informed of the charges of misconduct and is given the opportunity to present his/her version of the facts and evidence in his/her defense.

Suspensions may be imposed for up to 5 days at a time for a maximum of 20 days in a school year. Students who have been transferred to another school may be suspended for 10 additional days. The parent/guardian may be required to attend a formal conference and/or classes. [EC 48903, 48900.1]

### ■ Expulsion

When expulsion is recommended, an Administrative Hearing Panel is convened to review the case and determine if expulsion is appropriate. The student and his/her parents are notified of their rights, which include their right to appear and be represented by counsel. The Hearing Panel submits its findings and recommendations to the Superintendent who, if expulsion is recommended, submits the case to the Board of Trustees. The Board of Trustees has final authority on expulsions.

### ■ Reasons for Expulsion and Board Action

Expulsion may be ordered for violation of offenses in Education Code 48900 if other means of correction

are not feasible or have repeatedly failed to bring about proper conduct or if, due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. (Ed Code 48915-b,e)

### **Mandatory Expulsion**

Expulsion is mandatory for violation of the following offenses on school property or at a school-sponsored activity:

1. possessing, selling or otherwise furnishing a firearm (possession of a firearm must be verified by an employee of the school district);
2. brandishing a knife at another person;
3. unlawfully selling a controlled substance;
4. committing or attempting to commit a sexual assault or committing a sexual battery
5. possession of an explosive. [EC 48915]

The student shall be expelled for up to a period of one year for these violations and shall be referred to an appropriate community school program. [EC 48915(e)]

### **Law Enforcement Referral**

The following offenses must be reported to the Police Department: when a student:

1. brings any firearm, knife, explosive or other dangerous object to school;
2. attacks or menaces a District employee;
3. causes serious physical injury to another person;
4. possesses/sells drugs, alcohol or other controlled substances; or
5. commits robbery or extortion in school. [AR 5144.1]

### **Discipline by a Teacher**

For disciplinary reasons, a teacher can:

- Suspend a student from his/her class for the day of the infraction and the next day.
- Detain a student for up to one hour at the end of the school day.
- Require a parent conference.
- Refer the student to a school counselor or administrator.

### **Solicitation of Funds**

Solicitation of funds from students on school premises by any organization other than a school organization is prohibited.

### **Release of a Student to a Peace Officer**

If a school official releases your child from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6; WIC 305]

### **Disruption of Study by Non-Student**

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or representational activities or involves substantial disorder is guilty of a misdemeanor. A violation is punishable by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. [EC 44811]

### **Withholding Grades**

Following due process procedures, the school district may withhold the grades, diplomas or transcripts of pupils responsible for willful damage of school property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages. [EC 48904]

## **PARKING AND OTHER VEHICLE REGULATIONS ON SCHOOL CAMPUSES**

Pursuant to the authority granted under Section 2113, California Motor Vehicle Code, the following regulations and conditions (in addition to all other pertinent State laws and regulations) apply to all persons operating vehicles on property of the Shasta Union High School District.

1. Vehicles are permitted on the high school campus on the condition that the occupant or occupants are at the school for legitimate reasons and that all road signs, traffic laws, and regulations of the state, county, and school district are obeyed.

2. All students who drive cars and motorcycles to school must purchase a parking permit from the school office, which must be displayed in the vehicle so that it is visible to school personnel.
3. Students shall not ride in, sit in, or loiter around any motor vehicle during school hours.
4. All parking areas are controlled as posted (faculty, visitors, etc.) Parking is permitted only in areas corresponding with parking control signs.
5. Parking is permitted in designated areas only.
6. No parking is permitted over white separating lines delineating individual spaces in parking lots.
7. Local law enforcement agencies may issue citations for violations of these regulations.
8. The parking of private vehicles on the school campus is done so at the risk of the owner.
9. All vehicles left unattended in areas that will constitute a traffic hazard or block emergency vehicles in the event of an emergency will be towed away at the owner's expense.
10. The speed limit on campus shall not exceed 15 miles per hour except for areas posted for higher limits.
11. Parking regulations will be available to all students at the beginning of each school year and to all new students at the time they enroll.
12. Areas marked "Visitor Parking" are for persons not employed or enrolled at the school (visitors, repairpersons, salespersons, parents at school on business, etc.)
13. All two-wheel motor vehicles and bicycles shall park only in those areas marked for their use.
14. Cars violating color-coded areas will be issued a traffic citation. Colors used to mark restricted parking areas comply with Section 21458 of the California Vehicle Code.
15. CTE and Ag students are to use District transportation unless prior permission has been obtained from administration.

## STUDENT RECORDS

### Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, inspect, and get copies of school records

within five business days of a written or oral request or before any meeting regarding an individualized education plan (IEP) or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances, information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at school site by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for twenty-five cents (25¢) per page. If you cannot afford the cost of copies, they will be provided free of charge. With the proper documentation, the records can be changed to reflect a legal change of name and/or gender of a student or a former student. You also have the right to file a written request with the superintendent challenging the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, a comment not based on personal observation with time and date noted, misleading information, or a violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49060, 49062.5, 49063, 49064, 49068, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24; FERPA]

## **Students of Military Families**

For a smoother transition, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. Also students can be registered in their district of choice, but must provide proof of residency within 10 days. [EC 51225.1, 51225.2]

## **Student Data from Social Media Websites**

School Districts may now adopt a plan to gather student information from social media websites. The Governing Board has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

## **Regulations Regarding Pupil Achievement**

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

## **Release of Directory Information**

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes student's name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating nationality. You may have the district withhold any of this information by submitting a request in writing. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

## **GENERAL INFORMATION**

### **Balloons, Flowers, Gifts**

The school will not deliver balloons, flowers or gifts to a student during school hours.

### **Electronic Devices**

Use of a cell phone, smart watch, pager or other mobile communication device during instructional time or in an unauthorized manner is a violation of district policy. Students cannot be stopped from using such a device when: there is an emergency; there is a perceived threat of danger; when a teacher or administrator has said it is acceptable; or if it is part of an individualized education program (IEP). Possession or use is allowed if essential to student's health as determined by a licensed physician or surgeon. The school is not responsible for the loss of personal items brought to school. [BP 5131 November 2019; EC 48901.5, 48901.7; ne]

### **Skateboard, Bikes, etc.**

Riding is not permitted on school campuses. Noncompliance will result in temporary confiscation and will be returned to a parent or guardian. Bikes should be locked up on school-provided racks.

### **Bulletin Boards**

Notices and posters to be placed on bulletin boards in the halls must be approved by the principal or his/her designee. No material should be placed on the walls, windows, etc. Scotch tape shall not be used on woodwork or walls.

### **School Safety Plan**

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

## School Safety

All students should be aware of and observe common safety practices. Report any unsafe condition to your teacher or administrator. Follow safety rules particular to your class such as chemistry, industrial technology, etc.

## Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites or at any school sponsored activity. School site staff trained in anti-bias shall be made known to students. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff in grades 7-12 get information about helping LGBTQ students. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, and bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.suhsd.net](http://www.suhsd.net) and online at [www.cde.ca.gov](http://www.cde.ca.gov), <https://calschls.org/about/the-surveys/>.

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 48 for assistance. [EC 200, 215, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234, 234.1, 234.4, 234.5, 234.6, 244, 51101, 66250, 66260.6, 66270; PC 422.55, 422.6; 5 CCR 4900; BP 5131.2 February 2024]

## School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the internet at [www.suhsd.net](http://www.suhsd.net). It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

## Pupil Fees

While there are limited exceptions, families and

students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

Pupil Fees: No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments. .

Educational Activity Fees: No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student's education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal and may be filed anonymously. [EC 17551, 17552, 32033, 32220-32224, 35330, 35331, 38084, 38120, 39807.5, 49010-49014, 49065, 51815, 52373, 52922; 5 CCR 4610, 4630]

## Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

■ **Teacher Qualifications**

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are.

Information regarding a teacher’s professional qualifications shall include:

- 1. Whether the student’s teacher:
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher.
- 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact [name] at [phone number]. [ESEA; 20 USC 6311; 34 CFR 200.37, 200.53, 200.55, 200.57, 200.61; ne]

■ **Emergency Announcements**

Snow Days, School Cancellations: School may be canceled due to extreme weather conditions or emergencies. Local radio stations will provide information.

■ **Asbestos Inspections and Management Plans**

A copy of the District’s entire plan is available for review in the Shasta Union High School District office, 2200 Eureka Way, Suite B, Redding, California, during regular business hours. A fee covering the cost of duplication will be charged for those who wish to obtain copies of the plan. Individual facility plans are available in the main office at each school site and at the District office, bus garage and school farm. [40 CFR 763.93]

■ **Lead Poison**

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will hand out information to parents of district childcare or preschool programs. [HSC 105286]

■ **Pesticide Use**

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school’s Integrated Pest Management Plan (IPM) is updated by June 30 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at [www.suhsd.net](http://www.suhsd.net).

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, [www.cdpr.ca.gov](http://www.cdpr.ca.gov). [EC 17610.1, 17612, 48980.3; FAC 13184]

<u>Product Name</u>	<u>Active Ingredient(s)</u>
Round up Pro . . . . .	Glyphosate, Isopropylamine Salt
Tahoe 3A. . . . .	Tricloyr, Trimethylamine Salt
Prodiamine 65 WDG .	Prodiamine
Tempo Ultra WP. . . . .	B-Cyfluthrin, Cyano, Methyl 3, 2,2-Dimethcyclop, Propane Carboxylate
EcoPCO Jet . . . . .	Eugenol, 2-Phenethyl Propionate (emergency use ONLY)
Ranger Pro Herbicide.	Glyphosate, Isopropylamine salt
Surflan AS Specialty Herbicide . . . . .	Oryzalin
Terro Liquid Ant	
Bait Stations . . . . .	Borax



<u>Product Name</u>	<u>Active Ingredient(s)</u>
Black Flag Flying Insect Killer . . . . .	Pyrethrins, Piperonyl Butoxide, Permethrin (emergency use ONLY)
RAID Wasp & Hornet Bug Killer . . . . .	Tetramethrin, Permethrin
Ace Ant, Roach & Spider Killer . . . . .	Cypermethrin, Prallethrin (emergency use ONLY)
MaxForce FC Pro Insect Bait Stations . . . . .	Fipronil, 1,2-Propanediol

## **Personal Property**

At all times students should avoid leaving personal belongings unattended. Do not bring valuable items to school. The District assumes no responsibility or liability for loss or theft of property belonging to students. In the event of loss of property, the school authorities will make every effort to recover the lost or stolen property.

## **Thefts**

Students should immediately report any thefts of their personal property to the administration. The school is not responsible for thefts. Every effort will be made to apprehend the thief and to recover stolen items. Over the years the administration has observed that most losses of student property are the result of carelessness on the part of students. If it is necessary to bring valuables to school, these are to be checked at the main office.

If a student is using a valuable piece of equipment such as a musical instrument at school, the equipment should be insured. School or personal property found on campus must be taken to lost and found. Items not claimed within 60 days may be returned to the finder. Unauthorized possession of lost items will be treated as theft.

## **Further Information is Available**

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA, 34 CFR 99.7(b)]

# **EDUCATIONAL EQUITY AND EQUAL RIGHTS**

The Shasta Union High School District is committed

to equitable access to all programs for all students. All District activities and programs will be free from discrimination on the basis of sexual orientation, gender, age, sex, ethnic group identification, race, ancestry, national origin, religion, color, marital status, parental status, pregnancy, mental disability or physical disability. All students will have equal access to all programs including athletics, music, student activities, honors and advanced placement, vocational education programs, and all curricular or co-curricular programs.

Counseling services are available to all students to increase their awareness of options across programs and activities. For those students choosing honors and advanced placement courses, extra grade points are awarded to students who earn a grade of C or better in the course and a minimum score of 2 on the specific subject AP exam.

Expectant and parenting students shall not be excluded from any program or activity unless the student voluntarily chooses to participate in a special program. Alternative Education programs provide equal access and opportunities as well as additional support and guidance for expectant and parenting students. In these situations students may also obtain additional support and guidance to address curricular and after-school programs to assist them in completing their educational program.

The Shasta Union High School District interscholastic athletic program and activities shall be free from discrimination and discriminatory practices in accordance with state and federal law. The District encourages all interested students to participate in the athletic program and to try out for teams. No student shall be excluded from participation in an athletic program on the basis of gender.

## **Uniform Complaint Procedures**

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program,

or activity that receives or benefits from local, state and federal financial assistance. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Complainants are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

## Gender Identification

Education Code provides assurances that students will be able to participate in school programs or activities consistent with their gender identity, irrespective of the gender listed on the student's records.

Should a student wish to discuss their gender identity, the student is encouraged to meet with their school counselor, an administrator, or another trusted staff member. Students have the option of completing the SUHSD Gender Support Plan with an above-mentioned staff member. More information can be found in the District's "Nondiscrimination / Harassment" policy on page 37. [BP/AR 5145.3; EC 221.5(f)]

## Discrimination, Harassment, Intimidation, or Bullying Complaints

The District prohibits the following, and shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, exceptional needs,

neurodivergence, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program, categorical program, federally funded program, or activity that receives or benefits from state financial assistance.

The District is committed to equal opportunity for all individuals in education and in employment. The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the Districts website at [www.suhsd.net](http://www.suhsd.net). You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or if you believe your or your child(ren) have been subjected to the above and wish to file a complaint, please contact the District official responsible for compliance with Title V, Title VI, Title IX, § 504, and Uniform Complaints. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Jason Rubin, Associate Superintendent  
Human Resources, Title IX Coordinator

or Jim Cloney, Superintendent  
Shasta Union High School District

or Cecile Lamar, Director  
Special Education, 504 Compliance Officer

all at

Shasta Union High School District  
2200 Eureka Way, Suite B, Redding, CA 96001  
(530) 241-3261

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: accommodations for pregnant, parenting, and lactating students; adult education; after school education and safety; American Indian education; bilingual education; State Program

for Students of Limited English Proficiency; career technical education/training, agricultural career technical education, and ROP programs and centers; child abuse; civil rights guarantees that receive state or federal financial assistance; course content; classroom curriculum; textbook or supplemental instructional material; tenth-grade counseling; ESEA (Titles I-VII); student achievement plans; intersession; State Compensatory education; special education; foster youth, homeless youth, juvenile court youth, and newcomer students; migrant education; discrimination, harassment, intimidation, and bullying; physical education (including instructional minutes grades 1-6); nutrition services; student fees; LCAP; Consolidated Categorical Aid; Economic Impact Aid; school improvement; safe place to learn; school safety plan; School Safety and Violence Prevention Act; tobacco-use prevention education; child development; State Preschool programs; Early Childhood Education Program Assessments; Peer Assistance and Review; Williams Settlement issues and other areas designated by the District. [EC 200-212.6, 220-220.5, 221.61-221.8, 222-222.5, 230-231.5, 234 et seq., 244, 260-262.4, 35186, 48645.7, 48853-48853.5, 48987, 49010-49016, 49069.5, 51210, 51222, 51223, 51225.1-51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; CC 51-52; GC 11135; 5 CCR 4600- 4687, 4900-4965, 15580-15584; 20 USC 11431-11435; FERPA; EOA; Title VI; Title VII; Title IX; § 504; IDEA; ADA; 34 CFR 106.9]

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the superintendent or designee on a case-by-case basis.

The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent shall ensure that the mediation results are consistent with state and federal laws and regulations.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures.

### **Notifications**

The Superintendent or designee will meet notification requirements of Title 5, Section 4632, including the annual dissemination of District complaint procedures in the following manner:

- to students and their parents in the Student/Parent Handbook given to all students at the beginning of each school year,
- to employees with the first pay voucher of each year, and
- to school site council members and members of other advisory committees at the first meeting of each school year.

### **Procedures**

The following procedures shall be used to address all complaints that allege that the district has violated federal or state laws or regulations governing educational programs. The compliance officer shall maintain a record of each complaint as required for compliance with the California Code of Regulations, Title 5, Section 4622.

#### **STEP 1: Filing of a complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. Complaints shall be presented to the compliance officer who shall maintain a log of complaints received. All formal complaints shall contain the following information: Name, address, and telephone number of complainants; a description of the nature of the complaint, the identity of individuals thought to have been harmed by the alleged violation and the identity of those alleged to be in violation; a description of previous informal attempts by the complainant to resolve the complaint; the requested action on the part of the district, such as what would bring about a resolution which is satisfactory to the complainant.

## **STEP 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees, the officer will make all arrangements for this process.

## **STEP 3: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. The complainant and/or his/her representative and the District's representative may interview individuals who may possess information pertinent to the complaint.

## **STEP 4: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision as described in Step 5 below.

If the complainant is dissatisfied with the decision, he/she may within five days, file his/her complaint in writing to the Board. The Board may consider the matter at its next regular meeting or at a special 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 officer's decision is final. If the Board hears the complaint, the officer shall send the Board's decision to the complainant within 60 of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

## **STEP 5: Final Written Decision**

The report of the District's decision shall be written in English and in the language of the complainant if feasible. This report shall include: The findings and disposition of the complaint, including corrective actions, if any; the rationale for the above disposition; notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed; a detailed statement of all specific issues that were brought up during the investigation and the extent to which issues were resolved.

## **Appeals to the California Department of Education**

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision.

## **Civil Law Remedies**

Civil law remedies may be pursued through local, state or federal aid agencies, offices, or private/public interest attorneys. Local agencies through which a complainant may pursue civil law remedies are: County Superintendent of Schools, Child Protective Services, Redding Police Department. These avenues may result in civil remedies or agreements rather than the administrative remedies resulting from the District or the California Department of Education process.

## **Referring Complaints to Other Appropriate State or Federal Agencies**

If dissatisfied with the California Department of Education's determination, the complainant may appeal within 35 days to the State Superintendent of Public Instruction.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

**American Civil Liberties Act 504:** Office of Civil Rights

**Child Abuse:** Department of Social Services, Protective Services Division, or law enforcement

**Discrimination/Nutritional Services:** U.S. Secretary of Agriculture

**Employment Discrimination:** Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

**General Education:** this school district

**Health and Safety/Child Development:** Department of Social Services

**Student Records:** Family Policy Compliance Office

(FPCO), Student Privacy Policy Office, US  
Department of Education, 400 Maryland Avenue  
SW, Washington, DC 20202

[EC 235, 244, 262.3, 33031, 33032, 33381, 48985,  
56000-56885, 59000-59300, 64000(a); 5 CCR 4600,  
4620-4632; 20 USC 11138; 34 CFR 300.510-511,  
300.513]

### **Basis for Direct State Department of Education Intervention**

In addition to the complaint process set forth  
in the District's policy regarding uniform complaint  
procedures, the complainant may also have the right  
to contact the State Department of Education directly  
for intervention under certain circumstances, which are  
set forth in Section 4650. You may contact the District  
Compliance Officer for assistance.

### **COMPLAINT PROCEDURE (against District employees)**

In order to promote fair and constructive  
communication, the following procedures shall  
govern the resolution of complaints against District  
employees. The Superintendent or designee shall  
determine whether a complaint is against the District  
or against an employee, and shall accordingly apply the  
appropriate procedures for resolution:

1. Every effort shall be made to resolve a complaint  
at the earliest possible stage. Whenever possible,  
parents/guardians are encouraged to attempt to  
orally resolve concerns with the staff member with  
whom the complaint is made.
2. If the complainant is unable or unwilling to resolve  
the complaint directly with the employee involved,  
an oral or written complaint may be made to  
the employee's immediate supervisor or the site  
principal. Complaints against a principal or central  
office administrator shall be filed in writing with the  
Superintendent or designee. Complaints against a  
Board member or the Superintendent shall be filed  
in writing with the Board.
3. If the complainant is unable to prepare the  
complaint in writing, administrative staff shall help  
him/her to do so.
4. When a written complaint is received, the  
employee shall be notified in accordance with  
collective bargaining agreements or District policy.
5. A written complaint must include:

- the name of each employee involved.
- a brief but specific summary of the complaint  
and the surrounding facts.
- specific descriptions of any prior attempt to  
discuss the complaint with the employee(s) and  
the failure to resolve the matter.

6. The Superintendent shall designate an investigator  
who will attempt to resolve the complaint to  
the satisfaction of the person(s) involved within  
30 days. The decision of the Superintendent, or  
designee, shall be considered final. However,  
the complainant, the employee(s) or the  
Superintendent may ask the Board to consider the  
complaint.

7. Before the Board considers any complaint, the  
Superintendent or designee shall submit a written  
report including:

- the name of each employee involved.
- a brief, but specific, summary of the complaint  
and the facts surrounding it to inform the Board  
and employee(s) of the precise nature of the  
complaint and to allow the employee(s) to  
prepare a defense.
- a copy of the original complaint.
- a summary of the action taken by the  
Superintendent or designee, along with the  
finding that the problem has not been solved and  
the reasons.

8. The Board may choose one of the following:

- To uphold the Superintendent's decision without  
a hearing.
- To hold a hearing in which all parties may present  
evidence and explain rationale. If a hearing is  
ordered, legal notification procedures will be  
observed.

9. Any decision of the Board shall be final.

The Superintendent or designee shall determine  
whether a complaint should be considered a complaint  
against the District and/or the individual, and whether  
it should be resolved by the District's process for  
complaints concerning personnel, other district  
procedures, or both. [BP 1312.1]

### **■ Williams Settlement Complaints**

Parents should use the District Uniform Complaint  
Procedure with modifications as included, to identify

and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 244, 35186, 48985]

Implementation of Local Control Funding Formula (LCFF) through the Local Control and Accountability Plan (LCAP) must comply with requirements of Ed Code Section 52075 and Sections 47606.5 and 47607.3 as applicable.

### **Williams Complaint Procedure**

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's website at [www.suhsd.net](http://www.suhsd.net), but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this website, [www.cde.ca.gov/re/cp/uc](http://www.cde.ca.gov/re/cp/uc). The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.

9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

### **Non-Discrimination Policy**

The Shasta Union High School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation), handicap, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admission and access to, and treatment and employment in, the programs and activities, including Career/Technical Education Programs, offered by the Shasta Union High School District. The lack of English language skills will not be a barrier to admission and participation in Career/Technical Education Programs. Procedures covering discrimination complaints are specified on the previous pages under "Uniform Complaint Procedures." Additional inquiries may be directed to the coordinators/compliance officers listed on page 48 of this booklet.

### **Handicap Access**

The Shasta Union High School District recognizes its obligation to provide overall program accessibility throughout the District for handicapped persons. For information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons, contact the individual named above.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights  
U.S. Department of Education,  
221 Main Street, Suite 1020  
San Francisco, CA 94105



# DISCIPLINE

## ■ School Rules / Discipline Policy

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office.

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. [EC 35291, 48980, 51101]

## ■ Civility

The District believes that every person deserves to be treated with dignity and respect in their interactions within our School Community. Civility has an impact on effective operations and on the creation of a safe and positive school climate for everyone.

While respecting every individual's right to free speech, that right does not allow for disruption of school classes, activities, meetings, or other events. Students, staff, parents, guardians, and the community are expected to be polite, courteous, respectful, and behave reasonably at all school or district activities and events. Practices that promote civil behavior include, but are not limited to, actively listening, giving full attention, not interrupting, welcoming and encouraging participation by everyone. Civility is hindered by disruptive behavior or speech, violence or the threat of violence, or harassment or bullying of any kind; these behaviors are prohibited and are subject to discipline according to law and District policies. [EC 32210- 32212, 44050, 44807, 44810, 44811, 48900 et seq, 48950; CC 51.7, 1708.9; GC 54954.3, 54957.9; PC 415.5, 422.6, 627.4, 627.7]

## ■ Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$25,100 in damages and another maximum of \$13,800 as adjusted annually by the California Department of Education for payment of a reward, if any. With a few exceptions, the school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until

completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

## ■ Vandalism

Graffiti or being destructive is considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594]

## ■ Student Search

The school principal or designee may search the person of a student, the student's property, vehicle, and District property under the student's control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Searches may be announced or unannounced, and the District may use drug-sniffing dogs if available. Employees shall not conduct strip searches or body cavity searches of any student. [EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10]

## ■ Drugs, Alcohol, and Tobacco

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; a student 18 or older can be imprisoned for up to six (6) months and/or be fined up to \$1,000. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or 30 hours of community service except for members of the military.

Except for members of the military, possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or thirty (30) hours of community service. Possession of approved tobacco cessation aids is not prohibited. A “tobacco product” is any product made or derived from tobacco or nicotine that is intended for human consumption, including an electronic device that delivers nicotine (commonly known as “e-cigarettes” or “vaping”). [EC 48900, 48901; HSC 11357, 11357.5, 11361, 11362.1, 11362.3, 104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814]

### Impersonation on the Internet

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

### Grounds for Suspension or Expulsion

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) (1) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (2) Pupils who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through

services or supports shall not be suspended solely for that disclosure.

- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) (1) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil’s own prescription products.
- (2) Pupils who voluntarily disclose their use of a tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil

- enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.
  - (4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.
  - (5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).
  - (B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.
  - (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, 287, 288, or 289 of, or former Section 288a 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 pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
  - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
    - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
      - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
      - (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
      - (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.
    - (2) (A) "Electronic act" means the creation or transmission originated on or off the

schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, video, or image
- (ii) A post on a social network internet website, including, but not limited to:
  - (I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1);
  - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated;
  - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) (I) An act of cyber sexual bullying; (II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording,

or other electronic act; (III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) (1) A suspension or expulsion shall not be imposed against a pupil based solely on the fact that they are truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. [EC 35291, 48900, 48901.1, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

Homework shall be provided for a student suspended for two (2) or more days upon request. Such homework turned in on time that cannot be graded in time, will not be included in the calculation of the pupil’s grade in the class. [EC 48913.5]

## **Mandatory Suspension / Expulsion**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent

determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. 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 i) the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; ii) over-the-counter medication for medical purposes; or iii) medication prescribed for the pupil by a physician.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or 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.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. 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.
5. Possession of an explosive.

# STUDENT DISCIPLINE REGULATIONS

We believe that all students can behave appropriately. In order to promote a safe school atmosphere, it is essential that all students take responsibility for their behavior. The following discipline policy clarifies the behavioral expectations of the SUHSD.

## LEVEL 1:

Bus Misconduct, Cell Phone During Class Without Permission, Class Disruption, Defiance of Authority, Dress Code, Disrespect, Forgery, Littering, Over Affection, Parking Violations, Profanity, Tardy, Truancy

1st Consequence – Discipline Conference, Parent Contact, Possible Lunch Detention/Campus Beautification, Possible School Court

2nd Consequence – Parent Contact, Lunch Detention/Campus Beautification, Saturday School

3rd Consequence – Parent Contact, School Court, Saturday School

Additional Consequences – Possible SARB or Alternative Education Placement

## LEVEL 2:

Academic Dishonesty, Bullying, Cyber Bullying, Destruction of School Property, Explicit Vulgar Language Directed at Student/Staff, Extortion/Fraud, False Alarm, Inappropriate Behavior, Obscene Act, Theft, Tobacco/Vaping

1st Consequence – Parent Contact, Notify Law Enforcement, 1-3 day Suspension, SART Letter 1, Possible SARB or Alternative Education Placement

2nd Consequence – Parent Contact, Notify Law Enforcement, Peer Court, 1-3 Day Suspension, SART Letter 2, SARB or Alternative School Placement, Possible Expulsion

3rd Consequence – Parent Contact, Notify Law Enforcement, Saturday School, School Court, SART Letter 2, Suspension, Possible SARB/Alternative Education Placement

Additional Consequences – Possible SARB or Alternative Education Placement

## LEVEL 3:

Arson, Assault, Alcohol, Drug Possession/Use/Distribution, Fights, Gang Activity, Hate Crime, Severe Misbehavior, Threatening Actions (intimidating, harassing, sexual harassment), Profanity/Abusive Language/Abuse Directed at Staff

1st Consequence – Parent Contact, Notify Law Enforcement, 1-3 day Suspension, SART Letter 1, Possible SARB or Alternative Education Placement

2nd Consequence – Parent Contact, Notify Law Enforcement, Peer Court, 1-3 Day Suspension, SART Letter 2, SARB or Alternative School Placement, Possible Expulsion

3rd Consequence – Parent Contact, Notify Law Enforcement, 1-3 Day Suspension, SARB, Involuntary Transfer, Possible Expulsion

## LEVEL 4:

Possession or Use of Weapons or Replicas, Explosive Devices, Possession of Firearm, Brandishing a Knife, selling a Controlled Substance, Sale of Drugs

1st Consequence – Level 4 Offenses are all Suspensible or Expellable Offenses per California Education Code. Suspension and Expulsion Hearing Before Administrative Panel with Student and Parent.

**Note: This is not an exhaustive list of behaviors and consequences. The administration reserves the right to discipline any misbehavior regardless of level based on severity to provide a safe educational environment.**



# **APPENDIX A**

## **EXTRA-CURRICULAR ACTIVITIES CODE**

### **Revised 7/11/2011**

The District strongly opposes student or parent-sponsored activities that condone or promote the use of tobacco, alcohol or drugs. Parents are encouraged to make sure their students are not involved in the abuse of these substances.

Extra-curricular activities are an integral part of our school curriculum and contribute to the well-being of all who participate ("Participants"). Participants are reminded they represent the school and community, and their actions must be a credit to both. All school rules apply in all extra-curricular activities.

#### **1.0 SCHOLASTIC ELIGIBILITY (Athletics only)**

A student shall be eligible for all Athletics activities if he/she meets the following requirements:

- 1.1 In order to be eligible for participation in athletics, a student in grades 9 through 12 must be enrolled in 20 semester credits of course work, and have earned a 2.0 GPA during the most recently completed grading period (see CIF Bylaws for further regulations). A waiver of the 2.0 GPA requirements will be permitted for any one quarter during a student's four years of high school (BP 6145).
- 1.2 The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)
  - 1.2.1 The most recently completed grading period for entering 9th grade students will be the most recent GPA earned in the last school attended.
  - 1.2.2 When students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades shall be included in the computation of their grade point average.
  - 1.2.3 Receiving an Incomplete shall have no effect on a student's academic eligibility as long as the resolution of the Incomplete would not lower his/her grade point average below 2.0. If the resolution of an Incomplete could lower

the student's grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

- 1.3 When a student does not maintain a 2.0 GPA, he/she is ineligible in the subsequent grading period to participate in athletics. To regain eligibility, a 2.0 GPA must be earned in a grading period. Eligibility will be based on quarter grades.
- 1.4 In the event that a student finds that he/she is academically ineligible to participate in athletics in the first semester of the upcoming year, he/she may request that current summer school grades be added to the grades received in the spring semester and that the total spring semester and summer school grades be used to determine eligibility for the first semester of the upcoming school year. Summer school grades officially placed on a student's transcript will be totaled with the grades from the previous grading period and divided by the total number of courses. If a course is repeated, only the higher of the two grades will be used for calculations.
- 1.5 Students with any "F" grades must also maintain minimum progress towards graduation in order to meet eligibility requirements.
- 1.6 Students are expected to maintain good citizenship and conduct themselves in an appropriate manner while in class and on campus, and while representing the school during any Athletics activity. Failure to do so may result in ineligibility.

#### **2.0 DOCUMENTARY ELIGIBILITY (Athletics only)**

- 2.1 Athletic Health Screening Examination Record, parent permission forms, insurance forms, emergency consent forms, authorization for student drug/alcohol testing, bus rules and other forms as required shall be recorded, and on file in the School Office. Parent or legal guardian signature is required.
- 2.2 An annual physical examination is required before a student may try out, practice or participate in

interscholastic athletics competition. A student will be excused from the physical examination only in compliance with Education Code 49451 provisions concerning Parents' Refusal to Consent. It is recommended that the physical be passed prior to purchasing insurance.

2.3 A physical examination is good for one calendar year.

2.4 A prospective athlete shall either secure student insurance or have his/her parent or legal guardian complete the Parent's Certification Statement of Responsibility for Athletic Insurance. Proof of payment for student insurance or the statement of responsibility shall be on file at the school.

2.5 The District expects that coaching staff will provide an orientation for parents at the start of each sport season.

### **3.0 DOCUMENTARY ELIGIBILITY (in addition to athletics)**

3.1 Appropriate parent permission forms and emergency forms shall be on file at the school. Parent or legal guardian signature is required.

3.2 The extra-curricular advisor shall determine rules concerning appropriate conduct for the specific activity.

### **4.0 ABSENCE FROM SCHOOL**

4.1 Absence from school on the day of a scheduled extra-curricular activity shall result in denial of the privilege to participate. Students are required to attend a minimum of four (4) periods to be considered eligible for participation in the extra-curricular activity. Exceptions may be granted by the school administration on a case-by-case basis. Participation in Saturday or holiday events will be affected by attendance the last school day preceding the event.

### **5.0 USE OF TOBACCO, ILLEGAL DRUGS OR ALCOHOL (during season of sport)**

5.1 The Shasta Union High School District believes that athletic programs are an integral part of the school curriculum and must contribute to the physical and mental health of the student-athlete. To accomplish this, the District has enacted policies related to drug and alcohol use, both at school and outside-of-school sponsored events.

5.2 In order to provide for the health and safety of the individual athlete, to provide a legitimate reason for students to say "no" to drug use, and to provide an opportunity for those taking drugs to receive help in locating a program of assistance, the District is conducting a mandatory random drug testing program for student-athletes. The program is designed to create a safe, drug-free environment for student-athletes and assist them in getting help when needed.

5.3 Student-athletes who are under the influence, or in possession, of illegal drugs or alcohol are subject to the disciplinary consequences delineated in section 5.6 of this policy at all times (i.e. during school, at school sponsored events, and outside of school). Students who are under the influence or in possession at school or school sponsored events are subject to school consequences as well as the consequences of BP and AR 5131.61, Random Drug Testing of Students Participating in Interscholastic Athletic Programs.

5.4 Participants who attend an illegal event (where drugs or alcohol are being served to minors) are also subject to the disciplinary consequences delineated in section 5.6 of this policy even if they do not use drugs or alcohol.

### **5.5 Explanation of Terms**

5.5.1 Awards: School letters, certificates, or other honors and/or special recognition.

5.5.2 Consent: The parent or guardian and the Participant are required to sign a written consent for drug testing prior to participating in the athletic program.

5.5.3 Drug: Any substance considered illegal or controlled by the Food and Drug Administration. This includes tobacco products, alcohol, and performance enhancing supplements including steroids.

Drug panel to be tested: Methamphetamine, Chlorochromate, Amphetamine, Phencyclidine, Cocaine, Marijuana, Methadone, Barbiturates, Benzodiazepines, Opiates, Oxycodone, Nicotine, Alcohol

5.5.4 Medication: The parent or guardian must provide verification (prescription information and number to the Medical Review Officer upon phone call) if the drug test is positive. Please

note that parents are not contacted by the Medical Review Officer if drug test is positive for Nicotine only. Participants who test positive and refuse to provide verification will be subject to actions and the reinstatement process specified below.

5.5.5 Participant: Any student participating in athletics sanctioned by and under the control and jurisdiction of the Shasta Union High School District.

5.5.6 Participant Selection for Testing: Random testing will be conducted during the season. There will be a random selection of Participants to be tested by the drug testing company; collection of all specimens will be done by the drug testing company and/or the school health clerk. Selection is truly random and SUHSD employees are not involved in the process of selection.

5.5.7 Positive Test: The Participant's sample will first be tested using an BlueRapid Multi-drug instant testing cup to determine an initial positive or negative. Any initial positive will be sent to a CLIA AND COLA certified lab for further analysis and confirmation. A Toxicology-Clinical Laboratory Specialist will contact the parent or guardian to discuss any prescription medication the Participant may be taking. Final results from the lab will be reported by the drug testing company to the Drug Testing Coordinator at the District Office. The Drug Testing Coordinator will then contact the Assistant Principal. The Assistant Principal will notify the parent or guardian and the Participant of the final lab results.

5.5.8 Season: A season begins on the first official day of practice or try out session and ends the day after the last contest for that sport. Official season opening dates will be no later than: Fall (August 1), Winter (November 1), Spring (February 1). If tryouts/meetings for athletics occur during a time of ineligibility, the student may attend tryouts/meetings at the discretion of the person in charge.

## 5.6 Action Taken & the Reinstatement Process

### 5.6.1 First Offense:

1. Notify parent or guardian.

2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.

3. For reinstatement of eligibility.

4. Participant will be given the option of either A or B:

- A. Taking a weekly drug test for three (3) weeks (at the Participant's expense) with all negative results (any positive results are considered a second offense),

### AND

missing two weeks of athletics beginning with the date of the confirmed positive and ending at midnight of the 14th consecutive day. The Participant may attend practice/meetings at the discretion of the person in charge.

- B. Being suspended from participation for a period of nine consecutive academic weeks beginning with the date of the confirmed positive and ending at midnight of the 63rd day (the summer season will not count as part of the nine weeks). The Participant will be re-tested before beginning the next sport for which he/she is eligible.

### 5.6.2 Second Offense

1. Notify parent or guardian.

2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.

3. The Participant shall be suspended from participation for the remainder of the season and for the next season. Eligibility will be reinstated on the beginning date of the 3rd consecutive season following the 2nd offense (i.e. if the student's second offense occurs during the fall season, he/she will be eligible on February 1 for sports offered in the spring season only). The Participant will be re-tested before beginning the next sport for which he/she is eligible.

## **Athletic Seasons**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football	Basketball	Baseball
Volleyball	Ski-Snowboarding	Softball
Cross Country	Cheerleading (activity)	Track & Field
Cheerleading	Wrestling	Boy's Golf
Swimming	Boy's Soccer	Boy's Tennis
Girl's Golf	Girl's Soccer	Stunt
Girl's Tennis		

### **5.6.3 Third Offense**

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. The Participant shall be ineligible for all sports and participation. The Participant will be re-tested before beginning the next sport for which he/she is eligible.

5.6.4 Further violations shall result in a permanent ban from District extra-curricular activities. Participants who do not finish the season will not be eligible for awards, honors, or recognition.

## **6.0 QUITTING AN EXTRA-CURRICULAR ACTIVITY**

Any Participant dropping a sport or activity before the season ends shall not be eligible to practice or participate in another sport until the end of the season during which the drop occurred. Exceptions to this rule can be made by the Principal.

## **7.0 EQUIPMENT**

- 7.1 All equipment is issued to a student on a loan basis, subject to normal wear and tear. Equipment that is abused, lost, or stolen must be paid for by the student to whom it was issued.
- 7.2 For a student to be eligible to participate in a subsequent activity, all equipment must be turned in at the end of a season. Failure to do so shall result in school penalties.

## **8.0 TRANSPORTATION**

- 8.1 When district transportation is provided, Participants must be transported to and from school events on approved transportation. The two exceptions to this rule will be: if a parent or guardian contacts (by note or call) the principal or designee in advance of the activity. Upon direct authorization by the principal or designee, the Participant will be released by the coach, or person in charge, to the parent or guardian only for transportation following the school event; the second exception will be if the district transportation is for "drop off" purposes only, then the parent or guardian will not need to contact the principal or designee in advance of the event as a prerequisite to picking up the Participant.
- 8.2 Participants may provide their own transportation for school events occurring 1/2 hour after the end of the school day, within the boundaries defined as "The Golden Triangle": (West Valley to Central Valley, Shasta/Foothill to Enterprise). When district transportation is provided, the rule above will be followed.

## **9.0 INTERPRETATION OF EXTRA-CURRICULAR CODE**

The judgment of the Principal is final regarding the application of this Code, and any needed interpretation of it.

**Please review the material in this booklet.**

**Then SIGN and RETURN the acknowledgment to your school.**

# **APPENDIX B**

## **Shasta Union High School District**

### **COMPUTER USE GUIDELINES**

#### **Information Technology Department Acceptable Use Agreement**

**Revised 08/2016**

The Shasta Union High School District's Information Technology Department (the 'District') provides technology and access to learning opportunities through telecommunications available to students and staff.

**PROPER AND ETHICAL USE:** Staff and students are expected to understand and to practice ethical use of computer resources.

#### **STUDENT USE OF TECHNOLOGY**

The Governing Board believes that effective use of technology is integral to the education and development of students. In order to promote digital citizenship, the Board recognizes that students must have access to the latest digital tools and receive instruction that allows students to positively engage with technology in ways that respect human rights and avoids Internet dangers. Technological resources provided to students, including technology based on artificial intelligence (AI), shall be aligned to district goals, objectives, and academic standards. The use of technology shall augment the use of Board adopted instructional materials.

The Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. Students shall be allowed to use such technology, including AI technology, in accordance with district policies, including, but not limited to, policies on academic honesty, data privacy, nondiscrimination, and copyright protections. All students using these resources shall receive instruction in the proper and appropriate use of technology. Such instruction shall incorporate students' responsibilities regarding academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, and the potential for biases and errors in artificially generated content.

District technology includes, but is not limited

to, computer hardware, software, or software as a service provided or paid for by the District, whether accessed on or off site or through District-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including AI apps; telephones, cellular telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this board policy and the District's Acceptable Use Agreement.

Before a student is authorized to use district technology, the student and the student's parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the student and parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that the use of district technology, as defined above, is not private and may be accessed by the district for the purpose of ensuring proper use.

Students have no reasonable expectation of privacy in the use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and Board Policy/Administrative Regulation 5125 – Student Records.

Whenever a student is found to have violated board policy or the District's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

### **Internet Safety**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

The District's Acceptable Use Agreement shall

establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking";
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

The Superintendent or designee shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and monitoring suspicious and/or threatening digital media content, in accordance with Board Policy 5125 – Student Records.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 November 2024; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; CC 3120-3123; 15 USC 6501-6506; 20 USC 7101-7122, 7131; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.520]



## **CONDITIONS AND RULES FOR USE:**

### **1. Acceptable Use**

The purpose of the District's data and telecommunications system is to facilitate communications in support of education. The use of your account must be consistent with the educational objectives of the District.

No user may deliberately propagate a virus, worm, Trojan horse, trap-door, or any harmful program code using District resources. This District's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of District resources for illegal activity is grounds for discipline. The District will cooperate with law enforcement authorities to investigate such acts.

Users may not use the system for lobbying activities, as defined under Education Code section 7054. This provision shall not limit the use of the system by students or staff for the purposes of communicating with elected representatives or expressing views on political issues.

Use of District resources for commercial purposes is prohibited.

Plagiarism is illegal.

### **2. Privilege**

The District has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use. Use of the District network and all of its resources is a privilege.

### **3. Monitoring**

A SUHSD employee, student, or public does not have an expectation of privacy in workplace electronic communication. The District reserves the right to inspect any transmission of data or files using the District network this includes but is not limited to private cell phones, district cell phones, private laptops, district laptops, iPad, voicemail, email, PDA's, computers or any other device using the District's wired or wireless network.

The District maintains software systems to monitor and record Internet usage. Be aware that security systems are capable of recording, for every user, each

World Wide website visit, each chat, newsgroup or e-mail message, voice mails and each file transfer into and out of the network. No user should have any expectation of privacy using District resources, including communications sent through third-party email systems. Due to staffing constraints, not all Internet usage will be monitored; however, users should be aware that upon request, supervisors may review Internet activity for any specific employee during any period of time. Attempts to bypass or evade the District filter system will be grounds for loss of Internet privileges.

### **4. Network Etiquette**

Users must abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite
- Use appropriate language
- Do NOT reveal personal information, including username, password, telephone number, or address to anyone
- Do NOT use e-mail for commercial solicitation or to conduct business unrelated to District issues
- Do NOT use e-mail to distribute hoaxes, chain letters, advertisements, rude, obscene or harassing messages

### **5. Security**

- A. Security on the computer system is a high priority, especially because the system involves many users. Never share your account information, including username and password. Protect your password to ensure system security and your privilege to continue using the system.
- B. Please notify the Information Technology Department if you identify a security problem on the District's network. Please do not demonstrate security problems to other users.
- C. Do not attempt to log on as a District system administrator. Cancellation of privileges and criminal charges may result from such activity.
- D. The District may deny access to anyone identified as a security risk for having a history of problems with other computer systems.

### **6. Prohibited Activities & Content**

- A. Vandalism and harassment may result in cancellation

of user privileges and possible criminal charges.

- B. Harassment, (cyber bullying) or the persistent annoyance of another user or interference with another user's work, includes but is not limited to the sending of unwanted email or other communications. This includes during school hours, or after school at school events or movement to and from school. If a nexus exist between the cyber bullying and school, then school administration may take disciplinary action.
- C. District computer resources may not be used for games research or to play games. Non-academic activities, in general, are prohibited. In addition, users are not to waste or take supplies that are provided by the District. All users agree to work in ways that will not disturb other users.
- D. Giving out personal information about another person, including home address or phone number, is strictly prohibited.
- E. Any use of the network for commercial or for-profit purposes is prohibited.
- F. Excessive use of the network for personal business shall be cause for disciplinary action.
- G. Any use of the network for product advertisement or political lobbying is prohibited.
- H. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- I. No use of the network shall serve to disrupt the use of the network by others.
- J. Hardware and/or software shall not be destroyed, modified, or abused in anyway.
- K. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- L. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- M. The unauthorized installation of any software, including shareware and freeware, for use on SUHSD computers is prohibited.
- N. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- O. The SUHSD network may not be used for downloading entertainment software or other files not related to the mission and objectives of the SUHSD for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the SUHSD.
- P. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Q. Use of the network for any unlawful purpose is prohibited.
- R. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- S. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
- T. Use of a proxy service, or proxy server is prohibited.

## **7. Controversial Material**

Education, by its nature, is a controversial activity. However, it is against District policy to use district resources for access to inappropriate or offensive material. In an effort to comply with the Children's Internet Protection Act (CIPA) the District uses blocking and filtering services, which will make it difficult for students to gain access to inappropriate or offensive sites on the Internet. Users should realize, however, that it would be impossible to find and block all objectionable content on the Internet. Therefore, if a user encounters material inappropriate to an educational environment, s/he should report the URL (Internet address) to the Information Technology Department.

## **8. Staff Responsibilities/Social Networking**

Employees working with students are responsible for supervising students' use of SUHSD technology and enforcing the Acceptable Use Policy. Teachers/Staff will provide developmentally and grade appropriate guidance to students as they use network resources to conduct research and other studies related to the district curriculum. Classroom use of networked resources will be in support of District educational goals. Teachers will provide alternate activities for students who do not have permission to use the Internet. Teachers/Staff should understand expectations for professional conduct extend into the online world of social networking, blogs, and other applications. Staff is strongly discouraged from "friending" current students using social networking and messaging sites such as Facebook, MySpace, and Twitter except in the context of a school project. Teachers/Staff cannot have associations with students through virtual technology if they are irregular, unprofessional, improper or imprudent in ways that negatively affect the goals of the District. Any conduct which reflects poorly upon personnel or the school district may be grounds for disciplinary action. The District has discretion in determining if conduct reflects poorly on our students, staff and the District. Conduct which reflects poorly upon the District or personnel may be grounds for disciplinary review or action.

## **9. Posting of Materials on District Sites**

Shasta Union High School District computers, the District network to which they are connected, and District-funded Internet connections are provided to enhance productivity, to facilitate professional communication, and to harness the resources of the Internet in the service of the education of the students of the Shasta Union High School District.

The Shasta Union High School District web server is not a public forum. Posting permissions and posted content is maintained at the discretion of District and site administration.

Staff posting to the District web server will abide by the Shasta Union High School District Acceptable Use Policy. Staff will not:

1. use the District web site or network for personal financial gain
2. use the District web site for any fund raising without prior written administrative approval

3. use the District web site for political advertising or issue advocacy
4. use the District web site for transmitting or requesting & receiving materials inconsistent with the mission and values of the Shasta Union High School District
5. use the District web site for attempts to breach network security or transmit viruses
6. post copyrighted images, text, sound files, or software to the District web server without filing with site administration written permission from the holder of the copyright
7. post any material, text or image, allowing the identification of any individual student without prior written approval by site administration or their designee that the proposed posting meets Board criteria for parental approval of posting student information
8. post any student addresses or telephone numbers at anytime

Note: Student personal e-mail addresses (Hotmail, AOL, Yahoo mail, etc.) should not be used on District web sites. The District does not provide personal use e-mail addresses to students, but where students have contact responsibilities, appropriate e-mail addresses with joint student/staff access will be created. A fictitious example would be [Suhsd.editor@suhsd.net](mailto:Suhsd.editor@suhsd.net) where this account would be accessible to the student and staff advisor for use specific to the school project needing service. This facilitates tracing harassing or inappropriate e-mail directed to the school.

- A. Staff with web publishing permission will post language and materials appropriate for Shasta Union High School District communications.
- B. The Shasta Union High School District web server is not a forum for student expression. Staff, in accordance with administrative guidelines established at each site, will take responsibility for posting any student-generated material to the District server.
- C. Staff will not link to non-district sites that are framed or formatted in such a way as to appear to be part of the District site.
- D. All sites linked directly to the Shasta Union High School District Web Site will be consistent with the standards of the Shasta Union High School District and will support and be consistent with

the educational mission of the District. Staff will not link to personal home pages, will not use the District site for personal web pages, and will not use the District site for links that exist only to illustrate personal interests.

- E. No 'guest books' or response forms which allow immediate, unmediated posting by the public will be hosted on the Shasta Union High School District web site or linked to from that site.
- F. Staff may not post any material to a non-Shasta Union High School District web site that uses District logos/mascots without prior written permission from school site and administration.
- G. Staff may not post any material that exists as a product of their employment with Shasta Union High School District at any non-Shasta Union High School District site unless that material is also posted on a Shasta Union High School District site and meets all the criteria above.
- H. Shasta Union High School District staff will use Shasta Union High School District e-mail addresses to conduct Shasta Union High School District business. Staff shall not distribute their personal, non-Shasta Union High School District e-mail addresses to parents, students, or others for contact related to their Shasta Union High School District responsibilities.
- I. Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Shasta Union High School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.

## **10. Computers and Software**

Shasta Union High School District computers will be installed and maintained ONLY by authorized staff. Only the administrator at each site designated by the Director of IT, or principal in conjunction with District IT staff will be allowed to authorize installation or maintenance of either hardware or software on Shasta Union High School District computers.

- A. The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed do not create difficulties on the individual computer or on the District network. Staff members

who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed must certify that they are using the software according to license and must register the license information with the designated administrator at each site.

- 1) Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
- 2) Software not related to the mission of the Shasta Union High School District will not be installed on Shasta Union High School District equipment.
- 3) 'Migrating' to an upgraded computer does not carry with it the right to 'migrate' software to that computer unless that software is wiped clean from the original computer.
- 4) The SUHSD does not allow staff or students to take home District software for home use or to be installed on personal computers.

District technical staff has the capacity to survey individual computers through the network, will remove programs not authorized for installation, and will report the incident to the appropriate site and district administration.

- B. Any password protection whether at the system level or the program level must be registered with the appropriate administrator on site. The District needs the ability to access its own equipment. Care must be taken to ensure that students or other unauthorized individuals cannot change passwords; a screen saver, which can be password protected SHOULD be password protected to prevent an unanticipated lockout.
- C. Screen savers, sound events, wallpaper and other system additions represent the Shasta Union High School District, as well as the individual, when found on Shasta Union High School District systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If law, custom, or common sense would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.
- D. No images, sounds, or media of any sort may be added to Shasta Union High School District equipment or to materials produced through Shasta Union High School

District equipment that violate copyright.

## **11. Local Area, District, and Internet**

Electronic information services (Local, District-wide, and Internet) are available to students and staff in Shasta Union High School District. The Shasta Union High School District strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency. Staff Internet access will be granted through local area networks and District Internet connections. A set of expectations and understandings apply to all using Shasta Union High School District network services as representatives of Shasta Union High School District on the District network and on the Internet through the Shasta Union High School District Internet gateway. These include:

- A. Staff must understand that all the rules of conduct described in the Shasta Union High School District Administrative Code apply during network use.
- B. Staff must use assigned accounts in support of the educational goals and objectives of the District. Staff will not allow the use of assigned accounts by others. Staff must
  - 1) avoid personal use of e-mail
  - 2) not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising
  - 3) not use the network, e-mail system, or Internet connection for political or religious advocacy or on behalf of charitable organizations
  - 4) not send any message through the network, e-mail system or Internet connection under someone else's name
  - 5) not transmit, request, or receive materials inconsistent with the mission and values of the Shasta Union High School District
  - 6) not attempt to breach network security or transmit viruses
  - 7) not use the network, e-mail system, or Internet connection for sexual or other forms of harassment
- C. Staff must use language appropriate for a public system in all communications.
- D. Staff must respect the copyright and/or software licensing of material received through the Shasta Union High School District network, e-mail system, or Internet connection.
- E. Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Shasta Union High School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.
- F. Staff must understand that as a matter of law any document pertaining to the public business on a publicly funded system is a public record.
- G. Staff must understand that the public meeting provisions of the Brown Act cannot be subverted through e-mail or network conferencing.

## **12. Sanctions**

Individuals who violate the terms of the Acceptable Use Policy will be subject to a series of sanctions through Information Technology or the Superintendent including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of District network, Internet, and/or e-mail privileges.

Additionally, sanctions may be applied by the Shasta Union High School District HR Department or SUHSD Board in accordance with established discipline policies.

## **13. No Warranties**

The District makes no warranties of any kind, whether express or implied, for the services it provides. The District is not responsible for damages a user suffers. This includes, but is not limited to, loss of data through delays, no-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the District's resources is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through District resources or services. All users should consider the source and validity of information obtained online.

## **Disclaimer**

- A. The SUHSD cannot be held accountable for the information that is retrieved via the network.

- B. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- C. The SUHSD will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- D. The SUHSD makes no warranties (expressed or implied) with respect to:
  - a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
  - b. Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- E. The SUHSD reserves the right to change its policies and rules at any time.

#### **14. Proprietary Information**

There are four assets of an organization: people, processes, proprietary information, and real property. These four factors are common across all institutions, domestic or international and regardless of type, size, location, product or market. All four must be under control to prevent loss. Proprietary Information can take on many different forms, student data being the most prevalent in the district. All information data, electronic or otherwise, is the sole property of the SUHSD. No administrator, teacher, student, or employee may take SUHSD information out of the district without the express permission of the Superintendent or the Director of IT. No SUHSD information maybe sold, or otherwise communicated

by any means to other entities without the express permission of the Superintendent or the Director of IT. Student transcripts are the only exemption from this procedure.

#### **15. CA Electronic Communications Privacy Act**

The district may obtain information from a cell phone or other electronic device through physical interaction or electronic communications with a device when the following has occurred;

1. Pursuant to a search warrant;
2. Pursuant to a wiretap order;
3. With the specific consent of the “authorized possessor” of the device;
4. With the specific consent of the owner of the device, only when the device has been reported as lost or stolen;
5. If the district, in good faith, believes that an emergency involving danger of death or serious physical injury to any person requires access to the electronic device information;
6. If the district, in good faith, believes the device to be lost, stolen or abandoned, and shall only access electronic device information to attempt to identify, verify or contact the owner or authorized possessor of the device.

The term “authorized possessor” shall mean “the possessor of an electronic device when that person is the owner of the device or has been authorized to possess the device by the owner of the device.”

All district employees who have a cell phone or electronic device owned or paid for by the district; hear by grant the Shasta Union High School District (aka district) consent to access all district-owned electronic devices and the information created by those devices; and consent is given to the district to access all information that is sent by or to district employees.



# SHASTA UNION HIGH SCHOOL DISTRICT

## Pursuing Victory With Honor

### Code of Conduct for Interscholastic Student-Athletes

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Characterism”). This Code applies to all student-athletes involved in interscholastic sports.

#### TRUSTWORTHINESS

1. Trustworthiness—be worthy of trust in all you do.  
Integrity—live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.  
Honesty—live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.  
Reliability – fulfill commitments; do what you say you will do; be on time to practices and games.  
Loyalty – be loyal to your school and team; put the team above personal glory.

#### RESPECT

2. Respect – treat all people with respect all the time.
3. Class – live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, show sincere respect in pre-and post-game rituals.
4. Disrespectful Conduct – don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. Respect Officials – treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

#### RESPONSIBILITY

6. Importance of Education – be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes who do not have a serious commitment to

their education, the ability to succeed academically or the character to represent their institution honorably.

7. Role-Modeling – Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and exhibit good character and conduct yourself as a positive role model.
8. Healthy Lifestyle – safeguard your health; don’t use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
9. Integrity of the Game – protect the integrity of the game; don’t gamble or associate with or deal with professional gamblers.
10. Sexual Conduct – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

#### FAIRNESS

11. Be Fair – live up to high standards of fair play; be open minded; always be willing to listen and learn.

#### CARING

12. Concern for Others – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
13. Teammates – help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

#### CITIZENSHIP

14. Play by the Rules – maintain a thorough knowledge of and abide by all applicable game and competition rules.
15. Spirit of Rules – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined or removed from a team if I violate any of its provisions.

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Student-Athlete Signature

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Date

\*Our athletic program subscribes to the Pursuing Victory With Honor Sports Summit Accord adopted by the California Interscholastic Federation. “Pursuing Victory With Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.