

Student/Parent Handbook

2019-2020

HOPE ELEMENTARY SCHOOL DISTRICT | 613 W. TEAPOT DOME AVE | PORTERVILLE | 93257
559-784-1064 OFFICE | 559-784-1905 FAX



HOPE
ELEMENTARY SCHOOL DISTRICT

EVERY CHILD, EVERY OPPORTUNITY, EVERY DAY

Melanie R. Matta, Superintendent/Principal
Adela Maciel, Administrative Assistant
Yolanda Cascio, Business Services
Robert Pendola, MOT Supervisor

Board of Trustees
Bob Nuckols, Clerk
Tom Cemo, Member
Tim Newby, Member

August 8, 2019

Dear Parents,

Welcome back to a new school year! There is so much excitement surrounding a new school year and we hope to make it the best one yet! My name is Melanie Matta and it is my pleasure to serve you as your new Superintendent/Principal. We had a great school year last year and hope that this one will be even better! As the new Superintendent/Principal last year, it was important to me to build relationships with the students and with you, the parents. I hope to continue to build upon the relationships we established last year to keep Hope School moving in a positive direction. On behalf of the entire Hope Elementary School staff, I welcome you to become a key part of this process. With your support and involvement, your child's school experience will be both positive and rewarding!

At the beginning of each school year, we are required to inform you of certain rights that pertain to students and parents. Attached are informational letters that cover those rights. Since we must have your written approval on some of them, we have designed a signature card for your convenience which will satisfy our legal requirement and will limit the number of signatures required. After carefully reading the material, please sign the signature card and return it to your child's teacher or school office.

In addition to the Parent Rights materials, we have included rules and regulations pertaining to student discipline, our school calendar, names of School Board Members and Board Meeting dates. Also included is information about our Free and Reduced Breakfast/Lunch Program.

If you have any concerns or questions at any time, please feel free to call the District Office Staff. Welcome to Hope Elementary School

Sincerely,

Mrs. Melanie Matta
Superintendent/Principal

Hope Elementary School Bell Schedule 2019-2020

REGULAR DAY

8:12	Warning Bell
8:15	All classes begin
10:00-10:15	TK/K - 4th grade morning recess
10:30-10:45	5th-8th grade morning recess
11:40-12:20	TK/K-1 lunch/recess
12:00-12:40	2nd-4th grades lunch/recess
12:20-1:00	5th-8th grade lunch/recess
2:45	Dismissal
2:45-6:00	CHOICES After School Program

MINIMUM DAY (Dismissal at 1:00)

8:12	Warning Bell
8:15	All classes begin
10:00-10:15	TK/K - 4th grade morning recess
10:30-10:45	5th-8th grade morning recess
11:40-12:20	TK/K-1 lunch/recess
12:00-12:40	2nd-4th grades lunch/recess
12:20-1:00	5th-8th grade lunch/recess
1:00	Dismissal
1:00-6:00	CHOICES After School Program

Minimum Days:

Nov. 4-8	Conference Days
Dec. 12	Winter Break early release
Mar. 3-4	Spring Conference Days
Mar. 13	Spring Break early release
June 3	Last Day of School

SPORTS SCHEDULE FOR HOME GAMES

8:12	Warning Bell
8:15	All classes begin
10:00-10:30	Spirit Circle - All school recess
11:30-12:10	Athlete and TK-2nd grade lunch and recess
11:50-12:30	3rd-4th grades and all non-athletes lunch and recess
12:30	Game begins for student athletes
2:45	Dismissal
2:45-6:00	CHOICES After School Program

STUDENT NON-ATTENDANCE DAYS

Sept. 2	Labor Day	Feb. 14	Lincoln's Birthday
Oct. 14	Staff Development Day	Feb. 17	Presidents Day
Nov. 11	Veterans Day	Mar. 16-20	Spring Break
Nov. 25-29	Thanksgiving Break	April 10, 13	Easter Holiday
Dec. 13-Jan 3	Winter Break	May 27	Memorial Day
Jan. 20	Martin Luther King Jr. Day		

HOPE ELEMENTARY SCHOOL STAFF

Board of Trustees

Bob Nuckols, Clerk

Tom Cemo, Member

Tim Newby, Member

*Board Meetings are held on the second Wednesday of every month at 5:30 p.m at Hope Elementary School Cafeteria 613 W. Teapot Dome Ave., Porterville, Ca. 93257. No July meeting is held.

August 14, 2018; Sept. 11, 2018; Oct. 9, 2018; Nov. 13, 2018; Dec. 11, 2018; Jan. 9, 2019; Feb. 12, 2019; Mar. 11, 2019; April 8, 2019; May 13, 2019; June 10, 2019; June 17, 2019

In compliance with the Americans with Disabilities Act and Government Code section 54954. - If you need special assistance to participate in this meeting, please contact Adela Maciel at (559) 784-1064. Notification of 48 hours prior to the meeting will enable the school district to make reasonable arrangements to ensure accessibility to this meeting (28 CFR.35.102-35.104 ADA Title II)

Any agenda packet provided to the Board of Trustees is available for public inspection at the school office and/or at the regular board meeting (SB 343, Chapter 298, Government Code section 54957.5).

Certificated Staff

Melanie Matta

Superintendent/Principal

mmatta@hope-esd.org

Jennifer Hedrick
Michelle Lopez
Glenda Landin
Christina McDowell
Maria Lopez
Margaret Manson
Melissa Clark
Flor Martinez
Jaime Baeza
Brendan Supple
Justin Bailey

TK/Kindergarten teacher
Kindergarten teacher
Grade 1 teacher
Grade 2 teacher
Grade 2/3 teacher
Grade 3 teacher
Grade 4 teacher
Grade 5 teacher
Grade 6 teacher
Grade 7 teacher
Grade 8 teacher

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jbaeza@hope-esd.org
bsupple@hope-esd.org
jbailey@hope-esd.org

Classified Staff

**Adela Maciel
Yolanda Cascio**

**Administrative Assistant
Administrative Assistant -
Business Services**

**amaciel@hope-esd.org
business@hope-esd.org**

Robert Pendola

MOT Supervisor

rpendola@hope-esd.org

Ruben Rodriguez
Sandy Peterson
Cynthia Acevedo
Wanda Ballard
Madisyn Fitzgerald
Azucena Hernandez
Lucia Mendoza
Sally Ramirez
Tammy Gobel
Sara Segura
Victoria Silva

Lead Custodian
Bus Driver
Instructional Aide
Instructional Aide
Instructional Aide
Instructional Aide
Instructional Aide
Instructional Aide/Office Support
Instructional Aide
Instructional Aide
Instructional Aide

Special Services

Leslie Covert	Special Education Teacher
Sabrina Rodriguez	Special Education Instructional Aide
Olga Gonzalez	School Psychologist
Sara Turner	Speech Services

EMERGENCY CONTACT CARD:

All parents/guardians are required to have an emergency contact card, updated annually, on file in the school office. There are times when it is imperative that the school reach a parent/guardian because of an illness, accident, or other emergency. PLEASE MAKE SURE TO LIST AT LEAST TWO (2) EMERGENCY NUMBERS AND KEEP THE SCHOOL INFORMED OF ANY CHANGES IMMEDIATELY.

Students are released ONLY to adults listed on the emergency card. If you have any legal documents which prohibit individuals from coming into contact with your child, it is extremely important that the school office have current copies of these documents.

ARRIVAL AND DISMISSAL

Providing a safe and supervised learning environment is one of our top priorities. Hope is a closed facility with gates locked during school hours. The campus opens at 7:30 am. Students are not to arrive before that time and will not be allowed to enter the campus. The school day is from 8:15 am to 2:45pm (TK-8th).

For dismissal, parents are to remain at the front or side gates. Teachers will bring their class as a group to the departure area. Pick up your child promptly after school. Students are not allowed to linger on campus.

Providing a safe environment is everyone's responsibility. The parking lot can get congested during pick-up/drop-off times. Always follow the flow of traffic to avoid traffic hazards, drive slowly, do not park in the handicap zones, do not leave your vehicle unattended, and WATCH OUT FOR STUDENTS CROSSING THE PARKING LOT.

ATTENDANCE PROCEDURES:

Regular attendance is vital to a student's success. Coming to school every day, on time, and staying all day are important not only for academic growth, but are also good life skills to learn and follow. Research shows that students who attend school regularly outperform those with poor attendance patterns. It is not possible to give your child the best education possible if he/she is not in class or arrives late. The staff and administration will uphold and enforce the state laws of California which require students under 18 years of age to be in school, on time, on a daily basis.

Absences: When your child is going to be absent from school please notify the school office right away: 559-784-1064

Tardies: Students are expected to be on time daily. Students who miss even just a few minutes on a frequent basis lose out on a very important part of the day. This crucial time is for teachers to greet their students, provide information for the day, give directions, and a feeling of belonging start. Tardies are excused only for the same reasons as legal absences. It is in violation of school rules and state law (Education Code 48200) if a child is tardy without a note or phone call verifying a valid excuse. **If tardies become numerous, the school will address the problem and may jeopardize the continuance of those students enrolled on an Interdistrict Contract. As part of our agreement with neighboring school districts for interdistrict attendance, we stand by this commitment with diligence. The promise of good school attendance is part of any interdistrict attendance agreement approved by the Hope Elementary School District Board of Trustees and these requirements will be enforced.** Please make every possible effort to work with us to achieve these goals and ensure that your student(s) may continue to enjoy their attendance at Hope Elementary.

If we cannot help you remediate issues of your children being at school and on-time, referrals may be made to the district social worker and eventually, the School Attendance Review Board (SARB). Our goal is to have students arrive on time so that so that we can make every minute count.

Student Check-Out Procedure:

If you need to check your child out early, parents/guardians are required to sign them out of school in the front office. **Parents are required to wait in the office and not go to the classroom to pick up their child(ren) without permission from the office staff.** This is a safety procedure in place for all students and staff. Students should only be checked out early for emergency situations or unavoidable medical/dental appointments. Parents are encouraged, whenever possible, to schedule appointments after the school day.

Independent Study:

There are times when parents need to take children out of school even though it violates the State Attendance Law. Therefore, we have established an Independent Study Program for 5 or more consecutive days. If you sign your child up for the Independent Study Program your child can complete his/her school work and get credit for being in school and an unexcused absence will not go down on their records. Our Independent Study Program should be initiated at least 1 week **prior** to your child missing school. This allows the teacher to prepare all the work necessary for your child. If there is a time when your child/children will be missing school for reasons other than illness or medical appointments, please contact the school **in advance** to fill out the proper documentation and collect your child's work.

HOPE SCHOOL ATTENDANCE MEDALS and MOVIE THEATER TRIP

To promote and encourage excellent school attendance and to reward students for their outstanding efforts to have exceptional school attendance, we will be honoring students with medals, certificates, and a trip to the movie theater at the end of the year.

END-OF-YEAR MEDALS

GOLD: Gold medals are awarded to students who have **NO absences**, and/or **no more than two (2) unexcused tardies** for the school year.

SILVER: Silver medals are awarded to students who have **no more than two (2) absences**, and **no more than 3 unexcused tardies** for the school year.

Only students earning the GOLD medal will be participating in the end of the year Movie Theater Trip.

PHYSICAL EDUCATION EXCUSES:

A student must have a written note from home for a temporary exclusion from Physical Education. If a child must miss more than 3 days consecutively, a Physician excuse is necessary. Per Education Code 51210, districts shall provide physical education, with emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period. PE absences will have to be made up.

MINIMUM AGE KINDERGARTEN:

Students must be five years old on or before September first of the school term in progress in order to be admitted to any public school in California according to Education Code 48000. The parent or guardian of a child must present proof to the school district, prior to the admission of the child to Kindergarten that the child is of the minimum age for admission to school. Students who turn 5 between September 2-December 2 of the current school term in progress will be enrolled in Transitional Kindergarten.

WITHDRAWAL FROM SCHOOL:

If it becomes necessary for your child to transfer to another school before the end of the year, please notify the office. You must then return all school property, including textbooks and library books. If your student owes fines or fees, please pay at that time. Your child's school records will be forwarded to your next school upon request from the Administrator of your new school. School records include health records, personal data, and report cards.

Withholding Records/School Textbooks/Supplies/Unpaid Debts: All students are furnished with school textbooks. Students are responsible for the care of all school equipment or materials placed in their possession. Board policy (6161.2) states that students are responsible for returning borrowed materials in good condition, with no more wear and tear than usual from normal use. Any school property that is lost or so damaged that the material is no longer usable, the student is responsible for reparation equal to the current replacement cost of the materials. The school district may withhold grades, diploma, and transcripts of a student who has not paid for any equipment or property that has been lost or damaged..

INSUFFICIENT FUNDS CHECKS

It is the practice of the Hope Elementary School District to accept cash payment only to redeem insufficient funds checks. This cash payment will consist of the amount of the check written plus any bank charges incurred as a result of the returned check. This total amount is due immediately upon notification by district personnel that such a check has been returned for non-payment. If, at any time, a second insufficient funds check is written by an individual during the same school year, that person will be placed on a cash only basis for the remainder of the school year for any payment made to the district.

STUDENT PHONE USAGE:

School phones may be used by the students only in the case of an emergency or when student-to-parent contact is deemed necessary by the teacher or office personnel. The school phone is a business phone and not be used to make arrangements to go home with a friend, etc. These arrangements need to be made prior to coming to school.

STUDENT CELL PHONES/ELECTRONIC DEVICES/PERSONAL EQUIPMENT:

Student cell phones/Electronic Signaling Devices/Personal Equipment are to be turned off and out of sight upon arrival to the school campus and not activated until after school has been dismissed for the day. **Such devices are personal property and not the responsibility of school personnel to replace or track down if lost, stolen, or damaged.** Students possess these items at school entirely at their own risk. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes. (Ed. Code Section 48901.5) School staff that sees a student with a cell phone in hand on their first offense will confiscate the phone and return it to the student at the end of the school day. On a student's second offense, the phone will be taken to the office where it will be kept until a parent comes to meet with the Principal. Depending upon the seriousness of the offense, detention procedures will apply.

BRINGING INAPPROPRIATE ITEMS TO SCHOOL

(Education Code 48900 Section K) There are some items which a student must not bring to school because they are dangerous to the student or other students, or they interfere with the rights of others to learn. Some examples of things that must not be brought to school are personal electronic devices such as iPods, video games, pagers, and MP3 players. Other items not allowed in school include: toys, games, water balloons, fireworks, lighters, matches, medications, laser pointers, or any other item determined to be dangerous or disruptive to the educational environment by the Principal. Inappropriate items will be confiscated and turned over to the Principal. Depending upon the seriousness of the offense, detention and citation procedures will apply. The school district is not responsible for the loss of personal items brought to school.

DRESS CODE:

Hope Elementary School District believes that students should wear clothing to school that is conducive to the learning process and reflects respect for oneself and the school.

1. Attire that protects the health and safety of students:
 - a. Students should wear shoes that are appropriate for school activities. This does NOT include shoes with cleats, spikes, or high heels. Shoes must have a back strap.
 - b. Attire which may be used as a weapon is not allowed. This includes, but is not limited to, chains, wallet chains, and items with spikes or studs.
2. Attire that does not interfere with the educational process:
 - a. Hats for sun protection are allowed, but may not be worn in buildings. Hats and/or hair apparel that can be attributed to or denote gang or group affiliation is NOT permitted.
 - b. Sunglasses are worn outside only.
 - c. Tank tops with straps less than 2" wide are not permitted. Mesh shirts, low cut blouses, or sun-dresses with cleavage showing are not permitted. Clothing that does not cover undergarments is not permitted.
 - d. Shorts must hit mid thigh which is about a 4" inseam. Skirts and dresses should extend to a minimum of four inches from the top of the knee.
3. Attire should not advocate, advertise, denote, or be recognized as gang activity or affiliation, have crude or vulgar printing, slogans, symbols, designs or pictures depicting drugs, alcohol, tobacco, violence, graffiti, sexual suggestions, or unlawful activity.
4. Jewelry or accessories that are disruptive or might cause a health or safety hazard may not be worn.
5. The Principal has the discretion to limit other attire if it distracts from the learning process. In addition, the principal may also make exceptions to the above for special events.

Consequences: Violation of the dress code will result in one of the following: warning, notification to parents, student sent home to change clothes, or given school sports clothing to wear. Students will be required to change to acceptable clothing either by contacting parents or by getting clothing from the athletic director.

*****Revisions to this dress code may be made at any time.*****

HOPE ELEMENTARY SCHOOL STUDENT USE OF TECHNOLOGY INTERNET SAFETY/ACCEPTABLE USE POLICY

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 technological resources throughout the district's schools and classes.

To discourage access to inappropriate content when using technological resources, and preclude other misuses of the system, the Superintendent/Principal or designee shall establish administrative regulations governing use of the district's technological resources. He/she shall ensure that users have no expectations of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Failure to abide by these regulations shall be subject to disciplinary action, revocation of the right to use technological resources, and legal action as appropriate (Penal Code Section 502).

Internet Protection Measure

The Governing Board and Superintendent/Principal desire to protect students from access to harmful matter on the Internet and online sites/services. The Superintendent/Principal or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to harmful matter that can be accessed by minors through the Internet. (20 USC 6777, 47 USC 254) 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 which lacks serious literary, artistic, political or scientific value for minors. (Penal Code Section 313) Harmful matter includes but is not limited to visual depictions that are obscene, child pornography, or that promote violence, alcohol use, tobacco use, sexual behaviors or attitudes that are harmful to minors.

As with all technologies and services, there are no guarantees that all unsuitable sites will be blocked 100% of the time. Educational staff shall monitor minors' use of the Internet in school, and shall take reasonable means to prevent access by minors to inappropriate materials on the Internet (instant messaging, chat rooms, electronic mail, etc.) and the World Wide Web (web pages), and restrict access to materials harmful to minors.

Filtering software is deployed and used on all district computers with access to the Internet. In general, the highest degree of filtering will be set for all school age children, with modifications to the degree of filtering based on district approval. Any site deemed inappropriate may be blocked at the request of the appointed school site administrator. Disclosure, use and dissemination of personal identification information regarding students, is prohibited. Staff shall supervise students while they are using the Internet/online resources and may ask Instructional Aides to assist in this supervision.

Regulations –

Student Use of Technology, Internet, and Online Resources

The student is authorized to use technology, internet, and online resources in accordance with user obligations and responsibilities specified below:

1. All communication shall occur under the supervision of and with the permission of the supervising employee.
2. The system shall be used only for purposes related to education. Commercial, political, and personal use of the district's system is strictly prohibited.
3. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standard, 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. (Penal Code 313).
4. Copyrighted material shall not be placed on the system without the author's permission. The student may download copyrighted material, in accordance with copyright laws, for purposes related to education within the context of a school-related assignment/activity.
5. Vandalism is forbidden. Vandalism includes spreading computer viruses and/or any malicious attempt to harm or destroy district equipment or material or the data of any other user.
6. Employees supervising students' use of the Internet and online resources are expected to enforce the Hope Elementary School District regulations governing such use.
7. The district does not provide student electronic mail accounts.
8. The district reserves the right to monitor any online communication for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.
9. The Superintendent/Principal and/or designee shall make all decisions whether or not a student has violated Board policy or the district's Internet Safety/Acceptable Use Agreement. The decision of the Superintendent/Principal and/or designee shall be final.
10. Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Governing Board policy.
11. When a student leaves a school operated by the Hope Elementary School District, the student's access to the district's network will cease and all files shall remain the property of the Hope Elementary School District.

12. The student will abide by systems and security usage guidelines as set forth by district authorities.
13. The student shall:
 - a. keep personal information including home addresses and telephone numbers private and shall not disclose personal identification on the Internet. The student shall use the system only under generic student network accounts.
 - b. not engage in any illegal activities on the Internet or use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by the Superintendent/Principal or Governing Board policy.
 - c. not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive, child pornographic or sexually explicit; or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs; or that is otherwise inappropriate for educational purposes.
 - d. not use district technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
 - e. not access web-based electronic mail accounts using district technology.
 - f. not access instant messaging accounts using district technology.
 - g. not participate in other forms of direct electronic communications (chat rooms, IRQ, etc.) using district technology.
 - h. not subscribe to online services using district technology.
 - i. not read other users' electronic mail or files. He/she shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall he/she attempt to delete, copy, modify or forge other users' electronic mail or files.
 - j. not install and/or download unlicensed software on a machine owned by the district.
 - k. immediately report any security problems or misuse of the network to the teacher, principal or supervising employee.

Polite Use of Technology and Rules of Internet Etiquette – “Netiquette”

The student is expected to abide by the generally accepted rules of technology etiquette. These rules include, but are not limited to, the following:

1. BE POLITE. Never send, or encourage others to send, abusive messages.
2. USE APPROPRIATE LANGUAGE. Remember that you are a representative of not only yourself, but also your school on a publicly accessible system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. PRIVACY. Do not reveal your home address or personal phone number or the addresses and phone numbers of others. To do so can result in unwanted intrusions of privacy and should be viewed in the same light as a public listing in a telephone directory. Users shall have no expectation of privacy and understand that the district has the right to monitor and examine all system activities to ensure proper use of the system.

Privileges

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. A student who fails to abide by these obligations and responsibilities shall be subject to disciplinary action, revocation of the privilege to use technological resources, and legal action as appropriate.

Services

The Hope Elementary School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hope Elementary School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Hope Elementary School District specifically disclaims any responsibility for the accuracy of information obtained through its services. **I agree to indemnify and hold Hope Elementary School District personnel harmless for the failure of any technology protection measures from my child's own**

violations of copyright restrictions, mistakes or negligence, or any costs incurred by my child as a user.

PLEASE COMPLETE THE BACK SIDE OF THE YELLOW PARENT RIGHTS SIGNATURE CARD.

PHOTOGRAPHING OF STUDENTS

On occasion, students may be spontaneously photographed or videotaped by school or non-school personnel (such as parent, news media, Hope Parent Teacher Club "HPTC", or other organizations) while the students are involved in activities at school or on field trips which are open to members of the public. There may also be occasions when students will be incidentally photographed/videotaped by parents or news media personnel while they are participating in activities which are not open to the general public (such as regular classroom instructional activities). The district intends to monitor such occasions so that there will be no undue invasion of individual pupil privacy or disruption of the instructional process. If you object to the photographing/videotaping of your child while participating in non-public activities as described above, please submit a request in writing to your child's school principal asking that efforts be made to exclude your child. In the event your child receives an award, his/her school picture may be submitted to the newspaper for publication.

PLEASE COMPLETE THE BACK SIDE OF THE YELLOW PARENT RIGHTS SIGNATURE CARD.

TREATMENT FOR LIFE THREATENING ANAPHYLAXIS

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, the Tulare County Office of Education has adopted a policy for giving life-saving epinephrine to students who are in need of such treatment. This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

PLEASE COMPLETE THE BACK SIDE OF THE YELLOW PARENT RIGHTS SIGNATURE CARD.

ANNUAL FIELD TRIPS/SCHOOL EVENTS - HOPE BUS TRANSPORTATION

A school district is prohibited by law from requiring a student to be transported without the written permission of the parent or guardian. The activities where transportation should be required would be: Study trips, athletic events, field trips, or extra-curricular activities.

The Board of Trustees desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. To provide the most economical and appropriate means of providing transportation services approved school district personnel may, with permission of the parent/guardian, provide the needed transportation. "No governing board of a school district shall require any student or pupil to be transported for any purpose or for any reason without the written permission of the parent/guardian. This section shall not apply to the transportation of a student or pupil in an emergency arising from illness or injury to the student or pupil." (E.C. 35350)

PLEASE COMPLETE THE BACK SIDE OF THE YELLOW PARENT RIGHTS SIGNATURE CARD.

STUDENT RELATED INJURIES

Hope Elementary School District does not carry accident, medical, or dental insurance for children injured on the school premises and school related activities.

PLEASE COMPLETE THE BACK SIDE OF THE YELLOW PARENT RIGHTS SIGNATURE CARD.

REPORT CARDS

Report cards are issued at the end of each trimester. Marks are based on achievement in subjects and citizenship. Anytime during the trimester, a Progress Report may be sent home to parents. All students must complete all class work requirements and pay all debts before they can be considered for promotion or graduation.

Weeks 12, 18, and 24 (mid-trimester) progress reports...each teacher is responsible for sending a progress report to the parent of any pupil who is doing failing or near failing work. 3rd trimester report cards will be given on the last day of school.

Please contact your child's teacher if you have any questions regarding your child's grades or the grading system.

PROMOTION/ACCELERATION/RETENTION

The governing Board expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students.

PARENT/TEACHER CONFERENCES:

Parents will be asked to attend (1) scheduled parent-teacher conference the first trimester of the school year to discuss the student's progress with his/her teacher. Conference slips are sent home with the student indicating the date and time of the conference. Parents are always welcome to observe all phases of their child's instructional program during the school year. Such visitations must be pre-arranged with the office and the classroom teacher. Parents need to check in with the office upon arrival to the school and obtain a visitor's pass.

VISITORS

Anyone entering the school grounds for any reason must report to the school office, sign-in, and obtain a visitor's badge. Our goal is to minimize class interruptions and to maximize classroom instruction.

CLASSROOM VOLUNTEERS/CHAPERONES

Parents are encouraged to be an active part of your child's educational process at Hope. If you are interested in becoming a classroom volunteer and or chaperone for school field trips, complete the district required Volunteer/Chaperone Application (renewed annually) and contact your child's teacher.

MEGAN'S LAW INFORMATION

The Hope Elementary School District Governing Board believes it is important that the district work with and respond appropriately in order to protect students while they are traveling to and from school, attending school or at a school related event. The law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries. The Board believes that the local law enforcement agency is best able to assess the relative danger of a sex offender and to notify the public by the most appropriate means. Parents may contact the local law enforcement agency for more information or view the information on the Megan's Law Internet website.

STUDENT TRANSPORTATION

Bus transportation is available to TK-8th grade students living within the district geographical boundaries.

Bus Rules:

1. Bus students are expected to understand that riding the bus is a privilege.
2. Proper behavior is expected from all students when they are on the bus and when they are waiting for the bus at the school and neighborhood stops.
3. Students who do not follow the bus rules will be issued citations by the bus driver and may lose their privilege to ride the bus.
4. Students riding the bus should meet at the designated areas to wait for the bus and should conduct themselves in a manner that is not destructive to private and/or personal property.
5. Upon boarding the bus, students should be seated and remain seated until the bus reaches its destination and students are properly dismissed by the bus driver.
6. Students are to remain seated and facing forward at all times.
7. Students may not eat, drink, or chew gum on the bus. Pupils should assist in keeping the bus clean.
8. No student will, extend arms, legs, or head from the bus. Windows are to remain closed except under the direction of the bus driver.
9. The driver is in full charge of the bus and students. Students **MUST OBEY WITHOUT ARGUMENT**, the directions of the driver.
10. No student is to board the bus unless the bus driver is in attendance.
11. All pencils and pens should be kept in a book bag or binder while riding the bus. This will eliminate potential cuts to the seats.
12. **NO** animals are allowed on the bus. (State Law)
13. All bus routes are approved by the Superintendent/Principal and any complaints regarding these routes should be directed to Mrs. Melanie Matta, Superintendent/Principal of Hope Elementary School.

Students Who Do Not Ride The Bus:

Students who do not ride the bus should not be on school grounds before 7:30 am. All children arriving before 7:30 am will require a parent conference with the Superintendent/Principal regarding student safety. Any student not picked up within 15 minutes of school dismissal will be directed to the office. If you have an emergency and need to arrive late to pick up your child, we understand that those things happen on occasion. Please contact the office so we know to hold your child.

FOGGY DAY PROCEDURES:

- School always starts on time (8:15am)
- The school bus may have a one hour delay, two hour delay, or be cancelled. Please check your local TV station channels: 24, 30, 47 after 7:00 a.m. and a Connect-Ed message will be sent.

CAFETERIA:

We are encouraging children to eat in the school cafeteria or bring a sack lunch. School meals are tasty and nutritious. Meals are prepared by Porterville Unified School District (PUSD) and follow the Dietary Guidelines for Americans along with CDE nutrition requirements. **We applied for the Provision 2 status which means that we are able to provide healthy meals to ALL students free of charge this school year.**

Cafeteria Behavior:

Eating in the cafeteria is a privilege, not a right. All students are expected to follow cafeteria rules and behave in an orderly manner. Any child unable to behave responsibly will lose cafeteria privileges and will be asked to make other arrangements for lunch.

- Sit in assigned area.
- Remain seated until dismissed by Instructional Aide
- Upon dismissal remove all trash at your table and deposit in the trash can on your way out.
- Use talking voices in the cafeteria – no shouting or screaming
- NO THROWING FOOD.

BUILDINGS AND GROUNDS

Any damage to the buildings, grounds, furniture or other school property will be corrected at the expense of the student/parent causing the damages.

- CANDY, GUM SEEDS ARE NOT ALLOWED ON THE SCHOOL CAMPUS.
Students with these items will have them confiscated.
- Keep our campus clean – do not litter.
- No glass bottles or containers are allowed on campus
- Students are to remain in designated play area only when supervising staff is on duty.

CHOICES AFTER SCHOOL PROGRAM

The purpose of the CHOICES after school program is to provide your child with a safe and environment after school where they can participate in extra-curricular activities and get their homework completed with the assistance of the staff. CHOICES is run by the Tulare County Office of Education on our campus for students in TK-8th grade who attend Hope Elementary School. Please refer to the CHOICES Registration Packet, available in the school office, for further information or contact the office at 559-784-1064 and you will be transferred to the director.

Hours of Operation:

Regular Day- 2:45-6:00

Minimum Day - 1:00-6:00

PARENT INVOLVEMENT

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

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

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

HOPE PARENT TEACHER CLUB (HPTC)

The HPTC is a group of parents, teachers, staff and family members who share a common bond, Hope School and its students. The HPTC meets each month to discuss goals for the school and to come up with fun and exciting ways to reach those goals. All parents, family members, teachers, and staff are welcome to attend the meetings to help make Hope Elementary School a fun, safe, and academically excellent place for our kids. You will be sent home a flier and a Connect-Ed message as to when the meetings will be held for the upcoming school year.

SCHOOL SITE COUNCIL (SSC):

Hope Elementary School Site Council meets regularly to discuss issues related to the school program. This council is composed of ten voting members, five of which are parents/guardians. Elections are held each year for open positions.

SCHOOL RULES AND DISCIPLINE:

The purpose of discipline is to provide a safe place for students to learn and grow. It is the goal of Hope Elementary School to help teach our kids to behave responsibly and to demonstrate respect for others as well as to property. Hope students are expected to:

- Be on time and prepared to work
- Show courtesy and respect for themselves and others
- Show respect for school property and the property of others
- Comply with all the Hope Elementary School District rules and regulations as described in the District "Discipline Rules, Regulations & Matrix" available in the school office.

DISCIPLINE RULES AND REGULATIONS

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled and/or arrested as the laws are applied. The Board of Trustees of the Hope Elementary School District has prescribed rules consistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. (E.C. 35291) All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (E.C. 48921)

Participation/attendance at extracurricular activities is considered a part of the educational program. Participants/ spectators carry responsibilities as representatives of their schools/communities. All rules of student conduct apply also to extracurricular activities. The Board of Trustees may enforce the provisions of Section 35291 by suspending, or, if necessary, expelling a pupil in any elementary school who refuses or neglects to obey any rules prescribed pursuant to that section. (E.C. 48906)

This publication has been prepared and distributed to assist the Board, the Superintendent/Principal to inform all concerned persons of these policies. (E.C. 35291)

RIGHTS AND RESPONSIBILITIES

RIGHTS OF STUDENTS

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts undiluted by the disruptive student.
- To have ready access to a designated teacher/advisor.
- To be fully informed of school rules and regulations.
- To be allowed equal access to curriculum.

RESPONSIBILITIES OF STUDENTS

- To attend school and classes regularly and on time.
- To be prepared for class with appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.

RIGHTS OF PARENTS

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
- To have assurance that school personnel will at no time preempt parental prerogative.
- To be informed of district policy, school rules and regulations.
- To review their child's record with a certificated staff member providing assistance.

RESPONSIBILITIES OF PARENTS

- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data and other facts, which may help the school to serve their children.
- To become familiar with district policies and school rules and regulations.

RIGHTS OF TEACHERS

- To expect and receive the attention, effort and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum regardless of the cause or source.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

RESPONSIBILITIES OF TEACHERS

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinions and expression objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an ever growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and district policies.

RIGHTS OF ADMINISTRATOR

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of controlling behavior of students.

RESPONSIBILITIES OF ADMINISTRATOR

- To provide leadership that will establish, encourage and promote good teaching and effective learning.
- To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them.

STUDENT SUPPORT SERVICES

ATTENDANCE

The attendance officer will work with students and parents in conjunction with school-site personnel in attempting to resolve attendance and related behavior problems.

GUIDANCE

School psychologists and counselors will work with school-site personnel and parents in the evaluation of students with emotional or learning problems. Both these departments may refer cases to appropriate community agencies. Among these are:

Social Services	School Attendance & Review Board (SARB)
Probation Department	Health & Mental Health Department
Youth Service Bureau	Police & Sheriff Departments

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

This board is staffed by community agency persons and volunteers to deal with students and families prior to being referred to the District Attorney or County Probation. The students are referred after all school resources and services resources have been exhausted. (E.C. 48263, 48320-4)

CAUSES AND PROCEDURES FOR DISCIPLINARY ACTION

ASSERTIVE DISCIPLINE

The school and individual teachers have adopted a set of rules for discipline in the classroom and at all other school related activities, in an effort for teachers, pupils, parents and administration to work closer together in bringing about a good school climate for learning.

CONFERENCING

Students will be counseled regarding appropriate school behavior.

RESTRICTION

A teacher may restrict for disciplinary purposes the time a pupil under his/her supervision is allowed for recess. (E.C. 44807.5)

DETENTION

Students may be detained for disciplinary or other reasons up to one hour after the close of the maximum school day.

EXCLUSION

The Board of Education may exclude students from attending school for any of the following:

1. Filthy or vicious habits, contagious or infectious diseases including noncompliance with state immunizations requirements.
2. Physical or mental disability determined to be detrimental to the welfare of other pupils.

SUSPENSION is the temporary removal of a pupil from regular classroom instruction or from school as initiated by a teacher or administrator for adjustment purposes.

According to E.C. 48900, students may be suspended and/or expelled from school for having committed any of the following:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission from a certificated employee with which the principal or principal's designee concurs.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance (as defined in the Health and Safety code), alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance and then sold, delivered, or otherwise furnished to any person another substance represented as a controlled substance.
- (e) Committed or attempted to commit robbery or extortion. Students also may be suspended and/or expelled from school for any of the following when:
 - (1) other means of correction have failed, or

- (2) when the student's continued presence is likely to be dangerous or disruptive to others.
- (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, except as provided in Section 48903.6.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Had unlawful possession of, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel.
 - (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 substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Students in grades 4 through 8 are also subject to suspension or recommendation for expulsion for any of the acts listed below:

Sexual Harassment (Ed. Code 48900.2)

Committed sexual harassment as defined in Education Code 212.5. Pursuant to Education Code 48900.2, the conduct constitutes harassment if it would be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.

Hate Violence (Ed. Code 48900.3)

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5 (Education Code 48900.3). Education Code 233(e) defines "hate violence" as any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation.

Hazing/Bullying/Harassment

Harassment of students or staff, including bullying, intimidation, hazing, or initiation activity or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering is subject to disciplinary action.

Hostile Educational Environment (Ed. Code 48900.4)

Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances: (Ed. Code 48900)

1. While on school grounds.
2. While going to or coming from school.
3. During, or while going to or coming from, a school sponsored activity.

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from school activities.

All students in grades Kindergarten through 8 are also subject to the following Education Code sections:

Exceptional and Non-Exceptional Needs Students (Ed. Code 48900.5)

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

ADMINISTRATIVE SUSPENSION PROCEDURE REQUIRES:

- (1) An informal conference with the student.
- (2) A reasonable effort shall be made to contact the pupil's parent or guardian in person or by telephone at the time of suspension; a written notice shall follow.
- (3) That parents or guardians respond to the school's request for a conference without delay, as per state law.
- (4) That parents be informed that suspensions may be reviewed by the Superintendent/Principal or her designee.
- (5) That suspended students may remain under parent supervision and are not to be on any school campus or attend school activities for the duration of the suspension.

SUSPENSION BY TEACHER

A teacher may suspend any pupil from his or her class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. (E.C. 48910) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or designee for consideration of a suspension from the school.

SUSPENSION BY THE SUPERINTENDENT/PRINCIPAL, OR PRINCIPAL'S DESIGNEE

The Superintendent/Principal of the school, the Superintendent/Principal's designee, or the superintendent of schools may suspend a pupil from the school for any of the reasons enumerated in Ed Code Section 48900, and pursuant to Section 48900.5 for no more than five consecutive school days unless the suspension is extended pending expulsion. (Ed. Code 48911)

MANDATORY CLASSROOM ATTENDANCE FOR PARENT/GUARDIAN

The teacher of any classroom from which a pupil is suspended for reasons specified in subdivision (i) or (k) of Education Code Section 48900 may require the parent/guardian to attend a portion of a school day in his or her child's or ward's classroom. (Ed. Code 48900.1)

EXPULSION is the removal of a pupil from enrollment in a school or the district as ordered by the Board of Education. Pupils can be expelled only for those reasons for which they can also be suspended.

Mandatory Recommendation: State law requires that the Superintendent/Principal must recommend expulsion if the student has committed any of the following acts at school or at a school activity (Education Code 48915):

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a specified controlled substance.
- (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.

Discretionary Recommendation: The Superintendent/Principal must recommend expulsion if the student has committed any of the following acts at school or at a school activity, UNLESS particular circumstances make expulsion inappropriate (Education Code 48915):

- (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 student.
- (3) Unlawful possession of any specified controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

State law provides for due process and rights to appeal any order of expulsion.

REFERENCE ABBREVIATIONS:

B. & P.C. =	Business & Professions Code	H. & S.C. =	Health & Safety Code
C.A.C. =	CA Admin. Code, Title 5	L.C. =	Labor Code
C.C. =	Civil Code	P.C. =	Penal Code
E.C. =	Education Code	V.C. =	Vehicle Code
G.C. =	Government Code		

ADDITIONAL CAUSES FOR DISCIPLINARY ACTION

DISRUPTION OF CLASSWORK OR EXTRACURRICULAR ACTIVITIES/PUNISHMENT/EXEMPTIONS

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills. (Added by Stats. 1988, c. 762, § 2.) (Ed. Code 44811)

BOMB THREATS

False reports that a bomb or other explosive has been placed in school buildings or on school buildings or on school grounds will be referred to law enforcement agencies. Students involved are also subject to disciplinary action. (L.C. 3367; P.C. 148.1)

FIRES, EXPLOSIVES OR THREAT THEREOF

Students involved in setting fires or explosives, which threaten or cause damage to human life or property on campus or at school sponsored events are subject to disciplinary action. Parent or guardian is responsible for payment of damages. (H. & S.C. 12304-12306; P.C. 448a, 449a)

FORGING

Students forging notes, signatures or school documents are subject to disciplinary action. (C.A.C. 306; E.C. 48907)

GROOMING & DRESS POLICIES

All students are to maintain personal standard of dress and grooming appropriate to class and school activities. Footwear must be worn at all times for reasons of health and safety. A student who comes to school inappropriately dressed will be sent home to prepare properly for school before re-entering. Please refer to the Hope Elementary School Student/Parent Handbook for school dress code.

KEYS

Possession, unauthorized use or duplication of keys to school buildings or premises is subject to disciplinary action. (P.C. 469)

LOITERING

Persons on school premises unlawfully will be referred to law enforcement agencies. (P.C. 653g)

PICKETING, SIT-INS, WALK-ONS, ETC.

Violations of rules governing lawful assemblage on school grounds or at school events will be enforced. Students involved will be subject to disciplinary action. (P.C. 407, 409, 416, 602j, 602p, 626, 626.2, 626.4, 626.6, 626.8)

SCHOOL/CLASSROOM DISRUPTION

Every minor over sixteen (16) years of age, or any adult who is not a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct of administration of any school class or activity of the school with the intent to disrupt, obstruct or inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor. (E.C. 44810)

TRANSPORTATION

Students transported in a school bus and under the authority of the driver are expected to follow Hope Elementary School District Bus Regulations. An infraction of these regulations is cause for disciplinary action. (C.A.C. Title V 14263)

UNAUTHORIZED VISITORS

Persons who come into any school building or onto any school ground or adjacent areas without lawful business thereon will be referred to law enforcement agencies. (E.C. 44810; P.C. 626.8, 647b, 653g)

TRESPASSING/FORCED ENTRY

Persons trespassing or forcing entry into school buildings or school events will be referred to law enforcement agencies. (E.C. 32210, 44810; P.C. 602p, 626.8)

VANDALISM

Disciplinary action will be taken against students whose acts endanger the life of students, employees, or visitors or result in damage to school buildings, school property or possessions of students, staff members or visitors; parent or guardian is responsible for payment of damages. (C.A.C. 305; C.C. 171.1; E.C. 19910, 44806, 44810, 48904, 48907, 48909; G.C. 6201, 53069.5, 53069.6; P.C. 448a, 449a, 594, 594.5, 602)

TRUANCY

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the Superintendent/Principal of the school district. (E.C. 48260 (a))

NOTIFICATION OF TRUANCY

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

- (a) That the pupil is truant.
- (b) That the parent or guardian is obligated to compel attendance of the pupil at school.
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
- (d) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (e) That the pupil may be subject to prosecution under Section 48264.
- (f) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- (g) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day. (E.C. 48260.5)

ATTENDANCE SUPERVISION

Once a pupil accumulates fifteen (15) days absences (excused or unexcused) during one (1) school year, they may be placed on Attendance Supervision, which imposes a requirement that additional absences must be verified by a licensed medical practitioner.

Hope Elementary School District

2018-2019 Discipline Matrix

The Discipline Matrix serves as a conduct guideline for site administrators. When a student should be considered for suspension, the principal may use his/her discretion to impose alternative consequences that are comparable in magnitude. The number of violations occurring in one (1) year determines the consequences.

Definitions:

SUSPENSION – Suspension means removal of a pupil from ongoing instruction for adjustment purposes. Suspension also means the student is not to be on or about any school campus nor attend or participate in any school-sponsored activities for the duration of the suspension.

Abbreviations: ISS = In School Suspension and OCS = Off Campus Suspension.

EXPULSION – The maximum penalty for any disciplinary violation may be expulsion. A student who is expelled shall not attend any regular school or alternative instructional program within the Hope Elementary School District for the duration of the expulsion. The student must enroll with Tulare County Court and Community School.

ASSAULT – Assault is specifically defined as an unlawful attempt, coupled with present ability, to commit a violent injury to someone.

BATTERY – Battery is defined as willful and unlawful use of force or violence upon another.

FIGHTING – A physical confrontation between two or more students. Mutual fighting.

OBSCENE – A detestable act, offensive to current accepted standards of morality, modesty or decency.

**ISS=In School Suspension

**OCS=Off Campus Suspension

Offense	Definition	First Offense Minimum	First Offense Maximum	Second Offense Minimum	Second Offense Maximum
Abusive Slurs, (racial, ethnic, religious, handicapped, abusing)	To insult, revile, malign, or disparage in speech.	Work detail or detention Parent conference	2 day suspension. Parent conference	1 day suspension Parent conference	5 day suspension, referral to appropriate program. Parent conference
Arson	To purposely-set fire to another's real or personal property.	1 day OCS Parent conference Notify police	5 day OCS Recommend expulsion Parent conference Notify Police	5 day OCS Recommend expulsion Parent conference Notify Police	5 day OCS Recommend expulsion Parent conference Notify Police
Assault	An offer, coupled with an apparent present intent and ability, to inflict immediate injury to another (Mere words NEVER constitute assault).	1 day ISS/OCS Parent conference Notify police	5 day ISS/OCS Parent conference Notify police	5 day ISS/OCS Parent conference Notify police	5 day ISS/OCS Recommend expulsion Parent conference Notify police
Battery	The willful and unlawful use of force or violence upon another person.	1 day ISS/OCS Parent conference Notify police	5 day OCS Recommend expulsion Parent conference Notify police	5 day OCS Parent conference Notify police	5 day OCS Recommend expulsion Parent conference Notify Police

<i>Bikes/skates/skateboard s/ roller blades</i>	<i>Riding on school grounds.</i>	<i>Written Warning</i>	<i>Work detail or detention</i>	<i>Confiscation and parent conference</i>	<i>Confiscation for duration of semester. Parent conference</i>
<i>Bomb/Explosives</i>	<i>Possession of/threat to use explosives.</i>	<i>5 day OCS Recommend Expulsion Parent conference Notify police</i>	<i>5 day OCS Recommend Expulsion Parent conference Notify police</i>	<i>5 day OCS Recommend Expulsion Parent conference Notify police</i>	<i>5 day OCS Recommend Expulsion Parent conference Notify police</i>
<i>Breaking & Entering</i>	<i>To forcibly enter secured school areas or vehicles.</i>	<i>3 day OCS Notify police Parent contact</i>	<i>5 day OCS Recommend expulsion Notify police</i>	<i>5 day OCS Notify police Parent conference</i>	<i>5 day OCS Recommend expulsion Notify police</i>
<i>Bullying</i>	<i>Activity of repeated aggressive behavior intended to hurt another person physically or verbally.</i>	<i>Warning and/or detention. Parent conference</i>	<i>1 day OCS Parent conference</i>	<i>3 day OCS Parent conference</i>	<i>5 day OCS Parent conference</i>
<i>Bus Referral</i>	<i>Misbehavior while on bus to or from school.</i>	<i>Warning and/or detention.</i>	<i>3 day bus suspension Parent notification</i>	<i>2 week bus suspension Parent conference</i>	<i>Up to 1 year bus suspension Parent conference</i>
<i>Cheating</i>	<i>Dishonesty while taking a test/completing an assignment. Using prohibited materials during a test.</i>	<i>Detention Zero grade on the assignment, test, or project. Parent conference</i>	<i>Zero grade on the assignment, test or project, and all related course work for the quarter. Parent conference</i>	<i>Same as first offense maximum.</i>	<i>1 day ISS Failing grade in the course.</i>
<i>Cutting</i>	<i>Leaving class without a valid pass/not attending class without a valid excuse.</i>	<i>Detention or work detail Parent contact</i>	<i>3 day ISS/OCS Parent conference Contact law enforcement</i>	<i>2 day ISS/OCS Parent conference</i>	<i>5 day OCS Parent conference Contact law enforcement</i>
<i>Dangerous Object</i>	<i>Using any item that is able or likely to inflict injury or harm to self or others.</i>	<i>1 day ISS/OCS Parent conference Notify Police</i>	<i>5 day ISS/OCS May recommend expulsion. Parent conference Notify police</i>	<i>5 day OCS Notify police Parent conference</i>	<i>5 day OCS Recommend expulsion Notify police</i>
<i>False Fire Alarm</i>	<i>Pulling, tampering, or causing fire alarm to sound needlessly.</i>	<i>3 day OCS Parent conference</i>	<i>5 day OCS Parent conference Notify Police</i>	<i>5 day OCS Recommend expulsion Parent conference</i>	<i>5 day OCS Recommend expulsion Parent conference</i>
<i>Fighting</i>	<i>Mutual combat with both parties involved in physical conflict.</i>	<i>1 day ISS/OCS Parent conference</i>	<i>5 day ISS/OCS Parent conference Notify Police</i>	<i>3 day ISS/OCS Parent conference</i>	<i>5 day OCS Parent conference Possible recommendation for expulsion.</i>
<i>Fire Threat and/or Incendiary Device</i>	<i>Possession of fireworks, lighters, matches or fire to cause alarm, injury, or damage.</i>	<i>1 day ISS/OCS Parent Conference Notify Police</i>	<i>5 day ISS/OCS Parent Conference May recommend expulsion. Notify police</i>	<i>5 day OCS Parent Conference Notify Police</i>	<i>5 day OCS May recommend expulsion. Notify Police</i>
<i>Forgery, false I.D., Altering legal document (i.e. grades)</i>	<i>To imitate/alter a signature or use an identification belonging to another.</i>	<i>Detention or work detail Parent conference</i>	<i>3 day ISS/OCS Parent conference</i>	<i>2 day ISS/OCS Parent conference</i>	<i>5 day OCS Parent conference</i>
<i>Gambling</i>	<i>To play a game of chance for money or other stakes.</i>	<i>Detention or work detail</i>	<i>2 day ISS/OCS Parent conference Notify police</i>	<i>1 day ISS/OCS Parent conference</i>	<i>3 day ISS/OCS Parent conference Notify police</i>
<i>Gang related activity</i>	<i>Displaying symbols, graffiti, hand signals associated with gangs, wearing apparel, colored accessory items associated with gangs.</i>	<i>Confiscation of materials. Parent conference</i>	<i>Contact Tulare County Gang Unit. 1-3 day ISS/OCS</i>	<i>Contact Tulare County Gang Unit. 1-3 day ISS/OCS</i>	<i>Contact Tulare County Gang Unit. 5 day OCS Recommend expulsion</i>
<i>Gang Violence</i>	<i>An act, or attempted act, motivated by hostility towards a victim's real or perceived gang affiliation.</i>	<i>1 day ISS/OCS Parent conference Contact Tulare County Gang Unit.</i>	<i>5 day OCS May recommend expulsion Parent conference Contact Tulare County Gang Unit.</i>	<i>5 day OCS Parent Conference Contact Tulare County Gang Unit.</i>	<i>5 day OCS Recommend expulsion Parent conference Contact Tulare County Gang Unit.</i>
<i>Harassment</i>	<i>Verbally or physically intimidating or threatening to cause harm to another person.</i>	<i>Detention Parent conference</i>	<i>2 day ISS/OCS Parent conference</i>	<i>1 day ISS Parent conference</i>	<i>5 day ISS/OCS Referral to appropriate program. Parent conference</i>

<i>Hate Violence</i>	<i>An act, or attempted act, motivated by hostility towards a victim's real or perceived ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic.</i>	<i>1 day ISS/OCS Parent conference Notify police</i>	<i>5 day OCS Recommend expulsion Parent conference Notify police</i>	<i>5 day OCS Parent conference Notify police</i>	<i>5 day OCS Recommend expulsion Parent conference Notify police</i>
<i>Hats</i>	<i>Wearing of a hat in any classroom, office, or school building.</i>	<i>Written warning and/or detention</i>	<i>1 day ISS</i>	<i>ISS Parent conference.</i>	<i>Loss of hat Parent conference</i>
<i>Hazing</i>	<i>To engage in any act that causes bodily danger, physical harm or personal degradation or disgrace.</i>	<i>1 day ISS/OCS Parent conference</i>	<i>5 day ISS/OC Parent conference</i>	<i>3 day ISS/OCS Parent conference</i>	<i>5 day OCS Parent conference Possible recommendation for expulsion.</i>
<i>Insubordination</i>	<i>A contemptuous refusal to comply with reasonable request or open disregard expressed in words or action.</i>	<i>Work detail or detention Parent conference</i>	<i>3 day ISS Parent conference</i>	<i>1 day ISS Parent conference</i>	<i>5 day ISS Parent conference</i>
<i>Imitation Firearm</i>	<i>A replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</i>	<i>1 day ISS/OCS Parent conference Notify police</i>	<i>5 day ISS/OCS May recommend expulsion. Notify police Parent conference</i>	<i>5 day OCS Notify police Parent conference</i>	<i>5 day OCS May recommend expulsion. Notify police Parent conference</i>
<i>Loitering in parking lots, in cars, or on or about school campus.</i>	<i>Waiting or loitering in or around cars, playing car radios, or eating in cars, or on any school campus.</i>	<i>Written Warning</i>	<i>1 day ISS/OCS</i>	<i>Parent conference</i>	<i>Parent conference</i>
<i>Missed formal detention</i>	<i>Failure to attend assigned formal detention.</i>	<i>Double detention assigned</i>	<i>Work detail</i>	<i>1 day ISS Parent conference</i>	<i>2 day ISS/OCS Parent conference</i>
<i>Obscene Acts</i>	<i>A detestable act, offensive to current accepted standards of morality, modesty or decency.</i>	<i>1 day ISS/OCS Parent conference</i>	<i>3 day ISS/OCS Parent conference</i>	<i>3 day ISS/OCS Parent conference</i>	<i>5 day OCS May recommend expulsion. Notify police Parent conference</i>
<i>Possession of stolen goods</i>	<i>To be in possession, knowingly or unknowingly, of items obtained by theft.</i>	<i>1 day ISS/OCS Parent conference</i>	<i>5 day ISS/OCS Parent conference Notify police</i>	<i>3 day ISS/OCS Parent conference Notify police</i>	<i>5 day ISS/OCS Parent conference Recommend expulsion</i>
<i>Possession or use of a controlled substance/paraphernalia (Ed. Code 48915.3a)</i>	<i>To be under the influence of or in possession, of drugs or alcohol (a substantiated offense).</i>	<i>3-5 day ISS/OCS May recommend expulsion. Notify police Parent conference Referral to appropriate agency.</i>	<i>5 day ISS/OCS May recommend expulsion. Notify police Parent conference Referral to appropriate agency.</i>	<i>5 day OCS May recommend expulsion. Notify police Parent conference Referral to appropriate agency.</i>	<i>5 day OCS May recommend expulsion. Notify police Parent conference Referral to appropriate agency.</i>
<i>Profanity/Obscene Gestures</i>	<i>Language or acts offensive to current accepted standards of morality, modesty, or decency.</i>	<i>1 day ISS/OCS Parent conference</i>	<i>3 day ISS/OCS Parent conference</i>	<i>3 day ISS/OCS Parent conference</i>	<i>5 day OCS May recommend expulsion. Notify police Parent conference</i>
<i>Public Display of Affection</i>	<i>Inappropriate groping, fondling, necking, and/or kissing.</i>	<i>Written Warning Conference with students and parents</i>	<i>Conference with students and parents Detention</i>	<i>Conference with students and parents Detention</i>	<i>1 day ISS/OCS Parent conference</i>
<i>Rape</i>	<i>To have forced sexual contact with another without their consent.</i>	<i>5 day OCS. Recommend expulsion Notify police Parent conference</i>	<i>5 day OCS. Recommend expulsion Notify police Parent conference</i>	<i>5 day OCS. Recommend expulsion Notify police Parent conference</i>	<i>5 day OCS. Recommend expulsion Notify police Parent conference</i>
<i>Robbery/Extortion</i>	<i>To take another's property from their desk, or their person in their immediate presence by the use of violence or intimidation.</i>	<i>1 day ISS/OCS Parent conference Notify police</i>	<i>5 day ISS/OCS Recommend expulsion Notify police Parent conference</i>	<i>5 day OCS Notify police Parent conference</i>	<i>5 day OCS Recommend expulsion Notify policy Parent conference</i>

<i>Sale or furnishing a controlled substance.</i>	<i>To sell or furnish drugs or alcohol (a substantiated offense).</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral to appropriate agency.</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral to appropriate agency.</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral to appropriate agency.</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral to appropriate agency.</i>
<i>Sexual Assault/Battery</i>	<i>Act of rape, unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy, or lewd and lascivious acts.</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral for sexual abuse counseling.</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral for sexual abuse counseling.</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral for sexual abuse counseling.</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference Referral for sexual abuse counseling.</i>
<i>Sexual Harassment</i>	<i>Sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of sexual nature.</i>	<i>1 day ISS/OCS Detention Parent conference</i>	<i>5 day ISS/OCS Detention Parent conference</i>	<i>3 day ISS/OCS Detention Parent conference</i>	<i>3 day ISS/OCS Detention Recommend expulsion. Parent conference</i>
<i>Smoking and/or possession of tobacco products</i>	<i>The possession or use of cigarettes, other forms of tobacco, or tobacco related items.</i>	<i>1 day ISS/OCS Parent conference</i>	<i>1 day ISS/OCS Parent conference</i>	<i>3 day ISS/OCS Parent conference</i>	<i>5 day OCS Parent conference</i>
<i>Theft</i>	<i>Taking property belonging to another.</i>	<i>2 day ISS/OCS Restitution Parent conference</i>	<i>4 day ISS/OCS Notify police Restitution Parent conference</i>	<i>4 day ISS/OCS Notify police Restitution Parent conference</i>	<i>5 day OCS Notify police Restitution Parent conference</i>
<i>Threatening, striking, menacing a staff member/attempted or actual physical assault on staff.</i>	<i>An offer, coupled with an apparent present intent and ability, to inflict immediate injury to staff member and/or the unlawful touching or striking of a staff member by a student or any substance put in motion by him and/or verbal threats or harassment of staff member by student.</i>	<i>3-5 ISS/OCS Possible expulsion Notify police Parent conference</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference</i>	<i>5 day OCS Recommend expulsion Notify police Parent conference</i>
<i>Vandalism/Destruction of School Property</i>	<i>The willful or malicious destruction of any real or personal property belonging to another or the school district.</i>	<i>1 day ISS/OCS Restitution Parent conference</i>	<i>5 day ISS/OCS Restitution Parent conference</i>	<i>3 day ISS/OCS Restitution Parent conference</i>	<i>5 day OCS Recommend expulsion Restitution Parent conference</i>
<i>Violation of standards of dress</i>	<i>Violating the established dress code.</i>	<i>Refer to office for change of attire. Parent notified</i>	<i>Change of attire. Parent conference</i>	<i>Change of attire. Parent conference</i>	<i>Change of attire. Parent conference 1 day ISS</i>
<i>Electronic devices and or Cell Phones</i>	<i>Possession of such items in use during school hours.</i>	<i>Temporary confiscation and turn into Principal with name.</i>	<i>Confiscation Parent conference</i>	<i>2 week confiscation Parent conference</i>	<i>1 day ISS Parent conference</i>
<i>Weapons</i>	<i>The possession of firearm, knife or any variety of other weapons deemed dangerous.</i>	<i>5 day ISS/OCS Notify police Recommend expulsion</i>	<i>5 day OCS Recommend expulsion Notify police</i>	<i>5 day OCS Recommend expulsion Notify police</i>	<i>5 day OCS Recommend expulsion Notify police</i>
<i>Willful Disobedience/disrupting school activities.</i>	<i>Open defiance, a contemptuous refusal to comply with reasonable requests and school rules, causing disorder.</i>	<i>1 day ISS/OCS. Parent conference.</i>	<i>5 day ISS/OCS. Parent conference.</i>	<i>3 day ISS/OCS. Parent conference.</i>	<i>5 day OCS. Parent conference. Possible recommendation for expulsion.</i>

Hope Elementary School District

2019-2020 Annual Notifications

GENERAL NOTIFICATIONS

§ 48980 ■ *Required Notification*

Pursuant to Section 48980, the governing board shall notify parents and guardians of certain rights and responsibilities including, but not limited to the following Education Code Sections: 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938, and Chapter 2.3 (commencing with section 32255).

The notification also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days, and if minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

The minimum days and pupil free staff development days scheduled for the 2019-20 school year are listed on the distributed Hope Elementary School District Calendar.

Notification of the school district policy on sexual harassment shall also be provided pursuant to Section 231.5 as it relates to pupils.

Student Sexual Harassment – The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Anyone can be a harasser: same sex harassment, male vs. female; female vs. male, supervisor harassing employee, employee harassing supervisor, teacher or other employee harassing students, student harassing another student, student harassing teacher. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the Superintendent/Principal and/or Designee. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting (Education Code 212.5). For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Assault, touching, impeding, or blocking movement.

7. Continuing to express sexual interest after being informed that the interest is unwelcome.
8. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

COMPLAINT PROCEDURE

1. INFORMAL RESOLUTION:
Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the persons engaging in conduct that such conduct is offensive and must stop. Students who feel aggrieved because of conduct that may constitute sexual harassment shall inform the Superintendent/Principal and/or designee so that he/she may take remedial action.
2. FORMAL COMPLAINTS:
An aggrieved student is encouraged to file a written complaint with the Superintendent/Principal and/or designee. A copy of the written complaint shall be forwarded to the Superintendent/Principal. The informal resolution procedures set forth in paragraph 1 above are not a precondition to the filing of a complaint. Students filing a complaint need not file a complaint with a person they feel is sexually harassing them.
3. INVESTIGATION:
As soon as the Superintendent/Principal and/or Designee receives the complaint they shall conduct an investigation. The person investigating the complaint shall complete the investigation within fifteen (15) days from the date that the written complaint is received.
4. DETERMINATION:
The person investigating the matter will prepare a written factual report, which will be shared with the Superintendent/Principal and the complainant. The Superintendent/Principal will initiate disciplinary action against the harasser, which is commensurate with the severity of the offense, and sufficient to put a stop to the harassment.
5. APPEAL TO THE BOARD OF TRUSTEES:
The complainant may appeal the decision of the Superintendent/Principal to the Board of Trustees in writing. The Board of Trustees shall hear the matter at the next regularly scheduled meeting. At the conclusion of the hearing the Board shall adopt written findings of fact and make a decision.

§ 35256(c) ■ *School Accountability Report Card*

Hope Elementary School District School Accountability Report Card is available on the district website: <http://www.hope-esd.org>

§ 48070.5 ■ *Promotion and Retention Policy*

The governing board and the county board of education shall adopt policies regarding pupil promotion and retention. The policy shall provide for parental notification, as early in the school year as practicable, when a pupil is identified as being at risk of retention. The governing board expects students to progress through each grade within one school year.

§ 49067(a) ■ *Students in Danger of Failing a Course*

Parents/guardians will be notified when a teacher has determined that their child is in danger of failing a course.

§ 48983 ■ *Activities Calendar*

Any activity that will be undertaken by the school during the forthcoming school term, a notice or calendar shall state that fact and shall also state the approximate date upon which any of such activities will occur.

ABSENCES

§ 48205 ■ *Excused Absence: Justifiable Personal Reasons*

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent/Principal of the school district.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For the purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

A pupil may not have their grade reduced or lose academic credit for any absences excused pursuant to this section when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code 48980(j))

§ 46010.1 ■ Excused Absences for Pupils Obtaining Confidential Medical Services Without Consent of the Parent or Guardian

The governing board shall, each academic year, notify pupils in grades 7 and 8, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

§ 46014 ■ Absences for Religious Purposes

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if all the following conditions are complied with:

- (a) The governing board of the district of attendance, in its discretion, shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction.
- (b) The governing board shall adopt regulations governing the attendance of pupils at such exercises or instruction and the reporting thereof.
- (c) Each pupil so excused shall attend school at least the minimum school day for his/her grade for elementary school, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- (d) No pupil shall be excused from school for such purpose on more than four days per school month.

It is hereby declared to be the intent of the Legislature that this section shall be permissive only.

ATTENDANCE

§ 48980(h) ■ Attendance Options

The district shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the school district. That notification shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on an interdistrict basis.

Inter-District Transfer Agreements

(E.C. Section 46600-46603)

Two or more districts may enter into an agreement for the inter-district transfer of students. The agreement must specify the terms and conditions under which transfers are permitted. If either district denies an inter-district transfer request, you may appeal the decision to the

county board of education. Inter-district transfers are a privilege. They are contingent upon acceptable attendance, grades, and behavior as defined by the district. Inter-district transfers may be revoked at any time for the following reasons: suspension from school, truancy, attendance issues, unacceptable academic progress, and/or parent/guardian is unwilling or unable to provide transportation.

§ 48204(b) ■ Residency-Parent/Guardian Employment

A school district may deem a pupil to have met residency requirements for school attendance if at least one parent or legal guardian of the pupil is physically employed within the boundaries of that district for a minimum of 10 hours during the school week, subject to the right of the district of residence or the district of employment to prohibit the transfer on various grounds provided for in Section 48204(b), paragraphs (2) to (6). The school district is not required to admit the pupil to its school based on the employment of the parent/guardian, but it may not refuse to admit the pupil on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. Once a pupil has been deemed to have residency and is enrolled in the district based on the employment of the parent/guardian, the pupil must reapply in the next school year to attend the same school within the district. Section 48204(b), paragraphs (2) to (6).

§ 234.7 Immigration Enforcement - "Know Your Rights"

All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at <https://www.oag.ca.gov/immigrant/rights>.

COMPLAINTS

5 CCR § 4622 ■ Uniform Complaint Procedures

Each District shall annually notify in writing, as applicable, its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, and other interested parties of their local educational agency complaint procedures, including the opportunity to appeal to the California Department of Education and the provisions of Title 5 of the California Code of Regulations commencing with section 4600. The notice shall include the identity (identities) of the person(s) responsible for processing complaints. The notice shall also advise the recipient of the notice of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal process pursuant to Education Code section 262.3. This notice shall be in English, and when necessary, in the primary language, pursuant to Section 48985 of the Education Code, or mode of communication of the recipient of the notice.

The school district maintains a uniform complaint procedure for investigating complaints regarding: (1) discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability; (2) violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Migrant Education, Career/Technical Education, Regional Occupational Centers and Programs, Child Development, Special Education, Nutrition services, school safety planning and Local Control Accountability Plans; (3) the imposition of pupil fees for participation in educational activities; (4) noncompliance with laws pertaining to homeless students and students in foster care; (5) the failure to accommodate lactating students; (6) failure to comply with physical education instructional minute requirements for elementary schools serving grades 1-8; and (7) educational content course requirements for grades 9-12. The school district has designated **Melanie Matta, Superintendent/Principal**

as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure compliance with the law. For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available free of charge upon request at the school office.

§ 49010-49013 ■ *Complaint of Noncompliance; Pupil Fees*

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. This article is declarative of existing law and should not be interpreted to prohibit the imposition of a fee, deposit, or other charge otherwise allowed by law.

(a) A complaint of noncompliance with the requirements of this article may be filed with the Superintendent/Principal of the school under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

(b) A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of this article.

If it is found that the complaint has merit, the school shall provide a remedy to all affected parties (pupils, parents/guardians) which shall ensure full reimbursement to the parties subject to procedures established by the State Board of Education. In addition, schools should have policies and procedures in place.

If a complainant is not satisfied with the decision of the school, the decision may be appealed to the California Department of Education.

(e) Information regarding the requirements of this article shall be included in the annual notification distributed to pupils, parents and guardians, employees, and other interested parties pursuant to Section 4622 of Title 5 of the California Code of Regulations.

§ 52075 ■ *Local Control Accountability Plan (LCAP) Noncompliance*

School districts, charter schools and county offices of education are required to adopt and annually update their LCAPs. LCAP non-compliance complaints may be filed under the educational agency's Uniform Complaint Procedures and may be filed anonymously. If a complainant is not satisfied with the school district or county office's decision, the complainant may appeal to the California Department of Education and receive a written decision within 60 days.

§§ 48853, 49069.5, 51225.1, 51225.2 ■ *Rights of Homeless Students and Students in Foster Care*

The uniform complaint procedures cover complaints pertaining to the education of homeless students and students in foster care, including, but not limited to, a county office's failure to:

- a) Allow a foster child to remain in his/her school of origin while resolution of a school placement dispute is pending;
- b) Place a foster child in the least restrictive educational programs and provide access to academic resources and services, and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the child;
- c) Provide educational services for foster children living in emergency shelters;

- d) Designate a staff person as the educational liaison for foster children. The educational liaison must ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children, and assist foster children when transferring from one school or district to another by ensuring the proper transfer of credits, records and grades;
- e) Compile and transfer the complete educational record, including full or partial credits earned and the current classes and grades, of a transferring foster child to the next educational placement;
- f) Ensure the proper and timely transfer between schools of students in foster care;
- g) Within two business days of receipt of a transfer request or notification of enrollment from the new local educational agency, transfer the student and deliver the student's complete educational information and records to the next educational placement;
- h) Ensure that no lowering of grades will occur as a result of a foster student's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity;
- i) Accept coursework satisfactorily completed by a homeless student or student in foster care while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency, even if the student did not complete the entire course; and for failing to issue full or partial credit for the coursework completed;
- j) School districts may not require that a homeless student or a student in foster care retake a course if the student has satisfactorily completed the entire course in a public school, a juvenile court school, or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the school district may not require that the student retake the portion already completed, unless the school district, in consultation with the holder of the student's educational rights, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the student must be enrolled in the same or equivalent course in order to continue and complete the entire course;
- k) Within 30 calendar days of the school transfer, the school district must notify a student in foster care or a homeless student who may qualify for the exemption from local graduation requirements, the person holding the right to make educational decisions for the student, the foster student's social worker or probation officer, and, in the case of homeless students, the school district's liaison for homeless students, of the availability of the exemption from local graduation requirements and whether the student qualifies for the exemption;

- l) A student in foster care or a homeless student who is eligible for the exemption from local graduation requirements and who would otherwise be entitled to remain at the school, shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements;
- m) If a student in foster care or a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the school district must exempt the student at any time if he/she requests and qualifies for the exemption;
- n) Once a student in foster care or a homeless student is exempted from local graduation requirements, the school district shall not revoke the exemption;
- o) If a student in foster care is exempted from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while he/she is enrolled in school or if the student transfers to another school district;
- p) If a homeless student is exempted from local graduation requirements, the exemption must continue to apply after the student is no longer homeless while he/she is enrolled in school or if the student transfers to another school district; and
- q) A school district may not require or request that a student in foster care or a homeless student transfer schools in order to be exempted from local graduation requirements.

A complainant not satisfied with the applicable school district or county office decision may appeal to the CDE and receive a written decision from the CDE within 60 days.

Hope Elementary School District Uniform Complaint Procedures

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135 including actual or perceived age, sexual orientation, sex, gender, gender expression, gender identity, nationality, ethnic group identification, marital or parental status, race or ethnicity, ancestry, national origin, religion, color, mental or physical disability, 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 state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws and the charging of unlawful pupil

fees in adult education programs, consolidated categorical aid programs, Local Control Funding Formula (LCFF), Local Control Accountability Plan (LCAP), migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5CCR 4610) A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials and equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The district shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by the local board. The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Compliance Officers:

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

District Superintendent – 613 W. Teapot Dome Ave, Porterville Ca. 93257
Phone Number 559-784-1064 or FAX 559-784-1905.

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

Notifications:

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

Complaints of a noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

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

Complaints of noncompliance of the implementation of the Local Control Funding Formula and/or Local Control Accountability Plan may be filed with the Superintendent or his/her designee.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
 - a. The district is primarily responsible for compliance with state and federal laws and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. The district person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.
 - c. The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the locally filed complaint and a copy of the LEA (district's) decision.

Procedures:

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

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated, or filed, no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

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

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

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

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This

meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representative shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

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

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

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 compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

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

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

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law.

The report shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)

6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education:

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

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

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Civil Law Remedies:

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. For assistance you may contact: Tulare County Health and Human Services Agency, Phone # 737-4660 or Central Valley Regional Center, Phone # 738-2200. If not satisfied with the decision you may also contact: The State of California Department of Fair Employment and Housing,

Phone # 1-800-884-1684 or the Federal Equal Employment Opportunity Commission, Phone # 1-800-669-4000.

§§ 51210 and 51223 ■ Elementary School Physical Education Instructional Minutes

Students in an elementary school maintaining grades 1-8 are required to receive at minimum, 200 minutes of physical education instruction each 10 school days, exclusive of recesses and lunch periods. Complaints regarding the failure to comply with these physical education instructional minute requirements may be filed under the school district's Uniform Complaint Procedures. Complainants not satisfied with the school district's decision may appeal to the California Department of Education (CDE) and receive a written decision from the CDE within 60 days.

§ 35186 ■ Williams Uniform Complaint Procedures

Hope School District Williams Uniform Complaint Procedures –

The Governing Board desires to identify and resolve any deficiencies related to:

1. **Instructional Materials:** There should be sufficient textbooks and instructional materials in usable condition. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have textbook or instructional materials, or both, to use in class and to take home.
2. **School Facilities:** School facilities must be clean, safe, and maintained in good repair.
3. **Teacher Vacancy and Misassignment:** There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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

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

To file a complaint regarding the above matters, complaint forms can be obtained at the school office, district office or the county office. Parents may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>. For questions or complaints contact the California Department of Education at (916) 319-0929.

Parent Notification of Teacher Qualification

Your child is attending a school receiving Title I federal funds through the Local Control Funding Formula (LCFF). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. The type of state credential, permit, or license that the teacher holds.

2. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a master's or doctoral degree.

In addition to the qualifications of the teacher, if a teacher's aide provides your child services, you may also request information about his or her qualifications.

Parents must also be notified when a teacher who is not "highly qualified" under LCFF requirements has taught their child for four or more consecutive weeks.

If you have any questions regarding the above information, please call the district Superintendent/Principal at 559-784-1064

Title I Schools

Each year the Superintendent/Principal or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title 1 funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. The Superintendent/Principal or designee shall ensure that the district's parent involvement strategies are jointly developed with and agree upon by parents/guardians of students participating in Title 1 programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity.

The Superintendent/Principal or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title 1 funds will be allotted for parent involvement activities.

The Superintendent/Principal or designee shall ensure that each school receiving Title 1 funds develop a school-level parent involvement policy.

20 USC §§ 1681-1688, 6311-6312, 42 USC § 2000d-d7, 42 USC §12101-12213, 29 USC § 794, 34 CFR §§ 104.8, 106.8 and 106.9, Government Code § 12940, Education Code §§ 220 and 48985 ■ Nondiscrimination

District programs shall be free from discrimination, harassment, intimidation, and bullying based on disability (including, but not limited to blindness or severely impaired vision, physical or mental disability or medical condition), age, gender (which includes sex and a person's gender identity, gender expression, gender related appearance or behavior whether or not stereotypically associated with the person's assigned sex at birth), sex (sex discrimination includes sexual harassment and discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or child-birth related conditions, or denial of lactation accommodations for lactating students), nationality or national origin (including surname or language-minority status or ethnic group identification), color, race (includes ethnicity, ancestry, ethnic group identification, and ethnic background) genetic information, religion (includes all aspects of religious belief, observance and practice and includes agnosticism and atheism) or religious creed, marital, family or parental status, sexual orientation (includes heterosexuality, homosexuality, and bisexuality) or any other characteristic that is contained in the definition of hate crime set forth in Penal Code section 422.55, or the perception of one or more of

such characteristics or the lack of English skills, or because a person associates with a person or group with one or more of these actual or perceived characteristics.

Title IX requires each school district that receives federal funds to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator, and to adopt and publish a grievance procedure to resolve student and employee complaints under Title IX.

§ 222(f) ■ *Lactation Accommodations for Parenting Students*

School districts and county offices of education must provide reasonable accommodations to lactating students on school campuses to express breast milk, breastfeed an infant child or address other needs related to breastfeeding. A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use. A complaint of noncompliance with this provision may be filed under the educational agency's Uniform Complaint Procedures. Complainants not satisfied with the educational agency's decision may appeal to the CDE and receive a written decision within 60 days.

HOPE ELEMENTARY SCHOOL DISTRICT NON-DISCRIMINATION POLICY

The Hope Elementary School District does not discriminate (including sexual harassment) on the basis of race, color, natural origin, sex, handicap (or disability) 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 natural origin); Title IX of the Education Amendments of 1972 (pertaining to sex); Section 504 of the Rehabilitation Act of 1973 (pertaining to age). This non-discrimination policy covers admission and access to and treatment and employment in the District's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Superintendent/Principal
Hope Elementary School District
613 W. Teapot Dome Ave.
Porterville, CA 93257

El Distrito de las escuela Hope no discrimina en contra de ningun niño a causa de su raza, sexo, color, nacionalidad, edad por ser minusvalido o incapacitado en ninguna de las políticas y prácticas en conforme al programa Título VI de las obras y derechos civiles de 1964 que pertenece a raza, color y nacionalidad; Título IX enmiendas de educación de 1972 pertenece al sexo, Sección 504 de la obra de rehabilitación de 1973 pertenece a minusvalido y la obra discriminación de edad de 1975 pertenece a edad. La política de no-discriminación sobre entrada y acceso, tratamiento y empleo, en las actividades y programas en el distrito, incluso educación vocacional. Para obtener una copia que cubre quejas de discriminación y preguntas con respecto a estas políticas, llame o escriba a:

Superintendente/Principal
El Distrito de la Escuela de Hope
613 W. Teapot Dome Ave.
Porterville, CA 93257

DISCIPLINE

§ 35291 ■ Rules; School Discipline

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may notify the parents or guardians of all pupils registered in schools of the district of the availability of rules of the district pertaining to school discipline.

The rules pertaining to School and Student Discipline are outlined in the *Hope Elementary School District Discipline Matrix*. A copy of the Hope Elementary Discipline Matrix is available in the school office by request.

Education Code Section 44808.5 states that: "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."

§§ 48900.1, 48914 ■ Suspension for Unruly or Disruptive Conduct.

Parents may be required to attend their child's class if he or she is suspended for unruly or disruptive conduct.

Pupil Custody by Law Enforcement (E.C. 48906)

Hope Elementary School will release pupils to law enforcement agencies according to the conditions written in Education Code 48906.

FACILITIES AND SAFETY

40 CFR 763.84(c) and 763.93(g)(4) ■ Asbestos

The asbestos management plan for each school shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. In addition, staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities that are planned or in progress.

§ 17612, 48980.3 ■ Use of Pesticide Products

Hope Elementary School District Use of Pesticides – The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticide use at their child's school. Hope Elementary School District uses a professional pest control company, with every attempt made to apply pesticides on Friday afternoons or during major holiday breaks. The following pesticides are intended to be used at the school sites this year:

Demon Max – Cypermethrin
Demand CS – Lambda Cyhalothrin
Termidor – Fipronil
Cykick – Cyfluthrin
P.T. 565 – Pyrethrins
D-Force H.P.X.> - Deltamethrin
Maxforce ant killer bait gel – Fipronil
Maxforce magnum roach bait gel – Fipronel
Suspend Polyzone-Deltamethrin
Suspend CS – Deltamethrin
Gentrol Aerosol-Hydroprene
Gentrol-Hydroprene

Arilon-Indoxacarb
Wisdom TC-Bifenthrin
Niban granular bait – orthoboric acid
Nyguard plus – pyriproxyfen
Cynoff EC – cypermethrin

Non pesticides:
Glueboards for mice/rats
Lo-line – insect monitor stations

More information regarding these pesticides and pesticide use reduction is available at the Department of Pesticide Regulation’s Web site: <http://www.cdpr.ca.gov> or www.rescompestcontrol.com

Warning signs are posted at the school site, where pesticides will be applied, at least 72 hours prior to the application and 72 hours after the application. To receive written notification, please submit a request in writing to your child’s school asking for written notification of individual pesticide application at the school facility.

§ 39831.5 ■ School Bus Safety Rules

It is the intent of the Hope Elementary School District to make school bus transportation a safe, pleasant experience for the students of our District.

Conduct of students on the school bus is a serious matter. One misbehaving student can jeopardize the safety and welfare of many others by distracting the driver’s attention away from traffic conditions.

Listed below are state laws and District riding rules to assist your son or daughter in understanding his/her responsibilities while riding buses of the School District.

Authority of Bus Driver (California Code of Regulations, Title 5, Section 14103):

- A. 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 bus 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.
- B. The Board of Trustees has adopted rules and regulations to enforce this section. These regulations include specific administrative procedures relating to suspension of riding privileges. Bus drivers will report students who violate these regulations by issuing a written “bus citation” to the student. The citation will be sent home for you (the parent) to sign and return.

All students who ride the bus are subject to bus riding regulations. Students should arrive at their bus stop five minutes prior to their scheduled pick up time. Listed below are some of the unacceptable behaviors that could jeopardize student bus riding privileges:

- *Failure to remain seated
- *Refusing to obey Driver
- *Profanity
- *Fighting
- *Spitting
- *Throwing objects in or out of the bus
- *Disobeying bus monitor
- *Bothering others

*Lighting matches
*Smoking on bus
*Creating excessive noise

*Willfully destroying bus property
*Any part of body out of window
*Eating or drinking on bus

Safe transportation on a school bus requires cooperation and consideration of all people.

Assembly Bill 1297 is now law and became effective January 1, 1998. This new law requires all school bus operators to use the red crossover lights at any bus stop where students load or unload the bus. Additionally, each school has a plan on file at their school site with detailed information the bus route, boarding and exiting procedures, passenger safety, pre-trip information, danger zones, red light crossing, Special Education, foggy day information and bus rules. This plan may be reviewed upon request at the school office.

HEALTH & IMMUNIZATIONS

§ 49403 ■ Cooperation in Control of Communicable Disease & Immunization of Pupils

The governing board of any school district may permit a licensed physician and surgeon, or a health care practitioner (including a physician assistant, nurse practitioner, registered nurse, licensed vocation nurse or nursing student who is acting under the supervision of a registered nurse as provided by law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil whose parent or guardian has consented in writing prior to administration of the immunizing agent.

H. & S. Code § 120335, Education Code 48216(b)(c) ■ Immunization for Communicable Disease

The governing board of each school district requires that every child entering a school must be fully immunized against Diphtheria, Haemophilus influenzae type b, Measles, Mumps, Pertussis (whooping cough), Poliomyelitis, Rubella, Tetanus, Hepatitis B, Varicella (chicken pox), and any other disease deemed appropriate by the California Department of Public Health. A written immunization record of each required vaccine, including date and provider must be presented at school entry.

Commencing July 1, 2011, the governing board of each school district shall require full immunization against Hepatitis B for any pupil entering the 7th grade level. Also commencing July 1, 2011, the governing board shall require any pupil entering 7th through 12th grade, inclusive, to be fully immunized against pertussis, including all pertussis boosters (Tdap) appropriate for the pupil's age.

(a) Your child must be immunized against certain diseases before being admitted to school, unless exempted for medical or religious reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunization requirement until they complete the "grade span" they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering school for the first time or advancing to 7th grade after July 1, 2016 will no longer be exempt from immunizations based on their religious or personal beliefs. (Ed. Code §48216 and Health and Safety Code §120335.)

(b) The governing board of the district shall notify the parent or guardian of the pupil that they have two weeks to supply evidence either that the pupil has been properly immunized, or that the pupil is exempted from the immunization requirement pursuant to Education Code section 48216 and Section 120335 or 120370 of the Health and Safety Code.

(c) The governing board of the district, in the notice, shall refer the parent or guardian of the pupil to the pupil's usual source of medical care to obtain the immunization, or if no

usual source exists, either refer the parent or guardian to the county health department, or notify the parent or guardian that the immunizations will be administered at a school of the district.

Evaluation of vision and hearing will be provided at Hope Elementary District during the student's following grade levels:

- 1st – Vision and hearing
- 2nd – Vision and hearing
- 5th – Vision and hearing
- 8th – Vision and hearing

The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist (E.C. 49455).

Oral Health Assessment/Waiver: California law, Education Code 49452.8, now requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement. If you cannot take your child for this assessment, you may be excused from this requirement by filling out the waiver section.

PLEASE COMPLETE THE ORAL HEALTH ASSESSMENT/WAIVER REQUEST FORM.

Tobacco-Free Schools: The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083) This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event. There are tobacco cessation classes and educational resources available. For further information please contact Anna Borba, County District Nurse, 559-782-5700.

§ 49423 ■ Administration of Prescribed Medication for Pupil (Ed. Code §§ 48980, 49423, 49480)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may be assisted by the school nurse or other designated school personnel if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent, indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may carry and self-administer prescription auto-injectable epinephrine if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time

schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and an agreement to release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using auto-injectable epinephrine in a manner other than as prescribed.

Parents of any student on continuing medication for a non-episodic condition must inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With parent consent, the school nurse may communicate with the student's physician and may counsel school personnel regarding the possible effects of the drug, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

§ 49423.1 ■ *Inhaled Asthma Medication*

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, may be assisted by the school nurse or other designated personnel if the District receives the following: (1) a written statement from the physician or surgeon detailing the medication name, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent requesting that the District assist the student in the administration of medication set forth in the physician or surgeon's written statement. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for her or her by a physician or surgeon, may carry and self-administer inhaled asthma medication if the District receives the following: (1) a physician or surgeon's written statement confirming that the child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel allowing them to consult with the student's physician, and an agreement to release the District and school personnel from civil liability in the event of an adverse reaction as a result of self-administering medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using inhaled asthma medication in a non-prescribed manner.

§ 48980, 49451 ■ *Physical Examination Exemptions*

Parents may exempt their student from physical examinations at school by annually filing a written statement with the school principal refusing such an exam. However, when there is a good reason to believe that a student exempted from physical examination is suffering from a recognized contagious or infectious disease, he or she will be sent home

and will not be permitted to return to school until school authorities are satisfied that any contagious or infectious disease does not exist.

§ 49414.7 ■ Anti-Seizure Medication

Parents/guardians of a student with epilepsy who has been prescribed an emergency anti-seizure medication may request that their student's school have one or more of its employees receive voluntary training in the administration of the medication in the event that the student suffers a seizure when a nurse is not available. Upon receipt of the parent's request, the school district must notify the parent that his or her child may qualify for an individualized education program or a Section 504 plan.

§ 49451 ■ Parent's Refusal to Consent (Physical Exam)

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

§ 49452.7 ■ Type 2 Diabetes Information

The school districts shall provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade pupils. The information sheet may be provided to the parent or guardian of incoming 7th graders with the annual parent rights notification, or it may be provided separately.

The information sheet is available to school districts through the California Department of Education website at <http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>. Written copies of the information sheet are available to school districts upon written request to the California Department of Education.

§ 49471 ■ Medical & Hospital Services Not Provided or Available

The Hope Elementary School District takes appropriate steps to protect your child from injuries. Even so, accidents can and do happen while participating in activities that take place on campus, on school trips, and during extracurricular activities and sports. **The Hope Elementary School District does not provide medical, accident or dental insurance for pupils injured on school premises or during school activities.**

§ 49480 ■ Continuing Medication

The parent or legal guardian of any public school pupil on continuing medication for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug. The Superintendent/Principal of the school district shall be responsible for informing parents of the requirements of this section.

§49428 ■ *Mental Health Services for Students*

Student mental health services are available through the Tulare County Office of Education Behavioral Health Services by contacting: Jennifer Newell, Psy.D., Director, 6200 S. Mooney Blvd. Visalia, Ca. 93277, 559-730-2969

INSTRUCTION

§ 221.5 ■ *Course of Study – Sexual Bias*

Elementary schools, commencing with seventh (7th) grade shall offer classes and courses, including nonacademic and elective classes and courses, without regard to the sex of the student enrolled in these classes and courses. A school district may not prohibit a pupil from enrolling and may not require a pupil of one sex to enroll in any class or course on the basis of the sex of the pupil.

§ 32255-32255.6 ■ *Pupils' Rights to Refrain From the Harmful or Destructive Use of Animals*

Pursuant to Chapter 2.3 (Sections 32255-32255.6), upon receiving notice from the school, any pupil with a moral objection to dissecting, harming, or destroying animals shall notify his/her teacher regarding this objection. An alternative education project may be arranged if the teacher believes the alternative education project can provide the course of study in question. A parent/guardian written request for objection to the class or course of study must be provided. Each teacher teaching a course that utilizes live or dead animals or animal parts shall also inform pupils of their rights pursuant to the law. Classes in agricultural education, animal care and management, or evaluation of domestic animals are exempted from the provisions of this chapter.

§ 51240 ■ *Excuse from Health Instruction Based on Religious and Moral Grounds*

Parents/guardians may request in writing that their student be excused from any part of a school's instruction in health which conflicts with their religious training and beliefs.

§ 51934, 51938-51939 ■ *Comprehensive Sexual Health Education and HIV/AIDS Instruction*

All pupils in grades 7-12, inclusive, shall receive comprehensive sexual health education and HIV/AIDS prevention education from trained instructors at least once in junior high/middle school and once in high school.

At the beginning of each school year, or at the time of enrollment, the parent or guardian of each pupil shall be notified about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall include all of the following:

1. Advise the parent or guardian that written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
2. Advise the parent or guardian whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them a copy of Education Code sections 51933, 51934, and 51938.
3. Advise the parent or guardian that the parent or guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education.

Anonymous, voluntary and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupils' attitudes concerning or practices relating to sex may be administered to pupils in grades 7-12. Parents or guardians shall be notified in writing and given the opportunity to review such tests, questionnaires and surveys.

A parent or guardian has the right to excuse his or her child from all or part of the above by making a written request.

A pupil shall not be subject to disciplinary action, academic penalty, or other sanction if the parent/guardian does not permit the pupil to receive the instruction. While the instruction is being delivered, an alternative educational activity shall be made available to those pupils whose parent/guardian have requested that they not receive the instruction.

Primary Language (E.C. 48985)

In accordance with Education Code 48985, Hope Elementary School District will provide notices and reports in primary languages when the enrollment of a group reaches 15% or more.

§ 49091.14 ■ Availability of Curriculum Prospectus

Summary of Curriculum: Textbooks and instructional materials are annually listed in the School Accountability Report Card. The instructional aims of each course are discussed at the first parent/teacher conference. In addition, all curriculum material is available for examination upon request.

5 CCR § 852 ■ California Assessment of Student Performance & Progress (CAASPP)

The CAASPP, which has replaced the Standardized Testing and Reporting ("STAR Program"), is the state's academic testing program. District students will take the test in grades 3rd – 8th. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. Following the spring semester testing, students will receive individual score reports. Student score reports will be sent home to parents and will include an overall score, a description of the student's achievement level for English–language arts and mathematics, and other information. It is important to note that these scores cannot be compared to scores that your child previously received on the STAR Program tests because this test is based on the Common Core State Standards, involves different types of test questions, and will not be reported using the STAR Program reporting categories. Pursuant to California Education Code section 60615, parents may annually submit to the school a written request to excuse their child from any or all of CAASPP. If you would like more information regarding CAASPP, please visit the "Students & Parents" tab of the CDE CAASPP website at <http://www.cde.ca.gov/ta/tg/ca/>, or contact school administration.

LUNCH/MEALS

§ 49510-49520 ■ Child Nutrition; School Meals

It is the intent of Article 9 of the Education Code (commencing with section 49510 et seq.) to establish an on-going program to assure that the nutritional requirements of pupils are enhanced by a pervasive program of food supplementation while they are attending school. The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. Notice of the availability of the program prescribed by this article shall be given pursuant to Section 48980. **Hope Elementary School District contracts with Porterville Unified School District and follow the Dietary Guidelines for Americans along with CDE nutrition requirements.**

NO CHILD LEFT BEHIND ACT OF 2001

20 USC 1232h

Any district receiving funds from the United States Department of Education must adopt a policy regarding the (1) administration of surveys and physical exams/screenings; (2) right of parents to inspect instructional materials; and (3) collection of personal information for marketing purposes. Additional notice shall be provided within a reasonable period of time after any substantive change to such policy.

§§ 51513 and 60614 ■ Personal Beliefs / Political Affiliations / Behavior / Close Family Relationships

No test, questionnaire, survey, or examination which has questions about your or your child's: beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) shall be administered without prior notification and written permission of the parent or guardian. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation.

RECORDS

§ 49063, 49068, 49069, 49070, 20 USC 1232g, 34 CFR 99.7 ■ Parent Access to Records

HOPE ELEMENTARY - STUDENT RECORDS

The Superintendent/Principal (school site Custodian of Records) and/or the District Custodian of Records maintain records on every student enrolled. These records are kept in a central file at the school attended by the student or, when records are maintained in different locations, a notation is placed in the central file indicating where other records may be found. Parents/guardians of currently enrolled or former pupils have absolute access to any and all student records and information, in accordance with law, and shall not be denied because he/she is not the child's custodial parent. School officials or employees whose duties and responsibilities to the district require that they have access to student records are also allowed access. The district will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Student records include:

- Mandatory permanent student records (kept indefinitely):

Legal name of student; date and place of birth, and method of verifying birth date; sex of student; name and address of parent/guardian of minor student; address of minor student if different from the above; annual verification of parent/guardian's name and address and student's residence; entrance and departure date of each school year and for any summer session or other extra session; subjects taken during each year, half-year, summer session or quarter, and marks for credits given; verification of or exemption from required immunizations.

- Mandatory interim student records (forwarded to another district or destroyed during the third school year following a determination that their usefulness has ceased or the student has left the district):

Expulsion orders and the causes therefore; log identifying persons or agencies who request or receive information from the student record; health information, including child health and disability prevention program verification or waiver; information on participation in special education programs, including required test, case studies, authorizations, and evidence of eligibility for admission or discharge; language training records; progress slips/notices; parental restrictions/stipulations regarding access to directory information; parent/guardian rejoinders to challenged records and to disciplinary action; parent/guardian authorization or denial of student participation in specific programs; results of standardized tests administered within the past three years.

- Permitted student records (may be destroyed six months after the student completes or withdraws from the educational program):
Objective counselor/teacher ratings; standardized test results older than three years; routine disciplinary data; verified reports of relevant behavioral patterns; all disciplinary notices; supplementary attendance records.

To inspect, review or obtain copies of student records, authorized persons shall submit a request to the Custodian of Records. Authorized persons from outside the school whose access requires consent from the parent/guardian or adult student shall submit their request, together with any required authorization, to the Superintendent/Principal or designee or the Custodian of Records. Within five days following the date of request, an authorized person shall be granted access to inspect, review and obtain copies of student records during regular school hours. The cost of the copies is five cents per sheet. Qualified certificated personnel shall be available to interpret records when requested. The Custodian of Records is responsible for the security of records and shall assure that access is limited to authorized persons. The Custodian of Records or the Superintendent/Principal or designee shall prevent the alteration, damage or loss of records during inspection. A log shall be maintained for each student's record, which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requestor.

The custodial parent/guardian of any student may submit to the Superintendent/Principal or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be inaccurate, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, not based on the personal observation of a named person with the time and place of the observation noted, is misleading or is in violation of the privacy or other rights of the student. Within 30 days of receiving a request to correct or remove information from a record, the Superintendent/Principal or designee shall meet with the parent/guardian and with the employee (if still employed) who recorded the information in question. The Superintendent/Principal shall then sustain or deny the allegations. If the parent/guardian's allegations are sustained, the Superintendent/Principal shall order the correction or removal and destruction of the information. If the Superintendent/Principal denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Board of Trustees. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the employee (if still employed) who recorded the information in question. The Board shall then decide whether or not to sustain or deny the allegations. If it sustains any or all of the allegations, the Superintendent/Principal shall immediately correct or remove and destroy the information from the student's records. The decision of the Board shall be final. If the decision of the Superintendent/Principal or Board is unfavorable to the

parent/guardian, the parent/guardian shall have the right to submit a written statement of objections, which shall become a part of the student's record.

Parents/guardians have the right to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5920.

The District also makes available directory information to approved agencies or persons in accordance with state and federal laws. Directory information includes the name of the student, date and place of birth, address, telephone number, attendance data, and most recent previous school attended. You have the right to notify the district in writing of any categories of directory information you do not want included. You have the right to consent to the disclosure of personally identifiable information contained in the student's records, except when disclosure without consent is authorized by law. You may prohibit the District from releasing directory information by submitting a written request within 30 days to the school office. (E.C. 49073)

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5920

Following the inspection and review of a pupil's records, the parent or guardian of a pupil or former pupil may challenge the content of any pupil record pursuant to Section 49070.

Any school district requesting a transfer of pupil records shall notify parents of their right to receive a copy of the record and a right to a hearing to challenge the content of the record. The District will forward student records, including suspension and/or expulsion disciplinary records, to other schools that have requested the records and in which the student seeks to enroll.

§§ 49075, 49076 et seq. and 34 CFR 99.1 et seq. ■ Parental Consent to Release Student Information

Parents have the right to consent to disclosure of personally identifiable information contained in their child's records, except to the extent disclosure without consent is permitted by law (e.g. subpoena or court order).

§ 49073, 49073.5 ■ No Child Left Behind 20 USC 7908- Directory Information

Notice must be given at least on an annual basis of the categories of directory information that the district plans to release, and of which individuals, officials, or organizations may receive it. Directory information may be released according to district policy as to any pupil or former pupil, unless the parent has notified the district that the information shall not be released.

§ 49073(c) ■ Homeless Students / Release of Directory Information

Written consent of the parent or that of the student, if accorded parental rights, must be

obtained before directory information pertaining to a homeless student may be released. (20 USC 1232g.)

STUDENTS WITH DISABILITIES

§ 48206.3, 48207, 48208 ■ Pupils with Temporary Disability

A pupil with a temporary disability, which makes attendance in the regular day classes or alternative education program, in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside. The district shall consider provisions for a pupil with a temporary disability, in which it may or may not be advisable to attend a school or an alternative education program. Such pupils shall be provided individual instruction, as deemed necessary, that may include instruction in the pupil's home, hospital, or health facility in the pupil's district of residence. If the hospital or health facility is outside the pupil's district of residence, the district where the hospital or health facility is located shall be the pupil's district of residence. It shall be the responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside, pursuant to Section 48207 of the pupil's presence in a qualifying hospital.

§ 56040 ■ Individuals with Disabilities Education Act (IDEA)

Every individual with exceptional needs who is eligible to receive special education instruction and related services under this part, shall receive that instruction and those services at no cost to his or her parents or, as appropriate, to him or her. Federal law also requires a free and appropriate education in the least restrictive environment be offered to individuals with exceptional needs.

§ 56301 ■ Child Find Policies (Special Education)

All children with disabilities residing in the state who are in need of special education and related services, shall be identified, located and assessed and a practical method developed and implemented to determine which children are receiving needed special education and services as required by Federal law.