

# Parent Rights & Responsibilities



Chico Unified School District  
Administrative Offices  
1163 East Seventh St.  
Chico, CA 95928  
530-891-3000  
[www.chicousd.org](http://www.chicousd.org)



# CHICO UNIFIED

## SCHOOL DISTRICT

Administrative Offices  
1163 East Seventh Street  
Chico, CA 95928-5999  
530.891.3000  
[www.ChicoUSD.org](http://www.ChicoUSD.org)

Dear Parents/Guardians/Students,

Welcome to Chico Unified School District! We are looking forward to the upcoming school year and hope it is a wonderful one for both parents/guardians and students.

Chico Unified School District supports a school culture that promotes high expectations, mutual respect, and positive interpersonal relationships. This booklet is designed to acquaint you with CUSD policies and procedures as well as how to access district staff for information and assistance.

California state law requires that school districts annually notify parents/guardians and students of various rights and responsibilities. It further requires that school districts maintain written records confirming that parents/guardians and students have been so informed. Therefore, it is important that you complete the forms made available to you via Aeries so that we are able to provide you and your family with all of the possible services. Your help and cooperation in completing all forms is greatly appreciated.

If you have any questions regarding the information contained in this document, please feel free to call the principal of your child's school or the District Office.

We look forward to working with you to make this a positive and productive school year.

Sincerely,

*Kelly Staley*

Kelly Staley  
District Superintendent

## BOARD OF EDUCATION MEMBERS

Caitlin Dalby, President | Term Expires: 2024  
Eileen Robinson, Vice President | Term expires: 2026  
Matt Tennis, Clerk | Term expires: 2024  
Rebecca Konkin, Vice President | Term expires: 2026  
Tom Lando, Member | Term expires: 2026

Board meeting calendar and location may be accessed on the Chico Unified Website  
or by phone at (530) 891-3000

## DISTRICT LEVEL CONTACT INFORMATION

Alternative Education Office	895-4047, ext. 20146
Attendance/Data Technician	891-3000, ext. 20184
Center for the Arts	891-3272
Computers for Classrooms	895-4175
Curriculum	891-3000, ext. 20137
District Administrative Offices	891-3000
Employment Information Line	891-3000
Elementary Education	891-3000, ext. 20137
Facilities	891-3209
Federal-State Testing and Accountability Programs	891-3000, ext. 20230
GATE (Gifted and Talented Education) Program	891-3000, ext. 20137
Maintenance & Operations	891-3095
Nutrition Services	891-3021
Personnel - Non-Teaching Classified	891-3000, ext. 20109
Personnel - Teaching Certificated	891-3000, ext. 20142
Psychologists	891-3000, ext. 20156
ROP (Regional Occupational Program)	879-7457
Secondary Education	891-3000, ext. 20105
Section 504 Information	891-3000, ext. 20138
Special Education Information	891-3000, ext. 20156
Student Attendance Review Board (SARB-K-5)	891-3000, ext. 20410
Student Attendance Review Board (SARB-6-12)	895-4047, ext. 20146
Summer School/Intersession	891-3000, ext. 20173
Superintendent's Office	891-3000, ext. 20149
Transportation	891-3097
Uniform Complaint Procedure (for Categorical Programs)	891-3000, ext. 20105

## SCHOOL SITE CONTACT INFORMATION

<b>ELEMENTARY (K – 6)</b>	
Chapman Elementary, 1071 East 16 <sup>th</sup> Street	891-3100
Citrus Elementary, 1350 Citrus Avenue	891-3107
Emma Wilson Elementary, 1530 West 8 <sup>th</sup> Street	891-3297
Hooker Oak Elementary, 1238 Arbutus Avenue	891-3119
John McManus Elementary, 988 East Avenue	891-3128
Little Chico Creek Elementary, 2090 Amanda Way	891-3285
Marigold Elementary, 2446 Marigold Avenue	891-3121
Neal Dow Elementary, 1420 Neal Dow Avenue	891-3110
Parkview Elementary, 1770 East 8 <sup>th</sup> Street	891-3114
Rosedale Elementary, 100 Oak Street	891-3104
Shasta Elementary, 169 Leora Court	891-3141
Sierra View Elementary, 1598 Hooker Oak Avenue	891-3117
<b>SECONDARY</b>	
Bidwell Junior High, 2376 North Avenue	891-3080
Chico Junior High, 280 Memorial Way	891-3066
Marsh Junior High, 2253 Humboldt Road	895-4110
Chico High, 901 Esplanade	891-3026
Pleasant Valley High, 1475 East Avenue	891-3050
Oak Bridge Academy, 1950 E 20th Street	897-8877
<b>ALTERNATIVE EDUCATION</b>	
Academy For Change (AFC), 290 East Avenue	891-3092
Center for Alternative Learning (CAL), 290 East Avenue	891-3092
Fair View Continuation High School, 290 East Avenue	891-3092
<b>INDEPENDENT STUDY</b>	
Oak Bridge Online Learning Academy (TK-12)	897-8877
Oakdale (6-12) 290 East Avenue	891-3092
Chico High (9-12) 901 Esplanade	891-3026
Pleasant Valley High, 1475 East Avenue	891-3050
<b>SPECIAL SERVICES</b>	
Loma Vista School, 2404 Marigold Avenue	879-7400

## ABBREVIATIONS

Abbreviation	Complete Title
AR	Administrative Regulation
BP	Board Policy
CCR	California Code of Regulations
CFR	Code of Federal Regulations
CUSD	Chico Unified School District
EC	Education Code (California State Education Code)
SARB	School Attendance Review Board
SARC	School Accountability Report Card
USC	United States Code

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## **CUSD MISSION**

### **CUSD Mission**

The mission of the Chico Unified School District, a partnership of students, staff, families and community, is to ensure all students achieve high levels of academic and personal success, contribute to their community and confidently compete in a changing global society by engaging in quality educational programs that address diverse student needs and promote learning throughout life.

### **Professional Standards for All Employees**

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

### **Notice to Parents/Guardians, Students, and Teachers: Williams Complaint Rights**

Parents, Guardians, Pupils and Teachers:

Pursuant to California Education Code Section 35186 you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook, instructional materials, or both to use in class and take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.
  - a. 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.
  - b. 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.

Pupils who have not passed the high school exit examination by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has passed both parts of the high school exit examination, whichever comes first, pursuant to paragraphs (4) and (5) of subdivision (d) of Section 37254.

A complaint form may be obtained at the school office, district office, or downloaded from the school district's website ([www.chicousd.org](http://www.chicousd.org)) or the California Department of Education's website (<http://www.cde.ca.gov>).

## **ENROLLMENT AT CUSD**

Summary: CUSD exists for the educational benefit of children in the greater Chico area. Read this section to learn more about who is eligible for enrollment, when students may be enrolled, and which school your child may attend.

### **Residency Requirements (EC §§48204, 48206.3, 48207, 48208, 48850, 42 USC 11431, Et Seq.)**

A pupil shall be deemed to have complied with the residency requirements for school attendance in CUSD if they have met the requirements outlined in Sections 48200 and 48204 of the California Education Code. This code makes provision for migratory children by stipulating these children must be allowed to continue in their schools of origin for the duration of their status as migratory children (EC 48204.7).

### **Minimum Age of Entrance to Kindergarten (EC §48000)**

Children who will have their fifth (5) birthday on or before September 1 of the school year shall be admitted to kindergarten at the beginning of that school year. Those with birthdays between September 2 and April 2 are eligible for Transitional Kindergarten (TK).

### **Public Schools of Choice (EC §§35160.5(b), 48980(h))**

The CUSD Board of Education endorses the neighborhood school concept. The Board recognizes, however, that parents may wish to choose a school of attendance other than their neighborhood school. The Board of Education believes that parental choice should be included as an integral feature of a well-rounded educational environment. Neighborhood school attendance areas are established to optimize use of existing facilities. Requests for intra-district transfers may be made because of personal preference based on many different reasons including special programs, needs of the family or child, after-school activities, instructional philosophy, location, specific child or family needs, etc. These requests are approved on a space-available basis on set dates (e.g., the beginning of the school year or the beginning of a semester).

Where requests of similarly situated students to attend a school in the attendance area exceed openings, the selection process must be random and unbiased, except: 1) The District has the authority to keep appropriate racial and ethnic balances among its schools; 2) Federal law (Board Policy #5116.1) requires that within a reasonable amount of time following the incident, any student who becomes the victim of a violent criminal offense has the option to transfer to another school. The Superintendent/designee shall identify eligible schools and consider the student's needs and parent/guardian preferences in assigning the student. If the parents/guardians choose to transfer the child, the transfer shall be completed as soon as practicable. Should a school be designated "persistently dangerous" by the California Department of Education, the Superintendent or designee shall notify parents/guardians in a timely manner. Included in the notification will be an explanation of their option to transfer. Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notice and shall rank-order their preferences from among the schools identified by the superintendent/designee as eligible to receive transfers. Transfers shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The superintendent/designee may choose to make the transfer permanent based on the educational needs of the student and other factors affecting the student's ability to succeed if returned to the school of origin; or 3) Siblings of pupils already in attendance in a particular attendance area may be given priority attendance in the same school. Students who transfer from one high school to another during their four years of schooling may have eligibility problems concerning athletics. The California Interscholastic Federation (CIF), the governing body of high school sports, passed statewide transfer rules, effective July 1, 2007, which limit students to a one-time transfer without a valid change of residence. Parents and students should contact the athletic directors before assuming that the student is automatically eligible to participate.

Intra-district transfer applications are available the first week of December for the upcoming school year. Applications received by January 15 will be included in a lottery if deemed necessary. Further information is available at the district office, the appropriate school site or the district website at [www.chicousd.org](http://www.chicousd.org).

### **School Accreditation (EC 35178.4)**

Chico Unified will notify each parent or guardian of a pupil in a school that has lost its accreditation status and the

potential consequences of the school's loss of status, in writing and by posting the information on the school's website.

### **Notice of Alternative Schools (EC 58501)**

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

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

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

### **Interdistrict Attendance Agreements (EC §§46600, 46601, 48204, 48980)**

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

School districts must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's interdistrict transfer request if the school district of proposed enrollment approves the transfer (EC 46600).

### **Fingerprinting Program (EC §32390)**

The governing board of any school district may offer a fingerprint program for children enrolled in kindergarten or newly enrolled in that district. If the District elects to offer a fingerprinting program, each parent or guardian of a child shall be informed of the school fingerprinting program when he or she first enrolls the child in the public schools. At that time the parent or guardian shall declare, in writing, whether or not he or she wants the child to be fingerprinted in the school program and if the parent or guardian consents to the fingerprinting he or she shall pay the applicable fee. The parent or guardian shall be informed in writing at the time of enrollment that he or she may reverse in writing his or her declaration on fingerprinting at any time.

## **SCHOOL ATTENDANCE**

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

### **Attendance Obligations (EC §§46014, 48200, 48205, 48400)**

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

- Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- 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.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent, or designee.
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- For the purpose of participating in a cultural ceremony or event.
- For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided below, provided that the pupil notifies the school ahead of the absence.
  - A middle school or high school pupil who is absent for the purpose of engaging in a civic or political event is required to be excused for only one school day-long absence per school year. Additional excused absences for this purpose may be permitted in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

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

For purposes of this section, the following definitions apply:

- (1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
- (2) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

A pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (EC § 48980(i))

### **Truancy**

- (1) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school’s designees to discuss attendance issue and develop plan to improve attendance.
- (2) The second time a truancy report is issued within the same school year, the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil’s school.
- (3) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC 48263.
- (4) The fourth time truancy is issued within the same school year, the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

### **Absence for Confidential Medical Services (EC §46010.1)**

Under appropriate circumstances, the District may excuse students in grades 7-12 from attendance for the purpose of obtaining confidential medical services without parent consent. For more details on this topic please contact the Office of the District Superintendent.

### **Religious Activities (EC §46014)**

With your written consent, your student will be released from school to observe a holiday or ceremony of your student’s religion. You are encouraged to schedule any religious instruction for your students during non-school hours since students will not be excused from school to receive religious instruction.

### **Notice of Minimum Days and Pupil-Free Staff Development Days (EC § 48980(c))**

For a list of scheduled minimum days and pupil-free staff development days please see CUSD’s 2023-2024 Student [Calendar on the district website](#). If minimum or pupil-free staff development days are scheduled thereafter, the governing board of the school district will 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.

## **HIGH SCHOOL GRADUATION & BEYOND**

Summary: High school graduation may seem distant to parents of young children, but CUSD always has graduation in view! Read this section to learn about CUSD goals for high school graduates and what requirements your children will need to meet in order to graduate from a high school in our district. We’ve also got a few career and college preparation resources and tips for starting life beyond high school.

### **Graduate Attributes**

- Our goal is that all CUSD graduates will be:
- EDUCATED INDIVIDUALS, Who
  - possess and apply a broad body of knowledge.
  - attain subject area learning standards including, but not limited to, English/Language Arts, History/Social Science, Science, Math, Health, P.E., Visual & Performing Arts, Foreign Language.
  - access information from a variety of sources.
- CONTRIBUTING MEMBERS OF SOCIETY, Who
  - possess the skills to be productive in the workforce, family and community.
  - adjust to new situations and ideas.
  - adapt to a changing world.

- work effectively in a team setting.
- analyze, interpret and communicate information effectively.
- serve as positive role models.
- develop skills to maintain a healthy and physically fit life style.
- CRITICAL, REFLECTIVE THINKERS AND PROBLEM SOLVERS, Who
  - gather, analyze and process information from a variety of sources.
  - organize relevant information, make connections and draw conclusions.
  - work individually and cooperatively toward effective solutions.
- INFORMED, RESPONSIBLE INDIVIDUALS, Who
  - recognize and accept individual and cultural uniqueness.
  - contribute to solutions of community and worldwide issues.
  - take positive action on issues affecting our environment.
  - demonstrate teamwork and/or leadership skills.
  - exhibit mutual respect.
  - set, prioritize and revise personal goals.
- EFFECTIVE COMMUNICATORS, Who
  - understand and convey written, oral and visual ideas and information.
  - listen and ask questions.
- EFFECTIVE USERS OF TECHNOLOGY, Who
  - use technology to gather, select and apply information appropriate to individual needs.
- CONFIDENT INDIVIDUALS WITH POSITIVE SELF-ESTEEM, Who
  - have respect for themselves and others.
  - have a clear, realistic and positive view of self.
  - can accept differing values and belief systems in their interactions with others.
- SELF-MOTIVATED, LIFE-LONG LEARNERS, Who
  - are willing to take risks in creating and developing untried ideas.

### **Course of Study**

CUSD shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study. The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry (BP 6000, BP 6143, EC §51228) At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Per Cal. Edu. Code 49091.14, the curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication. See BP 6154 for more details.

Consistent with the District philosophy and goals, high school principals will issue a diploma certifying high school graduation to each student who meets the District's required course of study. This course of study shall be described in a list provided annually to all students in grades 9-12 and their parents/guardians, and shall be readily available (such as through this Parent Rights and Responsibilities document) (BP 6143). In addition, students must pass 10 credits of coursework that meet or exceed the academic content standards for Algebra I or Integrated Math 1. Those students who have met all District graduation requirements prior to the Commencement Ceremony qualify to participate in the Commencement Ceremony.

Students not passing the Algebra/Integrated Math I requirement, but meeting all other graduation requirements will receive a Certificate of Completion. Those students who have met the requirements for a Certificate of Completion prior to the Commencement Ceremony qualify to participate in the Commencement Ceremony.

Students with an Individualized Education Plan who do not meet diploma requirements will qualify for a Certificate of Attendance by meeting the standards specified in his/her Plan. The Plan may include differential standards specifically designed for the student. If differential standards are specified in the Plan, those standards should be attainable by the student, yet represent a reasonable level of proficiency that will enable the student to become a self-sufficient citizen. Those students who have met the requirements for a Certificate of Attendance prior to the



Commencement Ceremony qualify to participate in the Commencement Ceremony.

A foster youth, homeless student, former juvenile court school student, child of a military family, migrant student who transfers into the district or between district schools any time after completing his/her second year of high school, or newly-arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program shall be required to complete all graduation requirements specified in Education Code 51225.3, but shall be exempted from any additional district-adopted graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her the fourth year of high school. The Superintendent or designee will notify any eligible student of the availability of the exemption and whether the student qualifies for it within 30 days of the student's transfer.

Since individual students learn and achieve at varying rates, it is understood that students will not all meet graduation standards within the same time frame. The District will provide students with the opportunity to receive a diploma or certificate at the end of each semester of the regular school year and at the end of the summer when a summer session is provided.

If a student is unable to pass a course in Algebra/Integrated Math 1, school personnel will place the student in class(es) or program(s) where remediation will be provided.

CUSD schools may help pay for all or part of the costs of one or more advanced placement (AP) examinations charged to economically disadvantaged pupils.

Parents or guardians may request the professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s). Permits parents to request information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request regarding their child's teacher, parents may also request:

- Information on the level of achievement of the parent's child in each of the State academic assessments, and
- Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

Parents may obtain this information by logging on to [www.ctc.ca.gov/](http://www.ctc.ca.gov/) and looking up the child's teacher's credentials by entering the first and last name.

The law also requires that parents be notified when a teacher who is not highly qualified is hired and teaches the child four (4) consecutive weeks or more.

### **High School Graduation Requirements**

During grades 9 through 12, students will successfully complete the course and credit requirements listed below.

#### **1. REQUIRED COURSE OF STUDY TO RECEIVE A CUSD DIPLOMA**

<b>CUSD Diploma Requirements</b>		
<b>Subject</b>	<b>Required Credits</b>	<b>Description</b>
Mathematics (Beginning with the Class of 2017)	30	<b>30 credits.</b> The pupil must meet or exceed 10 credits of coursework that meet or exceed the academic content standards for Algebra I or Integrated Math I in any of grades 7 to 12. Regardless of when the Algebra I or Integrated Math content standards requirement is met, students must earn 30 credits in mathematics during grades 9-12.

		Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a “category c” course based on the “a-g” course requirements for college admission (Education Code 51225.3, 51225.31).
English	40	<b>40 credits.</b> The student must be continuously enrolled in English classes throughout grades 9-12.
Science	20	10 credits in biological/life science. 10 credits in physical/earth science.
Health Science	5	<b>5 credits.</b> May be taken in grades 7-12.
Physical Education	20	<b>20 credits.</b> PE is required in 9th grade. The second PE course may be completed in any grade 10-12. (These units are not required to meet the continuation high school course of study.)
History/Social Science	30	10 credits in world history, culture and geography to be taken during the 10th grade year. 10 credits including U. S. history and geography to be taken in the 11 <sup>th</sup> grade year. 5 credits in American Government and civics. <b>5 credits in economics</b> to be taken in the 12th grade year.
Fine Arts/Foreign Language/ Career Technical Education (CTE)	10	10 credits in Visual or Performing Arts, Foreign Language, including American Sign Language, or Career Technical Education. To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education and be classified as a “category c” based on “a-g” course admission criteria.
Electives		Adequate number of credits to attain a total of 235 credits. A maximum of 20 credits in work experience may be used to satisfy this requirement.
	235	Total credits required for diploma plus other course and test requirements stated above.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.3 and 49701. Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

## 2. REQUIRED COURSE OF STUDY TO RECEIVE A CUSD CERTIFICATE OF COMPLETION

Certificates of completion are awarded to students who have individualized education plans (IEPs) and accordingly complete an alternate course of study, as described below.

CUSD Certificate of Completion Requirements		
Subject	Required Credits	Description
Mathematics (Beginning with the Class of 2017)	30	<b>30 credits.</b> Credits are gained in mathematics during grades 9-12.
English	40	<b>40 credits.</b> Pupil must be continuously enrolled in English classes throughout grades 9-12
Science	10 10	10 credits in biological/life science. 10 credits in physical/earth science.
Health Science	5	<b>5 credits.</b> Course may be taken in grades 7-12.
Physical Education	20	<b>20 credits.</b> PE is required in 9th grade. The second PE course may be completed in any grade 10-12. (These units are not required to meet the continuation high school course of study.)

History/Social Science	10 10 5 5	10 credits in world history, culture and geography to be taken during the 10th grade year. 10 credits including U. S. history and geography to be taken in the 11 <sup>th</sup> grade year. 5 credits in American Government and civics. <b>5 credits in economics</b> to be taken in the 12th grade year.
Fine Arts/Foreign Language/ Career Technical Education	10	10 credits in Visual or Performing Arts, Foreign Language, including American Sign Language, or Career Technical Education.
Electives		Adequate number of credits to attain a total of 235 credits. A maximum of 20 credits in work experience may be used to satisfy this requirement.
	235	Total credits required for diploma plus other course and test requirements stated above.

### 3. REQUIRED COURSE OF STUDY TO RECEIVE A CUSD CERTIFICATE OF ATTENDANCE

- a. Successfully complete requirements as specified by the student's IEP.

#### Retroactive Diplomas

The District may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430).

The District may grant a diploma to a person who departed California against their will, as defined in subdivision (d) of Section 48204.4, and, at the time of their departure, was enrolled in grade 12 of a high school operated by the school district and did receive a high school diploma because their education was interrupted due to their departure and was in good academic standing at the time of their departure. The District shall consider any course work that may have been completed by the pupil outside of the United States or through online or virtual courses. (Education Code 51430).

The District may grant a diploma to a person who was in their senior year of high school during the 2019-2020 school year, in good academic standing and on track to graduate at the end of the 2019-2020 school year, as of March 1, 2020, and unable to complete the statewide graduation requirements as a result of the COVID-19 crisis. (Education Code 51430).

The District may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12 (Education Code 51440).

#### UC/CSU Admission Requirements

To be eligible for admission as a freshman, California residents must meet the following subject requirements, examination requirements, and scholarship requirements:

- Subject Requirements: Students must complete a minimum of 15 college-preparatory courses, with at least 11 finished prior to the beginning of their senior year. Courses must be on the approved UC course list. Grades must be "C" or better in each course in the following subject areas:
  - History/social science: 2 years
  - English: 4 years
  - Mathematics: 3 years
  - Laboratory science: 2 years
  - Language other than English: 2 years
  - Visual and performing arts: 1 year
  - College-preparatory elective: 1 year
- Colleges recommend that students take a full academic load in the senior year.
- Examination requirements:
 

CSU - All freshman applicants must submit scores on the SAT or the ACT.

UC - Meet the examination requirement by taking the ACT Plus Writing, the SAT (taken prior to March 2016) or SAT with Essay (taken March 2016 or later) by December of their senior year. The University of California does not require SAT Subject Tests, but certain programs on some campuses recommend them,

and students can use subject tests to satisfy the "a-g" requirements listed above.

For a listing of CUSD offered courses that satisfy the UC & CSU requirements, please contact your high school's Counseling Office or search for the student handbook on the following websites:

[Chico High School](#)

[Pleasant Valley High School](#)

Students can create an account to track UC requirements at <https://hs-articulation.ucop.edu/guide>.

Families can learn about college-specific admission requirements at the following CSU websites.

CSU, Bakersfield - [http://www.csub.edu/](http://www.csub.edu)

CSU, Channel Islands - [http://www.csuci.edu/](http://www.csuci.edu)

CSU, Chico - [http://www.csuchico.edu/](http://www.csuchico.edu)

CSU, Dominguez Hills - [http://www.csudh.edu/](http://www.csudh.edu)

CSU, East Bay - [http://www.csueastbay.edu/](http://www.csueastbay.edu)

CSU, Fresno - [http://www.csufresno.edu/](http://www.csufresno.edu)

CSU, Fullerton - [http://www.fullerton.edu/](http://www.fullerton.edu)

Humboldt State University - [http://www.humboldt.edu/](http://www.humboldt.edu)

CSU, Long Beach - [http://www.csulb.edu/](http://www.csulb.edu)

CSU, Los Angeles - [http://www.calstatela.edu/](http://www.calstatela.edu)

California Maritime Academy - [http://www.csum.edu/](http://www.csum.edu)

CSU, Monterey Bay - [http://csumb.edu/](http://csumb.edu)

CSU, Northridge - [http://www.csun.edu/](http://www.csun.edu)

California State Polytechnic University - [https://www.cpp.edu/](https://www.cpp.edu)

CSU, Sacramento - [http://www.csus.edu/](http://www.csus.edu)

CSU, San Bernardino - [http://www.csusb.edu/](http://www.csusb.edu)

San Diego State University - [http://www.sdsu.edu/](http://www.sdsu.edu)

San Francisco State University - [http://www.sfsu.edu/](http://www.sfsu.edu)

San Jose State University - [http://www.sjsu.edu/](http://www.sjsu.edu)

California State Polytechnic University, San Luis Obispo - [http://www.calpoly.edu/](http://www.calpoly.edu)

CSU, San Marcos - [http://www.csusm.edu/](http://www.csusm.edu)

Sonoma State University - [http://www.sonoma.edu/](http://www.sonoma.edu)

CSU Stanislaus - [http://www.csustan.edu/](http://www.csustan.edu)

The following is a list of UC websites where families can learn about college admission requirements that are specific to that school:

UC Berkeley - [http://www.berkeley.edu/](http://www.berkeley.edu)

UC Davis - <http://www.ucdavis.edu/index.html>

UC Irvine - [http://www.uci.edu/](http://www.uci.edu)

UC Los Angeles - [http://www.ucla.edu/](http://www.ucla.edu)

UC Merced - [http://www.ucmerced.edu/](http://www.ucmerced.edu)

UC Riverside - [http://www.ucr.edu/](http://www.ucr.edu)

UC San Diego - <http://www.ucsd.edu/portal/site/ucsd>

UC San Francisco - [http://www.ucsf.edu/](http://www.ucsf.edu)

UC Santa Barbara - [http://www.ucsb.edu/](http://www.ucsb.edu)

UC Santa Cruz - [http://www.ucsc.edu/public/](http://www.ucsc.edu/public)

### **Career Technical Education**

Students who choose to pursue a Career Technical Education (CTE) can learn more about CTE on the The California Department of Education (CDE) website. Career technical education provides students the opportunity to master practical and academic knowledge and skills for a variety of careers.

CDE Career Technical Education Program - <https://www.cde.ca.gov/ci/ct/sf/ctemcstandards.asp>

The district receives federal vocational education funding for a program of study that involves a multi- year sequence of courses that combines academic, technical, and occupational knowledge that provides students with a pathway to postsecondary education and careers. The program also supports provides opportunities for all students. Among these programs are: Engineering/Architecture, Agriculture Science, Agriculture Mechanics/Welding, Arts/Media/Entertainment, Manufacturing and Product Development, Food Services/Hospitality, Child Development, Fashion Design Information and Communication Technology, and Health Services.

If you would like more information on the eligibility requirements for the CTE programs offered in the Chico Unified School District, please contact your student's school counselor prior to enrolling in the 9-12 course sequence. Please contact your high school counseling office for assistance in enrolling in CTE and choosing courses that will meet college admission requirements.

Students may be provided with career counseling and information regarding careers. Academic and elective courses are held without consideration of the sex of the students enrolled in such courses. Parents will be notified in advance of any career counseling to invite them to participate in these counseling sessions.

### **California Student Aid Commission – Notice to Parents/Guardians of 11<sup>th</sup> Grade Students**

Student Grade Point Average will be submitted to the California Student Aid Commission unless the school receives a parent opt out request by September 1<sup>st</sup>.

The California Student Aid Commission (CSAC) has a goal of making education beyond high school financially accessible to all Californians. California law requires that public schools, including charter schools, electronically submit a grade point average (GPA) to the California Student Aid Commission (CSAC) for all grade 12 pupils by October 1<sup>st</sup> each academic year.

High schools will upload all senior GPA's by October 1<sup>st</sup> to ensure that all students are considered for Cal Grants unless the school receives a written request from the parent to NOT upload the student's GPA. This will opt the student out of the Cal Grant program.

Parents and 18-year-old students may choose to opt out of the electronic GPA submission by submitting a request on the district GPA OPT-OUT form in writing. If you would like to opt out, please obtain the OPT-OUT form from your high school counseling office and submit it to your high school counseling office prior to September 1<sup>st</sup> of the student's senior year.

Please note that if you do decide to opt out of the GPA submission process, your student will not be eligible to receive a Cal Grant. You may still complete the FAFSA application and possibly receive government aid in the form of a Pell Grant.

A Cal Grant is money for college you don't have to pay back. To qualify, you must meet the eligibility and financial requirements as well as any minimum GPA requirements. Cal Grants can be used at any University of California, California State University or California Community College, and qualifying independent colleges, career colleges, and technical schools in California.

### **Home/Health Instruction (EC §§48206.3, 48207, 48207.3, 48207.5, and 48208)**

A student with temporary disabilities that make attendance in regular school day classes impossible or inadvisable shall receive educational services as provided by the district. Parents are requested to notify the school principal of their student's temporary disability and the need for individual instruction. Note that "temporary disability" means a physical, mental, or emotional disability that will allow the student to return to school after a reasonable period. Temporary disability is not a disability identified for special education.

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

### **Investing For Higher Education (EC §48980(d))**

Parents and guardians are hereby advised of the importance of investing for future college or university education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

## **CO-CURRICULAR PROGRAMS & OPPORTUNITIES**

Summary: Co-curricular programs support or complement academic achievement. CUSD provides a wide range of co-curricular programs, opportunities, and interventions to help all our students succeed in their academic goals.

### **Advisory Programs**

Chico is extremely fortunate to be able to offer a variety of advisory programs to students in grades TK-12. These programs are provided by CUSD counselors, psychologists, nurses, and qualified personnel from community service agencies. In the event that you do not wish your child to participate in such programs, please contact the school counselor by phone or in writing. Any parent is encouraged to contact schools for more information.

### **Gifted and Talented Education (GATE) Program**

In an effort to meet the individual needs of all students enrolled in the Chico Unified School District, the District maintains an alternative educational program which provides special learning opportunities for qualifying students in grades 4 and 5 who evidence exceptional intellectual capacity. This program is entitled the Gifted and Talented Education (GATE) Program. It is required that students be formally identified as GATE students in order to enroll in this program. The evaluation process for this program is done in the spring of every year.

### **Guidance/Counseling Services (EC §49600, et. seq.)**

The Board of Education recognizes that a structured, coherent and comprehensive counseling program promotes academic achievement and serves the diverse needs of all district students. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

### **Response to Intervention**

CUSD schools provide services under the CUSD Multi-Tiered System of Support (MTSS). Schools make use of intervention teams that include various school specialists including speech and language specialists, school psychologists, reading specialists, school nurses, librarians, and resource specialist teachers.

### **Co-Curricular Code of Conduct**

The district maintains a code of conduct for students desiring to participate in a co-curricular activity. The code of conduct includes specified disciplinary actions for theft and for using, possessing or furnishing tobacco, alcohol or other illegal drugs. A copy of Administrative Regulation 6145.1, Student Code of Conduct for Co-Curricular Activities, is available at the district office.

### **Use of Animals**

Students may opt out of educational projects involving the dissection and/or harmful/destructive use of animals in accordance with the procedures set forth in EC § 32255.1.

### **Student Fees (EC § 49010)**

The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district's fee policies and complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis.

## **EDUCATION FOR ENGLISH LEARNERS**

Summary: Fluency in spoken and written English is critical to student success in the United States. To help English-learning students flourish, CUSD provides additional academic support.

### **English Education (EC §310)**

- (a) Parents or legal guardians of pupils enrolled in the school may choose a language acquisition program that best suits their child pursuant to this section. Based on the requirements of Section 305, schools are required to provide a language instruction program to the extent possible if the parents or legal guardians of 30 pupils (or more) per school or 20 pupils (or more) in any grade at the school request such a program.
- (b) If a school district implements a language acquisition program pursuant to this section, it shall do both of the following:
  1. Comply with the class size requirements specified in Section §42238.02 for kindergarten and grades 1 to 3, inclusive.

2. Provide the parent or legal guardian of a minor pupil with information on the types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program. This information may be given as part of the annual parent notice required pursuant to Section §48980 or upon enrollment.

### **Limited English Proficient Students**

Parents of special education students who also have limited proficiency in English may obtain information about the District's English language instruction program and its link to the English language objectives in their students' Individualized Education Programs (IEPs).

### **English Language Development (ELD)**

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

### **Outreach to Parents of Limited English Proficient Students**

The District maintains an outreach program to inform parents of limited English proficient students of how the parents can be involved in their children's education, including how the parents can help their children attain English proficiency, high achievement levels in core academic subjects, and meet State standards. This policy allows for notice of opportunities for and holding regular meetings.

## **STUDENTS WITH SPECIAL LEARNING NEEDS**

Summary: CUSD provides individualized learning opportunities for students who need additional accommodations in order to meet their academic goals.

### **Americans with Disabilities Act (ADA), Rehabilitation Act of 1973)**

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Chico Unified School District may request assistance by contacting the principal of the applicable school or the District Office at 1163 E. Seventh Street, Chico, California 95928, Telephone (530) 891-3000, ext. 20156, Fax (530) 891-3220.

### **Students with Disabilities (Section 504 of the U.S. Rehabilitation Act)**

The District does not discriminate against students on the basis of disability or handicap. Per Section 504 of the U.S. Rehabilitation Act, the District provides appropriate accommodations to ensure that all students with handicaps have equal access to a free and appropriate public education. In order to meet the needs of individuals with disabilities, Chico Unified participates as a member of a Special Education Local Plan Area (SELPA) with other districts and the county office of education pursuant to Education Code 56195.1.

The District is obligated to provide a free, appropriate public education (FAPE) to students with disabilities and to uphold the rights of parents/guardians to be involved in educational decisions regarding their child. CUSD recommends early, information resolution at the school level of any disputes between the district and the parent/guardian of a student with disabilities regarding the identification, assessment, or educational placement of the student or the provision of FAPE to the student. The district or parent/guardian may also request mediation and/or due process hearing (BP 6159.1)

When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet the students' student needs consistent with the comprehensive local plan of the Special Education Local Plan Area. No district student shall be placed in a nonpublic, nonsectarian school or agency NPS/A unless the student's individualized

education program (IEP) team has determined that an appropriate public education alternative does not exist and that the nonpublic, nonsectarian school or agency placement is appropriate for the student. For more information, see BP 6159.2.

### **Special Education (Individuals with Disabilities Education Act or IDEA 2004; EC 56301)**

The term “special education” means specifically designed instruction, at no cost to parents, to meet the unique needs of a child with a disability within educational settings, including:

1. instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings; and
2. instruction in physical education.

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

Each special education local plan area shall establish written policies and procedures pursuant to Section 56205 for use by its constituent local agencies for a continuous child find system that addresses the relationships among identification, screening, referral, assessment, planning, implementation, review, and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs.

### **Special Education Referral Process**

Parents, teachers, administrators, or other individuals who suspect that a student may require special education services may refer the student for an assessment for eligibility for special education services by contacting the principal at the student’s school or the Director of Student Services at 891-3000, ext. 20138. The District’s written policies pertaining to assessment, including the parent’s right to obtain an independent assessment and to appeal a determination by the District, are available upon request.

### **Alternative Achievement Standards**

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

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

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

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

### **Parent Complaints Regarding Special Education (Title 5 CCR 3200-3205)**

The District has detailed procedures for handling complaints regarding special education eligibility and programs. Any parent who believes the District is in violation of federal or state law governing the identification or placement of a student entitled to or suspected of having special education needs or related issues, may file a written complaint with the District by contacting the Director of Student Services at



the District Office or by calling 891-3000, ext. 20138.

State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

### **Attorney's Fees (Individuals with Disabilities in Education Act (IDEA))**

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

## **BEHAVIOR EXPECTATIONS AND DISCIPLINE**

Summary: In order to provide constructive learning environments, CUSD administrators and teachers expect students at all schools to treat themselves and others in ways that are safe, respectful, and responsible. Read on to learn more about these expectations and the responsibilities of staff, students, and parents.

### **Duty of District Regarding Student Conduct (EC §44807, 49000)**

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

### **Student Behavior Standard (EC §35291)**

The Chico Unified School District Board of Education believes that every student has a legal right to attend a safe and secure school and its related activities. The school staff has the authority and support to maintain discipline in order for the schools to function in accordance with their intended purpose. The Board will not tolerate activities which threaten the safety and well-being of students, staff, or property. School personnel will hold students accountable for their conduct at school and at all school related activities. A copy of Policy 5142.2, Safe Schools, is available at the district office, school sites or our website ([www.chicousd.org](http://www.chicousd.org)).

If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's class. Employers may not discriminate against parents who are required to comply with this requirement.

Each student in the district is expected to abide by all federal, state, local and school laws and regulations. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Any student who fails to comply with the district's student behavior standard is subject to disciplinary action.

A student is subject to school disciplinary action (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off the school campus, or (4) during, or while going to or coming from a school-sponsored activity.

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

1.
  - a. caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon the person of another, except in self-defense;
  - b. A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student

- may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. [Education Code 48900(t)];
- c. possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. A principal shall immediately suspend any student found to be in possession of a firearm at school or at a school activity and recommend expulsion to the board;
  - d. unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage, or an intoxicant of any kind;
  - e. unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind and then either sold, delivered or otherwise furnished to any person another liquid, substance or material represented as a controlled substance, alcoholic beverage or intoxicant;
  - f. committed or attempted to commit robbery or extortion;
  - g. caused or attempted to cause damage to school property or private property, including electronic files, other databases, and computer information;
  - h. stolen or attempted to steal school property or private property, including electronic files, other databases, and computer information;
  - i. possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this does not prohibit use or possession by a student of his or her own prescription products;
  - j. committed an obscene act or engaged in habitual profanity or vulgarity;
  - k. unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code Section 11014.5;
  - l. knowingly received stolen school property or private property;
  - m. possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
  - n. committed or attempted to commit sexual assault (as defined in Section 261, 266c, 286, 287, 288, or 289 of the Penal Code) or sexual battery (as defined in Section 243.4 of the Penal Code);
  - o. harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness or to retaliate against that student for being a witness;
  - p. unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q. engaged or attempted to engage in hazing;
  - r. or engaged in an act of bullying.
2. Students in grades 4-12 are also subject to suspension or recommendation for expulsion when it is determined that they have:
- a. committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2);
  - b. caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3);
  - c. intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4); or
  - d. engaged in an act of bullying, including bullying committed by means of an electronic act, directed toward a pupil or pupils[Education Code 48900(r)].

The following California Education codes inform Chico Unified School District's policies about student behavior.

EC §48900.2:

A student may be suspended or recommended for expulsion when it is determined that the student has committed sexual harassment as defined in Government Code Section 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile, or offensive educational environment. (This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.) Copies of CUSD Policy 5145.7 (Appendix D), which defines sexual harassment and the grievance procedures, are available at the district office, school sites, or [www.chicousd.org](http://www.chicousd.org). In addition, each secondary school also publishes a student discipline handbook with information specific to that school.

EC §48900.3:

In addition to the reasons specified, a student in any of grades 4 through 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

EC §48900.4:

In addition to the grounds specified, a student enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation directed against school district personnel, a student, or group of students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that school personnel or student or group of students by creating an intimidating or hostile educational environment.

EC §48900.7:

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

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

EC §48915:

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

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

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative

panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

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

1. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
3. Is not housed at the school site attended by the pupil at the time of suspension.

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

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

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

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

## **Nondiscrimination**

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

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 6164.6 - Identification and Education Under Section 504)

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

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

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)  
 (cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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

(cf. 4118 – Suspension/Disciplinary Action)  
 (cf. 4119.21/4219.21/4319.21- Professional Standards)  
 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
 (cf. 5144 - Discipline)  
 (cf. 5144.1 - Suspension and Expulsion/Due Process)  
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
 (cf. 5145.2 - Freedom of Speech/Expression)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Kristine Keene  
 Director, State and Federal Programs  
 1163 East Seventh St.  
 Chico, CA 95928  
 (530) 891-3000, ext. 20105  
 kkeene@chicousd.org  
 (cf. 3580 - District Records)

See the list of legal references in BP 5145.3.

#### **Drug Free Campuses**

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

#### **Prohibition of Tobacco on Campus (EC §48901)**

All individuals, including students, staff, and community members, are prohibited from using tobacco products on District property, including vehicles, buildings, parking areas, grounds, and at District events.

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and nonnicotine vaporized solutions. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

### **Gang Policy (EC §35183)**

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

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

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

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

### **Skateboards, Roller-Blades, and Scooters**

In accordance with Chico Unified School District safety and liability guidelines, no skateboards, roller-blades, or scooters are allowed to be operated on any Chico Unified School District site.

### **Student Dress Code (EC §35183)**

Student dress has been shown to influence behavior and the learning environment. The Board of Education finds that regulation of student dress in general and gang-related apparel in particular is necessary to protect the health and safety of students and staff. It is expected that all students shall wear clothes that are clean, appropriate, safe, and not disruptive to the teaching and learning process.

Students may not wear, display, or be in possession of clothing and/or accessories which are interpreted by school personnel to be negative, derogatory, or inappropriate. This includes clothing and/or accessories that indicate association with a group (gang) which is determined to be detrimental to the safety and well-being of the school community. The wearing of clothing and/or adornment that advertises or otherwise promotes the use and/or abuse of alcohol, tobacco, other drugs, sexual innuendos, or gang involvement/association is prohibited on school grounds and at school activities on or off campus.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

The principal or designee is authorized to enforce this policy. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

A copy of Policy 5132, Dress and Grooming, is available at the district office, at school sites or on our website at [www.chicousd.org](http://www.chicousd.org).

### **Finality of Changing Grades, Effect of Physical Education Apparel on Grades (EC §49066)**

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

The governing board of the District and the Superintendent of such District shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state

orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions related to the changing of such grade.

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

#### **Open Campus at High Schools (EC §44808.5)**

**The governing board of the school district has decided to permit the students enrolled at Chico High and Pleasant Valley High Schools to leave the school grounds during the lunch period with the following exceptions: 1) all ninth grade students and 2) those tenth grade students receiving an “F” grade in the preceding semester shall be required to stay on campus during lunch. Section 44808.5 further states: “Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.”**

#### **Parent/Guardian Liability for Pupil Misconduct (EC §48904)**

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

Government Code Section 53069.5 allows local agencies to offer and pay a reward for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person. Any person whose actions have resulted in injury or death or injury for a Chico Unified student or employee shall be liable for the amount of any reward. If the offender is a minor, the parent or guardian of a minor is liable for any reward, not exceeding \$20,300 adjusted annually for inflation, paid pursuant to Government Code Section 53069.5.

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

## **TECHNOLOGY USE**

Board Policy 6163.4

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)  
(cf. 4040 - Employee Use of Technology)  
(cf. 6163.1 - Library Media Centers)

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

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

District technology includes, but is not limited to, computers, the district’s computer network including servers and



wireless computer networking technology (wi-fi), the internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

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

(cf. 6162.6 - Use of Copyrighted Materials)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

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

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

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

### **Internet Safety**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 7131; 47 USC 254; 47 CFR 54.520)

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

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or

political beliefs;  
 (cf. 5131 - Conduct)  
 (cf. 5131.2 - Bullying)  
 (cf. 5145.3 - Nondiscrimination/Harassment)  
 (cf. 5145.7 - Sexual Harassment)  
 (cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called “hacking;”
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

#### Legal Reference:

##### EDUCATION CODE

49073.6 Student records; social media  
 51006 Computer education and resources  
 51007 Programs to strengthen technological skills  
 60044 Prohibited instructional materials

##### PENAL CODE

313 Harmful matter  
 502 Computer crimes, remedies  
 632 Eavesdropping on or recording confidential communications  
 653.2 Electronic communication devices, threats to safety

##### UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

##### UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:  
 6777 Internet safety

##### UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

##### CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

##### CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

##### COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325

#### Management Resources:

##### CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

##### FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

##### WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>  
 Federal Communications Commission: <http://www.fcc.gov>  
 Federal Trade Commission, Children's Online Privacy Protection:  
<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>  
 U.S. Department of Education: <http://www.ed.gov>

### **Internet Acceptable Use Policy Statement (BP 0440.1)**

**Mission:** The district provides electronic information resources to students and staff. It is our mission to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The Board of Education supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and reasonable manner.

**Safety Procedures and Guidelines:** The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic information. Internet safety measures shall be implemented that address the following, within technical and budgetary constraints (or limitations):

- Controlling access by students to inappropriate matter on the internet and World Wide Web;
- Providing safety and security for students when they are using electronic mail, chat rooms, and other forms of electronic communication;
- Preventing unauthorized access, including “hacking” and other unlawful activities by students online;
- Unauthorized disclosure, use and dissemination of personal information regarding students;
- Restricting students’ access to materials harmful to them;
- Monitoring the online activities of minors; and
- Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

District procedures shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the internet, e-mail, and other district technology resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

### **School Technology**

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

The Superintendent or designee shall oversee the maintenance of each school’s technological resources and may establish guidelines and limits on their use. All students using these resources receive training in their proper and appropriate use.

At the beginning of each school year, parents/guardians shall receive a copy of the district’s policy regarding access by students to the internet and online sites. (Education Code 48980)

### **Internet Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the internet or online services in accordance with user obligations and responsibilities specified below and in accordance with Board of Education policy and the district’s Acceptable Use Agreement.

1. Students shall use the district’s system responsibly and primarily for educational purposes.
2. Students are responsible for the use of their individual account(s) and should take all reasonable precautions to prevent others from being able to use their account. Students should never share their password with others unless directed to by district or site administrators.
3. Students shall not access, post on internal or external sites, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed

as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

*Harmful matter* includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)

If a student inadvertently accesses such information, they should immediately disclose the inadvertent access to a teacher or administrator. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic information. Students are also cautioned not to disclose such information by other means to individuals located through the internet without the permission of their parents/guardians.
  - *Personal information* includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy. (cf. 3513.3 - Tobacco-Free Schools)
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
  - a. Students shall promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information. (Refer to CUSD Board Policy #6162.6 for complete policy regarding use of copyrighted material.)
9. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
11. Students shall report any security problem or misuse of the services to the teacher or principal.

### **Limitation of Liability**

The district utilizes various technology protection measures to filter and/or block access to inappropriate or harmful material. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, because the internet serves as a gateway to any publicly available file server in the world, the district may not be able to evaluate and approve or limit access to every available resource. Please note that even though the school district may use technical means to limit student internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

The district reserves the right to monitor any online communications 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.

The superintendent or designee shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Agreement. The decision of the principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.

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

## **STUDENT SAFETY ON CAMPUS**

Summary: To keep our students and staff safe, CUSD implements plans to prevent and respond to emergency situations. If an emergency occurs, parents should not rush immediately to their children's schools, but follow emergency procedures as outlined below. Read this section to learn about school-initiated precautions and expectations regarding student safety.

### **Safe Schools (5 C.C.R. 11993(k); 20 U.S.C. 7912)**

The Chico Unified School District takes proactive measures to protect the safety of all our students and staff members. Chico Unified School District representatives work in collaboration with local, state, and federal health, safety, and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. Each school's safety plan is reviewed and updated. School system personnel practice emergency response drills on a regular basis. Actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one of three things may occur for students and families: 1) Students may be dismissed on an early dismissal schedule; 2) Schools may experience a "Code Red" lockdown. In a Code Red lockdown, classes may continue with all outside activities discontinued; all doors/windows locked and individual classrooms secured; or 3) Schools may experience a shelter-in-place for students. A shelter-in-place is a short-term measure used to temporarily separate people from a hazardous outdoor environment and school staff is prepared to maintain as safe and normal an environment as possible within the school.

If an incident occurs at a school, parents are NOT to go directly to the school. In times of emergency, a variety of local media will be used to provide information. Parents should tune into local radio and television stations, call the district office at (530) 891-3000, visit the district website at [www.chicousd.org](http://www.chicousd.org), or visit our [Facebook page](#) for emergency updates. Parents will also be notified of any emergency by phone, text, and email via Aeries Communication powered by Parent Square. Students will not be released to parents if public safety officials have declared it is dangerous for parents to travel to the school to pick up students, if the lives of persons in the school would be jeopardized in opening the outside school doors, or if the school is otherwise restricted by officials. Students will be released to parents as soon as officials have determined it is safe. When students are released, they will be released to parents or other individuals listed in the student's Emergency Contacts in Aeries only. No student will be released to any individual who is not specifically listed in the Emergency Contacts in Aeries, including an older sibling. All adults must show photo ID when picking up a student. Parents can help by giving the most accurate, up-to-date health and emergency information to the school office. It is important to notify the school office at any time there is a change in contact information.

### **Student Searches**

For the safety and welfare of students and personnel, and to maintain order and discipline, school administrators may physically search students and their lockers, desks, cubby holes, clothing, backpacks, purses, book bags,

briefcases, other such containers, and student vehicles when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules. Dogs may be used to assist in the detection of contraband.

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

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

### **Injurious Objects (EC §49332)**

The parent or guardian of a pupil from whom an injurious object has been taken may be notified by school personnel of the confiscation.

### **Release of Pupil to Peace Officer (EC §48906)**

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

## **HEALTH AND WELLNESS INITIATIVES**

Summary: In order to qualify for enrollment at a CUSD school, students must have all state-required immunizations. In order to best meet our students' needs, CUSD also urges families to provide their schools with all medical information that might affect their children's ability to thrive in school. Read this section to learn about these requirements and understand the steps CUSD is taking to promote students' current and lifelong health and wellness.

### **Immunization Requirements, Prevention and Control of Communicable Diseases (EC §48216, 49403)**

Each student must receive all immunizations required by the State of California to qualify for school enrollment. The district is responsible for maintaining records to ensure that all students have met these requirements. Homeless students retain the right to enroll without immunization records and must obtain appropriate immunizations once enrolled.

The District shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. In cooperation with parents, physicians and/or the Health Department, the District will communicate any immunization needs to you. Failing to comply with the immunization requirements will result in your child being sent home and not permitted to return until the immunization requirements have been met.

Whenever there is good reason to believe that a student is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until the school authorities are satisfied that the condition is no longer contagious.

As of January 2016, personal beliefs are no longer grounds for exemption from immunization, and as of January 1, 2021, the standardized certification form developed by the California Department of Public Health is the only acceptable documentation of a medical exemption from immunizations. (Health and Safety Code section 120372(a).)

### **Oral Health Assessment**

Pupils enrolled in kindergarten, or in the first grade if not previously enrolled in kindergarten, must present proof of having received an oral health assessment as specified or completion of a form provided by district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional assessment cannot be completed.

Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, or eligible pupil submits a letter stating that the treatment is desired.

### **Medical Service and Emergency Information**

It is mandatory that each student has current emergency information on file at the school. It is extremely important that the information is complete, current, and accurate, particularly the address and phone number. Prior to the opening of school, this information must be submitted to the school, either online into Aeries via the Parent Portal, or by completing a written emergency card per school procedures. Parents/Guardians who do not have a Parent Portal account may contact the school office for assistance in establishing an account. This emergency data will let school officials know which physician, relative, or family friend to contact in case of emergency and also serves as authorization to allow the student to receive emergency medical services.

If district personnel request consultative services (e.g. transportation or other medical services) for a student, N. T. Enloe Memorial Hospital will provide these services free of charge to the District, twenty-four hours a day, seven days a week. If a student requires services other than consultative services, hospital representatives will deliver the needed services and parents/guardians will be charged accordingly.

### **Health Screening (EC §§49451-49457)**

Systematically, health screenings are provided for children. These include screening students for scoliosis, vision and hearing. If you do not wish to consent to screening examinations of our student, you may annually submit written notification to your child's principal. Such notification will exempt your child from any screening examination. However, whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

### **Type 1 Diabetes Information (EC § 49452.6.)**

Information regarding Type 1 diabetes is available to parents and guardians at:  
<https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>.

### **Suicide Prevention (BP 5141.52)**

The Governing Board recognizes that suicide is a leading cause of death among youth, prevention is a collective effort that requires stakeholder engagement, and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, and other trauma associated with suicide, the Superintendent or designee shall develop measures strategies, practices, and supports for suicide prevention, intervention, and postvention. In developing strategies for suicide prevention and intervention, the Superintendent or designee may consult with school and community stakeholders, including district and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the district's risk manager or insurance carriers and, in developing policy for grades k-6, the county

mental health plan. (Education Code 215).

Measures and strategies for suicide prevention, intervention, and postvention shall include staff suicide awareness and prevention education, instruction to students in problem-solving, coping skills, and resiliency skills, and more. For more information, see Board Policy #5141.52.

### **Student Access to Mental Health Services (EC 49428)**

For information regarding available mental health services for students, please contact your school's office or access the [Health and Wellness Resources](#) page on the district website.

### **Child Health and Disabilities Prevention Program (Cal. Health & Safety Code §124085)**

Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the county health department or other service providers. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion from school for up to five days.

### **Sexual Health and HIV/AIDS Prevention Instruction**

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

The district's comprehensive sexual health education program includes information on the affirmative consent standard. Affirmative consent is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity.

At the beginning of each school year or at the time of a student's enrollment, the Superintendent or designee shall notify parents/guardians about the coming year's planned instruction in comprehensive sexual health education and HIV prevention education, as well as research on student health behaviors and risks. Parents/guardians shall be notified at this time that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given an alternative educational activity.

Parent or guardians are advised as follows: (1) Written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection. (2) Whether the comprehensive sexual health education or HIV prevention education will be taught by school district personnel or by outside consultants. If arrangements for this instruction by consultants are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered. (3) The parent has the right to request a copy of the California Healthy Youth Act Education Code section 51930, et. seq. (4) The parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education and that in order to excuse their child they must state their request in writing to the school district.

A school district may provide optional instruction, as part of comprehensive sexual health education and HIV prevention education, regarding the potential risks and consequences of creating and sharing sexually suggestive or sexually explicit materials through cellular telephones, social networking Internet Web sites, computer networks, or other digital media. District may administer for pupils in grades 7 to 12 inclusive, 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 pupil's attitudes concerning or practices relating to sex. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, and have a right to review the test, questionnaire, or survey if they wish, and may excuse their child from the test, questionnaire, or survey, if they send a request in writing to the school district or complete the opt-out form enclosed within this annual notification.



### **Conflicts with Religious Training and Beliefs (EC § 51240)**

If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a pupil, the pupil, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs.

### **California Healthy Kids Survey (CHKS)**

The California Department of Education requires schools and districts to ask students about alcohol, tobacco, and other drug issues, as well as questions about school safety and the learning environment. The CHKS is anonymous and voluntary on the part of the student. No names or any other identifying information are connected to the answers except for the name of the school. CHKS is administered to students in grades 7, 9, and 11 every other school year. Prior to the administration of the CHKS, you will be notified and provided the opportunity to opt your child out of participation in the CHKS. You may review the survey on the CUSD website ([www.chicousd.org](http://www.chicousd.org)), at your child's school site, and at <http://chks.wested.org/administer/download>.

### **Chico Unified Student Surveys**

In order to learn more about student experiences in Chico Unified School District, the District is partnering with Kelvin Education this year to survey students regarding their social-emotional well-being. Through these surveys, the district will gain valuable information about the social-emotional needs of our students and the climate and culture of our schools. The results of these surveys help inform both school-based and district-wide initiatives to support the social and emotional health of our community. Students in grades 2 through 12 will receive the surveys. Kelvin Education is a leader in the field of education data collection and analysis. Their surveys have been used by school districts across the country. The use of Kelvin Education's research-validated survey instruments and data management platform will provide us with comprehensive, user-friendly reports to inform programming, resulting in improved school climate and culture, students' social-emotional learning, and family and community engagement. The survey gathers information on the following:

- Student/Family Engagement: How involved are students/families with their schools?
- Social-Emotional Learning: How do students perceive their development of social-emotional skills like self-management and resilience?
- School Climate: How do students perceive the overall social and learning climate of the school?
- Teacher/Student and Family Relationships: How strong is the social connection between teachers and students within and beyond school?

The surveys will be administered through the end of the school year. A copy of the survey questions can be provided upon request. The deadline to opt out on behalf of the student is 8/28/23. To opt your child out of taking the surveys, please email [StudentInformation-Testing@chicousd.org](mailto:StudentInformation-Testing@chicousd.org).

### **Medical and Hospital Services Related to School Attendance, Activities, or Events (EC §§49470-49474)**

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

### **Sun Protection (EC §35183.5)**

The District allows students to utilize sun-protective clothing and sunscreen during the school day, without a prescription or physician's note.

### **Head Lice**

CUSD is committed to minimizing the spread of head lice within the school community while promoting students' participation in the educational process. Students found to have head lice will be readmitted to school ONLY after they have been checked by appropriate school staff and are found to be free of head lice. If the parents provide evidence of an appropriate treatment for head lice (e.g. an anti-lice shampoo bottle), the student may be readmitted

to school if treated nits are present. Students will NOT be readmitted if head lice are present. CUSD staff works with parents and students to enhance knowledge of prevention and treatment activities regarding the control of head lice. A copy of Policy 5141.33, Procedure for Control of Head Lice in Schools, is available at the District Office, school sites or on our website at [www.chicousd.org](http://www.chicousd.org)

## **CAMPUS SAFETY MEASURES**

Summary: To contribute to students' health and safety while on their school campuses, CUSD endeavors to keep our school sites clean and in good repair. We conduct regular inspections for asbestos and spray to prevent insect infestations. CUSD campuses are also equipped with security cameras to contribute to student and facility safety.

### **School Accountability Report Card (EC 35256, 35258)**

The School Accountability Report Card provides parents and other interested members of the community a variety of information about the school, its resources, its successes, and the areas where it needs improvement. On or before February 1 of each year, an updated copy of the School Accountability Report Card for each BCOE operated school is prominently displayed on each school's website. A hard copy will also be provided upon request to any student's parent or guardian.

### **Asbestos Management (40 CFR §763.93)**

Chico Unified School District schools/facilities have been inspected for asbestos containing materials and "Asbestos Management Plans" have been developed for each facility in the District. A copy of the "Asbestos Management Plan" for each school in the District is available on our website at [http://www.chicousd.org/dept/business/maintenance\\_operations/Asbestos/index.html](http://www.chicousd.org/dept/business/maintenance_operations/Asbestos/index.html) or the District Corporation Yard, 2455 Carmichael Drive. As required by law, surveillance of all facilities in the District will be completed every six months.

Chico Unified School District has hired Entek Consulting Group, Inc. (Entek, Inc.), to complete the required three-year re-inspection of all asbestos-containing building materials in the District. Schools scheduled for reconstruction will receive asbestos abatement services when those schools are reconstructed. Additionally, small amounts of material containing asbestos will be periodically encased and/or removed on an as-needed basis to complement the use and maintenance of those facilities.

### **Pesticide Use (EC §§17612, 48980.3)**

On September 27, 2000, Governor Gray Davis signed AB 2260, the *Healthy Schools Act* (Education Code Sections 17608, et seq.), which encourages school districts to act responsibly in applying pesticides and to consider alternative methods, besides pesticides, in controlling routine pests such as weeds and insects. One of the requirements of the *Healthy Schools Act* is that all school districts must annually provide to all parents, guardians, and staff members, a list of all anticipated pesticides to be applied for the year. See the list below.

\*There will be no pesticide applications during regular school hours, unless the presence of that pest is deemed more dangerous than the treatment.

\*\*This list complies with the Healthy Schools Act, which requires that all parents and staff be informed, on an annual basis, of the pesticides that may be applied on their school campus for the year. Therefore, the reader of this list should not draw any conclusions about actual pesticide application in the District. Because the Chico Unified School District adheres to an IPM policy (a reduced-pesticide approach to pest control), actual applications of any of the above pesticides will vary from site to site depending on the situation. The Maintenance and Operations Department has record of any and all pesticide applications. This record is viewable to the public, upon request, at 2455 Carmichael Drive, Chico, CA. You may also visit the Chico Unified website at <http://www.chicousd.org/Departments/Maintenance--Operations/Pest-Management/index.html> or the Department of Pesticide Regulation (DPR) website at <http://www.cdpr.ca.gov> for more information.

Pesticides Used at Chico Unified School District		
Product	Active Ingredients	Purpose
Advion Ant Gel	Indoxacarb (S)-methyl 7-chloro-2,5-dihydro-2- [[(methoxy-carbonyl)[4(triflouromethoxy) phenyl]amino]-carbonyl]indeno[1,2- e][1,3,4]oxadiazine-4a-(3H)-carboxylate	Ants
Advion Cockroach Gel	Indoxacarb (S)-methyl 7-chloro-2,5-dihydro-2- [[(methoxy-carbonyl)[4(triflouromethoxy) phenyl]amino]-carbonyl]indeno[1,2- e][1,3,4]oxadiazine-4a-(3H)-carboxylate	Cockroaches
Dimension Ultra 40WP	Dithiopyr: 3,5-pyridinedicarbothioic acid, 2- (difluoromethyl)-4-(2-methylpropyl)-6-(trifluoromethyl)-S,S-dimethyl ester	Weeds
Diquate Alligare	Diquat dibromide (6,7-dihydrodipyrido(1,2-a:2', 1'-c) pyrazinediium dibromide	Broadleaf Herbicide
Finale	Glufosinate-Ammonium, Ethoxylated dodecanol, monoether with sulfuric acid, sodium salt, 1- Methoxy-2-prppanel	Weeds
MasterLine	Bifenthrin 7.9	Insecticide
Max Force FC	Fipronil[5-Amino-1-(2, 6-dichloro-4-trifluoromethyl)-4-(1,R,S)-Trifluoromethyl) sulfinyl)-1H-pyrazole-3-carbonitrile]	Ants, Cockroaches
Merit 75 WP	Imidacloprid, 1-[(6-Chloro-3-pyridinyl)methyl]-N-nitro-2-imidazolidinimine	For foliar and systemic insect control
Monterey Magnify	Oligomeric D-glucopyranose decyl octyl glycoside, Ammonium sulfate and Ammonium nitrate	Activator/Penetrator
Optigard Ant Gel	Thiamethoxam	Ants
Roundup Pro/Ranger Pro	Glyphosate	Weeds (growth inhibitor)
Sedge Hammer	Halosulfuron-methyl	Nutsedge Control
Snapshot 2.5 TG	Trifluralin:a,a,a-trifluoro-2,6-dinitro-N, N- dipropyl-p-toluidine, isoxaben	Pre-emergent
Southern Speed Zone	Carentrazone-eth1,2,4-D 2-ethylhexylester, Dicamba acid	Broadleaf Control
Surflan A.S.	Oryzalin:3, 5-dinitro-N4N4- dipropylsulfanilamide	Selective pre-emergence
T Zone	Triclopyr BEE, butoxyethyl ester Sulfentrazon 2,4-D, 2-ethylhexyl ester Dicamba acid	Broadleaf Herbicide
Talstar Professional	Bifenthrin	Insecticide
Q4 Plus	Dimethylamine salt, quinolinecarboxlic acid, Dimethylamine dicamba, Sulfentrazon	Herbicide
Quali Pro Isoxaben	Isoxaben (N-[3-(1-ethyl-1-methylpropyl)-5-isoxazolyI] -2,6-dimethoxybenzamide and isomers)	Pre-emergent
Wasp & Hornet Killer Plus	Petroleum distillate, tetramethrin, carbon dioxide	Wasps/hornets
Wilco Gopher Getter Ag Bait	Strychnine	Pests
XL 2 G	benefin:N-butyl-N-ethyl- $\alpha,\alpha,\alpha$ -trifluoro 2,6- dinitro-p-toluidine	Pre-Emergence Herbicide

	oryzalin: 3,5dinitro-N <sub>4</sub> ,N <sub>4</sub> -dipropylsulfanilamide	
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Also, in accordance with AB2260, every recipient of this notification may register with the Chico Unified School District, in order to receive notification of any pesticide application at a school site 72 hours prior to the application. As a registered individual, you will receive the product's active ingredient and the intended application date. If you would like to register with the Chico Unified School District, please send a notification request letter that includes your name, home address, and school site to Chico Unified School District, Maintenance & Operations Director, 2455 Carmichael Drive, Chico, CA 95928. You may also drop off your letter, in person, at the same address between the hours of 7:00am and 4:00pm Monday through Friday. The Chico Unified School District conforms to the principles of integrated pest management, which includes the suppression and control of pests through cultural, prevention, exclusion, and sanitation measures while only utilizing pesticides in an extremely minimal and safe manner. The District's Integrated Pest Management Policy No. 3519 can be viewed at Superintendent's Office, 1163 East Seventh Street, at the Maintenance & Operations office or on the District website at <http://www.chicousd.org>.

### **Surveillance on School Property**

For the safety of our students, staff, and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

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

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

## **SEXUAL ABUSE & HARRASSMENT PREVENTION**

Summary: CUSD employees are committed to creating a school environment free from sexual harassment. All CUSD staff, teachers, and employees are mandated reporters. This means all adults at our schools have a legal obligation to report known or suspected child maltreatment.

### **Mandated Reporters – Child Abuse Prevention (Cal. Penal Code §11164, 11166, 11172)**

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

### **Sexual Harassment Prohibition (EC §§212.5, 231.5, 48900.2, and 5 CCR §4917)**

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

California Education Code section 212.5 defines sexual harassment as any 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 work or educational setting, under any of the following conditions:

- a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

### **Megan's Law (Cal. Penal Code §290.4)**

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

## **MEDICATIONS ON CAMPUS**

Summary: Your child's teacher and school nurse should be informed of any ongoing medical conditions that could affect your child's physical and emotional health. Regardless of the student's grade level, parents should inform school officials of any ongoing medical conditions and medications.

### **Ongoing Medication (EC §§49423, 49480)**

The parent or legal guardian of any student on continuing medication for a non-temporary condition shall inform the school nurse or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the parent or guardian's consent, the nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible signs and symptoms of adverse side effects, omission, or overdose.

### **Medication During the School Day (EC §§49423, 49480)**

Any student who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a [CUSD Health 11a form](#) with a written statement from the child's physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement. This applies to non-prescription medicine also. Students may not have any medication in their possession at school without permission of the school nurse and the principal.

### **Epi-Pens At School (EC §§49423, 49480)**

Students may carry and self-administer prescription auto-injectable epinephrine (Epi-pen) upon the school's receipt of specified written confirmation and authorization from the student's physician, surgeon, and parent. Each School site has standing orders for use of emergency Epi-pens. If a student should have a possibly life-threatening allergic reaction while at school, staff members are trained to administer the Epi-pen. In the event the Epi-pen is used, 911 will be called.

### **Medicinal Cannabis**

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by students, parents/guardians, or school personnel. For the administration of non-Tetrahydrocannabinol (THC) Cannabidiol (CBD) products of a non-smoke/vape manner to students during school or school-related activities, please contact your school regarding options for allowing a parent/guardian to administer non-Tetrahydrocannabinol (THC) Cannabidiol (CBD) products

to the child at school.

### **School Insurance (EC §32221)**

Students may be subject to injury when engaged in school activities. While the District does not provide medical or dental insurance and does not recommend any specific insurance plan, a link to [studentinsuranceusa.com](http://studentinsuranceusa.com) is available in the Parent/Community Forms section of the district website. It is offered for your consideration. If you would like to insure your student through this program, you will need to click on the link provided, complete the registration form and remit payment directly to Student Insurance. Please understand that you will need to process any claims directly through the insurance company. The School District is not involved in claims processing.

California law (Education Code Sections 32220-21) requires every member of any interscholastic athletic team, as well as those associated directly with any interscholastic athletic event, including cheerleaders, team mascots, band member, team managers, etc., to possess accidental bodily injury insurance providing at least \$1500 of scheduled medical and hospital benefits. Students are not to engage in interscholastic athletic practice, games or associated activities until the pertinent parts of this certificate have been completed and filed with the assistant principal of their school.

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

Chico Unified does not offer medical or hospital services for injuries arising from school-related activities (Education code 49471, 49472).

### **Concussion and Head Injuries (EC § 49475)**

Each school district that offers an athletic program (apart from athletic activity during the regular school day or as part of a physical education course) must provide each student athlete's parent or guardian with a "concussion and head injury" information sheet. The sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete may participate in practice or competition.

## **NONDISCRIMINATION INFORMATION**

Summary: CUSD is committed to making and maintaining schools that are safe, discrimination-free environments where students can learn and flourish. In order to realize this vision, students and staff alike must treat one another with kindness and respect. Anyone who experiences unfair treatment that cannot be informally resolved may use CUSD's Uniform Complaint Procedure to seek resolution.

### **Nondiscrimination In District Programs, Activities, and Clubs (EC §200, 220, and 260)**

The Board of Education is committed to providing equal rights and opportunities for all individuals in district programs, activities, and student clubs. District programs, activities, student clubs, and practices shall be available to all persons without regard to actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. All District programs, activities, student clubs, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

### **Nondiscrimination: Right to Education (EC §§ 220 221.5, Section 504)**

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

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

In order to fulfill its obligation under Section 504, Chico Unified School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices in the school system.

Chico Unified School District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504 to access appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to an informal mediation and/or a hearing with an impartial hearing officer. If there are questions, please contact: Diane Olsen, Section 504 Coordinator, Chico Unified School District, 1163 East 7th Street, Chico, CA 95928, (530) 891-3000, ext. 20156.

### **Prohibition on Age Discrimination (42 USC § 6101, et seq)**

State and federal law prohibit age discrimination in all District programs/activities as prohibited therein.

### **Boy Scouts Equal Access (34 CFR §108.6)**

Boy Scouts and other designated youth groups shall have equal access to the use of school property.

### **Discrimination and Harassment-Free Environment (EC §221.5, 234, 234.1)**

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

All members of the school community--students, faculty, classified staff, and administration--are under protected status. The District has a discrimination and harassment policy, Policy 5145.7 ([Appendix D](#)) and complaint procedure for students which was developed to provide information and guidelines regarding the law and the proper procedure for addressing inappropriate conduct directed toward our students by their peers or staff. Copies of the policy and procedure are available by contacting your school principal, or by contacting the Equity Compliance Officer, Tina Keene, at [kkeene@chicousd.org](mailto:kkeene@chicousd.org). We review our practices to ensure all students understand discrimination and harassment, can recognize it, and respond appropriately should it occur. If you have any suggestions as to how we can better protect our students from discrimination and harassment, please contact the Equity Compliance Officer.

CUSD staff have the opportunity to speak with children about the process for notifying us when they have problems, parents can be aware of changes to their children's normal patterns of behavior and can intervene more quickly. Let your children know that if they feel harassed, they have the support of both parents and the school to get it resolved. If you feel that your child is being treated in a sexually harassing, discriminatory, or retaliatory manner, please contact your school principal or the Assistant Superintendent, Human Resources for assistance. You are encouraged to take immediate action so the situation can be resolved as quickly as possible to lessen the negative effects on all involved.

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

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

### **Educational Equity Without Regard to Immigration Status , Citizenship, or Religion (EC § 234.7)**

Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate



proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated <https://oag.ca.gov/immigrant/rights>.

### **Prohibition of Discrimination or Exclusion (Title IX, 2016 SB 1375, EC 221.61)**

Title IX prohibits discrimination or exclusion from participation in any educational program or activity on the basis of sex. The Chico Unified School District Board of Education recognizes that the district has responsibility for monitoring compliance with Title IX. Parents, students or staff who feel that discrimination is occurring or access to educational programs is being restricted on the basis of sex should contact our Title IX Coordinator, named below. See Appendix D for more information.

Kristine (Tina) Keene

Director of State and Federal Programs

Compliance designee and contact person for the Uniform Complaint Procedure

891-3000, ext. 20105

[kkeene@chicousd.org](mailto:kkeene@chicousd.org)

1163 E. Seventh Street, Chico, CA 95928

### **Hate Behavior and Hate Crimes (EC §§233, 233.5, 48900.3)**

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

### **Uniform Complaint Procedure (UCP) (EC §§35146, 35160.5, CAL. GOV. Code §§950-950.8, 54957-54957.8, Title 5 CCR §§3080, 4600-4671)**

Chico Unified encourages the early, informal resolution of complaints whenever possible and appropriate. For complaints that cannot be resolved informally and that allege the District has committed unlawful discrimination or violated federal or state laws or regulations governing educational programs, Chico Unified has a uniform complaint procedure, as stipulated in 5 CCR 4600-4670. Please note that complaints regarding special education, child nutrition programs, Williams Complaints, and state preschool health and safety issues may no longer be brought under the Uniform Complaint Procedures (UCP), but must be submitted through different processes. To learn more about grounds for complaints, see "Uniform Complaint Procedure" in the Appendix.

The following procedures shall be used to address all formal complaints. The district compliance officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

The District compliance officer for the Categorical Programs Uniform Complaint Procedure is Tina Keene, Director of State and Federal Programs, (891-3000, ext. 20105), [kkeene@chicousd.org](mailto:kkeene@chicousd.org), 1163 E. Seventh Street, Chico, CA 95928.

#### **District Responsibilities**

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

All parties involved in allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints confidential except when the disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity



of the process (5CCR 4630, 4964).

### **Filing of Complaints**

All complaints shall be filed in writing, signed by the complainant, and submitted to the compliance officer listed above. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist in the filing of the complaint (5CCR 4600). The compliance officer shall maintain a log of complaints received. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Mediation**

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

### **Investigation of Complaint**

Within 10 days of receiving the complaint, the compliance officer shall begin an investigation into the complaint. The investigation may include providing the complainant the opportunity to present information, collecting and reviewing all available documents and evidence, interviewing associated parties, and consulting additional staff or legal counsel.

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

### **Report of Findings**

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send a written decision to the complainant. If dissatisfied with the compliance officer's decision, the complainant may file a written complaint with the Board within five business days. The Board may consider the matter at its next regular Board meeting or at a special Board meeting and send a final decision to the complainant within the 60-day time limit. Alternatively, the Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

### **Final Written Decision**

Copies of the District's decision on how it will resolve the complaint shall be sent to the complainant and respondent (5 CCR 4631). In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be affected by the complaint or involved in implementing the decision, as long as the privacy of the parties is protected. The decision may also include follow-up procedures to prevent recurrence or retaliation and to enable reporting of any subsequent problems. The District shall ensure meaningful access (including language translation when necessary) to all relevant information for parents/guardians with limited English proficiency.

For more information on the complaint process, visit <http://www.chicousd.org/Our-District/Board-Information/CUSD-Board-Policies/> or <http://www.chicousd.org/Departments/Educational-Services/Title-IX-Information/index.html>.

## **MARRIED/PREGNANT/PARENTING STUDENTS (BP 5146)**

Summary: CUSD will provide opportunities for students who become pregnant or become parents to receive the support they need to reach their academic goals.

No rules shall be applied concerning a student's actual or potential parent, family, or marital status that treats students differently on the basis of sex.

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

No student shall be excluded or denied from any educational program or activity solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom and shall treat these conditions in the same manner and under the same policies as any other temporary disabling condition.

Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary.

As required for other students with physical or emotional conditions or temporary disabilities, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that the student is physically and emotionally able to participate in an educational program or activity.

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities
2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28
4. Health care services, including prenatal care
5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses.

### **Parental Leave**

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015) Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015).

A parenting student may request exemption from attendance because of personal services that must be rendered to a dependent. (cf. Education Code 48205)

### **Lactation Accommodations**

When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40, cf. 6183 - Home and Hospital Instruction). The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

### **Complaints**

In accordance with California Code of Regulations (CCR) and Board Policy/Administrative Regulations (BP/AR), any complaint of discrimination shall be addressed through the district's [Uniform Complaint Procedures](#). Complaints may be made on the basis of discrimination due to pregnancy, marital, or parental status or noncompliance with the requirements to provide reasonable accommodations for lactating students. A complainant who is not satisfied with the District's decision may appeal the decision to the California Department of Education (CDE). If the District or the CDE finds merit in an appeal, the District shall provide a remedy to the affected student. (Education Code 222; 5 CCR 4600-4687; BP/AR 1312.3)

## **PARENT/GUARDIAN INVOLVEMENT**

Summary: CUSD encourages parents and guardians to take an active role in their children's education. Read this section to learn about volunteering at your child's school and supporting your child at home.

### **Parent Involvement (EC §51100, 51101)**

Parents/guardians ("parents") are encouraged to be involved in their children's education. Each school's coordinated plan includes information and training sessions to integrate parent involvement in supporting their child's academic efforts, developing parenting skills, and building consistent and effective home-school communications.

Parent volunteers are a valued addition to the educational program. Volunteers are required to check in at the office before proceeding to a classroom. [See Appendix A for a copy of Board Policy 6020 \(Parent Involvement\)](#).

### **Visits to Campus (EC §51100, 32212)**

All visitors to a campus, including parents, must check in at the Main Office immediately upon arriving at a school campus.

### **Parent in the Classroom (EC §51100, 51101)**

The District welcomes parents into their children's classrooms as volunteers subject to the schools' program needs and for observation in order to assist in making educational decisions regarding the students. In order to ensure student safety and to limit disruptions that may compromise instruction, any classroom visits must be scheduled with the teacher ahead of time. In the case of emergency, parents should contact the Office of the Principal.

### **Parent Involvement for Students At Risk of Failing**

The District maintains a formal written policy that establishes the District's expectations for parental involvement

in the planning and implementation of the District's Title I Programs (programs serving students who are failing or are at risk of failing; see [Appendix A](#)). This policy is provided to the parents of all children who participate in Title I programs and is available upon request by contacting the District office.

### **Non-Pupil Children and Pets**

It is not appropriate for parents to bring their non-pupil children or pets (except animals related to assistance based on disability) to the classroom.

### **Every Student Succeeds Act (20 USC 6301)**

Under ESSA, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects she/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether she/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. The district shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information regarding any State or local policy mandating pupil assessments and the level of achievement of their student on every State and districtwide academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners. The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately.

### **Rights of Parents or Guardians to Information and Participation (EC 51101)**

Parents/guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled in accordance with the requirements of any intradistrict or interdistrict pupil attendance policies or programs.
- Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.

- To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of BCOE employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.
- To be notified on a timely basis if their child is absent from school without permission.
- To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.
- To request a particular school for their child, and to receive a timely response from the school district. This paragraph does not obligate the school/BCOE to grant the parent's request.
- To have a school environment for their child that is safe and supportive of learning.
- To examine the curriculum materials of the class or classes in which their child is enrolled.
- To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- To have access to the school records of their child.
- To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- To be informed in advance about school rules, including disciplinary rules and procedures in accordance with section 48980, attendance policies, dress codes, and procedures for visiting the school.
- To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- To participate as a member of a parent advisory committee, school-site council, or site-based management leadership team, in accordance with any rules and regulations governing membership in these organizations. In order to facilitate parental participation, school-site councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. The meetings should be scheduled on weekends, and prior notice should be provided to parents.
- To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- To be notified, as early in the school year as practicable pursuant to EC 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child. Parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school. BCOE has developed jointly with parents and guardians, and adopt, a policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each school-site.
- The policy includes, but is not necessarily limited to, the following:
  1. The means by which the school and parents or guardians of pupils may help pupils to achieve academic and other standards of the school.
  2. A description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.
  3. The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:
    - (a) Monitoring attendance of their children.
    - (b) Ensuring that homework is completed and turned in on a timely basis.
    - (c) Participation of the children in extracurricular activities.
    - (d) Monitoring and regulating the television viewed by their children.
    - (e) Working with their children at home in learning activities that extend learning in the classroom.
    - (f) Volunteering in their children's classrooms, or for other activities at the school.
    - (g) Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

## **SUPPORT FOR LOW-INCOME FAMILIES**

Summary: In pursuit of giving all children the tools they need for success, CUSD has resources available for

families experiencing financial hardship or any type of homelessness.

**Homeless Education Assistance Act (McKinney-Vento (44 U.S.C. §11431, et seq.))**

Families who live in a shelter, motel, vehicle, or campground; on the street; in an abandoned building or trailer; doubled up with friends or relatives because they cannot find or afford housing; or in other inadequate accommodations, preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Children who are homeless as defined above have the right to:

- Go to school, no matter where they live or how long they have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before becoming homeless or the school they last attended, if that is their choice and it is feasible. If a school sends a child to a school other than the one families request, the school must provide families with a written explanation and offer the right to appeal the decision.
- Receive transportation to the school they attended before becoming homeless or the school they last attended, if a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll in and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll in and attend classes in the school of choice even while families and the school seek to resolve a dispute over enrolling children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When families who are homeless as defined above move, they should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling children in a new school or arranging for children to continue in their former school. (Or, someone at a shelter, social services office, or the school can direct families to the person to contact.)
- Contact the school and provide any information may assist the teachers in helping children adjust to new circumstances.
- Ask the shelter provider or a social worker for assistance with clothing and supplies, if needed.

Local Area Contact: Ted Sullivan, Homeless and Foster Youth Liaison, 1163 East Seventh Street, Chico, CA 95928 (530) 891-3000, ext. 20105.

**The National School Lunch and Breakfast Programs (EC §§ 49500-49505; 49510-49520; 49564.3-49564.5)**

All CUSD students will be offered a free breakfast and lunch. Free/Reduced meal applications are not required to receive these free meal benefits. These meals are provided by the Federal USDA National School Lunch Program waivers.

## **STUDENT RECORDS & RECORDS**

Summary: CUSD values protecting our students and their confidential information. Read this section to learn what information may be shared and with whom. Personal information concerning students and their families is kept private in accordance with the law.

**Student Records and Release of Student Directory Information (EC §§49060-49085; 20 U.S.C. §1232g, et seq.; Title 34 CFR Part 99, et seq.)**

Each school maintains student records (permanent, interim, and permitted). Student records are any items of information that are directly related to an identifiable student and maintained by the district. Most records are under

the supervision of the school principal and are located at the school; however, some psychological records are under the supervision of the Director of Student Services and are located at the District Office.

records is supervised by the school principal and/or Assistant Superintendent of Educational Services, who determines the legitimacy of educational interest. There is no cost charged to parents for reproducing copies of records upon request.

Individuals with access to student records are:

- Parents (including adoptive parents and legal guardians) of student age 17 and younger.
- Parents of students age 18 and older if the student is a dependent for tax purposes.
- Students age 16 and older, students age 14 and over who are identified as both homeless and an unaccompanied youth, or students who are enrolled in an institution of post-secondary instruction (called “eligible students”).
- Individuals who have completed and signed a Caregiver’s Authorization Affidavit.
- Chico Unified School District employees as directed by school officials
- Officials of other public schools or school systems
- Authorized representatives of selected government offices where such information is necessary pursuant to federal or state law
- natural parents, adoptive parents or legal guardians
- Chico Unified School District employees as directed by school officials
- officials of other public schools or school systems
- Other parties to whom pupil/student records may be released by law

If you (the legal custodial parent or legal guardian) disagree with the content of your student's records, you may question the content of those records and request that the school principal and/or the Assistant Superintendent of Educational Services authorize requested modifications. Parents have the right to file a complaint with the US Department of Education concerning alleged failures of school districts to comply with the provisions of the General Provisions Act (Cal. Edu. Code 49063).

Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232g).

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

**Student Directory Information (EC §§49061-49085; AR 5125.1, 20 U.S.C. §1232g, et seq.; Title 34 CFR Part 99, et seq.)**

Chico Unified has determined the following are “directory information.” Directory information may be released to third parties, such as our student database management system, for education effectiveness.

- Name
- Address
- Telephone number
- Email address
- Date of Birth
- Major Field of Study
- Participation record in officially recognized activities

- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards
- Most recent previous school attended.

Directory Information may be released at the discretion of the school principal to the PTA, recruiting officers for the Armed Services, employers, prospective employers, or representatives of the news media. Similarly, the District or school may release directory information of former students unless the District receives a written request from the former student prohibiting the release of that information. Federal law requires the District to provide military recruiters, upon request, with three Directory Information categories – names, addresses and telephone listings – unless parents/guardians or students have advised the District that they do not want their student's information so disclosed by notifying the school principal in writing by the end of the third week of the school year. The District retains the right to deny the release of Directory Information if such denial is considered in the best interest of the student. (U.S.C. 1232g).

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

Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the district receives consent as required under state law). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records. You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification. (See attached form.) Additionally, directory information related to homeless or unaccompanied youths will not be released without the express written consent for its release by the eligible pupil or guardian.

### **Medical Record Sharing (HSC 120440)**

Medical information may be shared with local health departments and the State Department of Public Health. Any information shared shall be treated as confidential medical information. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and the student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both. You can obtain more information regarding medical record sharing by contacting the nurse through the school office.

### **Surveying Students (EC 51938, 51513)**

Chico Unified schools need parents'/guardians' written permission before any questionnaire, survey or examination containing any questions about their children's personal beliefs or practices (or the pupil's family's beliefs or practices) in sex, family life, morality, religion and school climate may be administered to any pupil in kindergarten, or grades 1-12, inclusive. Notification will include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and provide an opportunity for parents to opt pupils out of participating in the survey. Upon request, parents or guardians will be given the opportunity to inspect any third-party survey.



Education Code 51938(c) stipulates: “Notwithstanding Section 51513, 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 pupil’s attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent (“opt-out”) process. A school district shall not require active parental consent (“opt-in”) for these tests, questionnaires, or surveys in grades 7 to 12, inclusive. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the school district.”

The federal PPRA affords parents/guardians and eligible students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent: Parents and eligible students have the right to consent before students are required to submit to a survey that concerns one or more of the following protected area (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education: Annual Parent Notification 2023-2024 40 | Page 1. Political affiliations or beliefs of student or student’s parents; 2. Mental and psychological problems of the student or his/her family; 3. Sex behavior and attitudes; 4. Illegal, anti-social, self-incriminating and demeaning behavior; 5. Critical appraisals of other individuals with whom respondents have close family relationships. 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; 7. Religious practices, affiliations or beliefs of the student or parents; or 8. Income (other than that required by law to determine eligibility

### **Changes to Student Records (BP 5125, AB 711)**

No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49062.5, 49070; 5 CCR 437)

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The district is not required to modify records that the former student has not requested for modification or reissuance. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records.

### **District Records: Security Breach (BP 3580)**

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health

insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29) (cf. 1112 - Media Relations) (cf. 1113 - District and School Web Sites) (cf. 4112.9/4212.9/4312.9 - Employee Notifications) (cf. 5145.6 - Parental Notifications)

## **TRANSPORTATION**

Summary: Parents who need a reliable method of transportation for their children may apply annually to receive transportation via a CUSD school bus. Students riding CUSD buses must respect the authority of the bus driver and comply with bus safety protocols.

### **Transportation (EC §§35350, 35351, 39800, et seq.)**

Parents desiring home-to-school transportation services must apply for the service annually and receive District approval before their children will be allowed to ride the school bus. Applications must be approved and fees paid at the Transportation Office located at 2455 Carmichael Drive, (530) 891-3097. The cost of transporting your child is \$300 per student or \$450 per family. Transportation may be provided if your elementary student lives more than a mile from school and for junior high or high school students living more than two miles from their school (according to Google Maps).

### **Authority of Bus Driver**

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

### **School Bus Safety (EC §39831.5)**

The District provides all students instruction in school bus emergency procedures and passenger safety. Written safety procedures are available from the District office.

## **TESTING**

Summary: Assessing student learning tells us whether teaching is having the intended effect. Testing at the local and state levels provides a snapshot in time of student knowledge and skills and provides information to help inform decisions to support student learning. Read this section to learn about what state-level tests your child will take.

### **Overview of State Testing (EC 52052, 60640)**

In California, the primary goal of the statewide testing program is to better prepare all students for college and careers in the twenty-first century.

The state testing system has several components. Since spring 2015, the California Assessment of Student Performance and Progress (CAASPP) has been the core of the state testing system. The CAASPP system is based on the California's state standards for English language arts (ELA)/literacy, mathematics, and science.

Annual computer-based assessments in the areas of English language arts and mathematics—developed through the Smarter Balanced Assessment Consortium—form the cornerstone for CAASPP. Standardized computer-based science tests are also administered annually. While test results should never be used as the only source of information to make important decisions about a student's education, CAASPP program results provide information about each child's progress to help parents, guardians, and teachers work together to improve student learning. Schools use results to help make decisions about how best to support student achievement. Results also can be used along with other available data to assist in identifying students for intervention or enrichment programs.

The district strongly encourages all students at the applicable grade levels to participate in the state assessments in order to maximize the usefulness of the data. Parents may submit a written exemption request each year to the school Principal for certain state tests. Exemption requests must be made in writing and use the district form available from school principals. Parents and students are cautioned that exempting students from certain state tests (such as the grade 11 Smarter Balanced Tests in English and/or math) will make students ineligible for state and federal recognition programs such as the State Seal of Biliteracy, the Golden State Seal Merit Diploma, the President's Awards (for Educational Excellence and Achievement) and the Early Assessment Program of College Readiness. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records. For more information, contact your school principal.

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

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

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

#### CAASPP Student Score Reports

For students with Parent Portal access, reports are available for view within the parent portal as soon as they are made available by the test contractor. For students without Parent Portal access, within 20 working days of receiving the student report from the test contractor, the district will mail the student report to the student's parents/guardians. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. All students' scores are reported to their schools and teachers and included in their student records.

- Resources to help parents or guardians interpret results - <https://www.cde.ca.gov/ta/tg/ca/>
- Guides to help parents and guardians interpret the CAASPP student score reports – <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>
- For questions related to state testing, please contact the Chico Unified Testing Office at 530-891-3000 x20184 or email [TestingOffice TESTING-OFFICE-CUSD@chicousd.org](mailto:TestingOffice@chicousd.org).

Overview of California State Assessments					
Test Acronym	Test Name	Who takes this test?	Test Frequency	2023-24 Assessment Window	Subject Assessed
CAASPP System					
SBAC	Smarter Balanced Assessment Consortium	Grades 3-8 and 11	Annual	April-June 2024	English language arts and math
CAST	California Science Test	Grades 5, 8, and one grade in high school*	Annual	April-June 2024	Science
CAA	California Alternate Assessment	ELA & Math CAA Students with severe cognitive difficulties in Grades 3-8 and 11.	Annual	April-June 2024	English language arts and math
		Science CAA Students with severe cognitive difficulties in grades 5, 8 and high school*			Science
* High-school level CAASPP science exams are taken during the student’s final science course in high school.					
ELPAC System					
ELPAC (Initial)	Initial English Language Proficiency Assessment for California	English-learning students who have just enrolled at a California school.	One-time	Year-round.	English fluency for English learners
ELPAC (Summative)	Summative English Language Proficiency Assessment for California	Ongoing English learners in grades K-12.	Annual	February 1, 2024-May 31, 2024	English fluency for English learners
PFT System					
PFT	Physical Fitness Test	Grades 5, 7, and 9	Annual	February 1, 2024-May 31, 2024	Physical fitness

### California Statewide Assessment System

The following tests will be administered during the school year as indicated:

- **Smarter Balanced Assessment Consortium (SBAC) Online Summative Assessments** – These comprehensive assessments of grade-level learning measure progress toward college and career readiness in English language arts and mathematics in grades 3-8 and 11. Exceptions are those students who take the California Alternate Assessment (CAA), or, for the English-language Arts test only, English learners who are in their first 12 months of attending a school in the United States. The SBAC is given during April and May.
- **Smarter Balanced Assessment Consortium (SBAC) Interim Assessments** – At their own discretion, schools, classes, or teachers may choose to administer SBAC Interim Assessments to inform and promote teaching and learning. Interim assessments are an informal element of the CAASPP testing system. They provide information that can be used to monitor student progress toward mastery of state standards for English language arts and mathematics in grades 2-12.
- **Grade Two Diagnostic Assessments** – To ensure that teachers have information about the developing language arts and computational skills of their grade two students, the district administers English language arts and math diagnostics assessments in grade two.

- **California Alternate Assessment (CAA)** – For students with significant cognitive disabilities, as determined by an IEP team; CAASPP provides tests for English, science, and math for grades 3-8 & 11. Only eligible students may participate in the administration of the CAAs. The CAA is given during the Spring.
- **California Science Test (CAST) Summative Assessment Summative Test** – Students in grades 5, 8, and a sample of students from grades 10-12 in high school. Students take the CAST during their final science course in high school.
- **Early Assessment Program (EAP)** – For students in grade 11, the SBAC assessment results will also be used to determine college-readiness in English and math. Each spring, all grade eleven students in California take the Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics. These assessments, which are administered as part of the California Assessment of Student Performance and Progress (CAASPP) System, also serve as an indicator of readiness for college-level coursework in English and mathematics and are used by the California State University (CSU) and participating California Community Colleges (CCCs) to determine Early Assessment Program (EAP) status. See your high school counselor for more information. The SBAC in grade 11 is given in April and May.

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

- **Physical Fitness Tests (PFT)** – Public school students in grades 5, 7, and 9 are required to take the Physical Fitness Test, whether or not they are enrolled in a physical education class. Students who are physically unable to take the entire test battery are to be given as much of the test as their conditions will permit. The PFT provides information that can be used by students to assess and plan personal fitness programs, teachers to design the curriculum for physical education programs, and parents and guardians to understand their children's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students. California law does not provide any parent exemption provision from the PFT. By law, all California schools are required to administer the PFT annually to all students in grades 5, 7 and 9. For more information, contact your school administrator. The PFT is given February through May.
- **Desired Results Developmental Profile (DRDP)** – State and federal laws require districts to be accountable for assessment of pre-school students. Observation data is collected two times per year to measure children's progress in learning, social-emotional, motor skills, and communication.
- **California High School Proficiency Examination (CHSPE)** – <http://www.chspe.net/> CHSPE is a voluntary test for students ages 16 and up who need to verify high school level skills. In some cases, students take the test and leave high school early to work or attend college. Those who pass the test receive a Certificate of Proficiency from the State Board of Education, which is equal by law to a California high school diploma. People who are 16 years of age or older may take the test. Younger people who meet other criteria can also take the test. This test is given twice each year at many sites in California. The test covers three subjects: reading, writing, and math. There is a fee to take the test. The CHSPE is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. The test is given in English only. For more information, contact your high school counselor.
- **High School Equivalency Tests (HSET)**  
California has approved the use of three high school equivalency tests for students 18 years old and older for the purpose of receiving a California High School Equivalency Certificate. In some cases, 17-year-olds can also take an HSET.
  - **GED (General Educational Development Test)** – <https://ged.com/>
  - **HISSET (High School Equivalence Test)** – <http://hiset.ets.org>.
  - **TASC (Test Assessing Secondary Completion)** – <http://www.tasctest.com/test-center-locations-for-test-takers.html>
  - **National Assessment of Educational Progress (NAEP)** – Only if required of certain grades and/or

schools by the State Department of Education <https://nces.ed.gov/nationsreportcard/>

### **Additional Standardized Tests Offered at Chico Unified High Schools**

The following tests are scheduled for administration during the school year. Please contact your high school Counseling office for further information.

- ASVAB [Armed Services Vocational Aptitude Battery](#)
- PSAT/NMSQT - [Preliminary Scholastic Aptitude Test](#) – College Board
- SAT - [Scholastic Aptitude Test](#) - College Board
- [ACT](#) College Entrance test
- [Advanced Placement \(AP\) Examinations](#)

### **State-Funded Advanced Placement (AP) Examination Fees**

State funds may be available through the District to cover all or some of the costs of advanced placement examination fees, pursuant to California Education Code Section 52244. To request more information, please contact the principal of the student's school.

### **Non-Mandatory Programs (EC §49091.18)**

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

## **APPENDIX A: PARENT INVOLVEMENT**

### Board Policy 6020

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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 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.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

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.

(cf. 5020 - Parent Rights and Responsibilities)

The district's local control and accountability plan (LACP) shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

### **TITLE I SCHOOLS**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 U.S.C. 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318, 6631)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members;
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school;
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members;
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement;
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy.

## **NON-TITLE I SCHOOLS**

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

Legal Reference:

### **EDUCATION CODE**

11500-11505 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement

### **LABOR CODE**

230.8 Time off to visit child's school

### **CODE OF REGULATIONS, TITLE 5**

18275 Child care and development programs, parent involvement and education

### **UNITED STATES CODE, TITLE 20**

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent involvement

6631 Teacher and school leader incentive program, purposes and definitions

7241-7246 Family engagement in education programs

### **CFR, TITLE 28**

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

### **WEBSITES**

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy Adopted: 05/03/07;6/27/18; 02/03/21

Please note: Policies are reviewed quarterly. Please refer online for the most current revision.



**COMPLAINTS BY CITIZENS REGARDING CUSD PERSONNEL AND OPERATIONS**

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

## **APPENDIX B: Student Use of Technology Agreement and Chromebook Program**

### **Student Use of Technology Agreement**

The Chico Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and their parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

### **Definitions**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

### **Student Obligations and Responsibilities**

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

### **Privacy**

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

The district uses many online tools, resources, and learning management systems. In some instances, it is necessary to set up an online account for individual students. Accounts will be created for educational purposes only, and student data is entered into third party systems only to the minimal degree necessary for it to be functional as a tool for educational purposes.

The Family Education Rights & Privacy Act (FERPA) gives parents rights related to their children's education records and personally identifiable information. Under FERPA, our vendors cannot use the education records we provide in any way that is not authorized by the school district. They cannot sell this data or allow others to access it except as we permit in accordance with federal and state education privacy laws.

Additionally, the federal Children's Online Privacy Protection Act (COPPA) prevents child-directed web-based services and apps from collecting certain personal information from anyone under 13 years of age without parental permission. COPPA allows school districts to consent on behalf of parents in the education context when student information is collected for the school's exclusive use and educational benefit, and for no other commercial purpose.

### **Personally Owned Devices**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

### **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

### **Consequences for Violation**

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

### **Student Acknowledgment**

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

### **Parent or Legal Guardian Acknowledgment**

If the student is under 18 years of age, a parent/guardian must also read and acknowledge the agreement.

As the parent/guardian of a student using CUSD's technological resources, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. With my acknowledgment of this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access

to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

### Student Use of Technology Agreement: Chromebook Program

Chico Unified School District is pleased to offer a 1:1 Chromebook program, including a Chromebook, power adapter and limited protection coverage. Chromebooks are issued as an educational tool only, and they need to be kept in good working order at all times. They are to be handled responsibly, like textbooks or any other item CUSD issues to a student. Being an electronic device, there may still be unexpected issues that arise. The following explains procedures and costs associated with Chromebook repairs and replacement.

If a Chromebook is lost or damaged, report it to your school's library staff as soon as possible. In the event that school is not in session, email [cusdchromebooks@chicousd.org](mailto:cusdchromebooks@chicousd.org).

- If the loss is due to theft, burglary, robbery or vandalism, a police report must be filed. A copy of the report must be submitted to the District Office in order to avoid paying replacement costs. The report can be submitted in person or by emailing it to [cusdchromebooks@chicousd.org](mailto:cusdchromebooks@chicousd.org).

### Covered Issues

- Accidental damage, cracked screens, drops, liquid spills and submersion  
(All incidents will be evaluated for deliberate abuse/neglect)
- Theft, burglary, robbery **with an official police report**  
(FIRST INCIDENT ONLY - Any subsequent incidents result in full charges for replacement)
- Vandalism by a third party - with an official police report or school administrator incident report
- Mechanical failures are covered even if not under a manufacturer's warranty

### Issues Not Covered

- KEYCAP LOSS - Purposeful removal of keycaps from keyboards will be considered vandalism and will not be covered under the protection plan. **DO NOT REMOVE KEYS FROM YOUR KEYBOARD AS IT DAMAGES THE UNDERLYING MECHANISM.**
  - Intentional acts of neglect/abuse, including cosmetic damage
  - Unexplained loss or mysterious disappearance, including law enforcement seizure
  - Loss of accessories, software or data, including power supply and protective cover
  - Tampering with or any unauthorized attempts to repair device, install software, "jailbreaking" or removing the device from the CUSD managed domain
- (Issues of this type will be referred to site administration for violation of the Student Use of Technology Policy)**

### Repairs and Replacement

- Accidents happen! The first occurrence of **accidental damage** will be covered by the District, at no cost to you.
- Second and third repairs **for covered issues** will cost \$35 each.
- Intentional damages, or those resulting from gross negligence, will be evaluated on a case by case basis. Site administration will determine appropriate disciplinary action.

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<b>Replacement costs for Chromebooks:</b>	<b>1st year (1-12 months):</b>	<b>\$220</b>
	<b>2nd year (13-24 months):</b>	<b>\$110</b>
	<b>3rd year (25-36 months):</b>	<b>\$75</b>
	<b>4th year (37-48 months):</b>	<b>\$40</b>

<b>Replacement cost for charger/power supply:</b>	<b>\$20</b>
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**Student Agreement for Chromebook Use:**

I agree to the following:

- I have read the Chico USD Student Use of Technology Agreement. I will follow all of these policies at all times.
- I understand that I am permitted to use the Chromebook and internet for educational purposes related to school-assigned topics, and I will exercise responsible behavior when doing so.
- The Chromebook will come with a protective case. I agree to keep this protective case on the Chromebook at all times.
- I understand that I am allowed to customize the clear plastic protective case as long as I don't cover the asset tag, serial number, and cooling vents. I also will not remove any of the stickers put on by CUSD.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent.
- I will immediately notify the library staff in case of damage, theft, vandalism, or loss of the device.
- I agree to return this District Chromebook when requested or when I withdraw from Chico Unified School District.
- I understand that not returning the Chromebook at these times will result in the Chromebook being locked and a replacement fee (currently \$220) will be entered into my Aeries fees account.
- I understand I must clear any Chromebook fees, if any, before participating in graduation.

**Parent/Guardian Agreement:**

I agree to the following:

- I have read the Chico USD Student Use of Technology Agreement. I will hold my child accountable for these policies and regulations.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories, whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or protective case, I am financially responsible for all expenses related to repairs or replacement.
- I understand that the Chromebooks are Chico USD owned devices, and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when my student uses a Chico USD Chromebook at any time.
- I understand that if my student fails to return the Chromebook when/as directed, I will pay the replacement cost of the Chromebook, power adapter, cord and protective cover (currently \$220) provided by Chico USD.

## APPENDIX C: WILLIAMS COMPLAINT PROCEDURES FORM

*Education Code* (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name (Optional): \_\_\_\_\_ Mailing Address (Optional): \_\_\_\_\_

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

Issue of complaint (please check all that apply):

### 1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

### 2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

### 3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is 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.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more one or more English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_ Location of problem (school name, address, and room number or location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side): \_\_\_\_\_

Please file this complaint with the principal of the school or his/her designee in which the complaint occurred:

Location: \_\_\_\_\_

Title of office \_\_\_\_\_

Address: \_\_\_\_\_

Street City Zip code

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.



CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California 95928-5999

**FOR OFFICE USE ONLY**

Date Received:  
Received by:  
Log No.:  
Mailed to:

Please complete the following form if there is a complaint or charge against any school site, program, office or school district employee. Submit this complaint form to the Chico Unified District Office at 1163 East Seventh Street, Chico, CA 95928-5999. Call (530) 891-3000 for assistance with completing the form. The District will issue a written decision within 60 days.

**UNIFORM COMPLAINT FORM**

Submit Complaint to:

Director of State and Federal Programs

1163 East Seventh Street, Chico, CA 95928-5999

The Director of State and Federal Programs, as the Compliance Officer, may assign other staff to investigate based on the nature of the complaint. The Compliance Officer will 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. Staff members who may be asked to investigate complaints are:

Assistant Superintendent, Human Resources  
Assistant Superintendent, Business Services  
Assistant Superintendent, Educational Services  
Other \_\_\_\_\_

Director, Classified Human Resources  
Director, Student Support Services  
Director, Facilities

The Compliance Officer will promptly notify the complainant if another employee is designated to investigate the complaint.

Complaint filed by:

Name: \_ Address: \_\_\_\_\_

Telephone Number(s): c: \_

h: \_\_\_\_\_

w: \_\_\_\_\_

Place a check next to the kind of complaint you are presenting:

**Program:**  
\_\_\_\_ Program for  
English Learners  
\_\_\_\_ Career/Technical  
Ed. & Civil Rights  
\_\_\_\_ Child Nutrition  
\_\_\_\_ Consolidated  
Categorical Programs  
\_\_\_\_ Educational Equity  
\_\_\_\_ Gifted & Talented  
Education (GATE)  
\_\_\_\_ State-  
Compensatory Education  
(SCE)  
\_\_\_\_ Migrant Education  
\_\_\_\_ Special Education  
\_\_\_\_ Title I  
\_\_\_\_ Vocational  
Education

**Discrimination on basis of:**  
\_\_\_\_ Age  
\_\_\_\_ Ancestry and/or National Origin  
\_\_\_\_ Bullying  
\_\_\_\_ Color  
\_\_\_\_ Ethnic Group Identification  
\_\_\_\_ Gender  
\_\_\_\_ Harassment  
\_\_\_\_ Intimidation  
\_\_\_\_ Physical/Mental Disability  
\_\_\_\_ Race  
\_\_\_\_ Religion  
\_\_\_\_ Sex  
\_\_\_\_ Sexual Harassment  
\_\_\_\_ Sexual Orientation  
\_\_\_\_ Based on Association with a  
group or person with one or more of these  
actual/ perceived characteristics

**Other:**

Name of school, program or office or name of employee and job location against whom charge or complaint is directed:

Nature of complaint (attach additional pages if necessary):

When did event(s) occur? Date(s): \_\_\_\_\_

To whom have you spoken? Write name(s) and date(s) in spaces provided.

Title	Name	Date(s)
Principal:		_____
Assistant Principal:		_____
Counselor		_____
Teacher		_____
Supervisor		_____
Staff Member		_____
Other	_____	_____

What was the result of the discussion?

If you desire a remedy or wish the District to take a particular course of action, please specify:

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I understand that the District will maintain this information confidential, to the extent provided by law or collective bargaining agreement; that I will be protected from retaliation for filing this complaint; that the District may request further information about this matter; and if such information is available, I agree to present it upon request.

I believe that the foregoing is true and correct.

\_\_\_\_\_  
Signature                      Date

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MEDIATION: I have been offered and (accept/reject) \_\_\_\_\_ an opportunity for mediation for this complaint.

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August 2019



# **APPENDIX D: SEXUAL HARASSMENT PREVENTION**

Administrative Regulation 5145.7.

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.3 - Nondiscrimination/Harassment)

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

## **INSTRUCTION/INFORMATION**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence;
2. A clear message that students do not have to endure sexual harassment under any circumstance;
2. Encouragement to report observed incidents of sexual harassment, even where the alleged victim of the harassment has not complained;
3. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved;
4. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to any harassment, prevent recurrence, and address any continuing effect on students;
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made;
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues;
7. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

## **DISCIPLINARY ACTIONS**

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

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

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

## **RECORD-KEEPING**

In accordance with law, the Title IX Coordinator shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Policy Adopted: 07/18/07; 11/16/11; 07/17/13; 09/02/15; 12/14/16; 02/03/21

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

48985 Notices, report, statements and records in primary language

#### CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

#### GOVERNMENT CODE

12950.1 Sexual harassment training

#### CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

1092 Definition of sexual assault

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

#### UNITED STATES CODE, TITLE 34

12291 Definition of dating violence, domestic violence, and stalking

#### UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

#### CFR, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.82 Nondiscrimination on the basis of sex in education programs

## COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130  
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736  
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629  
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274  
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473  
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

## Management Resources:

### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017  
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016  
Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

## WEBSITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy Adopted: 07/18/07; 11/16/11; 07/17/13; 09/02/15; 12/14/16; 02/03/21

Please Note: Policies are reviewed quarterly. Please refer online for most current revision.



# **APPENDIX E: UNIFORM COMPLAINT PROCEDURES**

Board Policy 1312.3

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## **UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

### **Complaints Subject to the UCP**

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12) Any complaint, by or on behalf of any student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)  
(cf. 6173.1 - Education for Foster Youth)
9. Course periods without educational content (Education Code 51228.1-51228.3) Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.2 - Education of Children of Military Families)  
(cf. 6173.3 - Education for Juvenile Court School Students)

10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country. (Education Code 51225.2)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2) Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.3)  
(cf. 6152 - Class Assignment)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.) Any complaint alleging district noncompliance with the physical education instructional minutes requirement. (Education Code 51210, 51223)  
(cf. 6142.7 - Physical Education and Activity)
13. Local control and accountability plan (Education Code 52075) Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
14. Migrant education (Education Code 54440-54445) Any other complaint as specified in a district policy.
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)

24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

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

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

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

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

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

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

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

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services.
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 – Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 – Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186, CCR 4680-4687)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)

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Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

48853-48853.5 Foster youth

48985 Notices in language other than English



49010-49013 Student fees  
49060-49079 Student records  
49069.5 Rights of parents  
49490-49590 Child nutrition programs  
49701 Interstate Compact on Educational Opportunity for Military Children  
51210 Courses of study grades 1-6  
51223 Physical education, elementary schools  
51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits; graduation requirements  
51226-51226.1 Career technical education  
51228.1-51228.3 Course periods without educational content  
52060-52077 Local control and accountability plan, especially  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
54000-54029 Economic Impact Aid  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

#### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

#### HEALTH AND SAFETY CODE

104420 Tobacco-Use Prevention Education

#### PENAL CODE

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

#### CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

#### CODE OF REGULATIONS, TITLE 5

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities

#### UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975

CFR, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints

CFR, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy Act  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504

CFR, TITLE 34  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age

Management Resources:  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Dear Colleague Letter: Title IX Coordinators, April 2015  
Questions and Answers on Title IX and Sexual Violence, April 2014  
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013  
Dear Colleague Letter: Sexual Violence, April 2011  
Dear Colleague Letter: Harassment and Bullying, October 2010  
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS  
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEBSITES  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
Family Policy Compliance Office: <http://familypolicy.ed.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Department of Justice: <http://www.justice.gov>

Policy Adopted: 11/07/07; 07/17/13; 04/06/16; 12/14/16; 02/07/18; 03/06/19; 11/20/19; 10/20/21; 6/29/22  
Please Note: Policies are reviewed quarterly. Please refer online to most current revision.

Administrative Regulation 1312.3

## **UNIFORM COMPLAINT PROCEDURES**

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3 (complaints based on the person's actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.)

## **Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

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

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

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

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

## **Notifications**

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

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

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and

regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy.

2. The list of all federal and state programs within the scope of the UCP
3. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
4. A statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of both of the following:
  - a. The health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925.
5. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred.
6. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
7. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
8. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
9. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.
10. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.
11. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision.
12. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable.
13. A statement that copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

## **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

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

## **Mediation**

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

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

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

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

## **Investigation of Complaint**

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

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

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

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

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may

result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

## **Timeline for Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

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

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

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

## **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered.
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective actions if the LEA finds merit in a complaint:
  - a. Pertaining to complaints of Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians
  - b. For all other complaints within scope of the Uniform Complaint Procedures, the remedy shall go to the affected pupil
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

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

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

to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

## **Corrective Actions**

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

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

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

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference



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

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

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

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

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

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

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

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with the CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. 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
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by the CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

## **Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt CSPP program shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint

to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves a limited-English-proficient student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

# **APPENDIX F: PROFESSIONAL STANDARDS FOR ALL PERSONNEL**

Board Policy 4119.21/4219.21/4319.21

## **All Personnel**

### **PROFESSIONAL STANDARDS**

behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

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

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

### **Inappropriate Conduct**

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3515.7 - Firearms on School Grounds)  
(cf. 4158/4258/4358 - Employee Security)
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed  
(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 5131.2 - Bullying)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action  
(cf. 3515.2 - Disruptions)
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity  
(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 3513.4 - Drug and Alcohol Free Schools)  
(cf. 4020 - Drug and Alcohol Free Workplace)  
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)  
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information  
(cf. 3580 - District Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities  
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity  
Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.  
(cf. 4040 - Employee Use of Technology)
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire  
(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.  
(cf. 4117.4 - Dismissal)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

### **Notifications**

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)  
(cf. 1113 - District and School Web Sites)  
(cf. 5145.6 - Parental Notifications)

### **Legal Reference:**

#### **EDUCATION CODE**

200-262.4 Prohibition of discrimination  
44050 Employee code of conduct; interaction with students  
44242.5 Reports and review of alleged misconduct  
48980 Parental notifications

#### **PENAL CODE**

11164-11174.4 Child Abuse and Neglect Reporting Act

### **CODE OF REGULATIONS, TITLE 5**

80303 Reports of dismissal, resignation and other terminations for alleged misconduct  
80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders, February 2014

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Professional Standards for Educational Leaders, 2015

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS

WEB SITES

*CSBA: <http://www.csba.org>*

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.WestEd.org>

Policy Adopted: 02/27/08; 07/17/13; 6/27/18

## **APPENDIX G: PARENT NOTICE AVAILABLE LANGUAGE PROGRAMS AND LANGUAGE ACQUISITION PROGRAMS**

Chico Unified School District offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (*EC* Section 310[a]).

- **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which core curriculum is instructed with SDAIE strategies in place. *Education Code (EC)* sections 305(a)(2) and 306(c)(3).
- **Two-Way Immersion (TWI) Program (English/Spanish):** A language acquisition program for English learners and native English speakers in which both Spanish and English are instructed at varying percentages through the years. *EC* Section 306(c)(1).

### **How to Enroll Your Child in a Language Acquisition Program:**

Submit a verbal or written request to the office at your local school. Include date of request, parent and child names, description of request, and grade level. Schools must:

- Maintain a written record of verbal requests
- Assist parents in clarifying their request
- Maintain records of each request for three years
- Accept requests from students enrolled for the current year as well as the following school year
- Monitor the number of parent requests for language acquisition or language programs on a regular basis throughout the year
- Consider requests for a multilingual program model from parents of pupils enrolled in the school who are native speakers of English when determining whether a threshold is reached.

\*Waivers are no longer required.

### **How to Request the Establishment of a New Program at a School:**

Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (*EC* Section 310[a].)

### **Reaching a Threshold**

When the parents of 30 pupils or more enrolled in a school, or when the parents of 20 pupils or more in the same grade enrolled in a school, request the same or substantially similar type of a language acquisition or language program, the school responds by notifying the LEA immediately and taking the following three actions:

**1. Communication**

Within 10 school days of reaching a threshold described above, the LEA notifies the parents of pupils attending the school, the school's teachers, administrators, and the LEA's English learner parent advisory committee and parent advisory committee, in writing, of the parents' requests for a language acquisition program.

**2. Cost and Resource Analysis**

The LEA then identifies costs and resources necessary to implement any new language acquisition or language program, including but not limited to:

- Certificated teachers with the appropriate authorizations
- Necessary instructional materials
- Pertinent professional development for the proposed program
- Opportunities for parent and community engagement to support the proposed program goals

**3. Determination**

Having completed the costs and resource analysis, the LEA determines, within 60 calendar days of reaching a threshold described above, whether it is possible to implement the requested language acquisition or language program. At that time, the LEA provides notice, in writing, to parents of pupils attending the school, the school's teachers, and administrators of its determination.

- **Determination to implement a program at the school:** In the case that the LEA determines it can implement the requested program, the LEA creates and publishes a reasonable timeline of actions necessary to implement the program. As a part of the implementation, the LEA confers with school personnel, including administrators, and teachers with the authorizations required to provide or oversee programs and services for English learners, regarding the design and content of language acquisition programs.
- **Determination not to implement a program at the school:** In the case that the LEA determines it is not possible to implement the program requested by parents, the LEA provides a written explanation of the reason(s) why the program cannot be provided. Further, the LEA may offer an alternate option that can be implemented at the school.



Each school follows the process described above, even if the LEA, at the time the threshold is met, provides the requested language acquisition or language program at another school of the LEA.

**Citations:** *EC* sections 305 and 310; 5 *CCR* section 11311 and 11312.

### About Language Acquisition Programs and Language Programs

Program Type	Characteristics
<b>Language Acquisition Program (English Learners)</b>	<p><b>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</b></p> <p>Be designed using evidence-based research and include both Designated and Integrated English Language Development;</p> <p>Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and</p> <p>Within a reasonable period of time, lead to:</p> <p>Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and</p> <p>Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state- adopted academic content standards in that other language.</p>

<b>Language Program (non-English Learners)</b>	<ul style="list-style-type: none"> <li>• Language programs offer students who are not English learners opportunities to be instructed in languages other than English</li> <li>• May lead to proficiency in languages other than English</li> </ul>
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#### **Parent and Community Engagement**

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan (*EC* Section 52062.) If interested in a different program from those listed above, please contact **Tina Keene, Director of State and Federal Programs** at **[kkeene@chicousd.org](mailto:kkeene@chicousd.org)** to ask about the process.

## **APPENDIX H STUDENT USE OF TECHNOLOGY AGREEMENT AND RELEASE OF LIABILITY FORM**

The Chico Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

### **Definitions**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

### **Student Obligations and Responsibilities**

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of

another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

### **Privacy**

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

The district uses many online tools, resources, and learning management systems. In some instances, it is necessary to set up an online account for individual students. Accounts will be created for educational purposes only, and student data is entered into third party systems only to the minimal degree necessary for it to be functional as a tool for educational purposes.

The Family Education Rights & Privacy Act (FERPA) gives parents rights related to their children's education records and personally identifiable information. Under FERPA, our vendors cannot use the education records we provide in any way that is not authorized by the school district. They cannot sell this data or allow others to access it except as we permit in accordance with federal and state education privacy laws.

Additionally, the federal Children's Online Privacy Protection Act (COPPA) prevents child-directed web-based services and apps from collecting certain personal information from anyone under 13 years of age without parental permission. COPPA allows school districts to consent on behalf of parents in the education context when student information is collected for the school's exclusive use and educational benefit, and for no other commercial purpose.

### **Personally Owned Devices**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

### **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

### **Consequences for Violation**

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

### **Student Acknowledgment**

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

### **Parent or Legal Guardian Acknowledgment**

If the student is under 18 years of age, a parent/guardian must also read and acknowledge the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. With my acknowledgment of this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any

technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.