

# Delano

Union School District



“Working Together for a Better Education”

2023 - 2024

Student/Parent Handbook

# **GREETINGS FROM THE SUPERINTENDENT**

**Rosalina Rivera  
Superintendent**

Dear Parent or Guardian:

Welcome to the 2023-2024 school year in the Delano Union School District. Our theme for the year is “Every School Day Counts – Promise 180.” Our theme is a reminder that we only have 180 school days to impact the lives of all students. Promise 180 is an individual and collective commitment to do what is necessary to make Every School Day Count. We promise to provide a safe, engaging, and high-quality educational experience for all students. We can make sure that our students are in class on a daily basis. We can give our students the encouragement that they need to be successful and we are confident that we will be a great support system for you and your child.

Please review your rights and responsibilities as the parent/guardian of a student enrolled in one of the 12 schools in our district. These materials are intended to give you advance notice of important policies and procedures. This information will make you aware of our expectations for our students, and will help you to get involved in district and school site activities. The legal references contained in these documents are to the California Education Code [E.C.] unless otherwise indicated. Any references to “parent(s)” include natural or adoptive parent(s), foster parent(s), and legal guardian(s). After you have reviewed these materials, please sign and return the attached acknowledgements indicating that you have received and reviewed these materials.

We sincerely appreciate your continued support of our schools. Once again, welcome to the 2023-2024 school year.



Rosalina Rivera  
Superintendent



# **DELANO UNION SCHOOL DISTRICT**

**Working Together For A Better Education**

**1405 - 12<sup>th</sup> Avenue  
Delano, California 93215-2416  
(661) 721-5000**



**DELANO UNION SCHOOL DISTRICT**  
**Working Together For A Better Education**

**Albany Park School (Grades K-5)**  
**Janice Vargas – Principal**  
**Andrea Gonzalez – Vice Principal**  
**235 West 20<sup>th</sup> Avenue**  
**(661)721-5020**

**Pioneer School (Grades K-8)**  
**Anna Wyatt – Principal**  
**Leticia Carreno – Vice Principal**  
**Ian Tablit – Vice Principal**  
**1001 Hiatt Avenue**  
**(661)474-4911**

**Del Vista Math & Science Academy (Grades K-5)**  
**Markos Lara – Principal**  
**Asucena Gutierrez – Vice Principal**  
**710 Quincy Street**  
**(661)721-5040**

**Princeton Street School (Grades K-5)**  
**Mark Ruiz – Principal**  
**Samuel Alvizo – Vice Principal**  
**1959 Princeton Street**  
**(661) 721-5080**

**Fremont School (Grades K-5)**  
**Martha Barajas – Principal**  
**Nancy Avina – Vice Principal**  
**1318 Clinton Street**  
**(661)721-5050**

**Terrace School (Grades K-6)**  
**May Zetina – Principal**  
**Vanessa Ventura – Vice Principal**  
**1999 Norwalk Street**  
**(661)721-5060**

**Harvest School (Grades K-5)**  
**Karen Mayberry-Weirather – Principal**  
**Jennifer Bork-Walters – Vice Principal**  
**1320 Vassar Street**  
**(661)720-2725**

**Almond Tree Middle School (Grades 6-8)**  
**Rodney Del Rio – Principal**  
**TBA – Vice Principal**  
**200 West 15<sup>th</sup> Avenue**  
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**Morningside School (Grades K-5)**  
**Shirley Gibbs – Principal**  
**Kevin Cruz – Vice Principal**  
**2100 Summer Drive**  
**(661)720-2700**

**Cecil Avenue Math & Science Academy (Grades 6-8)**  
**Lionel Reyna – Principal**  
**Joseph Hunter – Vice Principal**  
**1430 Cecil Avenue**  
**(661)721-5030**

**Nueva Vista Language Academy (Grades K-6)**  
**Casey Rivas – Principal**  
**Martin Rios – Vice Principal**  
**120 Garces Highway**  
**(661)721-5070**

**La Viña Middle School (Grades 6-8)**  
**Jennifer Townson – Principal**  
**Dr. Juan Garcia – Vice Principal**  
**1331 Browning Road**  
**(661) 721-3601**

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## EXCUSED ABSENCES

According to law (E.C. section 48205), your child will be excused for absence when it is:

- a. Due to his or her illness.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- d. For the purpose of attending the funeral services of a member of 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.
- e. For the purpose of jury duty in the manner provided by law.
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- g. For justifiable personal reasons, including but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- i. For the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in E.C. section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Such absences will be granted for a period of time to be determined at the discretion of the Superintendent of the school district.
- j. For the purpose of attending his/her naturalization ceremony to become a United States citizen.
- k. For the purpose of participating in a cultural ceremony or event.
- l. For the purpose of a middle school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence. Pupils will only be excused for only one schoolday-long absence per school year. Pupils may be permitted additional excused absences in the discretion of a school administrator.
- m. Authorized at the discretion of a school administrator, as described in subdivision (c) of section 48260.

### Obtaining Confidential Medical Services (E.C. section 46010.1)

A pupil may be excused from the school for the purpose of obtaining medical services that are private in nature and scheduled confidentially, that is, without the consent of the pupil's parent or guardian.

### Absence for Religious Purposes (E.C. section 46014)

With your written permission, your child may be excused to attend religious exercises or to receive moral and religious instruction away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month.

### Absence to Care for a Sick Child (E.C. section 46015)

Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.

### No Grade Reduction or Loss of Academic Credit (E.C. section 48205)

Your child shall not have his/her grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time.

## SCHOOL ATTENDANCE OPTIONS

### Enrollment in Neighborhood School (E.C. section 48980)

Generally, children may attend a school run by the district in which their parents reside. Districts usually enroll children in their neighborhood school. Their neighborhood school is the school which the district has designated to serve the area in which their family resides.

In addition, the district tries to provide options so that parents who reside in one attendance area may choose to enroll their child in a school that is designated to serve another attendance area. Further, families may choose to enroll their child at a school run by another school district all-together instead of attending a school run by their own school district.

The rules governing enrollment/attendance options are designed to not only address the diverse needs and interests of district families, but also balance enrollment in order to maximize the efficient use of district facilities. There are limitations and requirements associated with each such option and transportation assistance to and from the receiving school receiving the student is generally not provided.

#### Intradistrict Open Enrollment (E.C. section 35160.5(b))

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district run school instead of their neighborhood school. However, no student currently residing within a school's attendance area may be displaced by another student transferring from outside the attendance area.

Enrollment priority is given to:

Students whose neighborhood school has been classified as "persistently dangerous." (20 USC 7912; 5 CCR 11992-11993.)

Any student who is a victim of a violent crime while on school grounds. (20 USC 7912; 5 CCR 11992-11993.)

Additional priorities are set forth in the school district's intradistrict open enrollment policy (BP/AR section 5116.1).

The district determines the number of spaces available for each grade level and/or program at each district school to which a student attending another district school may transfer. Except for priorities listed above, the school district uses a random, unbiased selection process to determine who shall be admitted whenever the school receives enrollment requests that are in excess of the school's capacity at the pertinent grade level or in the pertinent program.

The application and selection process is more fully explained in the school district's intradistrict open enrollment policy (BP/AR section 5116.1).

#### Interdistrict Transfers (E.C. section 46600(a)(b) and section 46601)

##### A. Interdistrict Attendance Agreements and Permits

A student who resides in one district may transfer to and enroll at a school in another district pursuant to a permit issued under an interdistrict attendance agreement between the two school districts. Both districts must consent to the transfer.

The victim of an act of bullying, committed by a pupil of the district of residence, is given priority for interdistrict attendance. Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. Unless the interdistrict attendance agreement expressly provides otherwise, the student does not have to reapply annually, or at all, and must be allowed to continue to attend the school in which he or she first enrolls. Neither the sending nor receiving districts are required to consent to the transfer. A parent may appeal a school district's denial within 30 calendar days of the date of the school district's final denial, to the county board of education (E.C. section 46601)

The application, selection process and appeals process are more fully explained in the school district's interdistrict enrollment policy (BP/AR section 5117).

##### B. School District of Choice Program (E.C. section 48300-48317)

A school district may enact the School District of Choice Program. The program allows the receiving district to enroll non-district students without the agreement of their district of residence. Under this program, priority must be given to siblings of children already in attendance and the receiving district may also give priority to children of military personnel.

Once enrolled pursuant to the School District of Choice Program, the transfer is renewed automatically unless the governing board withdraws from the program. However, the student does not have a regulatory right to stay at the same school as in the case of a Section 46600 interdistrict attendance agreement. Additionally, the district of residence may impose a statutorily-set cap on the total number of students transferring out of the district, and the district of choice is required to give certain notices to districts of residence.

If a district has not chosen to become a School District of Choice, then a parent may not choose to transfer under the provisions of the program. The process is more fully explained in the school district's interdistrict enrollment policy (BP/AR section 5117).

#### Employment-Based Residency (E.C. section 48204(b))

A school district may adopt a policy which permits non-district students to enroll, without the agreement of their



district of actual residence, if the student's parent or guardian is physically employed for a minimum of at least 10 hours per week within the geographical boundaries of the school district. A district adopting such a policy is not required to enroll every such student.

Once a student has enrolled pursuant to the employment-based residency rule, the student must be allowed to continue to attend a school within the district. However, there is no regulatory requirement that the student be allowed to continue to attend any particular school as in the case of a Section 46600 interdistrict attendance agreement. The process is more fully explained in the school district's interdistrict enrollment policy (BP/AR section 5111.12(a)).

#### Students Residing with a Care-giving Adult (E.C. section 48204(a)(5))

A student who lives in the home of a caregiving adult within the boundaries of the school district is a resident of the school district. If the caregiver provides an affidavit under penalty of perjury, pursuant to the California Family Code (commencing with Section 6550), that is a sufficient basis for determining the pupil lives in the home of the caregiver, unless the school district determines from actual facts that the pupil is not living in the caregiver's home. The process is more fully explained in the school district's residency policy (BP/AR section 5111.1).

#### Students Residing in a Licensed Children's Institution (E.C. section 48204(a)(1))

A student placed in a regularly established licensed children's institution, or a licensed foster home, or a family home pursuant to a commitment or placement under Welfare and Institutions Code, located within the boundaries of the school district may attend a school run by the district. The process is more fully explained in the school district's residency policy (BP/AR section 5111.1).

#### Foster Youth (E.C. sections 48204(a)(2) and 48853.5)

Students who are or become "Foster" children must be permitted to continue their education at their "school of origin" through the end of the academic year and maybe longer if that placement is in their best interests. This rule applies as long as they remain "Foster" children. On the other hand, if the district's Educational Liaison and the Foster family agree that enrollment in a "new" school is in the best interest of the "Foster" child, the new school must immediately enroll the child. Foster children must be allowed to matriculate with their peers in accordance with the established feeder patterns of the school district when transitioning to middle school or high school. The process is more fully explained in the school district's education for foster youth policy (BP/AR section 6173.1).

#### Emancipated Youth (E.C. section 48204(a)(4)); Fam. Code section 7000 and following)

An emancipated student whose residence is located within the boundaries of a school district is considered a resident of that district and may attend the district's schools. An emancipated student is a minor whose parent or legal guardian has been relieved of responsibility, control, and authority through an emancipation procedure in court. The process is more fully explained in the school district's residency policy (BP/AR section 5111.1).

#### Students Residing in a State Hospital (E.C. section 48204(a)(6))

A student residing in a state hospital located within the boundaries of a school district is deemed a resident of that district. The process is more fully explained in the school district's residency policy (BP/AR section 5111.1).

#### "Homeless" Students (42 USC 11413-114350)

A student whose parents come within the McKinney-Vento criteria for homelessness may, if they so choose, continue enrollment in the school they were attending prior to becoming homeless even if now living elsewhere in or outside of the district's boundaries. Note that they may also choose the neighborhood school in their new district instead. Also note that McKinney-Vento gives homeless students transportation rights. The new district and old district, together, must make transportation arrangements for the student. The process is more fully explained in the school district's education for homeless children policy (BP/AR section 6173).

#### Students Receiving Special Education Services Pursuant to an Individualized Education Program (IEP) or a 504 Plan (20 USC 1400 and following; 34 CFR 300.114-300.118)

IEP teams and the Individuals with Disabilities Education Act (IDEA), not district administrators and/or other federal/state legislation, determine the placement of IDEA eligible students. The requirements of IDEA necessitate placement where the student can receive a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). LRE tends to create a preference favoring sites in relative close proximity to the student's home provided that the student can receive FAPE at that site.

The same is generally true of students receiving special education services pursuant to Section 504 of the

Rehabilitation Act of 1973 (29 USC 794; CFR 104.33 and 104.34). The process is more fully explained in the school district's policies on Identification and Education Under Section 504 and on Individualized Education Programs (BP/AR sections 6164.6 and 6159).

#### Individualized Instruction (E.C. sections 48206.3 and 48980(b))

If your child has a temporary disability which prevents him/her from attending regular classes, the district will provide individual instruction when possible.

#### Students in Hospitals Outside of School District (E.C. sections 48206.3, 48207, 48208)

If, due to a temporary disability, your child is in a hospital or other residential health facility which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. If this situation should arise, you should notify both the district where you reside and the district where the hospital is located so that individualized instruction, if possible, can be provided.

#### Alternative School or Class Group Within the District

A school district may establish and maintain an "alternative" school or a separate class group within the district that is designed to:

- a) maximize the opportunity for students to develop the positive values of self-reliance, self-motivation, 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.

#### Charter Schools (E.C. sections 47600-47663; 5 CCR 11963)

Charter Schools are governed by the Education Code, but free of most of the code's restrictions. The two main forms of charter schools are classroom-based or non-classroom-based instruction. Non-classroom-based instruction commonly referred to as "independent study," takes place primarily at home or outside the traditional classroom-based school setting.

#### Private Schools

Children may be instructed in a private full-time day school by persons qualified to teach in the State of California (E.C. sections 33190 and 33195). Private schools are selected and paid for by the student's parents.

#### Mentally Gifted Students (E.C. section 48223)

Children who are mentally gifted and who are being instructed in a private full-time day school by persons capable of teaching, where all or part of the courses of instruction required to be taught in the public schools of this state is taught in a world language with not less than 50 percent of the total daily instructional time taught in the English language, shall be exempted. The attendance of the pupils shall be kept pursuant to Section 48222.

#### Instruction by Tutor (E.C. section 48224)

As an alternative to a private school, children may be instructed by a private tutor, who must hold a valid state credential for the applicable grade level. Parents and tutors are selected and paid for by student's parents.

#### Homeschooling (*Jonathan L. V. Superior Court (2008) 165 Cal.App.4<sup>th</sup> 1074*)

Homeschooling in California is either performed by a parent who files a private school affidavit or a parent who qualifies as a private tutor.

## **STUDENT MISCONDUCT AND DISCIPLINE**

#### The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of his teacher and others in authority;
- Observe good order and propriety of deportment;
- Be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

#### Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Teachers may exercise that amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### Rules of the District Pertaining to Student Discipline (E.C. section 35291)

Student discipline is regulated by the California legislature and by board policy and procedures. The student discipline rules are detailed and exhaustive. Their purpose is to give school officials the legal authority to impose student discipline and also provide accused students with due process. The pertinent information is available either on line or hard copies can be provided.

#### Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

#### Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 4800.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

#### Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the superintendent) may suspend a pupil from school for any conduct prohibited by Education Code section 48900. The maximum duration of any single suspension is five school days. In case where expulsion from a school or suspension for the balance of the semester from continuation school is being processed by the governing board of the school district, the district superintendent or other person designated by the district superintendent may extend the suspension in writing until the governing board of the school district has rendered a decision in the action.

#### Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district pursuant to Education Code section 48916.

#### Discipline of a Disabled Student Who Is Eligible for Special Education Pursuant to IDEA or Section 504 (E.C. section 48915.5 and 20 USC 1415(k))

Federal law governs the authority of school districts to suspend and expel disabled children from school. If the misconduct is a manifestation of the student's disability, after 10 days of suspension, the student must be returned to the pre-suspension placement unless his/her IEP team and parents agree otherwise. A disabled student may not be expelled for misconduct which is a manifestation of the student's disability.

#### Student Searches (*New Jersey v. T.L.O.* (1985) 469 U.S. 325)

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception-it must be reasonable to suspect the items searched contain evidence of prohibited conduct;
- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

#### Law Enforcement Notification (E.C. section 48902)

The Education Code requires that the school principal to notify law enforcement in cases of student misbehavior involving:

- Assault with a deadly weapon or other instrument;
- Assault by means of force likely to produce serious bodily injury;
- Use, possession or sale of drugs and alcohol;
- Arranging for the sale of a substance represented to be drugs or alcohol;
- Possession of a firearm within a school zone;
- Possession of other weapons such as dirks or daggers at school; and
- Possession or furnishing of a firearm or an explosive at school.

#### Release of a Student to a Peace Officer (E.C. section 48906)

If a school official releases your student from school to a peace officer for the purpose of removing him/her from the school premises, the school official will take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or responsible relative that the child is in custody and the place where the child is being held, unless the child would be endangered by disclosure of the place.

#### Property Damage or Personal Injury - Parents Liable (E.C. section 48904(a) and Civil Code section 1714.1)

Parents are liable for property damage or personal injuries caused by their child's willful misconduct in an amount up to \$25,000.00.

#### Damaged Library Materials - Parents Liable (E.C. section 19910)

The parent or guardian of a minor who willfully and maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or object of curiosity, deposited in any public library, gallery, museum, collection, fair, or exhibition is liable for all damages so caused by the minor.

#### Over Due Library Materials - Parents Liable (E.C. section 19911)

The parent or guardian of a minor who willfully and maliciously detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept, is liable for all damages so caused by the minor.

#### Withholding Grades, Diploma, or Transcript (E.C. section 48904(b))

When your child willfully damages school property or if school property is loaned to your child and he/she refuses to return it when due, grades, diplomas and transcripts may be withheld. A voluntary work program in lieu of the payment of money may be arranged.

#### Attendance by Parent for a Portion of the School Day (E.C. 48900.1)

If your student willfully defies the authority of his/her teacher, disrupts classroom activity, commits an obscene act or habitually uses profanity or vulgarity, you may be required to attend school with your student for a portion of the school day.

#### Dress Code or Uniforms (E.C. section 35183(d))

If a school adopts a dress code or requires uniforms, parents are entitled to at least a six-month notice and the availability of resources to assist economically disadvantaged students.

#### Student Sexual Harassment (E.C. section 231.5; 5 CCR section 4917)

The district takes allegations of sexual harassment seriously. The district prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The district 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. Students in grades 4 through 12 may be suspended or expelled for engaging in sexual harassment.

The district strongly encourages any student who feels that he/she is being or has 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 his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in BP and AR 5145.7. A copy of the district's policy on student sexual harassment is enclosed for your review.

#### Social Media Monitoring (E.C. section 49073.6)

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.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

When circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

#### Involuntary Transfer of a Student Convicted of a Violent Felony or Misdemeanor Where Victim Enrolled at Same School (E.C. section 48929)

Pursuant to Board Policy, a student perpetrator who has been convicted of a violent felony or a misdemeanor involving a firearm may be involuntarily transferred to another school site if the victim of the offense is enrolled at the same school as the perpetrator. District policy provides that (i) the school first attempt to resolve their conflict using restorative justice or counseling, if the victim will participate; (ii) the student perpetrator be notified of his/her right to request a meeting with the school principal before the principal makes a recommendation; (iii) the Superintendent or his/her designee make a recommendation to the governing board; and (iv) the board deliberate in closed session as may be necessary to maintain the confidentiality of student information. The board's decision will be final.

## **STUDENT SERVICES**

#### Special Education Services for Disabled Pupils (E.C. section 56020 and following, 56301; 34 CFR 104.36)

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. You may request an assessment for eligibility for

special education instruction or services through the school principal. Your child will be evaluated to determine whether he/she is eligible for special instruction or services.

Any request for assessment must be made in writing and received by the District. If a request for assessment is made via e-mail, the request will be considered received by the District when the e-mail is opened.

You will be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of your student if he/she has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to your rights to (1) examine relevant records, (2) have an impartial hearing with an opportunity for participation by you and your counsel, and (3) a review procedure.

#### Prospectus of School Curriculum (E.C. sections 49063, 49091.14)

The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus which contains the titles, descriptions, and instructional aims of every course offered by each school. Each school prospectus is available for review upon request at each school site.

#### Pupil Nutrition/Notice of Free and Reduced Meal Prices (E.C. sections 49510-49520; 42 USC 1758 and 1773)

A school district or County Superintendent of Schools maintaining kindergarten or any of grades 1 to 12, inclusive, shall provide two school meals free of charge during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-priced meals, with a maximum of one free meal for each meal service period.

#### Fingerprinting (E.C. section 32390)

Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, on your child's initial enrollment you will be notified of procedures, any applicable fee, and your right to decline your child's participation.

#### Sex Equity in Course Selection and Career Counseling; Advance Notice (E.C. section 221.5)

Commencing with the 7<sup>th</sup> grade, parents must be notified in advance of Course Selection and Career Counseling. Parents may participate in such counseling along with their child. Recommendations by counselors cannot differentiate between students on the basis of the student's sex and shall affirmatively explore with each student the possibility of careers and courses leading to careers that may be considered nontraditional for that student's sex.

## **HEALTH AND SAFETY**

#### Immunizations (E.C. sections 49403, 48216 and 48853.5; Health and Safety Code sections 120335, 120370, 120372, 120372.05 and 120375; 17 CCR 6025-6051, 6055 and 6070; 42 USC 11431; also see district BP/AR 5141.31.)

In order to protect the health of all students and staff and to curtail the spread of infectious diseases, the school district cooperates with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Accordingly, parents must provide documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:

1. Measles, mumps, and rubella (MMR);
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap);
3. Poliomyelitis (polio);
4. Hepatitis B;
5. Varicella (chickenpox);
6. Hemophilus Influenza Type B (Hib meningitis); and
7. Any other disease designated by the CDPH.

Any first time newly admitted student who has not obtained the required immunization(s) within 10 school days following the parent/guardian's receipt of notice, must be excluded from school unless the student is exempt from immunization for medical reasons.

A medical exemption requires a written statement from a licensed physician to the effect that the physical condition or the medical circumstances of the child are such that immunization is not safe.

Beginning January 1, 2020, a medical exemption must be submitted using the standardized form developed by the California Department of Public Health (CDPH) and transmitted through the California Immunization Registry (CAIR).

The information must include a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary.

A student who has a medical exemption issued prior to January 1, 2020, will be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student had been immunized or a medical exemption form filed as stated above.

A temporary exemption cannot exceed one year, and all medical exemptions cannot extend beyond the grade span.

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance.

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student may continue in attendance and cannot be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation.

If it is determined, however, that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.

A student may also be exempt from the state immunization requirements if he/she is enrolled in an independent study program pursuant to Education Code sections 51745-51749.6 and does not receive any classroom-based instruction.

The "personal beliefs" exemption to the immunization requirements requires that parent submit a letter stating that they object to immunizations based on their personal beliefs and that letter must have been submitted no later than January 1, 2016. As most newly enrolling students were not born by January 1, 2016, this exemption is not available to them. For any continuing student, note that any personal beliefs exemption granted prior to January 1, 2016 is only effective until the student enters the next grade span. For this purpose, Health and Safety Code 12335 defines three grade spans: birth through preschool, grades K-6 (including TK), and grades 7-12. For example, a student granted a personal beliefs exemption in preschool must be immunized when entering kindergarten, and a student granted such an exemption in grade 4 must be immunized when entering grade 7.

If the student has not been granted a valid exemption, the student must remain excluded from school until an immunization record is provided that certifies that he/she has received a dose of each required vaccine due at that time.

An immunization record must be either a personal record with entries made by a physician or agency performing the immunizations or a school record from the student's previous school documenting the student's immunizations.

A special education student who is not fully immunized must nevertheless continue to receive all his/her special education and related services. That is, the IEP must continue to be fully implemented.

Homeless children and foster youth must be immediately enrolled even if they are unable to produce records normally required for enrollment, including medical records.

Military families must be given 30 days from the date of enrollment to show that their children are fully immunized before being excluded. A transfer student must be given 30 days while his/her records are being transferred from a previous school before being excluded.

The rules governing the rights and obligations associated with immunizations and exclusion from school are more fully explained in board policy BP and AR 5141.31 and AR 5112.2.

If you have questions or concerns, you may contact and discuss those questions and concerns with the school nurse. If you are having financial difficulty fully immunizing your child or difficulty locating a medical provider, contact the school nurse for guidance. If you need a short extension of this timeline, also contact the school nurse.

Table A, "California Immunization Requirements for Pre-Kindergarten," sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a pre-kindergarten facility.

**TABLE A: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR PRE-KINDERGARTEN**

| AGE WHEN ADMITTED    | TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION |        |         |       |             |
|----------------------|---|--------|---------|-------|-------------|
| 2 through 3 months   | 1 Polio   | 1 DTaP | 1 Hep B | 1 Hib |             |
| 4 through 5 months   | 2 Polio   | 2 DTaP | 2 Hep B | 2 Hib |             |
| 6 through 14 months  | 2 Polio   | 3 DTaP | 2 Hep B | 2 Hib |             |
| 15 through 17 months | 3 Polio   | 3 DTaP | 2 Hep B | 1 Hib | 1 Varicella |
|                      | On or after the 1st birthday:                       |        |         |       | 1 MMR       |
| 18 through 5 years   | 3 Polio   | 4 DTaP | 3 Hep B | 1 Hib | 1 Varicella |

<sup>1</sup> A pupil's parent or guardian must provide documentation of a pupil's proof of immunization to the governing authority no more than 30 days after a pupil becomes subject to any additional requirement(s) based on age, as indicated in Table A.

<sup>2</sup> Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

<sup>3</sup> Any vaccine administered four or fewer days prior to the minimum required age is valid.

<sup>4</sup> One Hib dose must be given on or after the first birthday regardless of previous doses. Required only for children who have not reached the age of five years.

Table B, "California Immunization Requirements for Grades K-12," sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a school.

**TABLE B: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR GRADES K-12**

| GRADE ADMITTED        | NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION |        |         |       |             |
|-----------------------|---|--------|---------|-------|-------------|
| K-12 Admission        | 4 Polio                                       | 5 DTaP | 3 Hep B | 2 MMR | 2 Varicella |
| (7th-12th)            | 1 Tdap  |        |         |       |             |
| 7th Grade Advancement | 2 Varicella                                   | 1 DTaP |         |       |             |

<sup>1</sup> Requirements for K-12 admission also apply to transfer pupils.

<sup>2</sup> Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

<sup>3</sup> Any vaccine administered four or fewer days prior to the minimum required age is valid.

<sup>4</sup> Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

<sup>5</sup> Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

<sup>6</sup> For 7<sup>th</sup> grade admission, refer to [Health and Safety Code section 120335](#), subdivision (c).

<sup>7</sup> Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

<sup>8</sup> For 7<sup>th</sup> through 12<sup>th</sup> graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

<sup>9</sup> For children in ungraded schools, pupils 12 years and older are subject to the 7<sup>th</sup> grade advancement requirements.

<sup>10</sup> The varicella requirement for seventh grade advancement expires after June 30, 2025.

### Disclosure of Immunization Information

Pursuant to Health and Safety Code section 120440, Health care providers, and other agencies, including, schools...shall disclose certain information from a student's medical record to local health departments operating countywide or regional immunization information and reminder systems and the State Department of Public Health. The following information shall be subject to disclosure:

- 1) The name of the student and their parent of guardian.
- 2) Date of birth of the student.
- 3) Types and dates of immunizations received by the student.
- 4) Manufacturer and lot number for each immunization received.
- 5) Adverse reaction to immunizations received.
- 6) Other nonmedical information necessary to establish the student's unique identity and record.



- 7) Results of tuberculosis screening.
- 8) Current address and telephone number of the student and their parent or guardian.
- 9) Student's gender.
- 10) Student's place of birth
- 11) Student's race and ethnicity.
- 12) Student's information needed to comply with Chapter 1 (commencing with Section 120325), but excluding Section 120380.

#### Control of Communicable Disease (E.C. section 49403)

The district cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the district may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse, to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted.

#### Type 1 Diabetes (E.C. section 49452.6)

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about this disease.

##### **Description**

##### **Type 1 diabetes usually develops in children and young adults but can occur at any age**

- According to the US Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youth respectively.
- The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

##### **Type 1 diabetes affects insulin production**

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
- In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes

##### **Risk Factors**

Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes. Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses. Type 1 diabetes is not caused by diet or lifestyle choices

##### **Warning Signs and Symptoms Associated with Type 1 Diabetes and Diabetic Ketoacidosis**

Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst
- Increased urination, including bed-wetting after toilet training
- Increased hunger, even after eating
- Unexplained weight loss
- Feeling very tired
- Blurred vision
- Very dry skin
- Slow healing of sores or cuts
- Moodiness, restlessness, irritability, or behavior changes

DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include

- Fruity breath
- Dry/flushed skin
- Nausea
- Vomiting
- Stomach pains
- Trouble breathing
- Confusion

Types of Diabetes Screening tests that are available

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken any time without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

### **Type 1 Diabetes Treatments**

There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment. If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan. Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Contact your student's school nurse, school administrator, or health care provider if you have questions.

### The Seizure Safe Schools Act (E.C. sections 49468-49468.5)

If a student is diagnosed with seizures, a seizure disorder, or epilepsy, has been prescribed an emergency anti-seizure medication by a health care provider, the school, upon request from the student's parent or guardian, may designate one or more volunteers at the student's school to receive specific initial and annual refresher training regarding the emergency use of anti-seizure medication from a qualified person. Prior to administering any emergency anti-seizure medication or therapy, the district shall obtain from the pupil's parent or guardian a "Seizure Action Plan" as specified in Education Code section 49468.3.

Emergency anti-seizure medication prescribed to a student shall be provided to the school with the label affixed by the dispensing pharmacy intact.

A student who has been diagnosed with seizures, a seizure disorder, or epilepsy may qualify for services or accommodations pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794) or an individualized education program. The district shall assist the parent or guardian with the exploration of that option. The district may ask the parent or guardian to sign a notice verifying that the parent or guardian was given this information.

### Administering Medication and Monitoring Health Conditions (E.C. sections 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600-611; *American Nurses Association v. Torlakson* (2013) 57 Cal. 4th 570)

The district recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. Upon your written request and with the approval of your child's authorized health care provider, together with a release by parents, foster parents, or guardians of civil liability for such self-administration, a student with a medical condition who requires frequent treatment, monitoring, or testing (including but not limited to diabetes and asthma) may be allowed to self-administer, self-monitor, and/or self-test. Your child must observe universal precautions in handling blood and other bodily fluids.

Any medication prescribed by an authorized health care provider, including an emergency anti-seizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received a written statement from you indicating your desire for the district to assist your child in taking the medication and a written statement from your child's authorized health care provider detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken. If the medication, dosage, frequency of administration, or reason for administration changes at some point in the year, you must provide a new written statement from your child's authorized health care provider.

When unlicensed personnel are authorized by law to administer a medication, such as emergency anti-seizure medication, epinephrine auto-injector, glucagon, or insulin, the Superintendent or designee will ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel

before any medication is administered. Additionally, such unlicensed personnel will be supervised by, and provided immediate communication access to, a school nurse or physician. In an emergency situation, such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

If your child is on a continuing medication regime for a non-episodic condition, you must inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician. Necessary medications must be provided in properly labeled, original containers, along with the authorized health care provider's instructions. For prescribed or ordered medication, the container must have the name and phone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. With your consent, the school nurse or other designated employee, may communicate with your child's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student.

#### Use of Sunscreen Permitted (E.C. section 35183.5)

Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing.

#### Health Care Coverage Information (E.C. section 49452.9)

The district has information on health care coverage options and enrollment assistance. If interested, please contact the school office for this information.

#### Physical Examinations (E.C. section 49451; 20 USC 1232h)

Physical examinations and screenings may be conducted at various times throughout the year. If you want your child to be exempt from physical examinations at school, file a written statement signed by you with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist.

#### Dental Fluoride Treatment (Health and Safety Code section 104830)

Pupils may be provided the opportunity to receive topical application of fluoride or other decay-inhibiting agent to their teeth. Parents/guardians or eligible pupils should submit a written request for this treatment.

#### Medical and Hospital Services (E.C. section 49472)

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

#### Scoliosis Screening (E.C. section 49452.5)

If your child is enrolled in grades 7 through 12 and is suspected of having curvature of the spine, please notify the school office. The district may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law.

#### Sight and Hearing Test (E.C. section 49452)

The district is required to provide for testing the sight and hearing of each student enrolled in its schools unless you submit a written denial of consent.

#### Information for Use in Emergencies (E.C. section 49408)

For protection of your child's health and welfare, we ask that you fill out and return the enclosed Emergency Information Card.

#### Confidential Medical Services Without Parental Consent (E.C. section 46010.1)

According to the law, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents.

#### Management Plan for Asbestos-Containing Material (40 CFR 763.84, 40 CFR 763.93)

A complete, updated management plan for asbestos-containing material in school buildings is available at each school office.

#### Pesticide Warnings (E.C. sections 17612, 48980.3)

The district has implemented an integrated pest management program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff and parents of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows:

| <u>Product Name</u>              | <u>Active Ingredient</u>                  | <u>Pest Treated</u>         |
|----------------------------------|---|-----------------------------|
| Roundup Ultra Herbicide          | Glyphosate, N B (phosphonomethyl)         | None                        |
| Dimension                        | Dithiopyr                                 | None                        |
| Gordon's Trimec Lawn Weed Killer | Dimethane Salt                            | None                        |
| Target G Plus Herbicide          | Monosodium Acid Methane Arsonate          | None                        |
| Floral Brand Growth Regulator    | Ethephon (2-chloroethyl)-Phosphonic Acid) | None                        |
| Wilco Gopher Getter              | Strychnine Alkaloid                       | Gophers                     |
| Wilco Squirrel Bait              | Diphacinone                               | Squirrels                   |
| Termidor SC                      | Fipronil                                  | Ants                        |
| Vendetta Gel                     | Abamectin B1                              | Roaches                     |
| Advion Ant Gel                   | Indoxacarb                                | Ants                        |
| Evergreen Pyrethrum Concrete     | Pyrethrins                                | Moths/Beetles/Flies/Earwigs |
| Loline Lure Trap                 | N/A                                       | Roaches/Spiders/Earwigs     |
| Victor Tin Cat Glueboard 309     | N/A                                       | Roaches                     |
| Vector Glueboard 907             | N/A                                       | Occasional Invaders         |
| Glueboard Trapper LTD            | N/A                                       | Rodents                     |
| MaxForce Fly Spot Bait           | Imidacloprid                              | Flies                       |
| Alligare Diquat Herbicide        | Diquat Dibromide                          | None                        |
| Tribune Herbicide                | Diquat Dibromide                          | None                        |
| Ditrac                           | Diphacinone                               | Ground Squirrels            |
| Suspend Polyzone                 | Deltamethrin                              | Ants/Mosquitoes/Spiders     |
| Pendulum                         | Pendimethalin                             | None                        |

Please note that non-chemical bait will be utilized by a contract service to treat the interior of district facilities. This product is not considered a pesticide. If you desire actual notification of individual pesticide applications at your school site or any school facility prior to such use, please contact your school office to register for such notification. Registrants shall receive notification of individual pesticide applications at least 72 hours prior to the application, whenever possible. Such notification will include the product name, ingredient(s) and the intended date of application. Information regarding pesticides may be obtained at the California Department of Pesticide Regulation website: <http://apps.cdpr.ca.gov/schoolipm/>

#### School Safety Plans (E.C. section 32280 and following)

Each school site has established a School Safety Plan. Details of the School Safety Plan are available to the public through the district office on request, and copies are provided to local law enforcement.

#### Safe Storage of Firearms (E.C. sections 49390-49392)

There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition. The Delano Union School District is doing their part to remind parents/guardians of their responsibility for keeping firearms out of the hands of children as required by California law.

To help everyone understand their legal responsibilities, this spells out the California law regarding the storage of firearms. Please take some time to review the points below and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others. (Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.)
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. (Note: Your county or city may have additional restrictions regarding the safe storage of firearms.)

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

#### School Buses and Passenger Safety (E.C. section 39831.5)

The bus driver has full authority when transporting students to and from school. Students must be respectful, responsible, and cooperative with the bus driver at all times. Transportation is a privilege, not a right. It may be revoked at any time for violation. Bus Transportation Behavior Rules and Penalties for Referral will be distributed to each student using district transportation at the beginning of the school year.

#### Sex Offender Information: "Megan's Law" (Penal Code section 290.4)

The California Department of Justice operates a website that lists designated registered sex offenders in California. The district does not disseminate this information but you may visit <http://www.meganslaw.ca.gov> to learn more and find helpful information for you and your family.

#### Tobacco-Free Schools/No Smoking Policy (Health and Safety Code section 104420)

The district's governing board recognizes that the health hazards associated with smoking and the use of tobacco products, including breathing second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

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 cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free school's policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

#### Concussion/Head Injury During Athletic Activity (E.C. section 49475)

The district offers an athletic program in which your child may wish to participate. By law we must provide you with information regarding concussions and head injuries. Please review with your child the attached information sheet about concussion and head injuries. You and your child must sign and date the attached sheet where indicated and return it to your child's school prior to your child beginning practice or competition in our athletic program.

#### Pupil Mental Health Services Available on Campus or in the Community (E.C. section 49429.5)

The Delano Union School District employs staff members in the classifications of school psychologist, school social worker, and marriage and family therapist, in order to provide mental health services for District students. Parents/guardians and students interested in receiving such services may contact any District or school site administrator. For additional information, please contact the Director of Health Services, the Director of Safety/Security, or the Director of Student Support Services.

Delano has several community-based organizations that can provide or arrange for mental health services for children and family members. The Delano Union School District operates a Community Connection Center that provides information and referrals for many community-based services, including mental health services. The Henrietta Weill Memorial Child Guidance Clinic has an office in Delano, providing outpatient mental health center for children and families, located at 375 Dover Parkway, Delano, CA 93215, 661-725-1042; information is available online at [www.hwmcgc.org](http://www.hwmcgc.org). Clinica Sierra Vista maintains a Delano Adult Behavioral Health Center located at 828 High Street, Suite C, Delano, CA 93215, 661-725-2788; information is available online at [www.clinicasierravista.org](http://www.clinicasierravista.org).

### **PARTICULAR EDUCATION ISSUES**

#### Comprehensive Sexual Health Education, HIV Prevention Education, and Assessments Related to a Student's Health Behaviors and Risks Including Attitudes Concerning or Practices Relating to Sex (E.C. sections 51934-51939)

A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

You may request a copy of Education Code sections 51934-51939.

If arrangements for this instruction 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.

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 written "opt-out" process. You may opt out by so advising the district in writing. You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

More information regarding sexual health and HIV/AIDS prevention instruction may be found in the district's BP and AR 6142.1.

#### Health Instruction Conflicting with Religious Training and Beliefs of Parent or Guardian (E.C. section 51240)

Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions.

#### Assessments Containing Questions About a Student's Personal Beliefs or Those of His/Her Family (E.C. section 51513; 20 USC 1232h)

No test, questionnaire, survey, or examination containing any questions about a student's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, income, political affiliations and religion may be administered unless:

- The parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered; and
- The parent or guardian of the pupil gives written permission for the pupil to take the test, questionnaire, survey, or examination.

More information regarding family privacy and questions pertaining to personal beliefs may be found in the district's BP and AR 5022.

#### Statewide Pupil Assessment Program (E.C. sections 60604 and 60615; 5 CCR 852)

The California Assessment of Student Performance and Progress (CAASPP) is a statewide assessment program that tests the degree to which pupils are achieving the academically rigorous content and performance standards, adopted by the state board, that reflect the knowledge and complex skills that student will need in order to succeed in the information-based, global economy of the 21st century.

A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of the test for the school year. Such a request will be granted.

#### Right to Refrain from Harmful Use of Animals (E.C. sections 32255-32255.6)

Your child may participate in a course during this year that utilizes live or dead animals or animal parts to help your child obtain knowledge, information, or experience required in the course. If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the course. The school will need a signed note from you indicating your child's objection.

#### Homeless Youth Education (42 U.S. 11432)

Children and youth who lack a fixed, regular, and adequate residence are considered "homeless" under federal law.

Children and youth who qualify under the McKinney-Vento Act have the following rights:

- Enroll immediately in school without having a permanent address, immunization records, or other school documents.
- Continue to attend the school in which they were last enrolled or attend the school nearest their current residence.
- Participate fully in all special programs and school activities for which they are eligible.
- Not be stigmatized by school personnel.

Homeless students and their parents have various rights regarding public education. Information on this subject is explained in the school district's Education for Homeless Children Policy BP/AR 6173. You may also find information at the address listed:

*Student Support Services  
1300 Norwalk Street, Delano, CA 93312  
(661) 721-5000 x 00163*

#### Minimum Days or Pupil Free Staff Development Days (E.C. section 48980(c))

The minimum days, holidays and vacation periods are shown on the calendars which are available at all school sites. Please note that a notification will go home with each student at least one week before a minimum day is scheduled.

#### Free and Reduced Price School Meals- Delinquent Payments and Excess Account Balances

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (E.C. section 49557.5)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The district shall not direct any action toward a student to collect unpaid school meal fees. (E.C. section 49557.5)

The district's efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017).

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. (CDE's Nutrition Services Division Management Bulletin SNP 06-2015 and SNP-03-2017.)

#### Funding for Costs of Advanced Placement Examinations (E.C. section 52242)

A school district may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged pupils.

#### The Rights of Pregnant and Parenting Pupils (E.C. section 46015)

Pregnant and parenting pupils have the right to the following options and accommodations:

- Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence
- The school may not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- The school may require any pupil to obtain the certification of a physician or nurse practitioner that the pupil is physically and emotionally able to continue participation in the regular education program or activity.
- The school may not require pregnant or parenting pupils to participate in pregnant minor programs or alternative education programs. Pregnant or parenting pupils who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.
- The school must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.
- Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children.
- A pregnant or parenting pupil is entitled to eight weeks of parental leave, which the pupil may take before the birth of the pupil'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, in order to protect the health of the pupil who gives, or expects to give, birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant.
- A pregnant or parenting pupil who does not wish to take all or part of the parental leave to which they are entitled shall not be required to do so.
- A pregnant or parenting pupil is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the pupil's physician.
- When a pupil takes parental leave, the supervisor of attendance shall ensure that absences from the pupil's regular school program are excused until the pupil is able to return to the regular school program or an alternative education program.
- During parental leave, schools shall not require a pregnant or parenting pupil to complete academic work or other school requirements.
- A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave.



- Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave including, but not limited to, makeup work plans and reenrollment in courses.
- Notwithstanding any other law, a pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
- A pupil who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.
- A pregnant or parenting pupil who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.
- A pupil shall not incur an academic penalty as a result of his or her use of the accommodations specified in this subdivision.

## **LIMITED ENGLISH PROFICIENT STUDENTS AND AVAILABLE LANGUAGE ACQUISITION ISSUES**

### English Learners/Available Language Acquisition Programs (E.C. section 310(b)(2))

If you indicated that your child's primary of home language is not English when registering your child for school, your child will take an English language assessment. In California public schools, all students entering school for the first time will be assessed with the Initial English Language Proficiency Assessments for California, or the Initial ELPAC. The Initial ELPAC is the test used to determine if a student is an English learner or is fluent in English. This is a required assessment to help identify students who need help learning English. This is important so that students receive the support needed to do well in all school subjects.

If your child is an English learner, he/she is offered English language development instruction targeted to their English proficiency level and designed to ensure English acquisition as rapidly and effectively as possible. Such programs are designed to be aligned with the state content standards and curriculum framework. They are based on sound instructional theory, use standard-aligned instructional materials, and will assist students in accessing the full educational program. A teacher who is assigned to provide either English language development, specially designed academic instruction in English, and/or primary language instruction to English learners, must hold an appropriate authorization from the California Teaching Commission. The district's language acquisition programs for grades K-3 comply with class size requirements.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. The district may offer one or more of the following language acquisition programs:

- A dual-language immersion program which provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.
- A structured English immersion program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English.

An English learner may transfer to an English language mainstream classroom when he/she has developed the English language skills necessary to succeed in an English-only classroom is reclassified as fluent English proficient.

## **SCHOOL RECORDS**

### Pupil Records/Notice of Privacy Rights of Parents and Students (E.C. sections 49060, 49061, 49062, 49063, 49064, 49068, 49069, 49070, 49073, 49076, 49077; 20 USC 1232g; 20 USC 1232h; 34 CFR 99.3; 34 CFR 99.7; 34 CFR 99.30; 34 CFR 99.31; 34 CFR 99.33; 34 CFR 99.34; 34 CFR 99.35; also see district board policy BP/AR5125)

With certain exceptions, pupil records are confidential and will not be disclosed without your consent. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for whom you provide care. If you are 14 years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent.

Pupil records are any items of information (in handwriting, print, tape, film, microfilm, or other medium) that are

directly related to an identifiable student, other than “directory information,” and are maintained by the district or required to be maintained by an employee in the performance of his/her duties. Pupil records include the student’s health record. District officials responsible for maintaining your child’s records are the site administrators at each school site.

When your child enrolls or intends to enroll in another district, agency, or institution, we will forward his or her records to that district, agency, or institution within 10 school days of receiving a request as long as the disclosure is for purposes related to the student’s enrollment. Various original records or copies of those records shall be retained permanently by the district.

Additionally, your child’s records may be shared with school officials and employees of the District, and other persons connected with the District who have a legitimate educational interest, or other legally authorized purpose, and who may need your child’s records to perform his or her tasks. “School officials and employees” are individuals whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. A “legitimate educational interest” is an interest held by a school official, employee, or person outside the district, as further defined here and in board policy, whose duties, responsibilities or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records. Persons outside the district who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with the District regarding the provision of services or functions outsourced to him/her by the District, including: contractors, consultants, insurance carriers, claims adjusters, accountants, attorneys, investigators, or other parties to whom the District has outsourced institutional services or functions, including third-party vendors and service providers who provide online educational software and/or services that are part of the district’s educational program or who manage certain data stored in a secure cloud computing or web-based system for the district. The district uses the following outside vendors and may contract in the future to add similar products or services: Accelerated Reader, Atkinson, Andelson, Loya, Rudd, Romo; BrainPOP; Class Dojo; ClassLink; Edgenuity, Inc. Educational Testing Services; ESGI; Google Classroom; Illuminate; IXL; NewsELA; Parent Square; Remind; Renaissance Learning; Self-Insured Schools of California; Aeries; Smarter Balance; Sync Solutions; Zoom.

For additional information, please see E.C. section 49076 and 34 Code of Federal Regulations section 99.1 and following, or contact Tina Tyler Smith, Director of Student Support Services or the Student Privacy Policy Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Pursuant to E.C. section 49064, a log or record must be maintained for your child’s records listing all persons, agencies, or organizations requesting or receiving information from the records and legitimate interests for that information. This log can be inspected at your child’s school.

As a parent, you have a right to inspect and review your child's school records, including records possessed by a vendor under contract with the district to provide online services or products, and also including any information about your child collected from social media if the district is operating a social media collection program. To access individual student records, please contact your child’s school. You also have a right to challenge the contents of your child’s records, have an administrator assist you in interpreting the records, request amendment to ensure they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, seek expungement of those records, have a district-level hearing to appeal the decision not to change records, and file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. If your child’s records include information concerning any disciplinary action taken in connection with your student, you have the right to include in the record a written statement or response concerning the disciplinary action. To review policies related to the review and/or expungement of your child’s records, please contact your child’s school. You also 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. If you would like a copy of your child’s records, the cost of such duplication is \$0.25 a page.

Release of Pupil Directory Information (E.C. sections 49061(c)), 49070, 49073, 51938; 34 CFR 99.37; 20 USC 7908; 20 USC 1232h; also see district board policy BP/AR 5125)

With certain exceptions, the law requires that the District obtain your written consent prior to disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District that you do not wish this information to be released in accordance with District procedures. The primary purpose of directory information

is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Outside organizations to which directory information may be disclosed include but are not limited to companies that sell class rings, school photography, graduation attire, and/or publish school yearbooks; news media; including but not limited to newspapers, magazines, and radio and television stations; nonprofit organizations; military recruiters; employers; and institutions of higher education.

Directory information is defined by District policy as information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information may include a student's name, address, phone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous school attended by the student.

By law, the District must give notice to parents of the District's decision to release designated directory information, and must allow a parent to inform the District in writing that any or all of the information designated as directory information should not be released without parent consent. **THIS IS YOUR NOTICE.** If you do not want directory information about your student to be disclosed without your written consent, you must inform your child's school within thirty (30) days from the date of receiving this notification.

Directory information regarding a student identified as a homeless child or youth will not be released unless a parent, or student accorded parental rights, has provided written consent that directory information may be released.

#### School Accountability Report Card (E.C. section 35256)

The School Accountability Report Card is available on request and is accessible at the following website: [www.duesd.org](http://www.duesd.org). This contains information regarding the quality of the district's programs and its progress toward achieving stated goals.

### **COMPLAINTS**

#### Uniform Complaint Procedures (E.C. sections 32289 and 52075; 5 CCR 4600-4670; also see district board policy BP/AR 1312)

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

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

#### **Programs and Activities Subject to the UCP**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code. Including any actual or perceived characteristic, as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)

- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

### **Filing a UCP Complaint**

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

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

### **Responsibilities of the Delano Union School District**

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

### **Contact Information**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints as indicated below:

Ricardo Chavez, Director of Safety & Security  
 District Office  
 1405 12<sup>th</sup> Avenue  
 Delano, CA 93215  
 (661) 721-5000, ext. 00102  
 rchavez@duesd.org

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in the Delano Union School District.

### **Complaints Regarding Textbooks and Other Instructional Materials, Teacher Vacancies or Mis-assignment and the Condition of School Facilities** (E.C. sections 17592.72, 35186, 35292.5; 5 CCR 4680-4687)

The District has a complaint process specifically designed to help identify and resolve insufficiencies related to textbooks and other instructional materials, teacher vacancies or mis-assignment, the condition of school facilities, and non-compliance with the requirement that feminine hygiene products are made available in bathrooms at no

charge to student in low income schools. The complainant is entitled to an investigation and a response from the district. Additionally, such complaints may be filed anonymously.

#### Complaints Regarding Employees

The district also has a process which permits the public to submit complaints against district employees in an appropriate and expeditious way which protects the rights of involved parties and holds employees accountable for their actions without disrupting the educational process.

#### Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8 and 34 CFR 106.9)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or 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.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the District Section 504 Coordinator, Dr. Jason Kashwer at (661) 721-5000 x 00107 or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, DC.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact Ricardo Chavez, Director of Safety and Security, 1405 12<sup>th</sup> Avenue, Delano, CA 93215, (661) 721-5000.

#### Safe Place to Learn Act (E.C. sections 220, 221.5, 234.1)

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. At any school or school activity, the district prohibits unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined.

The district strongly encourages any student who feels that he/she is being or has 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 his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For copies of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint regarding a violation of these policies using the uniform complaint procedures form, please contact the district's Coordinator for Nondiscrimination, Assistant Superintendent of Human Resources at (661) 721-5000.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and board policy.

If any student believes his/her privacy or religious beliefs and/or practices require increased privacy he/she may contact the district's Coordinator for Nondiscrimination, Assistant Superintendent of Human Resources at (661) 721-5000.

Sexual Harassment/Discrimination and Title IX Complaint Procedures (E.C. sections 212.5, 220, 231.3 and 48980; 20USC 1681-1688; and 34 CFR 106.1-106.82)

The district's policy prohibiting sexual harassment of and by students (as well as others) in a school setting and related complaint procedures required by Title IX are set out by district board policy BP/AR 5145.7 and 5145.71 regarding students. Also, BP/AR 4119.11, 4219.11, 4329.11, 4119.12, 4219.12, and 4319.12 regarding employees.

The district prohibits sexual discrimination and has procedures for the prompt and equitable resolution of sexual harassment/discrimination complaints.

Students, their parents or anyone else, 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, and employee or a third party, or who have experienced off-campus sexual harassment that has a continuing effect on campus, are strongly encouraged to immediately contact a teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Similarly, anyone who has witnessed or otherwise learned of school-related sexually harassing behavior are strongly encouraged to report the conduct.

A report may be made at any time, including during non-business hours, and either in person, by mail, phone or email.

Any employee who received a report or observes an incident of sexual harassment must immediately notify the school district's Title IX Coordinator.

Sexual harassment means any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. Examples include:

1. Unwelcome leering, sexual flirtations, or propositions;
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body or overly personal conversations;
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature;
5. Spreading sexual rumors;
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
7. Massaging, grabbing, fondling, stroking, or brushing the body;
8. Unsolicited touching of an individual's body or clothes in a sexual way;
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex;
10. Displaying sexually suggestive objects;
11. Sexual assault, sexual battery, or sexual coercion; and
12. Electronic communications containing sexual comments, words, or images.

The district has designated and authorized the following employee as the district's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual assault, dating violence, domestic violence, and stalking:

*Dr. Jason Kashwer, Assistant Superintendent of Human Resources*  
1405 12<sup>th</sup> Avenue  
Delano, CA 93215  
(661) 721-5000  
[jkashwer@duesd.org](mailto:jkashwer@duesd.org)

The Title IX Coordinator will review the allegations and see that they are investigated and resolved per district policy AR 5145.71 and as required by Title IX of the Education Amendments Act of 1972. If sexual harassment is found, the Title IX Coordinator will see that prompt action is taken in order to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

## MISCELLANEOUS

### Local Control and Accountability Plan (E.C. sections 52060-52077)

The district is required to adopt a three-year Local Control and Accountability (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, and specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the state. The priorities must be aligned to the District's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and the LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the eight state priorities:

1. Providing all students' access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The board of education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the board of education and the superintendent regarding the LCAP. (ELPACs are required if enrollment in the district includes at least 15 percent English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs must include parents or legal guardians of low-income students, English learner students, and foster youth.

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post the LCAP approved by the board of education, and any updates or revisions to the LCAP, on the district's website, and establish policies for filing a complaint of noncompliance under E.C. section 52075 using the uniform complaint procedures. Information regarding the requirements for the LCAP and the complaint process must be provided to pupils, parents/guardians, and employees on an annual basis.

### Miscellaneous Parental Rights (E.C. section 49091.10)

The Education Empowerment Act of 1998 establishes various rights for parents in addition to other rights identified in this Annual Notice. Your rights as a parent include the following:

**Inspection of Instructional Materials:** All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, audio and video recordings, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the district's governing board.

**Observation of School Activities:** You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the district's governing board to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents will be considered by the district's governing board. Upon written request, school officials will arrange for observation of a requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the district's governing board.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without informed written parental consent.

Affirmation or Disavowal of Beliefs: A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. The law does not relieve pupils of any obligation to complete regular classroom assignments.

#### Other Parental Rights

The rights of parents of district pupils include the following:

- a. To observe in your child's classroom (upon reasonable notice).
- b. To meet with your child's teacher and the school principal (upon reasonable notice).
- c. To volunteer your time and resources at the school, a volunteer form and fingerprints must be completed and received by the district (forms are available at the school sites).
- d. To be notified on a timely basis if your child is absent from school without permission.
- e. To be notified concerning your child's classroom and standardized test performance.
- f. To request a specific school and teacher and to receive a response from the district. (This does not obligate the district to grant the request.)
- g. To have a safe learning environment for your child.
- h. To examine curriculum materials of your child's class.
- i. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
- j. To access student records for your child.
- k. To receive information concerning expectations for student learning.
- l. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
- m. To receive information about any psychological testing of your child and to deny permission for such testing.
- n. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
- o. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.
- p. To be notified, as early in the school year as practicable, if your child is identified as being at risk of retention and of your right to consult with school personnel responsible for a decision to promote or retain your child and to appeal a decision to retain or promote your child.
- q. 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.

#### The Professional Qualifications of Your Student's Teacher(s) (34 CFR 200.61)

Federal law requires that the district tell you about your right to request information about the professional qualifications of your student's teacher(s). The same right extends to information about any paraprofessional assigned to work with your student.

You are entitled to ask for the following information:

- Whether the teacher has met state credential or license criteria appropriate to the grade level and subject matter in the class.
- Whether the teacher serves under an emergency permit or other provisional authorization.
- The baccalaureate degree, college major, and any other graduate certification or degree held by the teacher.
- Whether your student is provided services by a paraprofessional, and if so, that person's qualifications.

To submit a request for information about the qualifications of your student's teacher(s) or paraprofessional(s), please contact your student's school.

#### Technology, Use of the Internet and/or Online Sites and Online Advertising (20 USC 6777; 17 USC 3601; E.C. sections 35182.5, 49073.1)

The district provides Internet connections for many students during the educational day, and those Internet connections are filtered using a software program or programs designed to eliminate access to visual depictions that are obscene, child pornography, or harmful to minors. While the filters are designed to prevent connections to such material, new websites and material are added to the Internet every day and the district is unable to ensure that each and every inappropriate website or all such material will be blocked.

The district provides technology to students in many educational programs, including computers or electronic devices such as tablets or iPads or similar devices, and also provides Internet access as required for an educational program.



Student use of such technology is subject to an Acceptable Use Policy and Agreement which describes acceptable and unacceptable uses of both the Internet connections and the computers or devices. Acceptable uses include communications between teachers and students about class assignments and other classroom topics, and between students on cooperative or collaborative learning projects. During that communication, which may include the use of social media (such as a district-sponsored Facebook page or similar types of social media), personally identifiable information may be shared by your student with other students and the teacher. The district prohibits disclosure of such information outside the classroom assignment/environment but cannot ensure that recipients of the information will comply with the restrictions. Unauthorized disclosures may lead to disciplinary action. If you do not want your student to be subjected to the risk of unauthorized disclosure of personally identifiable information that is disclosed by your student in these classroom assignments/environment, you will have an opportunity to so declare when required to read and agree to the Acceptable Use Policy and Agreement for your student. Refusal to sign the Acceptable Use Policy and Agreement will prevent your student's participation in such educational programs and may require transfer of your student to a technology-free classroom or environment.

The district may also permit personal devices to be used at school, which is also regulated by the Acceptable Use Policy and Agreement. Students' use of their personal devices may involve unintentional disclosure of personally identifiable information about your student via non-district software programs (apps) your student has on the personal device, or which other students may have on their personal devices, some of which are known to collect and use personal information for purposes having nothing to do with the district's educational program. Your permission for your student to bring and use a personal device on campus will be the subject of a written agreement and may be part of the Acceptable Use Policy and Agreement. Refusal to sign the Acceptable Use Policy and Agreement or other agreement will prevent your student's use of a personal device in such educational programs. If you do not consent to such disclosures via data collecting software present on the personal devices of other students, your student will not participate in such educational program and may be transferred to a technology-free classroom or environment.

The district does not intend to subject students to any advertising and will take steps to prevent advertising that targets students based on the advertiser's use of personally identifiable information. However, due to financial constraints under which the district is otherwise unable to provide the product or service which the advertising accompanies or to which it is attached, the district may be required to permit some advertising that is not targeted at individual students. Any such product or service will have been found by the district to be an integral component of pupil education. Parents/guardians of students in these programs may request that their student not be exposed to this advertising and the district will comply. This means your student will not participate in the educational program but will be required to obtain the educational benefit via a different method if the district is unable to block or otherwise avoid the advertising being presented to your student.

The district is uses or contemplates using the following third-party vendors of data storage/ management products and services and educational software products and services from third-party vendors, including cloud-based services:

Aeries Student Information System, Google G-Suites, CALPADS/TOMS State Systems, ClassLink/OneRoster, Illuminate Education, IXL, Kern Integrated Data System (KIDS), Lightspeed Systems, Renaissance Learning, and Zoom collaboration platform.

These third-party technology vendors are considered school officials with whom students' personally identifiable information can be shared without parental consent because they have legitimate educational interest in the education records generated by or filtered through their software.

The district's contract with third-party vendors of products and services will include legally required contractual provisions, including requirements to maintain the confidentiality of pupil information and also including parental right to review pupil records and correct erroneous information.

### Distance Learning

Distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency condition making a school site unsafe or otherwise interrupting the district's ability to effectively conduct operations at a school site.

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

To ensure that distance learning opportunities are available to all students, the district may contract with third parties for technological devices and the internet connections and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. In a distance learning environment, there may not be an option for you to elect a technology-free classroom or environment and personally identifiable information may be shared by your student with other students and the teacher, and any online vendors or service providers under contract with the district.

The district reserves the right to monitor student use of district technology within the jurisdiction of the district without advance notice or consent. Students' 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 used with any district technology 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.

#### Kern Integrated Data System

The district is participating, or will participate in the future, in the Kern Integrated Data System which is a database of student and other information from educational agencies of all types in Kern County, the purpose of which is to increase the rate of student achievement for Kern County students by providing structure and a framework for sharing personally identifiable student information, consistent with the terms, conditions, limitations, and exclusions on sharing information by primary, secondary, and postsecondary institutions set forth in law, for the purpose of studying, analyzing, tracking, and improving student progress in a manner compliant with both state and federal law on student data privacy.

#### Code of Conduct for Employee-Pupil Interactions (E.C. section 44050 and BP sections 4219.21, 4119.21 and 4319.21)

The district has a code of conduct for employees that includes employee interaction with pupils. Inappropriate employee conduct toward students 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.
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.
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.
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.
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 or entities not authorized to receive the information.
11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire.

13. 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, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. 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.

### Know Your Rights

#### Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
- All children have the right to a free public education.
- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality gender, religion, or immigration status, among other characteristics.

#### Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

#### Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These federal laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

#### Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You 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 your child.

#### Right to File a Complaint

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

### Programs to Encourage Parental Involvement/Annual Objectives (E.C. section 11503, 20 USC 6312 and 20 USC 6318)

To ensure that parents/guardians and family members of students are provided with opportunities to be involved in their children's education, each year the district endeavors to involve parents/guardians and family members by:

- Establishing district-level parent advisory committees;
- Inviting input from district committees and school site councils;
- Providing information about opportunities for parents/guardians and family engagement through the district newsletter, website, or other written or electronic means
- Providing copies of working drafts to parents/guardians;
- Providing a master calendar of district activities and district meetings;
- Ensuring that there is an opportunity at a public board meeting for public comment; and

- Assisting parents/guardians in understanding the state academic content standards and academic achievement standards, state and local academic assessments, and how to monitor a child's progress.

A more complete discussion may be found in board policy BP and AR 6020 and in the district's LCAP Annual Update posted on the district's website.

#### Procedures for Preventing Acts of Bullying, including Cyberbullying (E.C. section 234.1)

Any complaint of bullying must be investigated and, if determined to be discriminatory bullying, resolved in accordance with law and the district's uniform complaint procedures specified in board policy AR 1312.3. Discriminatory bullying includes bullying on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. When "discriminatory bullying" is committed and the bullying is sufficiently serious to create a hostile educational environment for the alleged victim to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the a victim must be afforded the protections specified under relevant state and/or federal law.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

The district must develop strategies for addressing bullying in its schools and do so with the involvement of students, parents/guardians, and staff. District may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

For more information regarding the district's general anti-bullying policy please review board policy BP and AR 5131.2 and 5145.3.

#### Child Health and Disability Prevention Program (Health and Safety Code sections 323.5, 324.2, 324.3; E.C. sections 49450, 49452.8)

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate signed by a physician verifying that the child has received a physical examination within the last 18 months. Likewise, state law requires that by May 31 of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist must be presented. You may file with the district a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention Program ("CHDP"). For information, you may contact Linda Hinojosa, Director of Health Services, (661) 721-7036.

#### Vision Appraisal (E.C. section 49455)

The district is required to appraise each student's vision upon initial enrollment and in grades 2, 5, and 8, except that a student first enrolling in grade 4 or grade 7 will not be reappraised the following year. The appraisal will include tests for visual acuity and color vision; however, color vision will be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician and surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. The appraisal does not apply to a pupil whose parent/guardian files with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend on prayer for healing in the practice of their religion.

#### Type 2 Diabetes (E.C. section 49452.7)

##### **TYPE 2 DIABETES INFORMATION**

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

#### Risk Factors Associated with Type 2 Diabetes

**It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.**

#### Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

#### Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

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

#### Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

#### Types of Diabetes Screening Tests That Are Available

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two

separate tests indicates diabetes.

- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

#### References

*American Diabetes Association Clinical Journal, Helping Children with Diabetes Succeed: A Guide for School Personnel, KidsHealth, Mayo Clinic, National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine, and US Centers for Disease Control and Prevention*


### **Delano Union School District** District Wide Title I Parent and Family Engagement Policy

The Delano Union School District has jointly developed a written Local Educational Agency (LEA) Parent and Family Engagement Policy with input from parents and family members of participating children. Families annually receive a copy of the policy via the district's Parent/Student Handbook, a copy is posted on the district's website, and a printed copy is available upon request at every school. This Parent and Family Engagement Policy describes the means of carrying out designated Title I, Part A, parent and family engagement requirements pursuant to the Every Student Succeeds Act (ESSA) Section 1116(a).

The Delano Union School District's Governing Board recognizes that parents/guardians are essential in their children's academic experience and success. The Governing Board expects strong parent and family engagement to improve student achievement. To ensure that parents/guardians of students participating in Title I programs pursuant to the ESSA, Section 1116(a) are provided with opportunities to be involved in their children's education, the Superintendent or designee shall ensure the following:

- 1. How will parents and family members be involved in the development of the Title I, Part A parent and family engagement policy?**  
The Delano Union School District shall involve parents/guardians of participating students in the joint development of the Title I, Part A parent and family engagement policy. The District involves parents/guardians and family members in the development and annual review of the Local Control and Accountability Plan (LCAP) and LEA Plan Addendum through meetings with educational partners and established committees, such as the District English Learner Advisory Committee (DELAC), to annually review the effectiveness of the plan and provide input via meetings and annual surveys. These advisory committees, along with the School Site Council (SSC) committees at every school and other parent and family groups such as GATE Parent Advisory Committee and Migrant Regional Parent Advisory Committee, are consulted for input in the development of this policy. Board meetings allow opportunities for public comment prior to the policy approval. *ESSA Sections 1116[a][2][A], and 1116[a][2][F].*
- 2. How will parents and family members be involved in the developing school improvement plans?**  
The Delano Union School District shall ensure that the Parent and Family Engagement Policy is jointly developed with input provided by parents/guardians and family members. Parents/guardians and family members will have multiple opportunities for input through ongoing district educational partner meetings and meetings with parent advisory groups. Parents/guardians and family members will also have opportunities for input during school site level committees such as School Site Council and the English Learners Advisory Committee (ELAC). Additionally, they will receive an annual survey where they will have the opportunity to provide further input. Parent and Family Engagement Policies at the school level address the role parents/guardians play on the school site councils and the development of the school plans. The district shall provide coordination, technical assistance, and any other support necessary to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance in accordance with *ESSA Section 1111(d)(1-2) and ESSA Section 1116[a][2][A].*
- 3. How does the Local Education Agency (LEA) provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance? How will this include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education?**  
The Delano Union School District shall build the capacity of schools and parent/guardians for strong parent engagement. The district will assist parent/guardians and family members in understanding topics such as state and local assessments, and how to monitor the progress and work with educators to improve the achievement of their children. The district will provide parents/guardians with training and materials to help them work with their children and improve their achievement. The district will ensure that all information related to school and parent/family engagement is sent to parents/guardians in a format, to the extent practicable, in a language that they can understand. The district shall provide such other reasonable support for parent and family engagement activities. *ESSA Section 1116[a][2][B].*

4. **How will the LEA coordinate or integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs?**  
The Delano Union School District shall inform parents/guardians of all training, information, and support to coordinate and integrate parent and family engagement programs with other federal, state and local programs. The district will encourage parents/guardians to fully participate in their children’s education. *ESSA Section 1116[a][2][C]*.
5. **How will the LEA conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Policy on improving academic quality of all schools served under Title I, Part A?**  
The Delano Union School District willingly involves parents/guardians in the activities of the schools utilizing all district and school site committees for the purpose of developing, revising, and reviewing the parent/guardian and family engagement policy. The committees include but are not limited to DELAC, ELAC, SSC, GATE, and Migrant. Additionally, the parents/guardians are encouraged to participate in the development, revision, and review of the school level parent/guardian and family engagement policy and their School Plan for Student Achievement. *ESSA Section 1116[a][2][D]*.
6. **How will the LEA identify barriers to greater participation by parents in activities authorized by this section, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited English literacy, or are of any racial or ethnic minority background?**  
The Delano Union School District shall conduct an annual evaluation of the Title I, part A Parent and Family Engagement Policy to identify and address any barriers to increase parent participation. The district is proactive in ensuring that the district provides translation services, child care, and any type of accommodation to the extent practicable for parents who have a need for such services. The district will actively involve parents in the annual review of the School Plan for Student Achievement to ensure that they have the opportunity for input on the goals and actions. Special efforts will be made to address barriers for participation for parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or have any other identified needs. *ESSA Section 1116 [a][2][D][i-iii]*.
7. **How will the LEA use the findings of such evaluations in ESSA Section 116(a)(2)(D)(i-iii) to design evidence-based strategies for more effective parental involvement and revise, if necessary the parent and family engagement policy?**  
The Delano Union School District will utilize the findings of the annual evaluation to develop goals, actions, and strategies to improve parental involvement. The district will share the results of the annual evaluation with educational partners and jointly revise the parent and family engagement policy based on the findings. *ESSA Section 1116[a][2][E]*.
8. **How will the LEA involve parents in the activities of the schools served under Title I, Part A which may include establishing a parents advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population served by the LEA for the purposes of developing, revising, and reviewing the parent and family engagement policy?**  
The Delano Union School District encourages parents and family members to willingly participate in school activities. Active participation in school committees such as School Site Council, English Learners Advisory Committee, GATE Parent Advisory Committee, and Migrant Parent Advisory Committee is strongly encouraged. Additionally, the district holds educational partner meetings at each school site throughout the school year. *ESSA Section 1116[a][2][F]*.
9. The Delano Union School District’s Title I, Part A LEA Parent and Family Engagement Policy was developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs in April and May 2023. The LEA will distribute the Policy to all parents and family members of participation Title I, Part A students annually on or before August 30. This policy was adopted by the Delano Union School District on July 17, 2023.

  
\_\_\_\_\_  
Rosalina Rivera, Superintendent

July 17, 2023  
\_\_\_\_\_  
Date

**Board Policy 5145.7**  
**Sexual Harassment**

**BP 5145.7**

**Students**

The Governing Board 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.

The district strongly encourages any student who feels that he/she is being or has 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 principal or a district compliance officer. 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 of allegation is addressed through AR 5145.71 – Title Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

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
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a 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
5. 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 harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of 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.

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.

**Record-Keeping**



In accordance with law and district policies and regulations, the Superintendent or designee 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.

*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 of the Education Amendments of 1972

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

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

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

*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*

*Dear Colleague Letter: Transgender Students, May 2016*

*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*

**DELANO UNION SCHOOL DISTRICT**

Delano, California

Adopted: January 11, 2021

**DELANO UNION SCHOOL DISTRICT**

**BP 5131.2**

**Board Policy 5131.2**

**Bullying**

**Students**

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

46600 Student transfers

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

Adopted: February 24, 2020

**DELANO UNION SCHOOL DISTRICT**

Delano, California

**DELANO UNION SCHOOL DISTRICT**

**BP 5111**

**Board Policy 5111**

**Admission**

**Students**

The Governing Board encourages the enrollment and appropriate placement of all school-aged children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

**Verification of Admission Eligibility**

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residence within the district,

immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

Adopted: April 25, 2022

**DELANO UNION SCHOOL DISTRICT**  
Delano, California

**DELANO UNION SCHOOL DISTRICT**

**AR 5111**

## **Administrative Regulation 5111**

### **Admission Students**

#### **Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade**

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 – Transitional Kindergarten. (Educational Code 48000)

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten at any time during that school year provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

#### **Documentation of Age/Grade**

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

Regulation  
approved: April 25, 2022

**DELANO UNION SCHOOL DISTRICT**  
Delano, California

## **DELANO UNION SCHOOL DISTRICT**

## **BP 6020**

### **Board Policy Parent Involvement**

#### **BP 6020**

#### **Instruction**

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, 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)

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

#### **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)

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 USC 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)

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, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

#### **Non-Title I Schools**

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

Policy  
adopted: July 20, 2020

**DELANO UNION SCHOOL DISTRICT**  
Delano, California

#### **DELANO UNION SCHOOL DISTRICT**

**AR 6020**

#### **Administrative Regulation 6020 Parent Involvement Instruction**

#### **District Strategies for Title I Schools**

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Board of Trustees
- b. Invite input on the plan from other district committees and school site councils
- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
- d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand

- e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
  - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

The Superintendent or designee may:

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
  - b. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs
  - c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities
  - d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
  - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
  - b. Involve district and school site representatives from other programs to assist in identifying specific population needs
  - c. Schedule joint meetings with representatives from related programs and share data and information across programs
  - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
- a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
  - c. Strategies to support successful school and family interactions

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
  - b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups
  - c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to

adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

#### **School-Level Policies for Title I Schools**

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards
  - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably possible.
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - ii. Frequent reports to parents/guardians on their children's progress
  - iii. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
  - iv. Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:

- a. Assist parents/guardians in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

In addition, the school plan may include strategies to:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families
- j. Provide a master calendar of district/school activities and meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
- p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

#### **District Strategies for Non-Title I Schools**



For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
  - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
  - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
  - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
  - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
  - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
  - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues
  - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
  - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

**DETACH  
AND  
COMPLETE FORMS:  
1 - 12**

**RETURN FORMS TO YOUR  
CHILD'S TEACHER**

# Delano Union School District

## Parent and Student Information Packet

### 2023-2024

*Please Print*

Student's Name

First Name

Last Name

School

Dear Parent:

Education Code 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below I am neither giving nor withholding my consent for my child to participate in any program. I am merely indicating that I have received and read the handbook either online or a hard copy regarding my rights relating to activities which might affect my child.

Please sign and date this page, remove it and have your child return it along with the attached forms to their appropriate classroom teacher.

Thank you,



Rosalina Rivera  
Superintendent

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

## ELECTRONIC NOTIFICATION OPT-IN FORM

Dear Parent/Guardian:

Effective January 1, 2013, the law allows parents to choose to receive the Student/Parent Handbook in an electronic format. Our Student/Parent Handbook is now placed on our district Web site at [www.duesd.org](http://www.duesd.org).

If you have access to the web, please consider the electronic notification option, which will decrease the burdensome costs of printing and distributing the Student/Parent Handbook to every parent/guardian at the start of each new school year. This simple act of electing to receive the Annual Notice by viewing our Web site will save tax dollars and trees.

If you agree to receive the Student/Parent Handbook in an electronic format, please sign and date below and then return this form with your 2023-2024 Parent forms. This change takes effect for this school year's Student/Parent Handbook Notice and you will continue to receive the handbook electronically each subsequent school year, unless you notify the District Office.

**Please select one below:**

- ☐ **I will visit the District's Web site at [www.duesd.org](http://www.duesd.org) and will review the Student/Parent Handbook. I will also print the Parent Forms, sign and date forms, and will return it to my child's school. (You may visit your school site for copies of the forms if needed)**
- ☐ **I would like to continue to receive a printed copy of the Student/Parent Handbook.**

|                         |                     |                        |
|-------------------------|---------------------|------------------------|
|                         |                     |                        |
| Date                    | Signature of Parent | Printed Name of Parent |
|                         |                     |                        |
|                         |                     |                        |
| Printed Name of Student | Grade               | School                 |
|                         |                     |                        |
|                         |                     |                        |
| Printed Name of Student | Grade               | School                 |
|                         |                     |                        |
|                         |                     |                        |
| Printed Name of Student | Grade               | School                 |

**DELANO UNION SCHOOL DISTRICT**  
**EMERGENCY INFORMATION FORM**  
**2023-2024**

**ANY ADULT LISTED ON THIS FORM HAS THE RIGHT TO PICK-UP STUDENT NAMED HEREIN. STUDENTS WILL NOT BE RELEASED TO ANY OTHER ADULT WITHOUT THIS WRITTEN PERMISSION. CHILDREN UNDER THE AGE OF 18 CANNOT PICK UP STUDENTS.**

Please complete the following and return to school:

Legal Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: M ☐ F ☐

Nickname: \_\_\_\_\_ Teacher: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Last school attended: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student lives with: Both parents \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Is there a court order restricting a parent from visiting/removing this child from school: Yes ☐ No ☐ If Yes please present the recorded court order to the school to have a photocopy made for the child's school files. Please list the name of the parent or person who is restricted from visiting or removing your child from school: \_\_\_\_\_

Father's Name: (if allowed to visit or pick up): \_\_\_\_\_ Place of employment: \_\_\_\_\_

Can you be reached by telephone at your work? ☐ Yes ☐ No Work Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Name: (if allowed to visit or pick up) \_\_\_\_\_ Place of employment: \_\_\_\_\_

Can you be reached by telephone at your work? ☐ Yes ☐ No Work Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please list all children in your household and their ages and grades:

| Name | Age | Grade | Name | Age | Grade |
|------|-----|-------|------|-----|-------|
|      |     |       |      |     |       |
|      |     |       |      |     |       |
|      |     |       |      |     |       |
|      |     |       |      |     |       |

In case of illness, emergency or visitation by an unauthorized person and I cannot be reached, you may call or release my child to:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Does your child have a diagnosed history of (check all that apply):

☐ Asthma ☐ Diabetes ☐ Heart problems ☐ Convulsions/seizures ☐ Hearing problems ☐ Speech problems ☐ Vision problems

☐ A shunt Surgeries -- Please list: \_\_\_\_\_ ☐ Allergies -- Please list: \_\_\_\_\_

Does your child wear eye glasses? Yes ☐ No ☐ Does your child wear hearing aids? Yes ☐ No ☐

Does your child have any physical handicaps or special needs? Yes ☐ No ☐ If Yes, please explain: \_\_\_\_\_

Has this child ever been in a Special Education class? Yes ☐ No ☐ If Yes, what type? \_\_\_\_\_

Does your child take any medications regularly? Yes ☐ No ☐ If Yes, what type? \_\_\_\_\_

Please see School Nurse for Medication permission form or download from the district website.

I authorize the school to act as agents to consent to an X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under general or special supervision of any physician and/or surgeon licensed under the provisions of the Medical Practice Act for the above-named child. I hereby grant permission for authorized school personnel to transport my child as deemed necessary in an emergency, and/or on supervised study trips.

Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**DELANO UNION SCHOOL DISTRICT**  
**PARENT ACKNOWLEDGMENT**  
 2023-2024

I have received and read the notices regarding the rights relating to the courses, regulations and activities which might affect my child.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**PARENTAL CONSENT OR OBJECTION**

I consent to each starred (\*) item except that I object to the following items:

(leave blank or write in the number of each starred (\*) item, if any, to which you object). Disregard non-starred items because you will receive further notice if any such items are planned to occur later this year.

| Name of Student | School | Grade | Room # |
|-----------------|--------|-------|--------|
|                 |        |       |        |

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to your child's teacher.

\* \* \* \* \*

**DELANO UNION SCHOOL DISTRICT**  
**EVALUATION OF VISION AND HEARING**

As required by Law (Education Code 49452) you are hereby notified that you have the right to permit or to refuse to permit your child to engage in the evaluation of vision and hearing as follows:

1. **VISION** to include tests for visual acuity and color vision by the school nurse (or teacher if authorized) upon first enrollment and at least every third year thereafter.
2. **HEARING** testing will be by use of a pure tone audiometer by the school nurse or audiometrist (or teacher if authorized) upon first enrollment and at least every third year thereafter.

If you do not want your child to be checked, you must present to the school a certificate from a physical or optometrist verifying prior testing or that it violates your faith in a recognized religious belief --Education Code 49455.

I have received and read the notice regarding my rights relating to activities as stated above.

| Name of Student | School | Grade | Room # |
|-----------------|--------|-------|--------|
|                 |        |       |        |

Please complete and sign **ONLY IF YOU DISAGREE.**

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to your child's teacher.

**DELANO UNION SCHOOL DISTRICT**  
**REQUIRED TRANSPORTATION FOR SCHOOL ACTIVITIES**  
 2023-2024

A school district is prohibited by law from requiring a student to be transported without written permission of the parent or guardian. The activities in the elementary schools would be: study trips, athletic events, and music events.

In order that we may comply with this law, **please complete this form and return it to your child's teacher.**

**PLEASE CHECK ONE:**

- ☐ **I give my permission** for my child to be transported by the Delano Union School District for this school year in connection with class or extra-curricular activities where school provided transportation is required.
- ☐ **I do not give permission** for my child to be transported when school provided transportation is required.

| Name of Student | School | Grade | Room # |
|-----------------|--------|-------|--------|
|                 |        |       |        |

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Please return to your child's teacher.

**DELANO UNION SCHOOL DISTRICT**  
**MEDICAL INSURANCE INFORMATION SHEET**  
**2023 – 2024**

Name of Student: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Attending: \_\_\_\_\_ Grade \_\_\_\_\_ Room # \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

1. Is your child covered by medical insurance? ☐ Private ☐ Medi-Cal ☐ Kaiser ☐ Military ☐ None

2. Insurance information:

Name of Parent/Guardian: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Work Telephone No. \_\_\_\_\_

Insurance Company name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Group Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_

3. Response to insurance claims by School District (check only one)

☐ I consent to submission of claims to my insurance carrier.

☐ I do not consent to submission of claims to my insurance carrier.

4. I authorize release of information by the Delano Union School District to my insurance carrier as necessary to process the claim or to request payment of Medi-Cal assistance benefits.

| Name of Student | School | Grade | Room # |
|-----------------|--------|-------|--------|
|                 |        |       |        |

\_\_\_\_\_  
 Signature of Parent/Guardian      Print name of Parent/Guardian      Date: \_\_\_\_\_

If you have any questions, please call the Health Services Department at 721-7036.

I authorize the school to act as agents to consent to an X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under general or special supervision of any physician and/or surgeon licensed under the provisions of the Medical Practice Act for the above-named child. I hereby grant permission for authorized school personnel to transport my child as deemed necessary in an emergency, and/or on supervised study trips.

\_\_\_\_\_  
 Signature of Parent/Guardian      Date: \_\_\_\_\_

**\*\*Please return this form to your child's teacher.**



## **DELANO UNION ELEMENTARY SCHOOL DISTRICT** **ELECTRONIC ON-LINE SERVICES ACCEPTABLE USE POLICY**

### **STUDENT OBLIGATIONS AND RESPONSIBILITIES**

Students and their parent/guardian must sign a District Electronic On-Line Services Student User Agreement in order to use electronic on-line services. These services may not be used for any purpose which conflicts with the goals or the policies of the School District or for illegal or unethical purposes.

Students are authorized to use the District's electronic on-line services in accordance with user obligations and responsibilities specified below.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the District's system is strictly prohibited. The District reserves the right to monitor any on-line communications for improper use.
3. Users 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 District policy.
4. Users shall not transmit or receive material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with the ability of other users to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge the mail of other users.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problem or misuse of the network to the teacher or Principal.

### **PENALTY FOR INAPPROPRIATE USE**

**Students, who fail to abide by these obligations and responsibilities, shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.**

#### **ELECTRONIC ON-LINE SERVICES RULES OF INTERNET ETIQUETTE "NETIQUETTE"**

- Be Polite. Never send, or encourage others to send, abusive messages.
- Use Appropriate Language. Remember that you are a representative of not only yourself but also your school on a publicly accessible system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other profane or inappropriate language. Illegal activities of any kind are strictly forbidden.
- Privacy. Remember that revealing your own phone number and address or password to your online account can result in unwanted intrusions of your privacy and should be viewed in the same light as a public listing in a telephone directory. Users shall have no expectation of privacy and understand that the District has the right to monitor and examine all system activities to ensure proper use of the system.
- Electronic Mail. Electronic mail (E-Mail) is not guaranteed to be private. Messages relating to or in support of illegal or unethical activities must be reported to the District.

#### **Recommended Practices**

Use accurate and descriptive titles for your articles and subject lines for your e-mail. Tell people what it is about before they read it.

Get the most appropriate audience for your message, not the widest. Avoid posting and bulk mailing of large messages. Remember that if you post to multiple groups, specify all groups in a single message.

Be brief. Fewer people will bother to read a long message.

Minimize spelling errors and make sure your message is easy to understand and read.

Forgive the spelling and grammatical errors of others.

Remember that humor and satire is very often misinterpreted.

Post only to groups you know.

Cite references for any facts you present.

Keep signatures brief.

Remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.

# DELANO UNION SCHOOL DISTRICT

## ELECTRONIC ON-LINE SERVICES STUDENT ACCEPTABLE USE AGREEMENT 2023-2024

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

I understand that the school district will provide me access to electronic on-line services for educational purposes only. This access is a privilege, not a right. I understand that my access can or may be denied if I abuse this privilege, fail to adhere to the District's Electronic On-Line Services - Student Obligations and Responsibilities or engage in any activity prohibited by the District. I will not allow any other person to access electronic on-line services using my school account, and I will not access electronic on-line services using anyone else's school account. I understand that the prohibition against damaging school property has been extended to cover electronic files and databases.

I have read and will abide by the following:

- ☐ Electronic On-Line Services - Student Obligations and Responsibilities
- ☐ Rules of Internet Etiquette (Netiquette)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***Parent Authorization***

I am the parent/guardian of the student named above. I request that he/she be given access to electronic on-line services for educational purposes. I have reviewed with my student the District's Electronic On-Line Services - Student Obligations and Responsibilities and the Rules of Internet Etiquette (Netiquette).

I understand that student access may be denied if the provisions of this agreement are violated.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

STUDENT MUST RETURN THIS FORM TO THE DISTRICT BEFORE ACCESS BEGINS

**DELANO UNION SCHOOL DISTRICT**  
**PARTICIPATION IN YOUR CHILD'S EDUCATION – PARENTAL INVOLVEMENT**  
**2023-2024**

Participation in your child's education is important to us. This is why we have a parental involvement policy for our District. The policy explains how we plan to work with parents to review and improve parent programs. It also states how parents can participate in these programs. We value your involvement and urge you to take the time to read the policy.

Federal law requires us to distribute our parental involvement policy to parents. In order to confirm receipt of this information, please sign the form below and return it to your child's classroom teacher. If you have any questions, feel free to call the Principal at your child's school.

**Attachments:      Parent Involvement District Policy on pages 32-33**

Please cut here

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|----------------|
| <b>FORM #9</b> |
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Please complete and sign this form and return to your child's teacher.

**PARTICIPATION IN YOUR CHILD'S EDUCATION – PARENTAL INVOLVEMENT**

I acknowledge receipt of the Parent Involvement Policy described above.

|                 |        |                 |       |        |
|-----------------|--------|-----------------|-------|--------|
| Name of Student | School | Name of Teacher | Grade | Room # |
|                 |        |                 |       |        |

Print name of parent or guardian: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## DELANO UNION SCHOOL DISTRICT

### DANGEROUS OBJECTS ON SCHOOL CAMPUSES

The Delano Union School District continues to view Parents as Partners in education. A primary goal in education is to ensure school sites are safe and secure learning environments.

Parents can help keep our school sites safe and secure by discussing with your child that dangerous objects are not allowed on a school campus. At home keep dangerous objects put away and out of sight. Dangerous objects include firearms, knives, explosives, fireworks, matches, lighters or other dangerous objects which may cause harm to others. Knives commonly found in agriculture are not acceptable in a school setting. The recommendation for students who bring dangerous objects to school will be expulsion.

Please discuss these issues with your child to ensure students of the importance of school safety within the Delano Union School District. We appreciate your continued support in keeping all dangerous objects out of the hands of our students.

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\*\*Please complete and sign this form and return to your child's teacher.

|                 |
|-----------------|
| <b>FORM #10</b> |
|-----------------|

### DANGEROUS OBJECTS ON SCHOOL CAMPUSES

2023-2024

I acknowledge receipt of the information and understand my role in regards to Dangerous Objects on School Campuses.

| Name of Student | School | Name of Teacher | Grade | Room # |
|-----------------|--------|-----------------|-------|--------|
|                 |        |                 |       |        |

Print name of parent or guardian: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**DELANO UNION SCHOOL DISTRICT**  
**Office of Rosalina Rivera, Superintendent**  
**1405 – 12<sup>TH</sup> Avenue, Delano, CA 93215**  
**2023-2024**

I hereby grant permission for my son/daughter \_\_\_\_\_,  
to appear in photographs or any videotaping that will occur during the school year.

GRADE: \_\_\_\_\_ NAME OF TEACHER: \_\_\_\_\_

I understand and agree the photograph of my student, including video photography, film photography  
or other reproductions of the likeness of my student, may be used by the Delano Union School District  
for any purpose the district deems appropriate.

I relieve the Delano Union School District of all responsibility beyond that of normal supervision.

\_\_\_\_\_  
**PARENTS SIGNATURE**

\_\_\_\_\_  
**DATE**

Thank you for your cooperation.

Sincerely,



Rosalina Rivera  
Superintendent

# DELANO UNION SCHOOL DISTRICT

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

|  |   |
|--|---|
| <b>Symptoms may include one or more of the following:</b>  |   |
| <ul style="list-style-type: none"> <li>Headaches</li> <li>“Pressure in head”</li> <li>Nausea or vomiting</li> <li>Neck pain</li> <li>Balance problems or dizziness</li> <li>Blurred, double, or fuzzy vision</li> <li>Sensitivity to light or noise</li> <li>Feeling sluggish or slowed down</li> <li>Feeling foggy or groggy</li> <li>Drowsiness</li> <li>Change in sleep patterns</li> </ul> | <ul style="list-style-type: none"> <li>Amnesia</li> <li>“Don’t feel right”</li> <li>Fatigue or low energy</li> <li>Sadness</li> <li>Nervousness or anxiety</li> <li>Irritability</li> <li>More emotional</li> <li>Confusion</li> <li>Concentration or memory problems (forgetting game plays)</li> <li>Repeating the same question/comment</li> </ul> |



|  |
|--|
| <b>Signs observed by teammates, parents and coaches include:</b>   |
| <ul style="list-style-type: none"> <li>Appears dazed</li> <li>Vacant facial expression</li> <li>Confused about assignment</li> <li>Forgets plays</li> <li>Is unsure of game, score, or opponent</li> <li>Moves clumsily or displays incoordination</li> <li>Answers questions slowly</li> <li>Slurred speech</li> <li>Shows behavior or personality changes</li> <li>Can’t recall events prior to hit</li> <li>Can’t recall events after hit</li> <li>Seizures or convulsions</li> <li>Any change in typical behavior or personality</li> <li>Loses consciousness</li> </ul> |

# DELANO UNION SCHOOL DISTRICT

## Concussion Information Sheet

2023-2024

### **What can happen if my child keeps on playing with a concussion or returns to soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:-

"A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day."

**and**

"A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

\_\_\_\_\_  
Student-athlete Name Printed

\_\_\_\_\_  
Student-athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date