

# WPUSD PARENT RECEIPT AND ACKNOWLEDGEMENT 2011-12

All information is available either in print form as a packet sent home with students or viewed on the Western Placer Unified School District website under Parent Resource at [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us)

Pupil Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

## REQUIRED SIGNATURES:

### 1. Acknowledgement of Receipt of Annual Parent Notice (REQUIRED)

Includes Parent rights; CAHSEE Exam Dates; Sexual Harassment Policies; Pesticide Letter; Intra/Interdistrict Transfer Information; Calendar; District Attendance Letter; SARB Policy Letter; Other.

*I hereby acknowledge receipt of the Annual Parent Notice as required by Education Code § 48980.*

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

Signature of parent/guardian or of pupil if age 18 or older

### 2. Student Internet Use Agreement (REQUIRED)

I have read and understand each of the provisions, as well as the WPUSD Internet Acceptable Use Policy and Regulations. I will abide by these conditions or face the loss of privileges, disciplinary action and/or legal referral.

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

Signature of pupil

Signature of parent/Guardian

### 3. Student Handbook/Agenda/Academic/Behavior Expectations (REQUIRED)

We have reviewed our school's Student Agenda/Handbook/Academic/Behavior Expectations together and understand and agree to abide by the stated rules and polices.

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

Signature of pupil

Signature of parent/Guardian

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## OPTIONAL – Signing Indicates Student WILL NOT PARTICIPATE

### 4. Food in the Classroom (OPTIONAL)

I DO NOT wish for this pupil to partake in foods served in the classroom provided for classroom celebrations, birthday, holidays or cultural experiences.

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

Signature of parent/guardian or of pupil if age 18 or older

### 5. Grades 7-12 ONLY: Request for Non-Participation in Comprehensive Sexual Health Education of HIV/AIDS Prevention Education (OPTIONAL)

I DO NOT wish for this pupil to participate in comprehensive sexual health education of HIV/AIDS prevention education.

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

Signature of parent/guardian or of pupil if age 18 or older

**ANNUAL PARENT NOTICE  
2011-2012**

Dear Parent/Guardian:

State law requires a school district and a county office of education ("county office") to provide annual notice to a parent or guardian (hereinafter referred to as "parent") of certain rights and responsibilities. The parent is required to acknowledge receipt of this notice by signing and returning this receipt and acknowledgment (Part I of Form A) to your school or county office program.

**CURRICULUM AND INSTRUCTION**

**Instructional Materials:** All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent in a reasonable time frame or in accordance with school district or county office policies or procedures. Education Code §§ 49091.10(a); 51101.

**Observation:** Upon written request, a parent has the right to observe instruction and other school activities that involve his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§ 49091.10(b); 51101.

**Beliefs:** A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. No pupil shall be relieved of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

**Curriculum:** The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§ 49091.14; 49063(k).

**Animal Dissection:** A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Education Code § 32255-32255.6.

**Sexual Health and HIV/AIDS Prevention Instruction:** The Sexual Health and HIV/AIDS Prevention Education Act ("Act") authorizes a school district or county office to provide comprehensive sexual health education to all pupils in kindergarten to grade 12 and requires the school district or county office to ensure that all pupils in grades 7 to 12 receive HIV/AIDS prevention education. Education Code § 51933 et seq.

- Written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education will be made available for your inspection. Education Code § 51938.
- You will be notified whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district/county office personnel or by outside consultants. Education Code § 51938.
- You may request a copy of the Act from the school district or county office. Education Code § 51938.
- You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. (Fill out Part II of Form A to make a request.) Education Code § 51938.

**Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:** No pupil will be given any test, questionnaire, survey, or examination containing questions about a pupil's, or his/her parents' beliefs or practices relating to sex, family life, morality, or religion, unless his/her parent provides prior written permission. Parents of all pupils in grades 7 to 12, will be given the opportunity to review any test, questionnaire, or survey about a pupil's attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that his/her pupil not participate. Education Code §§ 51513; 51938; 51939.

**Minimum Days and Staff Development:** Attached to this notice is the calendar for the school year which includes the current schedule of any minimum days or pupil-free staff development days. Parents will be notified during the school year of any additional minimum days and pupil-free staff development days within one month before the scheduled minimum or pupil-free day. Education Code § 48980(c).

## **PUPIL BEHAVIOR AND DISCIPLINE**

**Sexual Harassment:** A copy of the school district or county office's written policy on sexual harassment, as it pertains to pupils, is attached to this notice. Education Code §§ 48980(g), 212.5.

**Evaluations:** A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent. Education Code § 49091.12(c).

**Unexcused Absence:** Parents will be notified in a timely manner if their child is absent from school without permission. Education Code § 51101(a)(4).

**Truancy:** Upon a pupil's initial classification as a truant, you will be notified of the following:

- (a) That the pupil is truant.
  - (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
  - (c) That you may be guilty of a criminal infraction if you fail to meet this obligation.
  - (d) That alternative educational programs are available in the district.
  - (e) That you have the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
  - (f) That the pupil may be subject to arrest and prosecution.
  - (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege.
  - (h) That it may be recommended that you accompany the pupil to school and attend classes with the pupil for one day.
- Education Code § 48260.5.

**Chronic Truancy:** The parent or guardian of any pupil in grades 1 through 8 who is found to be a "chronic truant" may be found guilty of a misdemeanor. Education Code § 48263.6; Penal Code § 270.1.

**Pupil Discipline Rules:** A copy of the school's pupil discipline rules may be obtained by contacting the principal or his/her designee. The parent of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class. Education Code §§ 35291; 48900.1.

## **PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT**

**Fingerprint Policy:** Information concerning the school district or the county office's pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§ 32390, 48980(f).

**Confidential Medical Services:** Pupils enrolled in grades 7 through 12 may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the pupil's parent.

Education Code § 46010.1.

**Pupil Immunization:** A school district may permit a licensed physician and surgeon, or other licensed health care practitioners to administer immunizing agents to prevent or control communicable disease to pupils whose parent or guardian has consented in writing to such immunization. A pupil may not be unconditionally admitted to school unless he/she has been fully immunized in the manner and with immunizing agents approved by the State Department of Public Health ("Department"), against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenzae type b, hepatitis B, varicella (chickenpox), and any other disease deemed appropriate by the Department. Proof of immunization is required upon admission. .

**Pertussis (whooping cough):** Commencing July 1, 2011, a pupil may not be unconditionally admitted or advanced to the 7<sup>th</sup> through 12<sup>th</sup> grades unless the pupil has been fully immunized against pertussis (whooping cough), including all pertussis boosters appropriate for the pupil's age. Commencing July 1, 2012, full immunization against pertussis shall be a condition for admission or advancement to 7<sup>th</sup> grade.

This requirement does not apply to any person 18 years of age or older, or if a waiver form is signed stating that the immunization is contrary to the beliefs of the parent, or a letter or affidavit from a licensed physician is given stating that the physical condition of the pupil is such that immunization is not considered safe. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such time as directed by health officials, the school district or county office. Health and Safety Code § 120335; Education Code §§ 48216, 49403.

**Physical Examinations:** A child may be excluded from physical examination whenever the parents file a written statement with the school that they will not consent to a physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§ 49450 – 49455.

State law requires that for each child enrolled in the first grade, the parent must present within 90 days after entrance, a certificate, signed by a physician, verifying that the child has received appropriate health screening and evaluation including a physical examination within the last 18 months. A parent may file with the school district a written objection or waiver stating the reasons why he or she was unable to obtain such services. Free health screening is available for low income children for up to 18 months prior to entry into 1<sup>st</sup> grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. Health and Safety Code §§ 124085, 124105.

**Psychological Testing:** A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Education Code § 51101(a)(13).

**Pupil Medication:** Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the pupil's parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician and surgeon or physician assistant that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§ 49423, 49423.1.

**Continuing Medication:** A parent of a pupil on a continuing medication regimen for a non episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent's consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. Education Code § 49480.

**Pupil Insurance:** The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting the school principal. Education Code § 49472.

**Emergency Medical Care:** All pupils must have an emergency information card filled out and signed by the parent at the beginning of the school year. If your child is ill or injured during regular school hour and, requires reasonable medical treatment, and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Education Code §§ 49407; 49408.

**Pupil Safety:** A parent has the right to have a safe and supportive learning environment for his/her child. Education Code § 51101(a)(7).

**Unsafe School Choice Option:** Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school must be allowed to attend a safe public school. 5 C.C.R. §§ 11992, 11993; 20 U.S.C. § 7912.

**Tobacco-Free Campus:** Check with the school office for the policy, if any, regarding the prohibition against the use of tobacco products at any time on or in district or county office property, buildings, or vehicles. Health and Safety Code § 104420.

**Sun Protective Clothing:** Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician's note or prescription but school personnel are not required to assist pupils in applying sunscreen. Education Code § 35183.5.

**Oral Health Assessment:**

Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Parents or legal guardians of such pupils will be notified of this assessment requirement. Education Code § 49452.8.

**PUPIL PERFORMANCE AND EVALUATION**

**Accountability Report Card:** A copy of the school district and county office's accountability report card may be obtained from the school upon request. Education Code § 35256.

**Parent Meeting with Teacher and Principal:** Upon reasonable notice, a parent has the right to meet with his/her child's teacher(s) and principal. Education Code § 51101(a)(2).

**Parent Notification:** A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as a risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Education Code §§ 48070.5, 51101(a)(5), (9), (12), (16).

**Academic Expectations:** A parent has the right to be informed of the academic expectations of his/her child. Education Code § 51101(a)(11).

**High School Exit Exam:** Each pupil completing grade 12 is required to successfully complete the California High School Exit Exam ("CAHSEE") as a condition of graduation. If applicable, attached to this annual notice will be the dates of the exam, the requirements for passing the exam, and the consequences of not passing the exam. Districts receiving intensive instruction funds must notify pupils who have not passed one or both parts of the CAHSEE by the end of grade 12, of their entitlement to receive after completion of grade 12, intensive instructional services for up to two consecutive academic years. Such pupils shall also be notified of their right to file a complaint under the Williams Uniform Complaint Procedures if they were not provided the opportunity to receive intensive instruction. Education Code §§ 48980(e), 35186(a)(4); 37254.

**College Admission Requirements and Career Technical Information:** School districts offering any of grades 9-12 shall provide the following brief explanation of college admission requirements, a brief description of career technical education, and information about how pupils may meet with school counselors to help them select courses to meet college admission requirements and/or enroll in career technical education courses.

1. College Admission Requirements (A-G Requirements) for California State University (CSU) and University of California (UC)

Additional information about admission requirements for the CSU system can be found at [www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school). Additional information about admission requirements for the UC system can be found at [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions). Additional information about course offerings can be found in the high school student handbook.

- a. **History or Social Science – 2 years**
- b. **English – 4 years**

- c. **Math – 3 years (UC recommends 4 years)**
  - d. **Laboratory Science – 2 years (UC recommends 3 years)**
  - e. **Language Other Than English – 2 years (UC recommends 3 years)**
  - f. **Visual and Performing Arts – 1 year**
  - g. **College Preparatory Elective – 1 year**
2. **Career Technical Education (CTE)**  
 Career technical education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Additional information regarding career technical education can be found at [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct).
3. **Counseling Services**  
 High school counselors are available to meet with parents and students to assist in selecting courses that meet college admission requirements, enroll in CTE, or both. If you would like to schedule an appointment with a counselor, contact the counseling department. Education Code §§ 48980(1); 51229.

**Advanced Placement Examination:**

Pupils enrolled in at least one Advanced Placement class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of advanced placement examination fees. Pupils should contact a counselor or other administrator at his/her school for specific information. Education Code §§ 48980(k); 52244.

**PUPIL RECORDS**

**Review of Pupil Records:** Parents have the right to question, and receive an answer regarding items on their child’s record that appear inaccurate, misleading, or that invades the child’s privacy. Education Code § 51101.

**Notification of Privacy Rights of Pupils:** Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to: (1) Parents/guardians of a student age 17 or younger; and (2) Students age 18 or older, or a students who are attending an institution of postsecondary instruction (“adult student”) In addition, parents/guardians of a student age 18 or older who is dependent for tax purposes and students age 16 or older or who have completed the 10<sup>th</sup> grade (“eligible student”), must be permitted access to those particular records relevant to the legitimate educational interest of the requester.

Parents/guardians, or an adult or eligible student, may review individual records by making a request to the principal. The principal will see that explanations and interpretations are provided if requested.

A parent/guardian has the right to question and receive any information regarding items on his/her child’s record that appears inaccurate, misleading or that invades his/her child’s privacy. Information which is alleged to be inaccurate, inappropriate, or misleading may or may not be removed by the Superintendent or his/her designee.

In addition, a parent, adult or eligible student may receive a copy of any information in the pupil’s records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records is available through the principal or his/her designee. Parents may contact the school to review the log listing those who have requested or received information from a pupil’s file. Access to a pupil’s records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the most previous public or private school attendance, may be released to certain specified agencies. In addition, height and weight of athletes may be made available. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges.

Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. (Fill out Part III of Form A to make a request.) If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Education Code §§ 49060-49078; 51101; FERPA 20 U.S.C. § 1232g; 34 C.F.R. § 99.37.

**Disclosure of Student Information Pursuant to Court Order or Subpoena:** Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent in advance of disclosing student information pursuant to a subpoena or court order. Education Code § 49077.

#### **ABSENTEES, TEMPORARY INSTRUCTION AND ENROLLMENT OPTIONS**

**Specific School Request:** Parents have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Education Code § 51101(a)(6).

**Absence for Religious Exercises:** Permissive absence may be granted for governing board approved religious exercises or instruction if a pupil has attended at least the minimum school day. Education Code §§ 46014; 48205.

**Excused Absences:** No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic service rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family as defined in the Education Code, so long as the absence is not more than one day if the service is conducted in California and not more than three days of the services is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats which shall not exceed four (4) hours per semester, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.

A pupil with an excused absence shall be allowed to complete all assignments and tests missed during the absence than can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Education Code §§ 45194, 48980; 48205; Elections Code § 12302.

**Home Instruction:** Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the school district in which the pupil is deemed to reside. Education Code § 48206.3.

**Residence When Hospitalized:** Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Education Code §§ 48207; 48208.

**Residence Based on Parents Employment:** Under certain conditions, a pupil may attend schools of the district within which one or more of the parents are employed. Contact the school district in which the parents are employed for further information. Education Code § 48204(b).

**Intradistrict Enrollment:** Residents of a school district may apply to enroll their child in other schools within the district to attend on a space available basis. Intradistrict enrollment is not applicable to districts with only one school or with schools that do not serve any of the same grade levels. Education Code § 35160.5(b).

**Interdistrict Attendance:** A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement. Each school district has adopted a policy(s) for interdistrict attendance. A copy of the application(s), the notice and appeals procedure is attached to this notice. Contact your school for further information. Education Code §§ 46600 et seq.

## MISCELLANEOUS

**Parent Involvement:** A parent has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Education Code § 51101(a)(14).

**Volunteering Time and Resources:** Parents may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees. A school plan is available to parents which describes opportunities to participate in professional development. Education Code § 51101(a)(3).

**Open Campus:** A school district that has decided to permit pupils enrolled in a high school to leave the school grounds during the lunch period is not liable for the conduct or safety of any pupil during such times as the pupil has left the school grounds during the lunch period. Education Code § 44808.5.

**Pupils with Exceptional Needs:** Placer County school districts are included in the Placer County SELPA. Nevada County school districts are included in the Nevada County Special Education Local Plan Area. Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Placer County Office of Education at (530) 889-8020 or the Nevada County Superintendent of Schools Office at (530) 478-6400.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact the school district or the county office.

**Minimum Age for Admission to Kindergarten:** Districts shall admit a pupil into kindergarten at the beginning of the school year or at a later time in the same school year, if the pupil will be 5 years of age on or before the following dates:

- December 2 for the 2011-12 school year;
- November 1 for the 2012-13 school year;
- October 1 for the 2013-14 school year; and
- September 1 for the 2014-15 school year and each school year thereafter.

Education Code § 48000(a).

**Transitional Kindergarten:** Commencing with the 2012-13 school year, all elementary and unified school districts must offer transitional kindergarten to eligible pupils. To be eligible for transitional kindergarten a pupil must have his or her 5th birthday between:

- November 2nd and December 2nd for the 2012–13 school year; or
- October 2nd and December 2nd for the 2013–14 school year; or
- September 2nd and December 2nd for the 2014–15 school year and each school year thereafter.

Education Code section 48900(c).

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

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- Recognize that the best learning takes place when the student learns because of his desire to learn.
- Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result wholly or in part from a presentation by his teachers of choices of learning projects.
- 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.
- 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. Contact the school for more information. Education Code §§ 58500; 58501.

**Free or Reduced Price Meals:** Needy pupils are entitled to free or reduced price meals. Contact the school for eligibility information. Education Code § 49510, et seq.

**Personal Property:** School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

**Parent Responsibility:** Parents are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

**Asbestos Management Plan:** The school district has a current management plan for asbestos containing materials for all district portables. The plan is available for inspection at the office of the superintendent during normal business hours. 40 C.F.R. § 763.93(g)(4); Education Code § 49410 et seq.

**Grants for Advanced Placement Tests:** Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information. Education Code §§ 48980(k), 52244.

**Use of Pesticide Products:** For pesticide products expected to be applied at a school facility this year, please find a list attached to this notice. Recipients of this notice may register with the school if they wish to receive notification of individual pesticide applications at a school facility. Education Code §§ 17612; 48980.3.

**Uniform Complaint Procedure:** The school district and county office have adopted policies regarding the Uniform Complaint Procedure. Pursuant to a complaint filed pursuant to these policies, the school district or county office will investigate and seek to resolve complaints alleging: unlawful discrimination on the basis of actual or perceived ancestry, age, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment) sexual orientation or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance; or failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aide programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.

Any individual, public agency, or organization alleging a violation of state or federal statutes, may file a written complaint with the Superintendent of the school district or county office. Discrimination complaints must be filed no later than six (6) months from the occurrence or when the complainant first had knowledge of the facts of the alleged discrimination. Prior to the initiation of a formal investigation, mediation may be discussed with the complainant as a possible means of resolution. Civil remedies may be available. Appeal and review procedures may be pursued through local, state, or federal agencies, offices, and/or courts.

For more information regarding Uniform Complaint Procedures and/or to obtain a complaint form, a copy of the procedures, or assistance with the process, please contact the school district or the county office.

**Williams Uniform Complaint Procedure:** The school district and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, teacher vacancy and misassignment, and where applicable, for deficiencies in providing intensive instructional services to assist pupils after grade 12 with passing the California High School Exit Exam. For more information regarding Williams Uniform Complaint Procedures and/or to obtain a complaint form or assistance with the process, please contact the school district or the county office.

## **FEDERAL REGULATIONS & ACTS**

**Individuals with Disabilities:** In accordance with federal and state laws, the school district and county office will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. If your child needs special accommodations, please contact the school district or the county office. 34 C.F.R. § 104.8.

**Nondiscrimination:** The school district and county office have a policies of nondiscrimination on the basis of a person's actual or perceived ethnicity, religion, sex, gender or gender identity, color, race, ancestry, national origin, physical or mental disability, age or sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics, in any of its policies, practices or procedures programs or activities. The school district's and county office's nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973, the Individuals With Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils or parents or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint, should contact the school district or the county office. Education Code § 220 et seq., 5 C.C.R. § 4900 et seq.

**Sexual Harassment:** The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that he/she is being discriminated against or harassed should immediately contact their principal or designee so that he/she can address the situation. A written complaint may be filed in accordance with the district or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. 5 C.C.R. § 4917; Education Code §§ 231.5; 48980(h); 48985.

**No Child Left Behind Act (NCLB):** At the beginning of each school year, parents may request information regarding the professional qualifications of their child's classroom teacher including, at a minimum:

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

NCLB also requires that military recruiters have access to all secondary pupils' names, addresses and phone listings unless a parent requests that such information not be released without the prior written consent of the parent. 10 U.S.C. § 503, 20 U.S.C. §§ 6311 (h)(6), 7908, 34 C.F.R. § 200.61.

**Program Improvement Status Schools:** Parents/guardians shall be notified when their child's school is identified as a "program improvement" school under the NCLB and the opportunities for school choice and supplemental instruction. 20 U.S.C. § 6316; 34 CFR § 200.37

*Any additional notices that may be required by the NCLB shall be provided to the parents/guardians separately.*

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. Consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by the U.S. Department of Education

1. Political affiliations or beliefs of the pupil or pupil's parent;
2. Mental or psychological problems of the pupil or pupil's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the pupil or parents; or
8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a pupil out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use

1. Protected information surveys of pupils;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office.

Parents who believe their rights have been violated under this section may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

20 U.S.C. § 1232h.

**SEXUAL HARASSMENT**

The Board of Trustees is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and 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 gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

**Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

## **SEXUAL HARASSMENT (continued)**

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

*(cf. 1312.1 - Complaints Concerning District Employees)*

### **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 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.

### **Record-Keeping**

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 its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*Legal Reference: (see next page)*

## SEXUAL HARASSMENT (continued)

### Legal Reference:

#### EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 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

#### CIVIL CODE

- 51.9 Liability for sexual harassment; business, service and professional relationships
- 1714.1 Liability of parents/guardians for willful misconduct of minor

#### CODE OF REGULATIONS, TITLE 5

- 4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

#### UNITED STATES CODE, TITLE 20

- 1681-1688 Title IX, Discrimination

#### UNITED STATES CODE, TITLE 42

- 2000d-2000d-7 Title VI, Civil Rights Act of 1964
- 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

#### CODE OF FEDERAL REGULATIONS, TITLE 34

- 106.1-106.71 Nondiscrimination on the basis of sex in education programs

#### COURT DECISIONS

- Reese v. Jefferson School District, (2001) 208 F.3d 736
- Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
- Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
- Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446
- Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447
- Oona R.-S. etc. v. Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452
- Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143
- Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396
- Patricia H. v. Berkeley Unified School District, (1993) 830 F.Supp. 1288
- Franklin v. Gwinnet County Schools, (1992) 112 S. Ct. 1028
- Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

### Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL  
Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999.

#### OFFICE OF CIVIL RIGHTS' PUBLICATIONS

Revised Sexual Harassment Guidance, January 2001  
Sexual Harassment Guidance, March 1997

#### WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

**SEXUAL HARASSMENT**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects

**SEXUAL HARASSMENT (continued)**

**Notifications**

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

*(cf. 5145.6 - Parental Notifications)*

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)
5. Be provided to employees and employee organizations

**Investigation of Complaints at School (Site-Level Grievance Procedure)**

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
  - a. The student who is complaining
  - b. The person accused of harassment
  - c. Anyone who witnessed the conduct complained of
  - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:

**SEXUAL HARASSMENT** (continued)

- a. The Superintendent or designee
- b. The parent/guardian of the student who complained
- c. If the alleged harasser is a student, his/her parent/guardian
- d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
- e. Child protective agencies responsible for investigating child abuse reports

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

- f. Legal counsel for the district
4. When the student who complained and the alleged harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
  5. In reaching a decision about the complaint, the principal or designee may take into account:
    - a. Statements made by the persons identified above
    - b. The details and consistency of each person's account
    - c. Evidence of how the complaining student reacted to the incident
    - d. Evidence of any past instances of harassment by the alleged harasser
    - e. Evidence of any past harassment complaints that were found to be untrue
  6. The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.
  7. To judge the severity of the harassment, the principal or designee may take into consideration:
    - a. How the misconduct affected one or more students' education

**SEXUAL HARASSMENT (continued)**

- b. The type, frequency and duration of the misconduct
  - c. The number of persons involved
  - d. The age and gender of the person accused of harassment
  - e. The subject(s) of harassment
  - f. The place and situation where the incident occurred
  - g. Other incidents at the school, including incidents of harassment that were not related to gender
8. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
  9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.
  10. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up.

**Enforcement**

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.
2. Providing staff inservice and student instruction or counseling.
3. Notifying parents/guardians of the actions taken.
4. Notifying child protective services.

**SEXUAL HARASSMENT** (continued)

5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

**STUDENT USE OF TECHNOLOGY**

The Board of Trustees intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

*(cf. 0440 - District Technology Plan)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 6163.1 - Library Media Centers)*

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, as well as consequences for unauthorized use and/or unlawful activities.

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)*  
*(cf. 5145.12 - Search and Seizure)*

**On-Line Services/Internet Access**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students and student information when using electronic mail, chat rooms, and other forms of direct electronic communication.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

*(cf. 6162.6 - Use of Copyrighted Materials)*

## STUDENT USE OF TECHNOLOGY (continued)

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

### *Legal Reference:*

#### EDUCATION CODE

51006 *Computer education and resources*

51007 *Programs to strengthen technological skills*

51870-51874 *Education technology*

60044 *Prohibited instructional materials*

#### PENAL CODE

313 *Harmful matter*

502 *Computer crimes, remedies*

632 *Eavesdropping on or recording confidential communications*

#### UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D, especially:*

6777 *Internet safety*

#### UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

#### CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 *Children's online privacy protection*

#### CODE OF FEDERAL REGULATIONS, TITLE 47

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

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*K-12 Network Technology Planning Guide: Building the Future, 1995*

#### CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1223.94 *Acceptable Use of Electronic Information Resources*

#### WEB SITES

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

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

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

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

**STUDENT USE OF TECHNOLOGY**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

*(cf. 0440 - District Technology Plan)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

**On-Line/Internet Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the district's Acceptable Use Agreement.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall use the system only under their own account number.
2. Students shall use the district's system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

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

4. Students shall not disclose, use, or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians.

**STUDENT USE OF TECHNOLOGY (continued)**

*Personal information* includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.

*(cf. 3513.3 - Tobacco-Free Schools)*

6. Copyrighted material shall not be placed on the district's computer system without the author's permission. Students shall not violate copyright laws or plagiarize documents. Any materials utilized for research projects should be given proper credit as with any other hard copy source of information.

*(cf. 6162.6 - Use of Copyrighted Materials)*

7. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

8. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users' mail.
9. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor the system for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be reviewed by district officials to ensure proper use of the system.

*(cf. 5145.12 - Search and Seizure)*

The principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Agreement. The decision of the principal or designee shall be final. Inappropriate use may result in cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law and Board policy.

*(cf. 5144 - Discipline)*

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

**STUDENT USE OF TECHNOLOGY**

**Western Placer Unified School District**

**K-5 Student Instructional Technology Acceptable Use and Internet Safety Policy**

The computer is an important tool for you to use in your education. However, it is important that you are safe and responsible while online. You must follow these rules to use the school’s network:

**Be Responsible**

- Ask permission before downloading files (attachments) to avoid computer viruses.
- Your password is your secret; do not share it except with your teacher, school administrator, or parents.
- Only visit permitted Internet sites. Information you access and post is monitored.
- Treat computers properly. Tell a teacher if a computer is broken.
- Computers settings are configured by technology staff and should not be changed.
- Ask for your teacher’s permission and assistance before using removable media from home.
- Use school computers for school work.
- Maintain your files in a responsible manner, which includes backing up at regular intervals and deleting files at the end of the school year.

**Be Respectful**

- Using ALL CAPITAL LETTERS in a message may be considered rude.
- Only send polite and positive messages to people to avoid hurting other people’s feelings.
- Make sure to use respectful language when talking online.
- Only respond to messages from people you know.
- Always treat online friends with respect.
- Use your own words when using information you have researched or use quote marks and cite your source (give credit to the resource from which the information came). Don’t plagiarize!
- Don’t touch anyone else’s computer, school work, or computer files.
- Only use your password to access school computers.

**Be Safe**

- Never give out your full name, address, age, phone number, or school without parents’ or teacher’s permission. Identify yourself only with a nickname while online.
- Ask an adult you trust about any online contact that makes you feel uncomfortable.
- If a website makes you feel uncomfortable, tell your teacher.
- Ask permission from parents and teacher before posting photos of yourself or others.
- Only use a computer when a teacher is in the room.

To keep students safe online at school, the district actively uses filtering software hosted by the Placer County Office of Education to meet the Children’s Internet Protection Act (CIPA) requirement and to keep inappropriate pictures, images, and graphics from being accessed. Filtering software is not a perfect science and it may be possible for users to access inappropriate sites. If a student’s computer usage is disruptive to the school community, the student may be disciplined according to the student discipline policy.

I understand and agree to follow each of the rules above.

Student Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Version: May 18, 2010

Lincoln, California

**STUDENT USE OF TECHNOLOGY****WESTERN PLACER UNIFIED SCHOOL DISTRICT****6-12 Student Instructional Technology Acceptable Use and Internet Safety Policy**

Technology provides a wealth of educational opportunities for staff and students. Access to these vast resources requires responsible use by each individual. It is important that you understand your rights and privileges when using the Western Placer Unified School District (WPUSD) resources in this environment. This document describes the computer, network, and Internet resources made available by the school and your responsibilities and obligations in the use of these resources.

**Introduction**

WPUSD is pleased to offer students access to district computers, communications systems<sup>1</sup>, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for their use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about appropriate digital citizenship and to establish expectations when using technology.

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furthering their education. This focus does not allow the use of the network system for commercial, political, or personal entertainment purposes. Students may not offer, provide, or purchase products or services through the WPUSD network system. The WPUSD network system has not been established as a public access service or a public forum. Access is a privilege, not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with school standards and honor this agreement to be permitted the use of technology. Disciplinary action may be taken against students for misuse of computer, network, and information resources.

<sup>1</sup>(Communication systems include e-mail, web sites, blogging, podcasting, forums, wikis, and/or other emerging technologies).

**Use of WPUSD Network**

- Each student, along with a respective parent/guardian, must sign an Acceptable Use Policy (AUP) Agreement to be granted an account on the WPUSD network system.
- Students will not make deliberate attempts to disrupt or harm the computer system and its hardware or destroy data by spreading computer viruses or by any other means. Use or possession of “hacking” tools are prohibited.
- Students will use their personal server storage to store only files that are educational in nature and related to course work.
- Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up files at regular intervals to a memory device and deleting files at the end of the school year.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person except to a school administrator or parent.
- Students will not attempt to log on or connect to the WPUSD network under any identity other than their own username.
- Students will not attempt to gain unauthorized access (including hacking) to the WPUSD network system or to any other computer system through the WPUSD network system or go beyond their authorized access. This includes attempting to log in through another person's account or access

## **STUDENT USE OF TECHNOLOGY**

- another person's files. These actions are inappropriate, even if only for the purposes of "browsing" and may result in disciplinary action.
- Students will immediately notify a teacher if they have identified a possible security problem.
- Students will use school resources (e.g. printers, cameras, etc.) only for educational purposes.
- Students are not permitted to connect any personal devices (e.g. laptops, smart phones, etc.) to any part of the WPUSD network system (wireless or directly plugged) without first gaining approval from the Technology Department.
- Students will not download or upload programs or files that can be run or launched.
- Use of WPUSD computers, network, and Internet services does not create any expectation of privacy.
- Students should expect routine monitoring of computer usage and Internet browsing while logged on to the WPUSD network.
- Parents have the right to request to see the contents of student files.

## **Internet Access**

- All students will have access to the Internet and World Wide Web information resources through computers connected to the network.
- WPUSD actively uses filtering software hosted by the Placer County Office of Education to meet the Children's Internet Protection Act (CIPA) requirement and to prevent students from accessing graphics that are (1) obscene, (2) pornographic, or (3) harmful to minors. WPUSD retains the right to block unacceptable web sites. Filtering software is not a perfect science and it may be possible for users to access inappropriate sites.
- WPUSD does not guarantee network functionality or accuracy of information.
- Students will not use the WPUSD network system to access inappropriate material including sites that display profane or obscene (pornography) material, advocates illegal acts, encourages the use of drugs, alcohol or tobacco, school cheating, weapons, material that advocates violence, participation in hate groups, or discrimination towards other people, or other inappropriate activities considered harmful to minors.
- If students mistakenly access inappropriate information, they should immediately minimize their screen and tell their teacher. This will protect the student against a claim that they have intentionally violated this Policy.
- The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

## **Use of Messaging Services<sup>2</sup>**

- A filtered E-mail account may be provided to students for educational purposes and not as a public or student forum.
- Students will promptly disclose to their teacher or other school employee any message or information they receive that is inappropriate or makes them feel uncomfortable while on the web, using e-mail, chat rooms, forums or other forms of messaging services.
- E-mail, if provided, may not be used for unlawful activities, political or commercial purposes, any form of harassment or threats, sending of spam messages or chain letters to more than five people or any use that interferes with the school computing services or its employees.
- Students may not send messages with a false identity or alter forwarded mail out of context.
- Students will abide by rules of Network etiquette by not using defamatory, inaccurate, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or prejudicial language in public or private communication.
- Students will not post personal contact information about themselves or other people without parental approval. Personal contact information includes but not limited to names, home, school, parent work addresses, telephone numbers, personal photos or videos.
- Students will not repost a message that was sent to them privately without permission of the person who sent them the message.
- Students will not post or share information that could cause damage or a danger of disruption to

## STUDENT USE OF TECHNOLOGY

- WPUSD schools or any other organization or person.
- Students are prohibited from accessing or attempting to access instant messages, chat rooms, forums, e-mail, social networking sites, or other messaging services during the instructional day unless authorized by a teacher or administrator for instructional purposes.

<sup>2</sup> (e-mail, chat, forums, blogs, social networking, instant message, SMS and other forms of messaging services)

### Web Applications<sup>3</sup>

Students' use of digital media and environments to communicate and work collaboratively to support individual learning and contribute to the learning of others is a key performance indicator of 21st Century Skills. Students may interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media. In a digital environment, students will follow all established Internet safety guidelines including the following conditions:

- The use of digital media is considered an extension of your classroom. Any speech that is considered inappropriate in the classroom is also inappropriate in all digital environments. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using digital media are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Never link to web sites from your digital environment without reading the entire article to ensure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat digital spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate online.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse according to the school discipline policy.

<sup>3</sup> (e-mail, chat, forums, blogs, social networking, instant message, wikis, and other forms of collaborative software)

### Teacher Responsibilities

- Teachers will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- Classroom use of networked resources will be in support of educational goals.
- Teachers will provide alternate activities for students who do not have permission to use the Internet.

### Cyberbullying

WPUSD expressly forbids cyberbullying. For the purposes of this policy, "cyberbullying" shall mean using messaging services<sup>2</sup> and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images;

## **STUDENT USE OF TECHNOLOGY**

- Engaging in tricks to solicit embarrassing information that is then made public.
- Using camera and/or video enabled devices to bully another person or to invade another person's privacy.

### **Privacy, Plagiarism, Piracy and Copyright Infringement**

- An image taken by any camera or video enabled device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright in the material appearing in that image.
- Camera and/or video enabled devices may not be used in any classroom without a teacher's written permission.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Plagiarism could result in loss of grade for the assignment in addition to other consequences.
- Students will not download or install pirated software, music, video or files that infringe on copyright laws onto computers. Possession of unlicensed or pirated software is illegal.
- Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements.
- If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

### **Use of School Hardware<sup>4</sup>**

- School hardware will not be left unattended.
- In the event of any damage to school hardware at any time while it is in the student's possession, the student agrees to inform the appropriate WPUSD Technology Service Center so that repairs can be performed.

<sup>4</sup>(Hardware systems include laptops, digital camera/video equipment and/or other technologies).

### **Consequences**

- In the event there is a claim that a student has violated this policy in the use of the WPUSD network system, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- If a student is found to have violated this Policy, the consequences will be, but not limited to, warnings, usage restrictions being placed on their network account, or disciplinary action at the discretion of the site administration.
- A violation of Federal, State or local laws or ordinances may result in legal proceedings.

**STUDENT USE OF TECHNOLOGY**

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
**Student Grade 6 – 12 Instructional Technology Acceptable Use and Internet Safety**  
**Policy Agreement**

I understand and will abide by the Acceptable Use and Internet Safety Policy. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action, and/or referral to law enforcement.

Student's Name (please print): \_\_\_\_\_

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

**Parent or Guardian:**

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of the Western Placer Unified School District (WPUSD), and that student use for any other purpose is inappropriate. I recognize it is impossible for WPUSD to restrict access to all controversial materials and I agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. I understand that my children's computer activities at home should be supervised as they can affect the academic environment at school and acknowledge WPUSD accepts no responsibility for supervision outside the school setting. I agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. I hereby give permission for my child to use computer resources at WPUSD, including web or Internet based services provided by other companies or institutions which have been approved by WPUSD for student use.

I hereby give permission for my child to use computer resources at WPUSD.

Parent or Guardian's Name (please print) \_\_\_\_\_

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

Exhibit

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**



version: May 18, 2010

Lincoln, California

# WESTERN PLACER UNIFIED SCHOOL DISTRICT

## 2011-2012 Student/Teacher Calendar

### DATES TO REMEMBER:

-  First Day of School for Students August 24th
-  Last Day of School for Students June 8th
- Site/Teacher Day (1/2 Site, 1/2 Teacher) August 22nd
- Teacher Day August 23rd

### SCHOOL NOT IN SESSION:

- Independence Day July 4th
- Labor Day September 5th
- Veterans' Day November 11th
- Thanksgiving Break November 21-25th
- Winter Break-Christmas December 19—Jan 2nd
- Martin Luther King, Jr. Day January 16th
- President's Week/Furlough Days February 13-20th
- Spring Break April 9-13th
- Memorial Day May 28th
- Furlough Days August 19, Feb. 13-15






### PUPIL DAYS:

- August = 6 February = 15 (3 furloughs)
- September = 21 March = 22
- October = 21 April = 16
- November = 16 May = 22
- December = 12 June = 6
- January = 20



**TOTAL PUPIL DAYS = 177 TOTAL TEACHER DAYS = 179**

- First Trimester ends on November 4th (*Elementary*)
- Second Trimester ends on November 18th (*Secondary*)
- Third Trimester ends on March 9th
- June 8th

### Non School Days Identified

- Non Student Days 
- Staff Development Days 
- Zero Days  11/21-22, 2/16th
- Furlough Days  8/19, 2/13—15th
- STAR Testing 

### Early Release Days: 1:40 pm



- Oct. 6-7th, Nov. 14-18th 
- March 7-9th, June 6-8th 

### Early Release Mondays: 1:40 pm

- Dates: (Usually 2nd/4th Monday)
- 9/12, 9/26, 10/10, 10/24, 11/7, ( )
- 11/28, 12/12, 1/9, 1/23, 2/6, 2/27,
- 3/12, 3/26, 4/16, 4/30, 5/14

Adopted: 4/5/11  
Revised: 5/19/11

JULY 2011				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



AUGUST 2011				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	
		25	26	
29	30	31		







SEPTEMBER 2011				
M	T	W	T	F
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19	20	21	22	23
[26]	27	28	29	30




OCTOBER 2011				
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17	18	19	20	21
[24]	25	26	27	28
31				

NOVEMBER 2011				
M	T	W	T	F
	1	2	3	4
[7]	8	9	10	
				
[28]	29	30		

DECEMBER 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
[12]	13	14	15	16
				
				




JANUARY 2012				
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[9]	10	11	12	13
	17	18	19	20
[23]	24	25	26	27
30	31			

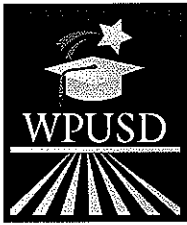
FEBRUARY 2012				
M	T	W	T	F
		1	2	3
[6]	7	8	9	10
				
	21	22	23	24
[27]	28	29		

MARCH 2012				
M	T	W	T	F
			1	2
5	6			
[12]	13	14	15	16
19	20	21	22	23
[26]	27	28	29	30

APRIL 2012				
M	T	W	T	F
2	3	4	5	6
				
[16]	17	18	19	20
23	24	25	26	27
[24]				

MAY 2012				
M	T	W	T	F
				
				
[14]	15	16	17	18
21	22	23	24	25
	29	30	31	

JUNE 2012				
M	T	W	T	F
				1
4	5			
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



# WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 Sixth St., Suite 400, Lincoln, CA 95648  
Ph: (916) 645-6350 • Fax: (916) 645-6356

**Board of Trustees:** Paul Long  
Brian Haley  
Paul Carras  
Kris Wyatt  
Damian Armitage

**Superintendent:** Scott Leaman

August 24, 2011

Re: Healthy School Act of 2000  
Annual Notification Pursuant to Education Code  
Section 17612

Dear Parents/Guardians and Staff Members:

On September 25, 2000, Governor Davis approved Assembly Bill 2260, which established the Healthy Schools Act of 2000. The Healthy Schools Act of 2000 requires that the Western Placer Unified School District annually provide notification to all staff and parents/guardians of the names of certain pesticide products that may be applied at the school sites within the district during the upcoming year. Attached is the list of these pesticide products that the District may use during the 2010-11 school year.

Information concerning any identified pesticide product or any active ingredients in the identified pesticide products may be obtained from the Department of Pesticide Regulation at (916) 445-4300; [www.cdpr.ca.gov.schoolipm.info](http://www.cdpr.ca.gov.schoolipm.info) If you desire notification of the pesticide applications at your school site prior to their use, contact your school office to register for such notifications. 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, active ingredient(s) and the intended date of application.

If you have any questions regarding this issue, please contact the Maintenance Department at (916) 434-5000.

Sincerely,

Joyce Lopes,  
Assistant Superintendent of Business

JL:rk

wp/rk/pesticideletter

# WESTERN PLACER UNIFIED SCHOOL DISTRICT

## PESTICIDE & HERBICIDE USE LIST 2011-2012

The following is a list of products that may be used on District property during the 2011-2012 school year.

<u>CHEMICAL NAME</u>	<u>ACTIVE INGREDIENT</u>	<u>EPA#</u>
<u>PESTICIDES</u>		
EcoEXEMPT KO	Phenethyl Proplonate Euganol	122-70-3 97-53-0
EcoEXEMPT IC2	Rosemary Oil	exempt

### HERBICIDES

Round-Up	Glyphosate	
Surflan	Oryzalin: 3, 5-dinitro-N4Nf-dipropylsulfanilamide	

# INTRADISTRICT ATTENDANCE CHANGE REQUEST

Western Placer Unified School District  
 600 Sixth Street, Suite 400  
 Lincoln, CA 95648  
 Phone: (916) 645-6350 • Fax: (916) 645-6356

New Applicant                      **Please Complete One Form Per Child**                       Renewal

The Board of Trustees of the Western Placer Unified School District, hereby agree to permit the within named student, while residing in the \_\_\_\_\_ School attendance area, to attend \_\_\_\_\_ School during the school year ending June 30, 20\_\_\_\_ subject to the following terms:

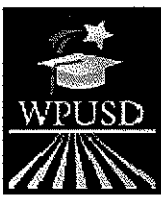
1. **Student will maintain good attendance and proper behavior as determined by the principal of the school of attendance.**
2. **No transportation will be provided except as required by P.L. 107-110, Section 116 and Board Policy 5116.**

STUDENT	PARENT/GUARDIAN
Name: _____	Name: _____
DOB: _____ Current Grade: _____	Physical Address: _____
Grade Next Year: _____	Mailing Address: _____
Reason for Request: _____	City, State, ZIP: _____
_____	Home Phone: _____
_____	Work Phone: _____
_____	Other: _____
Parent Signature: _____ Date: _____	

### THIS SECTION FOR SCHOOL/DISTRICT USE ONLY

Granted: _____		Date: _____
Denied: _____	_____	_____
	PRINCIPAL (Releasing School)	
Granted: _____		Date: _____
Denied: _____	_____	_____
	PRINCIPAL (School of Destination)	
Granted: _____		Date: _____
Denied: _____	_____	_____
	SUPERINTENDENT/DEPUTY SUPERINTENDENT	

1. **Intradistrict Change Requests are valid for one year only and must be applied for each new school year by the last day of the preceding school year. Intradistrict students may be asked to return to their school of residency to permit new students to enroll in their neighborhood school. Shifts will usually happen within the first 10 days of the beginning of the school year, or at the trimester/semester. Exceptions are seen in BP 5116.1.**
2. **Students who are overflowed by the district due to lack of space at their school of attendance and whose parents request an intradistrict transfer to an alternative school to the district-identified overflow school will be considered on a space-available basis. The district-identified overflow school is chosen to guarantee continued enrollment at that school. The district cannot guarantee continued enrollment at alternative sites.**



**REQUEST FOR INTERDISTRICT TRANSFER ATTENDANCE FORM**

\_\_\_\_\_ SCHOOL YEAR

- Out of County
- Placer County Schools
- New Applicant
- Renewal

Please Complete **One Form Per Child**

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Parent/Guardian Address (if different from above) \_\_\_\_\_

Parent/Guardian Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

Resident District Western Placer Unified School District School \_\_\_\_\_

Requested District \_\_\_\_\_ School \_\_\_\_\_

- Reason for Request:
- Child Care \_\_\_\_\_
  - Employment \_\_\_\_\_
  - Other \_\_\_\_\_

*(Attach additional pages if more space is needed.)*

**Terms and Conditions/Standards**

1. This application form must be submitted by any deadline established in each district's policy/regulation. Failure to submit an application by this deadline is good cause for denial.
2. Any false or misleading information provided to support a request may be grounds to deny, revoke or not renew a permit.
3. The terms and conditions to approve or deny an initial request are included in the board policy/regulation of each district but may include space availability, enrolling siblings in the same district and/or allowing students to complete a school year. The decision whether to approve or deny an initial request will be made by each district in accordance with its policy/regulation.
4. Interdistrict transfer students must annually reapply to both districts. The re-application must be approved by both districts in order for students to continue attending school in the district of enrollment.
5. The standards for reapplication are included in the board policy/regulation of each district but may include space availability, district resources, and the enrollment and/or participation in the requested educational program. The decision to renew an existing permit will be made by each district in accordance with its policy/regulation.
6. The terms and conditions for revocation of an existing permit are included in the board policy/regulation of each district but may include violation of district and/or school rules, and/or failure to demonstrate acceptable academic performance, attendance and/or behavior. Any decision to revoke a permit may be made by each district in accordance with its policy/regulation.
7. Transportation to and from school is the responsibility of the parent/guardian.
8. Student athletes must check the CIF eligibility rules before submitting their application.
9. No financial obligation shall be incurred by the district of residence for services rendered under this permit.

*Upon the full execution of this application form, the terms and conditions/standards listed in 1-9 above will form the interdistrict attendance agreement between the districts.*

PLEASE INITIAL HERE THAT YOU HAVE READ THE INTERDISTRICT ATTENDANCE REQUEST PARENT HANDBOOK \_\_\_\_\_  
Are you currently under an expulsion order?  Yes  No If Yes, from which school/district? \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Signature)*

**FOR RESIDENT S.D. OFFICE USE ONLY**

Granted \_\_\_\_\_ Denied \_\_\_\_\_

Requested District Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Revised: 3/2011

**FOR REQUESTED S.D. OFFICE USE ONLY**

Granted \_\_\_\_\_ Denied \_\_\_\_\_

Requested District Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **DISTRICT RESPONSE**

The district of residence will review the request for the current school year and take action within thirty (30) days or you have the right to appeal directly to the Placer County Board of Education (PCBOE). In WPUSD, the Superintendent will review the form and will contact you with an approval or denial based on the reasons stated on the form.

### Approval of Interdistrict Request

If approved, the form is submitted to the receiving district. If approved by the receiving district, the student may be enrolled in the new district. If denied by the receiving district, the parent has the right appeal to the PCBOE.

### Denial of Interdistrict Request

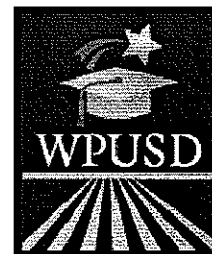
If denied, the parent may request in writing an appeal of the decision before the WPUSD school board. This appeal is heard at the next available board meeting in closed session. This gives parents/guardians the option to address the board directly with their reasons for requesting the interdistrict transfer. After the closed session, the board will vote in open session whether to accept or reject the appeal. If the parents do not appeal the decision, the child's assigned district will be WPUSD or the parents may request an appeal hearing with the PCBOE.

## **APPEAL TO THE PLACER COUNTY BOARD OF EDUCATION**

You may contact the Placer County Office of Education at (530) 889-8020 and request information for appealing the decision to the board of education. The PCBOE has a parent handbook to assist with the process at the county level. Denials from the WPUSD school board based on establishing residency through parent/guardian employment are not eligible to be heard by the PCBOE because WPUSD currently exceeds the amount of students exiting through this law. The PCBOE will approve the appeal allowing the student to enroll in the new district, or will deny and uphold the decision of the local school board. The forms must be filed with PCBOE within 30 days of the date you received notification from either district that your request was denied. Board action regarding the appeal is final.

Students who are under consideration for expulsion or who have been expelled pursuant to Sections 48915 and 48918, may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending, or during the term of the expulsion.

# California High School Exit Examination 2011–12



## Notice to Parents, Guardians, and Students

All California public school students, except eligible students with disabilities (see Students with Disabilities section), are required by state law to satisfy the California High School Exit Examination (CAHSEE) requirement, as well as all other state and local graduation requirements, to receive a high school diploma. All students who must meet the CAHSEE requirement, including English learners, will take the examination for the first time in grade ten. Students who do not pass the examination in grade ten will have additional opportunities in grades eleven and twelve to retake the part(s) not passed. More information about CAHSEE testing guidelines can be found on the California Department of Education (CDE) CAHSEE Administrative Documents Web page at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>. Students with disabilities who are eligible for the exemption are required, in grade ten only, to take the CAHSEE to meet state and federal requirements, but not as a condition of graduation.

## Subjects Covered on the CAHSEE

The examination consists of two parts: (1) English–language arts (reading and writing) and (2) mathematics. All questions are aligned to California’s content standards adopted by the State Board of Education (SBE). The English–language arts portion of the CAHSEE tests California’s English–language arts content standards through grade ten and the mathematics portion tests mathematics content standards from grades six and seven, and Algebra I. More information about the content standards covered on the examination can be found by downloading the CAHSEE exam blueprints located on the CDE CAHSEE Program Resources Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

## Requirements for Passing the CAHSEE

Students must earn a score of 350 or higher on each part of the CAHSEE (English–language arts and mathematics) to pass the examination. Students do not need to pass both parts of the examination during the same test administration to satisfy the CAHSEE requirement.

## Students with Disabilities

Eligible students with disabilities are exempt from the requirement to pass the CAHSEE as a condition of graduation from high school (California Education Code [EC] Section 60852.3). An eligible student, as defined in the law, is a student with an individualized education program (IEP) or Section 504 plan that indicates that the student has satisfied or will satisfy all other state and local requirements to receive a high school diploma on or after July 1, 2009. Eligible students with disabilities are required, in

grade ten only, to take the CAHSEE to meet state and federal requirements, but not as a condition of graduation.

The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student’s IEP or Section 504 plan for use on the CAHSEE, standardized testing, or for use during classroom instruction and assessments.

Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed. Eligible students with disabilities, who wish to meet the CAHSEE requirement by passing the examination and have earned the equivalent of a passing score while taking the CAHSEE with

### **How long will the exemption last?**

EC Section 60852.3 states that this exemption shall last until the SBE makes a determination that alternative means, by which an eligible student with a disability may demonstrate the same level of academic achievement in the content standards required for passage on the CAHSEE, are not feasible or that alternative means are implemented. On July 14, 2010, the SBE determined that alternative means are feasible and on February 9, 2011, adopted permanent regulations extending the implementation date to July 1, 2012. The exemption from meeting the CAHSEE requirement remains in place until alternative means are implemented.

a modification, may choose to apply for a local waiver of the CAHSEE requirement from their local school board. (Although the local waiver option is still in effect, the exemption under *EC* Section 60852.3 eliminates the need for the local waiver for students who are eligible for the exemption.)

More information on exemptions, accommodations, modifications, and the local waiver process can be found on the CDE CAHSEE Frequently Asked Questions Web page at <http://www.cde.ca.gov/ta/tq/hs/faq.asp>.

### Test Variations for Students who are English Learners

Students who are English learners must be permitted to take the CAHSEE with certain test variations if used regularly in the classroom. For example, if regularly used in the classroom, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive 6 months of instruction in reading, writing, and comprehension in English (*EC* Section 60852). During this time, they are still required to take the CAHSEE. All students must pass the CAHSEE in English to receive their high school diploma.

### Testing Dates

The CAHSEE will be administered at the school site during regular school hours on the dates specified in the chart on below. Students in grade ten must take the CAHSEE during the **(March)** 2012 test administration. For grade ten students who are absent, a make-up administration will be offered in **(May)**. Grade eleven and twelve students who have not passed one or both parts of the CAHSEE will be offered the examination on the dates listed in the chart below.

**2011–12 Designated CAHSEE Testing Dates<sup>1</sup>**

English–Language Arts	Mathematics	Administered To
Tuesday	Wednesday	
(Insert date)	(Insert date)	(Insert grade[s] tested)
October 4, 2011	October 5, 2011	12 <sup>th</sup> Grade
February 7, 2012	February 8, 2012	11 <sup>th</sup> , 12 <sup>th</sup> Grades
March 13, 2012	March 14, 2012	10 <sup>th</sup> Grade
May 8, 2012	May 9, 2012	10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> grades

<sup>1</sup> If your school will offer the December 2011 CAHSEE test administration, please specify that the administration will be held on two consecutive Saturdays.

### Additional Information

For the latest information regarding the CAHSEE, please visit the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tq/hs/>. If you have any further questions about the CAHSEE, please contact our school office at **(insert phone number)**.

**PARENTAL NOTIFICATION:  
RIGHT TO TRANSFER FROM A PERSISTENTLY  
DANGEROUS SCHOOL**

United State Code Title 20, Section 7912 requires a school district to allow a student attending a persistently dangerous school, or a student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, to attend a safe public elementary or secondary school within the district. The same code section requires the district to notify all parents and student of these rights and maintain a record of notification and transfers requests.

The Western Placer Unified School District has no schools that are designated persistently dangerous. This notification is a requirement of federal law.

**Western Placer Unified School District  
Uniform Complaint Procedure  
Annual Notification**

The school district and county office have adopted policies regarding the Uniform Complaint Procedure. Copies may be obtained from the school district and the county office. Pursuant to a complaint filed pursuant to these policies, the school district or county office will investigate and seek to resolve complaints alleging; unlawful discrimination on the basis of actual or perceived ancestry, age, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance; or failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aide programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.

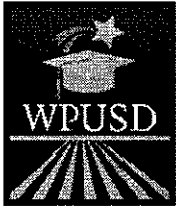
Any individual, public agency, or organization alleging a violation of state or federal statutes, may file a written complaint with the Superintendent of the school district or county office. Discrimination complaints must be filed no later than six (6) months from the occurrence or when the complainant first had knowledge of the facts of the alleged discrimination. Prior to the initiation of a formal investigation, mediation may be discussed with the complainant as a possible means of resolution. Civil remedies may be available. Appeal and review procedures may be pursued through local, state, or federal agencies, offices, and/or courts.

The local agency is primarily responsible for compliance with federal and state laws and regulations. [T5CCR 4620]

The local educational agency complaint procedures are available free of charge.

For more information regarding these Uniform Complaint Procedures or assistance with the process, please contact the school district or the county office. The person responsible for receiving complaints for Western Placer Unified School District is:

Mr. Ryan Davis  
Director of Human Services  
Western Placer Unified School District  
600 Sixth Street, Suite 400  
Lincoln, CA 95648  
Phone: (916) 645-6350  
Fax: (916) 645-6356  
Website: [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us)



## WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 Sixth St., Suite 400, Lincoln CA 95648  
Ph: (916) 645-6350 • Fax: (916) 645-6356

*Board of Trustees:* Paul Long  
Brian Haley  
Paul Carras  
Kris Wyatt  
Damian Armitage

*Superintendent:* Scott Leaman

August 24, 2011

### RE: ATTENDANCE

Dear Parent/Guardian:

Your child's education is extremely important to all of us. We know that you recognize the importance of developing strong attendance habits and that you value your child's education as one of the critical building blocks to ensuring his/her successful future. We likewise value your child's education, and wish to do everything that we can to ensure that your child is successful for the coming school year.

Western Placer Unified School District has an admirable attendance rate – 95.5%. However, hidden within that positive bit of information is the fact that some of our students are not attending school regularly. When a student misses more than 9 – 10 days a school year, s/he is considered to be chronically absent. When a student is absent, s/he misses the instruction that is taking place and is at risk of having incomplete areas of learning. A tardy of more than 30 minutes is considered an absence.

In addition to the impact of absences on student learning, there is also a fiscal impact. Last year, our district lost \$1.395 million in state funding due to student absences. This is funding that cannot be made up. Whether a student is absent for illness, vacation, family business or other reason, the state does not reimburse the district for the cost of educating that student for that day of absence.

We understand that illness and mishaps do occur and that there are days that a student cannot and should not attend school. However, we are asking our families to make every effort this year to have your children at school whenever possible. We encourage you to schedule family vacations and special events on non-school days to prevent absences from occurring. If your child has a chronic health problem, please make sure to contact your building principal and ask to communicate with one of our District Nurses to develop a Health Plan. **We will be communicating with families this year when a child reaches the point of having 5, 10 and 14 excused absences for illness, to highlight the importance of regular school attendance. (This includes tardies of greater than 30 minutes.)** We will also be enforcing Education Code 48260 requirements regarding unexcused absences and truancy. (See additional SARB letter enclosed). A student who is absent from school without a valid excuse for three days or tardy in excess of thirty minutes or more on three or more days in one school year is considered to be truant. Such a situation would activate the Placer County Office of Education and WPUSD School Attendance Review Board (SARB) processes.

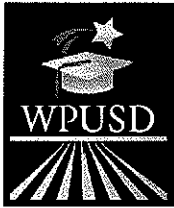
Thank you for your support of your child's education. We look forward to our continued partnership of providing the best education possible to your child.

Most sincerely,

Mary Boyle  
Deputy Superintendent of Educational Services

First Day Packet – Attendance Letter  
6/30/2011





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**Board of Trustees:** Paul Long  
Brian Haley  
Paul Carras  
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**Superintendent:** Scott Leaman

August 24, 2011

**RE: SARB**

Dear Parents:

The Western Placer Unified School District is dedicated to academic achievement and success for all students. Regular attendance is an integral part of that success. Many parents are unaware that going "out of town" with their children during school is an unexcused absence, as are "family emergencies." In both cases, planning ahead can avoid unexcused absences and possible actions by the District School Attendance Review Board (S.A.R.B.)

State law states that absences are excused only if the child is ill or there is a death in the immediate family (1-3 day limit). All other absences are unexcused. Any tardy over 30 minutes, except for medical reasons is also unexcused. If your child has three unexcused absences and/or tardies, he or she will be considered truant.

The procedures for dealing with truancy issues in the district are as follows:

- **First Notification of Truancy or Excessive Absence** letter is mailed to parents on the 3rd unexcused absence.
- **Second Notification of Truancy or Excessive Absence** letter is mailed to parents on the 4<sup>th</sup> unexcused absence.
  - School administration will meet with parents and student in an attempt to resolve the attendance problem.
- **Third Notification of Truancy or Excessive Absence** letter is mailed to parents on the 5<sup>th</sup> unexcused absence.
- **Notification of Habitual Truancy** letter is mailed to the parents on the 6<sup>th</sup> unexcused absence.
- Upon issuance of the 4<sup>th</sup> (Notification of Habitual Truancy) letter, a referral will be made to the District Welfare & Attendance Officer. At this time a S.A.R.B. meeting will be scheduled with the parents and the student.
- During the S.A.R.B. meeting, the goal is to identify a solution or appropriate resources for resolving the student's attendance problem. At this point, the student will be placed on an Attendance Contract, which will be in force the remainder of the school year.
- Violation of the Attendance Contract may result in the student being referred to the Placer County Community School.

Student and parents must understand that school attendance is not a matter of choice but is a mandate. The district's goal is to assist students and families in alleviating the factors that interfere with their compliance with this matter, and insure a successful educational program.

Please work with your school administration to remedy any early attendance issues which arise in the new school year.

Sincerely,

Mary Boyle,  
Deputy Superintendent of Educational Services



# **Western Placer Unified School District**

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## **PARTICIPATION OF FOODS SERVED IN THE CLASSROOM**

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Frequently throughout the school year, there are classroom birthday parties, celebrations and cultural experiences which involve food. Often, the food for these observances comes from homes and is not prepackaged or prepared in school kitchens. Although we have never had a problem with food prepared at local homes, it does not preclude a problem in the future.

Children enjoy sharing in the classroom, but if you would prefer your child not partake in homemade edibles, please let us know.

Be advised parents may provide a personal snack alternative should they choose to exclude their child from a site food activity.

This is a parent choice, However we recommend you discuss this issue with your child, the child's teacher, or the site principal if you have any questions.

District guidelines request parents notify the schools when they prefer their children **NOT** partake of foods served in the classroom provided for classroom celebrations, birthdays, holidays or cultural experiences. If you **Do Not** want your child to partake in foods served in the classroom, please indicate this on the WPUSD Parent Receipt and Acknowledgement Form #4.

This form must be on file at your child's school site so the classroom teacher can honor your wishes.

## **PERTUSSIS (WHOOPING COUGH) BOOSTER SHOT NOW REQUIRED FOR STUDENTS ENTERING GRADES 7 – 12**

For the coming 2011 - 2012 school year, a new California law (AB354) will require that **all** incoming 7<sup>th</sup>-12<sup>th</sup> graders have a pertussis (whooping cough) booster shot, called Tdap, before entering school. This shot is routinely recommended for children ages 10 and older. Families have received written communication and monthly voice mailing messages about this new law since February. Information is also available on the district website at [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us). Middle and high school offices will accept the proof of immunization through the middle of June and again beginning August 10. **Students in grades 7 – 12 who do not have proof of immunization WILL BE EXCLUDED FROM SCHOOL IN THE FALL.**

Pertussis (whooping cough) is a very serious illness and is the only disease that remains widespread in California despite high levels of vaccination in early childhood. The pertussis booster vaccine will protect public health and will reduce the rate of infection among adolescents and adults. Families will need to contact their child's doctor to schedule an appointment for their children in these grade levels or contact the Placer County Community Health Immunization Program at 530-889-7125.

En Español:

Una nueva legislación requiere que TODOS los estudiantes de los grados 7-12 EL PRÓXIMO AÑO muestren prueba de haber recibido el refuerzo de la vacuna T-dap antes de comenzar la escuela en el Otoño. Si no tiene la vacuna, no podía venir a la escuela. Si usted tiene preguntas acerca de la vacuna T-dap, por favor llamar a Karen Klayman al 539-889-7125. Muchas Gracias.