

San Luis Coastal Unified School District

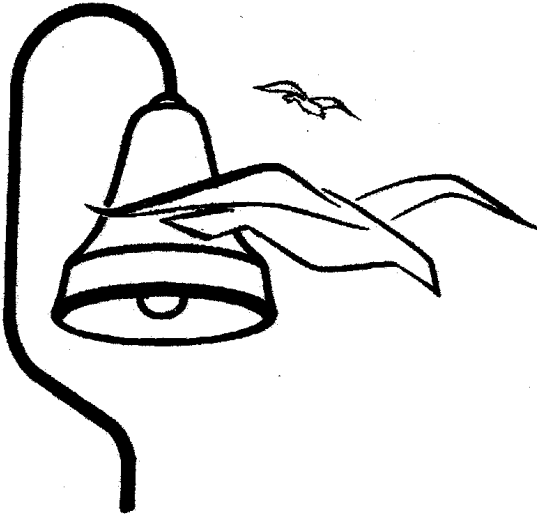
Parents' Booklet of Information For 2009-2010

Notification of Official Information Student Acceptable Use of Technology Policy Student Conduct Code

1500 Lizzie Street
San Luis Obispo, California 93401-3062
805-549-1200
www.slcusd.org

Education Code 48982 requires that the parent or guardian acknowledge that s/he has received, read, and understands the information contained in this annual publication by signing the Student Information Card provided by the student's school at the time of the student's school registration.

San Luis Coastal Unified School District



Dear Parent or Guardian:

We welcome your child to the 2009-2010 school year in the San Luis Coastal Unified School District. Our goal is to provide students with the best opportunity to realize their personal ambitions. Our elementary schools provide children with a solid foundation of basic skills and the initial experiences of critical thought; our middle schools are about seeing, doing, and exploring in the context of core subject matter and rigorous standards; and our high schools build upon that commitment to excellence to prepare our students both for higher education and the world of work.

As required by law, I wish to notify you, as parents/guardians of students enrolled in our schools, of your rights and responsibilities. I ask, therefore, that you take a few minutes of your time to carefully review the information in this booklet. If you have any questions regarding this information, please feel free to contact your school principal or our district office.

Sincerely,

Edward T. Valentine

*Edward T. Valentine, Ed.D.
Superintendent*

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PARENTS' BOOKLET OF INFORMATION

As the parent of a student in the San Luis Coastal Unified School District, you have many rights and responsibilities. This booklet talks about many of those and the laws and policies which cover them. Please read this booklet and acknowledge that you have received, read, and understand its contents by signing the Student Information Card provided at the time of your child's registration.

PARENT RIGHTS AND RESPONSIBILITIES [E.C. 51101; BP 5020]

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled.
2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal.
3. Under supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests.
6. To request a particular school for their child and to receive a response from the district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of the class(es) in which their child is enrolled.
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. For parents/guardians of English learners, to support their child's advancement toward literacy.
11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts.
12. To have access to the school records of their child.
13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish.
14. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
15. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision.
16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
17. To refuse to submit or to participate in any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan, and to inspect any survey collecting personal information.
18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations.
19. To question anything in their child's record that the parent/guardian believes is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
20. To provide informed, written, parental consent before their child is tested for a behavioral, mental, or emotional evaluation.

Parents/guardians may support the learning environment of their child by:

1. Monitoring school attendance of their child.
2. Ensuring that homework is completed and turned in on time.
3. Encouraging their child to participate in extracurricular and cocurricular activities.
4. Monitoring and regulating the television viewed by their child.
5. Working with their child at home in learning activities that extend the classroom learning.
6. Volunteering in their child's classroom(s) or for other school activities.
7. Participating in decisions related to the education of their own child or the total school program as appropriate.

STUDENT RIGHTS

1. Students have the right to an education in a safe, clean environment.
2. Students have the right to full use of class time for receiving instruction and learning.
3. Students have the right to fair, consistent, and respectful treatment by staff members and other students.
4. If expelled, students have the right to appeal the decision of the Board of Education within 30 days of the decision.
5. Students have the right to free expression. They are free to voice their concerns through student government, student advisory committees, school newspapers, teachers, counselors, and administrators, and any other channel of communication. However, it must be stressed that any expression or communication must not be obscene, libelous, or slanderous; create a clear and present danger of the commission of unlawful acts on school grounds; substantially disrupt or threaten to disrupt the orderly and safe operation of the school; or violate school regulations.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC) [E.C. 35256; AB 1061; BP 0510]

The School Accountability Report Card is updated annually by February 1 to provide parents and the community with important information about each school, the district, and the state. Components of the SARC include school demographic data, academic data, and fiscal and expenditure data, as well as comparisons to district and state data. SARCs are available at the schools, the district office, and on the district's web site at www.slcsd.org.

RESIDENCY REQUIREMENTS [E.C. 48204; AR 5111.1, 5116.1, 5117]

A student shall be deemed to have complied with residency requirements if he/she meets any of the following criteria:

- The student's parent resides within district boundaries.
- The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement.
- The student has been admitted through the district's interdistrict attendance program.
- The student is an emancipated minor residing within district boundaries.
- The student lives with a care-giving adult within district boundaries.
- The student resides in a state hospital within district boundaries.
- The student is confined to a hospital/residential health facility within district boundaries for treatment of a temporary disability.

INSTRUCTIONAL PROGRAM

Pupil Achievement [E.C. 49067, 60641, 5 CCR 863; BP 6162.51]

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in class work and proficiency levels and indicate educational growth in relation to the student's ability, citizenship, and effort. Within 20 working days of receiving results of standardized achievement tests, the parent will be notified of the test purpose, individual score, and intended use.

Teacher Qualifications [NCLB 20 U.S.C. 6311]

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

Availability of Course Prospectus [E.C. 49063, 49091.14; BP 5020]

The Board of Education believes that the education of the district's students is a shared responsibility. In an effort to foster this partnership with parents, the secondary curriculum, including titles, descriptions and instructional aims of every course offered, will be compiled and made available annually. The core curriculum is based on the State content standards and both State and district-adopted instructional materials. Course descriptions and curriculum materials are available at each school site.

Course Selection and Career Counseling [E.C. 221.5, 48980; BP/AR 6164.2]

Secondary students are provided equal career counseling services and course selection opportunities. Parents may participate in these counseling sessions, if they so desire.

English Learners (EL) Program [E.C. 305, 306, 310, 52164.1, 52164.3; BP/AR 6174]

Students whose primary language is one other than English will be assessed, and their parent will be notified as to whether their child has attained fluent English proficiency or has been identified as an English Learner.

Parents of English Learners will receive a letter, within the first 30 days of the beginning of the school year, informing them of their child's English proficiency level, program placement, and general EL Program information. English Learners with English proficiency levels of Beginning through Intermediate will be placed in our Structured English Immersion Program. Those students with English proficiency levels of Early Advanced and Advanced will be placed in our English Language Mainstream Program. Parents of students placed in the Structured English Immersion Program may, at any time, request that their child be placed in the English Language Mainstream Program.

If a parent wants his or her child to learn English within the framework of a program that provides instruction in the student's primary language, he/she may apply for a Parental Exception Waiver. Currently, Pacheco Elementary School provides a Two-Way Foreign Language Immersion Program where students are taught in both English and Spanish, with the goal of having students become bilingual and bi-literate.

Services to Disabled Students [E.C. 26020 et seq., 56040, 56301; 20 USC 1412 (10)(a)(II); 34 CFR 300.121]

The district will locate, identify, and assess all children with disabilities whether enrolled in public or private schools, homeless, or wards of the state who reside within the school boundaries of the district. If a parent has reason to believe his/her child, birth through 21 years, has a disability, the parent should contact the neighborhood school.

Gifted and Talented Education Program [E.C. 522065; 5 CCR 3831; BP 6172]

The governing boards of school districts that elect to provide programs may establish programs for gifted and talented pupils consisting of special day classes, part-time groupings, and cluster groupings consistent with the State Board of Education. These programs shall be planned and organized as an integrated, differentiated, learning experience within the regular school day, and may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, postsecondary education, and enrichment.

Adult School

The San Luis Coastal Adult School provides a wide variety of classes at various school sites. Classes are available throughout the year for adults, 18 years and older. There are programs for adults with disabilities, fitness programs for older adults, English as a second language programs, computer/business education, sewing, cooking, art classes, and more. The catalog can be viewed at www.ae.slcsd.org.

• **Parent Participation**

One very popular program offered through the Adult School is Parent Participation. The goal of this program is to enhance the parenting skills of parents with children from birth to age 8. The program is unique in that parents attend classes with their child or children. The classroom is a learning laboratory where parents join their children in learning age-appropriate play activities indoors and outdoors. During each class, there is time for parents to interact with each other and the teacher to share their parenting challenges and successes. Teacher-led discussion groups provide age-appropriate parenting information and strategies for creating a healthy family environment appropriate to the child's growth and development.

• **Night School**

The Adult School provides concurrent night school classes for high school students who need to retake failed classes in order to graduate. Enrollment in these classes is scheduled through the student's high school counselor.

• **California High School Exit Examination (CAHSEE) Courses**

Students, who have not passed the CAHSEE by the end of 12th grade, may enroll in Adult School classes to prepare for and retake the test. Students are provided opportunities for two years beyond their 12th grade year to earn a high school diploma.

• **General Education Development (GED) Test**

The GED test is available monthly through the Adult School. The Adult School is the only location within San Luis Obispo County to offer the GED test. Free classes are available to assist students in preparing for the test.

Library Materials Replacement

Students who lose or damage library materials will pay the current cost of an item. Library book processing standards prohibit the school district from accepting donated copies of a library book that has been lost or damaged in lieu of payment.

Religious Beliefs and Personal Moral Convictions [E.C. 46014, 48980, 51240; BP/AR 5113]

When any part of the instruction in health or family life education conflicts with a parent's religious training, beliefs, or personal moral convictions, the student shall be excused from such instruction if the parent submits a written request. Pupils, with the written consent of their parents, may be excused from school in order to participate in religious exercises/instruction on no more than four days per school month.

Comprehensive Sexual Health Education and HIV/AIDS Prevention [E.C. 48980, 51933, 51934, 51938; BP/AR 6142.1]

In the district's California Comprehensive Sexual Health and HIV/AIDS Prevention classes, written and audio-visual educational material will be used and will be made available for parental inspection prior to the start of classes. Parents have a right to request, in writing, that their student not attend these classes, and parents may withdraw this request at any time. The district ensures that all pupils receive sexual health instruction from staff and consultants adequately trained in appropriate courses. If material is taught by a consultant or in an assembly, parents will be given the dates, names of organizations, and affiliation of speakers, or will receive notice at least 14 days prior to the dates of the class or assembly. This instruction will emphasize sexual abstinence and abstinence from intravenous drug use as the most effective means for HIV/AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils in overcoming peer pressure and development of effective decision-making skills to avoid high-risk activities. During this class, students in grades 7 through 12 may be asked to anonymously, voluntarily, and confidentially complete evaluation and research tools such as surveys, tests, or questionnaires, measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing of this and will be given the opportunity to review the material. Parents may request in writing that their child not participate in any or all of these activities.

Alcohol, Tobacco, and Other Drug (ATOD) Education

The district has policies and regulations which address prevention, intervention, and enforcement procedures related to alcohol, tobacco, and other drug use. Specific information related to regulations is available in each school's student handbook. Copies of policies and regulations may be obtained from the school principal or the Student Services Department at 549-1218.

Right to Refrain from Harmful or Destructive Use of Animals [E.C. 32255-32255.6]

If a student chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon a project to provide the child an alternate avenue for obtaining the information required by the class. The parent must submit a written and signed note stating the child's objection.

College Admission Requirements [AB 428]

The following guidelines indicate the minimum requirements for admission into a University of California or a California State University:

- a. History/Social Science - 1 year World History and 1 year US History or 1 year World History and 1/2 year US History and 1/2 year American Government.
- b. English - 4 years college prep English
- c. Mathematics - 3 years college prep math, at least up to the level of Algebra II
- d. Laboratory Science - 1 year Biology and 1 year (Physical Science or Chemistry)
- e. Languages Other Than English - 2 years of the same language
- f. Visual and Performing Arts (VPA) - 2 related courses (equaling 1 year of study) of drama/theatre, music, or visual arts (i.e. Ceramics I and II)
- g. College Preparatory Elective - 1 year of any college prep elective that satisfies the a-f requirements

In addition, all course work listed above must have received a grade of C or better. There is, however, a validation process for mathematics and languages that allows a student to replace a D grade with an A-C grade in a higher level course.

Career Technical Education (CTE)

The CDE defines CTE as: Organized educational activities that provide coherent, rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions. CTE provides technical skill proficiency, an industry-recognized credential, a certificate or a degree, and includes competency-based applied learning that contributes to students' academic knowledge, higher-order reasoning and problem-solving skills, attitudes toward work, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship. The Internet address where pupils can learn more about CTE is <http://www.cde.ca.gov/ci/ct/>.

Alternative Schools [E.C. 58500, 58501; BP/AR 6181]

California law authorizes all school districts to provide for alternative schools. A copy of the Notice Regarding Alternative Schools shall be posted in each school in at least two places normally visible to pupils, teachers, and visiting parents for the entire month of March in each year. An alternative school is defined as a school or separate class group within a school which is operated in a manner designed to:

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

Advanced Placement Examination Fees [E.C.48980, 52244]

State funding is available for eligible economically disadvantaged high school pupils to reduce the costs of Advanced Placement exam fees. Advanced Placement students can request this information from a teacher or school counselor.

University Campuses Facilities [E.C. 17288]

Although University of California and California State University buildings are required to conform to the rigorous standards of the Uniform Building Code, the buildings on the university campuses may not meet Education Code requirements for structural safety.

California High School Exit Exam (CAHSEE) [E.C. 37254, 48980, 60850; AR 6146.1]

In addition to all other graduation requirements, students are required to pass both the English and mathematics sections of the CAHSEE to receive a high school diploma. If they do not pass while in high school, eligible students will be offered intensive instruction and services for two consecutive years after high school or until they pass the exam, whichever comes first.

- Grade 10 students may take the CAHSEE once per school year.
- Grade 11 students may take the CAHSEE up to two times per school year.
- Grade 12 students may take the CAHSEE up to three times per school year. Depending upon approval of the Budget Act, grade 12 students may be allowed up to five opportunities.
- Adult School students may take the CAHSEE up to three times per school year.

At the time of printing, CAHSEE tests for 2009-2010 are scheduled as follows:

July 28 and 29, 2009	Adult School
October 6, and 7, 2009	Grade 12 and Adult School
November 3 and 4, 2009	Grades 11, 12, and Adult School
February 2 and 3, 2010	Grade 12 and Adult School
March 16 and 17, 2010	Grades 10, 11, 12, and Adult School
May 11 and 12, 2010	Grade 10 (make-up only), Grade 12, and Adult School

The Uniform Complaint Procedure is to be used to resolve any deficiencies related to the intensive instruction and services provided to students who have not passed the CAHSEE.

Notice of Proficiency Examination [E.C. 48412; 5 CCR 11523; BP/AR 6146.2]

Any person 16 years of age or older, or who has been enrolled in the 10th grade for a year, or is currently enrolled in the final semester of 10th grade, may be granted a Certificate of Proficiency by the California Department of Education (CDE) if s/he passes the performance tests established by the CDE. The principal of each school maintaining 11th and 12th grades will distribute to each student announcements about the California High School Proficiency Examination.

California English Language Development Test (CELDT) Results [E.C. 52164.1, 52164.3; CCR 11511.5]

All parents of English Learners and Fluent English Proficient students will be notified in writing of their child's initial English language proficiency assessment results. Additionally, if reassessment is necessary, parents will be notified of the results. Thereafter, parents of English Learners will be notified annually of their child's English language proficiency assessment results within 30 calendar days following receipt of results from the test contractor.

ATTENDANCE

Absences [E.C. 46010, 46010.1, 46014, 48205, 48980; BP/AR 5113, 6142.1, AR 6154]

Students have only one chance to get a great education. Children cannot learn if they are not in school. It is essential that students attend school. Teachers build a child's education one day at a time, so every day is essential. If the student has an appointment during the school day, he/she should attend school for part of the day, before or after the appointment. In elementary, middle, and high school, moving ahead, or even graduation, can be put in jeopardy if too many school days are missed. A parent should work with the teacher if a child must miss school by getting student's homework assignments and reviewing the work. A pupil absent from school, whose absence is excused, shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

A pupil shall be excused from school when the absence is:

- Due to illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending funeral services of a member of his/her immediate family, as long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California;
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent;
- 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/her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent and approved by the principal or designee pursuant to uniform standards established by the Board of Education.
- For the purposes of serving as a member of a precinct board for an election pursuant to Elections Code 12302.
- Participation in religious instruction or exercises in accordance with district policy.
- For confidential medical services.
- College visitations.
- Serious illness in a student's family.

Parental Consequences for Student Non-Attendance [E.C. 48293]

Any parent who fails to ensure his/her student's attendance in school, unless excused or exempted, is guilty of an infraction and can be punished as follows: \$100 for first conviction; \$250 for second; and \$500 for third, if the parent has willfully refused to comply. In lieu of a fine, a parent may be placed in a parent education or counseling program.

Attendance Options [E.C. 48301, 48306, 48308, 48314]

It is the intent of the Legislature that the governing board of each district annually share the opportunity for existing school choices and review the enrollment options available to pupils within their districts and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California pupils. In school districts of choice, priority can be given to children of military personnel.

• **Intradistrict, Open Enrollment, and Administrative Transfers** [BP/AR 5116.1]

Parents of students who reside within district boundaries may apply for enrollment in any district school. During the **Open Enrollment** period, March/April, parents may apply for enrollment in another district school by completing an Open Enrollment

Transfer Request form. The form is turned in at the current school of residence and the request is processed through Educational Services for the following school year. Once enrolled, the student will not have to apply for readmission to this school of choice. At all other times of the school year, a parent may request an **Administrative Transfer** through the principal of the student's school. The request is reviewed by the "receiving" principal in consultation with the "sending" principal to determine if the request can be accommodated.

- **Interdistrict Transfers** [BP/AR 5117]

The Board of Education recognizes that the district may be capable of serving students from other districts. Requests from non-district students to attend school in San Luis Coastal are initiated annually in the district of residence. Based on space availability in appropriate class and student's prior conduct, requests are approved or denied. These transfers can be withdrawn for reasons of excessive truancy or continual disruption of the educational program.

The Board also recognizes that students who reside in San Luis Coastal may choose to attend school in another district. Requests for this type of interdistrict transfer are submitted annually to Educational Services in the spring to facilitate school registration for the following school year.

- **Attendance Where Caregiver Resides** [E.C. 48204(d); AR 5111.1, 5111.11]

A pupil who lives in the home of a care-giving adult located within the boundaries of the school district shall be considered a resident of that school district. Execution of an affidavit under penalty of perjury by a care-giving adult is sufficient basis for a determination that the pupil lives in a caregiver's home, unless the school district determines from actual fact that the pupil is not living in the caregiver's home.

- **Attendance in District in Which Parent is Employed** [E.C. 48204(b)]

A school district may deem a pupil to have complied with the residency requirements for school attendance in the district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that district.

- **Home and Hospital Instruction** [E.C. 48206.3, 48207, 48208, 48980; AR 6183]

It shall be the primary responsibility of the parent of a pupil with a temporary disability to notify the school district in which the pupil is deemed a resident that educational instruction may be necessary in the student's home or a hospital. If, due to a temporary disability, a child is in a hospital or other residential health facility located outside his/her school district, he/she may be eligible to attend the school district in which the hospital is located.

STUDENT USE OF TECHNOLOGY [BP/AR 6163]

The Board of Education 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. The superintendent or designee shall notify students and parents about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using district technical resources.

Online Services/Internet Access [20 USC 7001, 47 USC 254, BP 6163]

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.

The Board desires to protect students from access to harmful matter on the Internet or other online 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 shall also establish regulations to address the safety and security of students when using other forms of direct electronic communication. Staff shall supervise students while they are using online services and may ask teacher aides and student aides to assist in this supervision.

Before using the district's online resources, each student and his/her parent shall sign and return the Student Information Card acknowledging they have received, read, and understand the Student Technology Acceptable Use Agreement and that the student and his/her parent shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

The district maintains ownership of all technical resources. "Technical resources" are defined as the network hardware, network servers, computers and other equipment, software, and all electronic files associated with, or residing on, equipment including, but not limited to, all files residing on user's accounts.

Student Acceptable Use of Technology Policy [BP/AR 6163] E.C. 48980

I. District Responsibilities

- A. The Director of Information Services and Technology is responsible for administering San Luis CoastalNet, its use and maintenance, and for recommending guidelines and limits for such use and maintenance.
- B. The site principal will serve as the site-level coordinator for San Luis CoastalNet and is responsible for ensuring adequate student supervision. Site principals and department administrators will also be responsible for maintaining annual notifications signed by parent/guardians, and students.

II. Access to San Luis CoastalNet

- A. Board Policy 6163.4 and the district's disciplinary code will govern student use of San Luis CoastalNet.
- B. Educational Purpose
San Luis CoastalNet is to be used for educational purposes. The term "educational purpose" means that the network will be used for classroom activities, teacher-directed activities, library-related research, or career development.
- C. District Ownership
The district maintains ownership of all technical resources that comprise San Luis CoastalNet. "Technical resources" are defined as network hardware, network servers, computers and other equipment, software, information services, and all electronic files associated with or residing on San Luis CoastalNet equipment, including, but not limited to, all files residing on users' accounts. System access, including all files and e-mail, is available to the Superintendent / designee, should the need arise.
- D. Student Access
Students may have access to San Luis CoastalNet to access the internet. Passwords will be used by students for security purposes. Students are not permitted access to the district e-mail system, unfiltered e-mail accounts, nor social networking sites. Under special circumstances and with Superintendent / designee approval, students may be given access to a teacher-administered, filtered classroom e-mail account.

III. Parental Notification and Responsibility

- A. At the beginning of each school year, the district will notify parents/guardians about San Luis CoastalNet and the policies governing its use. Parents/guardians and students are to sign notification that they have received, read, and understand this information and return the acknowledgement to their school. Parents/guardians may request alternative activities for their child(ren) that do not require Internet access.
- B. Board policy and administrative regulations contain restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district encourages parents/guardians to specify to their child(ren) what material is and is not

acceptable for their child(ren) to access through San Luis CoastalNet, subject to district policies and regulations.

- C. The district provides students and parents/guardians with guidelines for student safety while using the Internet.
- D. Parents/guardians are responsible for monitoring their students' use of the Internet if they are accessing San Luis CoastalNet from a remote location.

IV. District Limitation of Liability

- A. The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through San Luis CoastalNet will be error-free or without defect. The district will not be responsible for any claims, damages, or injury of any nature whatsoever, which users may suffer as a result, whether directly or indirectly, of use of the San Luis CoastalNet, including, but not limited to, personal injury, emotional distress or suffering, or the loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of San Luis CoastalNet, including, but not limited to, the purchase of products or services.

V. Due Process

- A. The Superintendent/designee may terminate the account privileges of any user without prior notice.
- B. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through San Luis CoastalNet.
- C. In the event there is an allegation that a student has violated the district's policies, the district's disciplinary code will be followed.
- D. Major violation of the district's policies by a student may result in loss of use of all computing equipment and Internet access, even if this causes the student to fail a class. The student may be able to regain computing privileges the following school year. If the alleged violation also involves a violation of other provisions of the district's disciplinary code, the violation will be handled accordingly.

VI. Search and Seizure

- A. All students should be aware that electronic files are not private or secure, including those residing on PCs, laptops, district network drives, hard drives, or any personal storage devices, such as thumb drives, etc.
- B. The Superintendent/designee may monitor the district's technological resources, including e-mail, internet files and internet access, at any time without advance notice or consent. Monitoring and access to individual student files may include, but is not limited to, routine maintenance, routine monitoring, and individual searches in the event a violation of district policy is reasonably suspected. Monitoring of the system may lead to discovery that the student has or is violating the district's policies, the district's disciplinary code, or the law.
- C. All students should be aware that all electronic files including e-mail may be discoverable under state public records laws.

VII. Copyright and Plagiarism

- A. District policy/administrative regulations on copyright (AR 6162.6) will govern the use of material accessed through San Luis CoastalNet. Teachers will instruct students to respect copyright and to request permission when appropriate. Copyrighted material may not be placed on the system without the copyright owner's written permission.
- B. District policies on plagiarism will govern use of material accessed through San Luis CoastalNet. Teachers will instruct students in appropriate research and citation practices.

VIII. Internet Services and Safety

- A. The Superintendent/designee shall ensure that all district computers with internet access comply with the federal legislation, Children's Internet Protection Act (CIPA), and enforce a technology protection measure that prevents access to potentially harmful or inappropriate matter, visual depictions that are obscene, or child pornography. The district may monitor student usage of San Luis CoastalNet.
- B. "Harmful matter" includes matter, taken as a whole, which to the average person, applying contemporary 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 (CA Penal Code 313 Harmful Matter).
- C. When using the internet for class activities, teachers will select material that is appropriate to student age level and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the accuracy of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views. However, teachers cannot be expected to preview all sites that the student may encounter while performing educational research.

IX. District Web Site

- A. The district has established a web site and developed web pages that present information about the district. The Director of Information Services and Technology, or his/her appointee, will be designated the Webmaster, responsible for maintaining the district web site.
- B. Schools may establish web pages that present information about the school. The school site principal, in conjunction with the Director of Information Services and Technology, will designate an individual to be responsible for managing the school web site.
- C. With the approval of the school site principal and the Director of Information Services and Technology, extracurricular organizations may establish web pages linked to the district website or classroom web sites. Organization web pages must include the following notice:
"This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the San Luis Coastal Unified School District."

- D. Staff may establish classroom web sites hosted by the district. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content.
- E. Web pages will not contain any commercial advertisements or pointers to sites that are not educational or organization related. Users shall not be directed to sites from which remuneration may be received. The district maintains ownership of all sites, and the Superintendent /designee may remove any or all portions of web page content.

X. Acceptable Use Procedures

- A. Students will limit their use of the system to classroom activities, teacher-directed activities, library-related research, or career development. Use of the system for any other purpose, personal or otherwise, is prohibited.
- B. San Luis CoastalNet users are respectful to other San Luis CoastalNet users, internet users, the network, and equipment. They will respect others' privacy and will only use appropriate language on the network.
 - 1. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - 2. Students will not post private information about another person.
 - 3. Students will not post information that, if acted upon, could cause damage or a danger of disruption.
 - 4. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
 - 5. Students will not knowingly or recklessly post false or defamatory information about another person or organization.
 - 6. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - 7. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
 - 8. Students will not engage in "flaming." Flaming is sending verbally abusive messages to other users.
- C. San Luis CoastalNet users are respectful of the network's resource limits and network security.
 - 1. Students will not download or install any software. This includes, but is not limited to, executables and compressed files or software installed on removable media.
 - 2. Students will not reconfigure or change settings on district technology.
 - 3. Students will not store personal files, including but not limited to images, photos, audio, or video, on the district's technology resources.
 - 4. Students will not store an excessive number of files or utilize excessive amounts of network resources. They will clear out and/or delete excessive files if requested by staff.
 - 5. Students will avoid the inadvertent spread of computer viruses or malicious software by following the district virus protection precautions.
 - 6. Students will notify a teacher or staff member if they have identified a possible security problem. They will not attempt to identify security or system vulnerabilities

nor circumvent system configurations; this may be construed as an illegal attempt to gain unauthorized access.

7. Students will take all reasonable precautions to prevent others from accessing their account by protecting passwords, logging off, locking work-stations, and shutting down at the end of the day.
- D. San Luis CoastalNet student users will only use the network for lawful purposes.
1. Students will not attempt to gain unauthorized access to San Luis CoastalNet or to any other computer system through San Luis CoastalNet. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
 2. Students will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or malicious software or by any other means. These actions are illegal.
 3. Students will not use San Luis CoastalNet to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.
 4. Students are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, or sexually explicit, that advocates illegal acts or violence, or that could be construed as harassment or

disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. If a student inadvertently accesses such information, s/he should immediately notify the teacher, school administrator, or supervisor in charge. This will protect the student against an allegation that s/he has intentionally violated the district's policies.

5. San Luis CoastalNet may not be used for political lobbying, as defined by state statute covering political lobbying.
 6. San Luis CoastalNet may not be used for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.
- E. San Luis CoastalNet students will at all times protect their personal safety.
1. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, Social Security number or other individually identifiable information.
 2. Students will not agree to meet with someone they have met online without parent/guardian approval and participation.
 3. Students will promptly disclose to their teacher, or other appropriate school staff, any message they receive that is inappropriate or makes them feel uncomfortable receive.

STUDENT CONDUCT CODE [E.C. 35291, 48980]

San Luis Coastal strives to maintain an atmosphere in school and at school activities which enhances the potential for success of every student. The Board of Education recognizes that good student conduct is necessary for students to be successful; and, therefore, has adopted Board Policy and Administrative Regulations 5144 and 5144.1 which outline student discipline policies and procedures. The district's commitment to learning includes the following concepts:

- Students must be guaranteed an environment that is safe.
- Mutual respect is the underlying principle on campus and in the classroom.
- Rules are publicized, explained, and equitably enforced.

The following principles apply:

- Good discipline is positive rather than negative in nature.
- Good discipline is always fair, dignified, and good tempered.
- Conferences with the teachers, the principal, and the parents should usually bring about acceptable classroom behavior.
- Disciplinary action shall not directly affect quarter, semester, or trimester grades.

Parents are the best people to set rules and consequences for their children. School rules are derived from the goals of respect for self, property, and others. In enforcing the rules of the state, the district, and the school, staff of each school believe that students must understand that their actions have consequences. As students become responsible for their own behavior, they develop the self-discipline needed to become responsible citizens. The district believes that students must become self-sufficient and productive members of society. The district's goals are to instill in students a loyalty for their country, respect for its laws and traditions, and an understanding of the importance of individual dignity. The rights and privileges of society depend on each individual's sense of social conscience. To ensure the success of students in a school environment, school staff and parents must work cooperatively. Teachers, counselors, and administrators are responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parental support of the school is essential to ensure that students respect and follow the rules and regulations. Parents and students must be responsible for regular school attendance, since students with good attendance are most likely to be successful in school.

It is the policy of the district that all pupils abide by school regulations while at school or at school-sponsored activities, on the way to and from school or school activity, and when otherwise under the jurisdiction of the school. School regulations are not only for the students' own safety, but for the safety of others, and the community as a whole. The consequences for violation of these regulations vary according to the nature of the infraction, the number of violations, and the history of the student. These consequences include alternate means of correction, suspension, and expulsion.

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with district policy and regulations. The school dress codes shall be annually reviewed.

Student Responsibilities and Expectations for Classroom Behavior

From the beginning to the end of class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to arrive to class on time, be prepared to work, and stay on task for the class period. Additionally, students must comply with classroom rules as established by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to improve his/her behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to school counselors and/or administrators. The school will notify parents who will be expected to aid in correcting the behavior.

Parent Liability for Damage [E.C 48904]

E.C. 48904(a)(1) Parents are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and not returned. Parents' liability may be as much as \$10,000 in damages and a maximum of \$10,000 for payment of a reward, if any. The school district may withhold the grades, diploma, or transcripts of the student responsible until such damages are paid, the property returned, or until completion of a voluntary work program in lieu of payment.

E.C. 48904(a)(2) The Superintendent of Public Instruction shall compute an adjustment of the liability limits prescribed by this subdivision at a rate equivalent to the percentage change in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the third quarter of the prior fiscal year. (*Amount provided in December of each year; amount for 2008-2009 was \$16,650.*)

Removal from Class by Teacher/Parental Attendance in Class [E.C. 48900.1(b), 48910, 48925; BP/AR 5144.1]

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in Grounds for Suspension and Expulsion in Board Policy/Administrative Regulations 5144.1. The teacher shall ask the parent or guardian to attend a parent/teacher conference. A school counselor and/or school psychologist may attend the conference. A teacher may require that the parent/guardian of a student removed by the teacher attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. Removal from a particular class shall not occur more than once every five school days.

Standard Disciplinary Procedures

In order to help students understand what is expected of them and the consequences for violation of the rules, the district has developed a Student Conduct Code based on California Education Code. For each offense, there is a consequence ranging from a conference with a site administrator; counselor; or designee for minor misbehavior to suspension for major offenses. For very serious offenses, the school may make an immediate recommendation for expulsion.

Resources

School officials assign consequences for actions which have been identified as inappropriate. In addition, school officials seek solutions to student problems. Resources available include:

- Removal from class
- Parent conferences
- Student Success Teams (SSTs)
- Testing for placement in special programs
- Counseling
- Contract agreements
- Suspension from school activities
- Referral to district counseling services
- Referral to county agencies and community service programs
- Community service
- Referral to School Attendance Review Board (SARB)
- Referral to law enforcement
- Placement in home and hospital program at a physician's request

Definitions of Disciplinary Consequences

- **Detention:** A teacher-supervised period in which a student may be detained for disciplinary or other reasons. This period may not exceed more than one hour after the close of the maximum school day.
- **In-School Discipline Program:** An on-site discipline program which removes the student from his/her regular classes. During this period, the student is monitored by district staff and is responsible for completing all classroom assignments as designated by

his/her classroom teachers. Students in this program are not given the privilege of attending school activities during their period of discipline, but do remain on the school site the length of time designated by the school administrator.

- **Saturday Program:** A district staff-supervised study hall and/or campus clean-up activity scheduled on a Saturday. The Saturday Program may be used in lieu of suspension at the discretion of the school administrator, based on the nature of the offense and what is in the best interest of the school and the student. If a student is assigned to the Saturday Program rather than suspension and does not appear for the Saturday Program, the terms of the original suspension will be in effect.
- **Suspension:** The removal of a pupil from ongoing instruction for adjustment purposes. During the period of suspension, the student is not to attend or participate in school activities.
- **Expulsion:** This is the maximum penalty for a disciplinary violation. A student who is expelled shall not attend any school or alternative instructional program of the district nor attend or participate in school activities within the district for the duration of the expulsion.

Causes for Assignment of Detention or Saturday Program (Secondary)

Consequences of the following minor infractions include the after-school detention, in-school discipline program, or assignment to the Saturday Program:

- **Cut:** (absence from class) A willful absence from a class or classes without the approval of the school.
- **Unexcused Tardiness** (late arrival to class): A student has an incident of unexcused tardiness if he/she is not at an assigned station with books and materials in the classroom when the class is designated to begin.
- Leaving class without teacher permission or leaving school without permission from the Attendance Office.
- Minor infractions of safety rules.
- Minor infractions of attendance office procedures.
- Minor infractions of school and classroom rules.

Student Search [BP 5145.12]

As necessary to protect the health, safety, and welfare of students and staff, school officials may search students, their property, and/or district property under their control, and may seize illegal, unsafe, and prohibited items. The principal or designee shall notify the parent of a student subjected to an individualized search as soon as possible after the search.

Threats

The district takes verbal and written threats very seriously. Staff works cooperatively with the Morro Bay and San Luis Obispo police departments and the County Sheriff's Department on these matters. The district's goal is to ensure that all verbal and written threats are assessed, and when substantiated, disciplinary action applied to the fullest extent of the law.

Release of Student to Peace Officer [E.C. 48906]

If a school official releases a student from school to a peace officer for the purpose of removing him or her from the school premises, the school official shall take immediate steps to notify the parent or a responsible relative of the child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent.

Suspension and Expulsion

Violations of the school's conduct code may result in parent conference, immediate suspension from school, change of placement, referral to other appropriate program, suspension from school activities, recommendation for expulsion, and notification of appropriate law enforcement agency. Suspension from school may be extended if an expulsion hearing is pending. Students with disabilities may be suspended up to 10 consecutive days for a single incident of misconduct.

E.C. 48903(a): Except as provided in subdivision (g) of Section 48911 and in Section 48912, the total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year.

(b): For the purposes of this section, a school district may count suspensions that occur while a pupil is enrolled in another school district toward the maximum number of days for which a pupil may be suspended in any school year.

E.C. 48900(r): A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time including, but not limited to, any of the following:

While on school grounds

While going to or coming from school

During the lunch period, whether on or off campus

During, while going to or coming from a school-sponsored activity

Offenses Warranting Suspension

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines the pupil has committed an act as defined pursuant to the following sections of Education Code:

Physical Injury [E.C. 48900(a)(1)]	Caused, attempted to cause, or threatened to cause physical injury to another person.
Willful Force [E.C. 48900(a)(2)]	Willfully used force or violence against another person, except in self-defense.
Weapons [E.C. 48900(b)]	Possessed sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless the student had previously obtained written permission to possess the item from a certificated school employee and the principal or the principal/s designee. <i>(SLCUSD Note: This includes, but is not limited to, any firearm whether or not loaded or fully operative. Due to the seriousness of this offense, any infraction of this rule in San Luis Coastal Unified School District may result in suspension and/or recommendation for expulsion and notification to police and/or fire marshal.)</i>
Controlled Substances [E.C. 48900(c)]	Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any drug, alcoholic beverage, or intoxicant of any kind. <i>(SLCUSD Note: If this violation reoccurs within one calendar year from date of infraction in San Luis Coastal, a recommendation for expulsion will be made.)</i>
[E.C. 48900(d)]	Unlawfully offered, arranged, or negotiated to sell any drug, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a drug-controlled substance, alcoholic beverage, or intoxicant. <i>(SLCUSD Note: Due to the seriousness of this offense, any infraction of this rule in San Luis Coastal Unified School District shall result in suspension and/or expulsion and notification to police.)</i>
Robbery or Extortion [E.C. 48900(e)]	Committed or attempted to commit robbery or extortion. <i>(SLCUSD Note: Due to the seriousness of this offense, any infraction of this rule in San Luis Coastal Unified School District shall result in suspension and/or expulsion and notification to police.)</i>
Property Damage [E.C. 48900(f)]	Caused or attempted to cause damage to school property or private property, including electronic files.
Theft [E.C. 48900(g)]	Stolen or attempted to steal school property or private property, including electronic files.
Tobacco Use [E.C. 48900(h)]	Possessed or used tobacco, or any products containing tobacco or nicotine products, not including use or possession of prescription products.
Obscenity and Profanity [E.C. 48900(i)]	Committed an obscene act or engaged in habitual profanity or vulgarity.
Drug Paraphernalia [E.C. 48900(j)]	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
Disruption/Defiance [E.C. 48900(k)]	Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.
Receiving Stolen Property [E.C. 48900(l)]	Knowingly received stolen school property or private property.
Imitation Firearm [E.C. 48900(m)]	Possessed an imitation firearm so substantially similar to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
Sexual Assault/Sexual Battery [E.C. 48900(n)]	Committed, or attempted to commit, sexual assault or battery.
Harassment of Witness [E.C. 48900(o)]	Harassed or intimidated a witness in a student expulsion hearing.
Sale of Soma [E.C. 48900(p)]	Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drug Soma.
Hazing [E.C. 48900(q)]	Engaged in, or attempted to engage in, hazing.
Bullying [E.C. 48900(r)]	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
Aiding or Abetting Infliction of Physical Injury [E.C. 48900(t)]	Aided or abetted the infliction or attempted infliction of physical injury.
Sexual Harassment [E.C. 48900.2]	Sexual harassment committed by a student in grades 4 through 12. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact on the individual's academic performance or to create an intimidating, hostile, or offensive education environment.
Hate Crimes [E.C. 48900.3]	Hate violence committed by a student in grades 4 through 12.
Harassment of Other Students or School District Personnel [E.C. 48900.4]	Harassment, threats, or intimidation by a student in grades 4 through 12.
Terrorist Threats [E.C. 48900.7]	Terrorist threats against school personnel or school property valued in excess of \$1,000.

E.C. 48901.5(a): The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

(b): No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

Administrative Regulations 5121: Academic Honesty

Any student who cheats, plagiarizes, or gives or receives information during a test or an assignment shall receive a zero for that test or assignment and may be required to meet with the principal or designee as to the importance of honesty in school work. Parents will be notified and the student may be suspended from school. Any student violating the academic honesty policy on a second occasion within the same school year will not be eligible that school year for any academic award or scholarship and will be referred for additional disciplinary action.

Board Policy 5131: Conduct

Any student who fails to abide by the requirements of the Student Conduct Code shall be subject to disciplinary action. Prohibited student conduct includes, but is not limited to:

- Behavior that endangers other students, staff, and/or self
- Behavior that disrupts the orderly classroom or school environment
- Harassment of other students or staff
- Damage to or theft of property belonging to the district, staff or other students
- Possession, use or sale of alcohol, tobacco or other drugs
- Possession or use of laser pointers, unless approved by the principal
- Profane, vulgar, or abusive language
- Plagiarism or dishonesty in school work or on tests
- Inappropriate dress in violation of a dress and grooming standard
- Tardiness and unexcused absence from school
- Failure to remain on school premises in accordance with school rules

Causes for Mandatory Recommendation for Expulsion

The principal or the superintendent shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off grounds, unless principal or superintendent finds that expulsion is inappropriate, due to particular circumstances:

E.C. 48915(a)(1): Causing serious physical injury to another person, except in self-defense.

(a)(2): Possession of any knife, or other dangerous object of no reasonable use to the pupil.

(a)(3): Unlawful possession of any controlled substance listed in Chapter 2, commencing with Section 11053, of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(a)(4): Robbery or extortion.

(a)(5): Assault or battery as defined in Sections 240 and 242 of the Penal Code upon any school employee.

Causes for Mandatory Expulsion

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

(c)(1): Possessing, selling, or otherwise furnishing a firearm.

(c)(2): Brandishing a knife at another person. (As used in this section, knife means any dirk, dagger, or other weapon with a fixed, sharpened blade, fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. [48915(g)])

(c)(3): Unlawfully selling a controlled substance listed in Chapter 2, commencing with Section 11053, of Division 10 of the Health and Safety Code.

(c)(4): Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(c)(5): Possession of an explosive.

Consequences for offenses against E.C. 48915(c), in San Luis Coastal Unified School District, include: immediate suspension, change of placement, mandatory recommendation for expulsion, and notification of appropriate law enforcement agency.

SEXUAL HARASSMENT [E.C.212.5, BP/AR 5145.7]

E.C. 212.5: "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

(a): Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

(b): Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

(c): The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

(d): Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

The Board of Education is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related

activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists, or otherwise participates in the complaint process established in accordance with district policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of district 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. Such circumstances shall include but are not limited to:

- Age and maturity of the victim and the perpetrator;
- Pervasiveness of alleged harassing conduct (i.e., how many times the act[s] occurred, how many individuals were involved, etc.);
- Prior complaints against the perpetrator.

The superintendent or designee shall ensure that all district students are notified of the policy and procedures regarding sexual harassment. Such information shall include:

- What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.
- A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even when the victim of the harassment has not complained.
- Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall investigate the complaint. If 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 when necessary. In addition, the student may file a formal complaint with the superintendent or designee in accordance with the district's uniform complaint procedures. 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. Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

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

1. Sexual flirtations or propositions
2. Sexual slurs, leering, 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-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a student's access to educational tools
10. Displaying sexually suggestive objects

HEALTH

Student Wellness

The Board of Education recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. Per the Student Wellness policy, the Board discourages the use of candy or other foods of minimal nutritional value in the classroom, encourages consistent health messages between the home and school environment, and actively supports and complies with applicable state and federal regulations as they relate to students suffering life-threatening food allergies. Parents interested in learning more about the Student Wellness policy or how to help support this policy, should contact the school principal or refer to Board Policy 5030. Our *Wellness in Schools Handbook*, a resource binder for school staff and parents, is also available at each school.

Immunizations [E.C. 48216, 49403; H.S. 120365, 120370, 120375; BP/AR 5141.31]

The district shall not unconditionally admit any student to a district school unless the student has presented documentation of full immunization. Students entering the school district in grades kindergarten through grade 12 shall have received the following: measles/mumps/rubella (MMR), diphtheria, tetanus, pertussis, polio, hepatitis B, and varicella. Specific dose and age requirements can be obtained from the school nurse or a local physician's office.

Exemptions from immunization requirements are allowed when the student's parent states in writing that immunization is contrary to his/her beliefs or the student's parent provides a written statement by a licensed physician that the physical condition or medical circumstance of the student are such that immunization is unsafe.

Any student without the required evidence of immunizations may be excluded from school until the immunization is obtained or until the student presents a letter from his/her parent or physician. If there is good cause to believe that the student has been exposed to one or more communicable diseases listed above, the student may be temporarily excluded from school until the County Health Officer deems it safe for that child to return to school.

Oral Health Assessment [E.C. 49452.8]

California law requires children entering kindergarten or first grade, whichever is the child's first year in public school, have an oral health exam by a licensed dentist or other licensed or registered dental health professional. The parent must present a certificate, signed by a dentist or registered dental health professional, by May 31 of the school year that verifies an assessment was performed within 12 months prior to the child entering kindergarten or first grade in a public school. If the child does not receive this exam, the parent must file a waiver stating the reason the certificate was not obtained. This service may be available at little or no cost through insurance provided by the following programs: Healthy Kids Program (540-5177); Healthy Families Program (800-880-5305); or Medi-Cal Program (781-1600 or 888-747-1222).

First Grade Physical Examination [H.S. 124040, 124045, 124085, 124100; AR 5141.3]

State law requires parents of each child enrolling in first grade to provide verification, signed by a physician, that the child received a physical examination within the previous 18 months. If a child does not receive this exam, the parent must provide the district with a waiver stating reasons the child did not receive a physical, or the child may be sent home if the parent fails to provide this verification. Examinations may be available to parents at no cost through the Child Health and Disability Prevention Program. For more information, parents should contact the San Luis Obispo County Health Department, 2191 Johnson Avenue, San Luis Obispo, 781-5502.

Physical Examinations [E.C. 48980, 49451; BP/AR 5141.3]

The parent may file annually with the school administrator a statement in writing, stating he/she will not consent to a physical examination of his/her child. Whenever there is good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and not permitted to return until the school authorities deem it is safe.

Scoliosis Screening [E.C. 49452.5; AR 5141.3]

Every child will be screened for scoliosis (curvature of the spine) at no cost between grades 6 through 8 unless the parent submits a written denial of consent.

Vision and Hearing Testing [E.C. 49452, 49455; AR 5141.3]

Upon first enrollment of a child in a California elementary school, and at least every third year thereafter until the child has completed the 10th grade, the child's vision shall be appraised by the school nurse or other authorized person. The evaluation may be waived, if the child's parents so desire, by their presenting of a certificate from a physician and surgeon or an optometrist setting out the results of a determination of the child's vision, including visual acuity and color vision. The provisions of this section shall not apply to any child whose parent files with the principal of the school in which the child is enrolling, a statement in writing that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depend upon prayer for healing in the practice of their religion.

Medication [E.C. 48980, 49414.5, 49423, 49423.1, 49480; BP/AR 5141.21]

Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a medical physician or surgeon, may be assisted by the school nurse or other designated school personnel, or may carry and self-administer prescription auto-injectable epinephrine, if the school district receives the appropriate written forms from the parent. If a child is on a continuing medication regimen for a non-episodic condition, the parent is required to notify the district designee of the medication taken, the current dosage, and the name of the supervising physician.

Sun Protection [E.C. 35183.5]

Each school shall allow sun protective clothing for outdoor use including, but not limited to, hats. Students may apply sunscreen during the day without a doctor's note or prescription.

Medical and Hospital Insurance for Students [E.C. 48980, 49472]

The district does not provide medical or hospital insurance for individual students. A parent may purchase accident insurance through the district for medical and hospital services covering a child if they choose. The insurance provides coverage while a student is on school grounds or in school buildings during the time the student is required to be there because of attendance during a regular school day; while being transported by the district to and from school or other place of instruction; while at any other place as an incident to school-sponsored activities and while being transported to, from, and between such places. Information on this insurance is distributed annually to parents.

Insurance for Members of Athletic Teams [E.C. 32221.5]

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

Healthy Families Program: 888-747-1222
MediCal Program: 800-880-5305

SISC Supplemental Insurance Program: 800-972-1727
(Contact: Carol Ray)

SCHOOL RECORDS [E.C. 49061(a), 49062, 49063, 49068-49070, 49073; 20 USC 1232g; 34 CFR 99.7; BP/AR 5125.1]

Pupil Records

The parent, or student if 18 or older, has the right to review and inspect the student's school records within five days of a written request. Pupil records are confidential, and privacy will be maintained, except in some instances such as when the student transfers to another school. Pupil records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school site by the office staff, and a log is maintained with the record of individuals who have been permitted access to the record. Board Policy sets forth the criteria by which school officials and employees can look at and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. The parent may have copies made of all or part of the record for 8¢ per single side, or 10¢ per duplexed page. The parent also has the right to file a written request with the superintendent challenging any portion of the record. The parent can also challenge how the request was handled with the district or with the United States Department of Education if he/she thinks there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. The parent will be given an opportunity to meet with the superintendent or designee within 30 days of the challenge to the pupil record. If the challenge is sustained, the changes will be made. If not, the parent can appeal to the governing board, which has final authority. If the parent still has a different opinion, that opinion can be included in the student's record.

CALPADS Participation Disclosure Language

San Luis Coastal Unified School District is participating with the California Longitudinal Pupil Achievement Data System (CALPADS; formerly known as CSIS) program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by CALPADS is in compliance with federal and state privacy and confidentiality requirements.

The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting. Parents have the right to inspect student information maintained by the CALPADS program.

Supplemental Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

Due to recent amendments to FERPA, the San Luis Coastal Unified School District ("District") is issuing this notice to supplement its Parents' Booklet of Information for 2009-2010.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the superintendent or superintendent's designee a written request that identifies the record(s) they wish to inspect. The superintendent or superintendent's designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the superintendent or superintendent's design to amend a record that they believe is inaccurate. They should write the superintendent or superintendent's designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (including, but not limited to, an attorney, auditor,

consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Release of Directory Information

Disclosure, use, and dissemination of students' personal identification information without parent permission is prohibited. However, schools are permitted to release "directory information" to certain persons or organizations including college and military recruiters. Directory information may include a student's name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. The parent may have the district withhold any of this information by submitting a request in writing. In the case of students with exceptional needs, no material can be released without parental consent.

Confidentiality of Disclosed Information

Any information of a personal nature disclosed to a counselor by a student who is 12 years of age or older and who is in the process of receiving counseling from a school counselor, or by a parent of such a student, is confidential. The information shall not be revealed, released, discussed, or referred to except as follows:

- Discussing with health care providers or the school nurse for the purpose of referring the student for treatment;
- Reporting of child abuse or neglect;
- Reporting information to the principal or parents when the counselor has reasonable cause to believe disclosure is necessary to avert a clear and present danger to safety, health, or welfare of the student or school community;
- Reporting information to the principal or other persons in the school as necessary, the parents, and persons outside the school when a crime involving the likelihood of personal injury or significant or substantial property losses will be or has been committed;
- Reporting information to persons specified in a written waiver after the waiver is read and signed by the pupil and preserved in the student's file.

The counselor shall not disclose information deemed confidential to the parent when the counselor has reasonable cause to believe it might result in clear and present danger to the health, safety, or welfare of the student. Counselors shall disclose confidential information to law enforcement agencies when ordered to do so by a court of law, aid in the investigation of a crime, or when ordered to testify in administrative or judicial proceedings. The counselor may confer with other school staff, as appropriate, regarding modification of the student's academic program and career counseling.

Privacy Policy Re: Tests, Surveys, Examinations, Personal Information for Marketing [E.C.51513, 60614; 20 USC 1232h.; NCLB]

Unless the parent, or student if over 18, gives written permission, the student will not be given any test, questionnaire, survey, examination, assessment, analysis, or evaluation about the student's or parent's personal beliefs or practices in politics; mental health; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals close to the family; legally recognized privileged relationships, such as lawyers, doctors, and ministers; income (unless to determine eligibility in a program or for receiving assistance); family life; morality; or religion. Parents may also opt out of their student supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to any of the above.

COMPLAINTS AND DUE PROCESS PROTECTIONS

The district is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents advisory committees, and other interested parties are provided information on how to file a complaint.

Complaints Regarding Discrimination, Exceptional Needs Students, Categorical Programs, Federally Funded Programs

[E.C. 260 et seq., 56501; 20 USC 1681-1688, 42 USC, 2000d-2000d-7; 34 CFR 106.9; BP 0410; Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1974; Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA)]
The district is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on age, ethnicity, race, national origin, sexual orientation, actual or perceived sex, ancestry, religion, color, mental or physical disability, limited English language skills, or because a person is perceived to have one or more of the above characteristics. The district is committed to equal opportunities to all students in all of its educational programs and activities, regardless of gender.

The district shall promote programs that ensure non-discriminatory practices in all district activities. If a parent wants additional details in this regard, or wishes to file a complaint, he/she should contact one of the following Uniform Complaint Officers designated by the Board of Education to receive and investigate all complaints and ensure district compliance with law:

Director of Student Services, Jackie Kirk-Martinez	549-1218
Director of Instructional Services, Rita Delkeskamp	549-1247
Director of Personnel, Rick Robinett	549-1233
Director of Facilities, Operations & Transportation, Brad Parker	596-4105

Mailing address: 1500 Lizzie Street, San Luis Obispo, California 93401-3062

The Uniform Complaint Procedure can be used in cases of alleged discrimination or violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind, State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth Grade Counseling, Tobacco Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act.

Procedures [E.C. 35186, 56500.2, 5 CCR 4622, BP 1312, AR 1312.1, BP/AR 1312.3]

Parents may contact their child's school or the district office to obtain a complete copy of the district's complaint policies and procedures. The complaint procedure can be used for a variety of issues not mentioned above including, but not limited to, employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on his/her own behalf or on behalf of another person or group of people within six months of the occurrence or when the facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence.

The district shall resolve the complaint within 60 days of receipt of written complaint. Timelines may be extended provided there is written agreement from the complainant for such an extension. The following procedures shall be used to address all complaints which allege the district has violated federal or state laws or regulations governing educational programs. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. Upon request to file a complaint, the site or district administrator to whom the request is made shall provide the complainant with:

- A complaint form on which to submit the complaint in writing;
- Instructions for completing the form and the process for complaint resolution; and
- A copy of the board policy and administrative regulations related to Uniform Complaint Procedures.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subject to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The complaint shall be presented to the appropriate compliance officer who shall maintain a log of complaints received. If a complainant is unable to put a complaint into writing due to conditions such as illiteracy or disability, district staff shall help file the complaint.

Step 2: Investigation of the Complaint

Upon receipt of the written complaint, the 60-day limit for complaint resolution begins. Within 30 days of receiving the formal written complaint, the compliance officer shall conduct an investigation into the charge and provide the complainant with a written report of the findings and decision. Attempts to resolve the complaint through mediation may occur during this 30-day investigative period if the complainant agrees. Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and of the facts to the extent which still allows the investigation to proceed.

Step 3: Appeal to the Superintendent or Designee

The complainant may, if not satisfied with the decision of the district compliance officer, appeal to the superintendent or designee. This appeal must be filed within seven calendar days of the receipt of the report of findings. The superintendent or designee shall hold an investigative meeting within seven calendar days of receipt of the written appeal. To ensure that all pertinent facts are made available, the superintendent or designee or complainant and/or the district, witnesses and other interested parties may offer relevant information. Parties to the complaint may discuss the complaint and question each other or each other's witnesses.

Step 4: Response

Within 14 calendar days of the investigative meeting, the superintendent or designee shall issue to the complainant a written report of the district's investigation and decision including:

1. The findings and disposition of the complaint, including corrective action, if any;
2. The rationale for the disposition;
3. Notice of complainant's right to appeal the decision within 15 calendar days of receipt of decision to the California Department of Education or other appropriate regulatory agency and the procedures to follow for initiating such an appeal;
4. In a discrimination complaint, notice of complainant's right to seek civil law remedies at least 60 days after filing an appeal with the California Department of Education.

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, School Facilities, and California High School Exit Examination (CAHSEE) Preparation After Grade 12

Parents should use the district Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments, and adequate post high school assistance in passing the CAHSEE.

Procedures [E.C. 35186]

Complaint forms are available at school and district offices; however, the form is not needed to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams-related complaints with the following special circumstances applying:

- Complaints can be turned into the principal or designee who will make every reasonable attempt to investigate.
- Complaints beyond the site authority will be forwarded to the district within ten days.
- Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on the complaint.
- Valid complaints should be remedied within 30 days of receipt.
- Within 45 days of resolution, notice should be sent to complainant when a response was requested.
- A principal will also inform the superintendent of resolution in the same timeframe.
- If unsatisfied with resolution, a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
- The district will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session, making it part of the public record.

Complaints Concerning District Employees

If an individual is not able to resolve an issue at the local level regarding an employee, a Complaint Concerning District Employees may be required. This will be forwarded to the Director, Personnel Services, and an investigation will result within 30 days or earlier with a written report submitted to the complaining party and the employee within 20 days or at the conclusion of the investigation.

Additional and/or Concurrent Appeals

In lieu of or in addition to using the district complaint procedures, an individual may file with the following agencies:

- Allegations of child abuse (refer to Child Welfare Services);
- Health or safety complaints regarding a Child Development Program (refer to Department of Social Services);
- Discrimination issues involving Child Nutrition Programs (refer to U.S. Office of Civil Rights except when a state discrimination law or regulation is at issue);
- Title IX-Gender Equity (refer to U.S. Office for Civil Rights);
- Sexual harassment complaints (refer to State Department of Fair Employment and Housing);
- Employment discrimination complaints (refer to State Department of Fair Employment and Housing);
- Allegations of fraud (refer to the State Department of Education Legal Office or responsible division director)
- Discrimination issues involving Section 504 of the 1973 Rehabilitation Act, The American Disabilities Act or the Individual's Disabilities Education Act (refer to the U.S. Office for Civil Rights);
- Complaints regarding special education services (refer to California Department of Education, Complaints Management Unit).

SAFETY

Comprehensive School Safety Plan [E.C. 32281, 32286, 32288]

By March 1 of each year, each school shall review and update its Comprehensive School Safety Plan. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to designated community leaders and include a description of its key elements in the School Accountability Report Card.

Security Cameras on Campuses

Security cameras are present on school grounds to discourage vandalism and break-ins.

Notification Regarding Sex Offenders

The district has developed a procedure for receiving and communicating information about registered sex offenders residing within district boundaries. Specific information about persons required to register as sex offenders can be found on the Attorney General's web site, www.meganslaw.ca.gov.

Response Plan for a Nuclear Power Plant Emergency

In cooperation with the San Luis Obispo County Office of Emergency Services, the district has developed a comprehensive plan to respond to an emergency at the Diablo Canyon Nuclear Power Plant. The plan includes detailed information on procedures to ensure the safety of students and staff, including sheltering and evacuation if necessary. Emergency equipment is tested monthly, and a districtwide drill with simulated evacuation is conducted annually. Information on the plan is updated annually and provided to students/parents at the beginning of each school year with the school registration packet.

Computers are used for cafeteria meal service accounting. The identity of students receiving free and reduced price meals is protected. Funds in meal accounts are tracked.

The Food Service Office welcomes questions – 596-4064.

TRANSPORTATION AND SCHOOL BUS SAFETY [E.C. 39831.5; AR 3540.1, 3541, 3541.1, 3543]

The school district may provide transportation for elementary pupils to and from school who live more than one and one-half miles from school; and, for secondary pupils who live more than two and one-half miles from school. The district is allowed flexibility to draw the limiting lines with variations from the exact distances to allow for consistency of treatment of residential neighborhoods or other reasons deemed appropriate. Disabled students requiring special transportation will be bused over private roads as long as safe conditions exist. In cases where transportation is needed, but school bus transportation is not considered feasible, contracts may be established with parents to furnish transportation so as to:

- Provide for maximum safety of pupils;
- Supplement and reinforce desirable pupil behavior patterns;
- Assist handicapped pupils appropriately; and
- Enrich the instructional program through carefully planned field/study trips as recommended by the staff.

School bus drivers are highly trained professionals who provide the world's safest form of land transportation. Cooperation and understanding of the rules and procedures will help the transportation team (students, parents, school staff, and transportation staff) with this important responsibility. To ensure that each student's school bus experience is safe and positive, parents should discuss this section with their children.

Authority of the Driver [5 CCR 14013]

Pupils transported in a school bus or in a school pupil activity bus (charter bus on a school field trip) shall be under the authority of, and responsible directly to, the driver of the bus; and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the school bus while traveling between home and school or other destination.

Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

School Bus Stops [13 CCR 1227; V.C. 22112]

Consideration must be given to homeowner's property at and near the bus stop. There should not be excessive noise or any destruction of property. Complaints by homeowners may result in moving or eliminating a stop. Students must observe safe, responsible conduct at all times while waiting for the bus.

Students must walk safely to and from the bus stop. They must walk on the sidewalk or as close to the edge of the road as possible. Younger children should be given instruction on what to do if an adult is not at their stop or at their home. The bus driver cannot wait for parents to arrive at the stop.

Students should be dropped off on the side of the street as the bus stop to avoid crossing the street. If a student must be dropped off across the street from the stop and the bus is already parked at the stop, the driver will escort the student to the bus. The bus driver will gladly wait while parents turn around and park either behind or in front of the bus to drop off a student. The bus driver must escort the student even if a parent is present at the stop.

The driver shall stop to receive or discharge pupils only at school bus stops designated by the school district superintendent or authorized by the superintendent for school activity trips. When pupils must cross the highway or private road upon which the school bus is stopped, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the bus driver will:

- Check for approaching traffic in all directions to the school bus to ensure that it is safe to operate the flashing red signal (cross-over) lamps.
- Before opening the entrance/exit door, ensure that it is safe for pupils to exit the school bus and/or to cross the highway or private road.
- Escort all pupils who attend a pre-kindergarten or elementary school across the highway or private road. The driver must use an approved handheld stop sign while escorting any pupil. The driver is not required to escort any pupil at a location where traffic is controlled by a traffic control signal, unless required to do so by the school district.
- Require all pupils to walk in front of the bus as they cross the highway.
- Ensure that all discharged pupils who must cross the highway have crossed safely and all other discharged pupils are a safe distance from the bus before canceling the flashing red lights and setting the bus in motion.

Parent-Pay Transportation Fees

The cost of providing student transportation exceeds state funding. Therefore, the governing board finds it necessary to charge fees for home-to-school student transportation. Information on transportation fees is provided to parents at the beginning of each school year. There is a two-week grace period at the beginning of the school year for parents required to pay transportation fees to comply. This decision is based on free/reduced lunch status.

Buses for School Team Sports

It is the policy of the district to provide transportation for participants of all practice games or meets. Transportation will be provided for all league activities and CIF play-off games or meets regardless of the number of participants. Conduct and behavior expectations are the same on these trips as on a home-to-school ride. While teachers and chaperones are expected to maintain appropriate conduct of the students, the bus driver is the ultimate authority on the bus at all times. Regardless of material, cleats will not be allowed on buses and must be replaced with appropriate foot coverings. Dangerous objects, such as starting guns, shot puts, and other loose projectiles will only be transported if the items can be safely stored in a baggage area or stowed within a seating compartment. Other equipment must be loaded so as not to protrude into exit areas, the aisle, or the stepwell of the bus. Items cannot be transported in the aisles or be carried where they could block an emergency exit.

School Rooter Buses [E.C. 3545(b)]

School buses may be used for school groups to attend scheduled athletic contests if requested by the principal and approved by the superintendent. A guaranteed number of participants is necessary to have a rooter bus. Fees for a rooter bus shall be based on the actual mileage cost plus the cost of the bus driver.

School-Sponsored Field/Study Trips [BP/AR 6153]

Transportation will be provided for approved district- and site-funded trips for groups to attend selected festivals, concert tours, and conferences. When at all possible, all such trips should be scheduled to leave after 6 a.m. and return no later than midnight the same day. The organization will be responsible for the expense of approved housing and meals for the bus driver for overnight trips. General rules of conduct applicable to regular home-school/school-home transportation apply to educational, athletic, and other trips. A faculty member or parent is required on each bus for each field/study trip.

Use of School Buses for Community Service

Because of insurance risks, the district will not rent or lease school vehicles for community service.

School Bus Danger Zone

The area directly around the school bus is called the **danger zone**. The danger zone is created because of the size of the bus and the obstruction of vision it creates. The two most dangerous areas around the bus are directly in front of the bus and near the rear tires and back of the bus on the passenger loading side. Students should never be in the danger zone. They must stay out of this area at all times. After leaving the bus, students must walk away from the bus and not return. If they drop or lose belongings, they must make eye contact with the driver and wait for help. Students must never go under the bus or touch the wheels. The driver is trained to watch for any activity around the bus before putting it in motion.

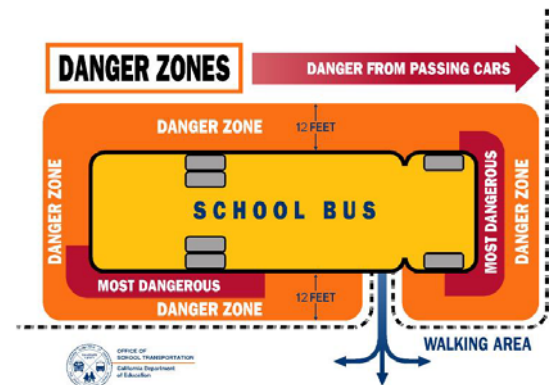
Parents dropping off or picking up students at the bus stop must not create a safety hazard by parking where the bus needs to unload. Parents must keep toddlers, strollers, and pets far away from the unloading area so that the bus can park safely.

Kindergarten Students

Kindergarten students must be met at the bus stop by a parent. If a kindergarten student is not met at the bus by a parent, the driver will return the student to school. A parent can authorize the driver to leave a kindergarten student unattended or with designated adults by completing and signing an Authorization to Leave Child Unattended form and providing it to the Transportation Department.

General Bus Information

- **Which Bus to Board:** Students must ride only the bus to which they have been assigned. Riding an unassigned bus, or boarding or leaving a bus at an unassigned stop, may only be done after presenting the driver with a dated written permission from the parent, endorsed by the school official.
- **School Bus Departures:** Students must be at the bus stop before the bus arrives, but no more than five minutes before departure time. For the safety of all students and to avoid children chasing after a moving bus, once a school bus has departed from the curb at either the school site or bus stop, the driver is not permitted to stop the bus to board late students.
- **When the Bus Doesn't Show Up On Time:** If a student is reasonably sure that the delay is not due to weather conditions, s/he should allow at least 15 minutes before leaving the bus stop. School buses have to endure the same rush hour traffic conditions that plague commuters. A traffic snarl, traffic accident, minimum days, or a longer-than-scheduled loading at a previous school bus stop can easily throw a bus 10 to 15 minutes off schedule. On extremely foggy or rainy days, the buses will run late. Students should be patient. The school will be notified of the late arrival. If, at the end of 15 minutes, a bus has still not arrived, students or parents may call the Transportation Department at 596-4111, ext. 122.
- **Two-Way Communication:** For student safety and route control, each bus is equipped with a two-way radio. The Transportation Department is in constant communication with each bus on its scheduled runs. If there is a problem, such as a late bus or perhaps a student riding the wrong bus, the Transportation Department will be able to contact the bus and make the necessary corrections.
- **Video Cameras:** For student safety and security, each bus is equipped with a video camera and recorder.



- **Lost Items on the Buses:** If a driver finds a lost item on a bus, s/he will attempt to return the item to the student the next day. The school district does not maintain a lost and found department.

Things for Students to Remember

- Leave home early enough to arrive at school bus stop five minutes prior to stop time.
- Form lines facing the direction from which the bus will approach the bus stop.
- Wait back at least ten feet from the edge of the roadway until the bus has come to a complete stop and the front door has opened.
- Remain silent at all railroad grade crossings.
- Be courteous to school bus driver and to fellow passengers.
- Get off the bus only at the designated stop.
- Observe safety procedures and be alert for traffic after leaving the school bus.
- Go directly home after getting off the bus.
- Do not talk to strangers and do not accept rides from strangers.

School Bus Rules

- Fighting or provoking a fight, stealing, possessing and/or using tobacco, alcohol or drugs, destroying or defacing property, using vulgar language, obscene gesturing, opening an emergency exit at an inappropriate time, or any other unsafe actions that would jeopardize the safety of anyone on the bus could result in immediate suspension of bus-riding privileges. The appropriate school administrator will determine the length of time the student will be suspended from the bus.
- Before the bus arrives, students are to line up in an orderly line. At the school site, this would be behind the yellow bus loading lines. Students must be at their morning stop five minutes prior to the scheduled bus arrival time.
- Students are permitted to ride different buses and load or unload at a different stop only if they have a dated and signed note from a parent that has been approved by an administrator.
- When boarding the bus, students will proceed directly to an available seat. If another student wants to sit down, a student will move over promptly. The bus driver is responsible for determining how the bus will be loaded.
- Once seated, students will face forward and remain in the same seat until reaching their destination.
- When entering or exiting the bus, there will be no shoving, jumping, or swinging off the steps, tampering with bus controls, or any other dangerous or unsafe action.
- When exiting the bus, students will be aware of the danger zones on the preceding diagram and, if crossing the street, students will always cross in front of the bus.
- Throwing an object from the bus, in the bus or littering is not allowed.
- All parts of the body must remain inside the bus at all times.
- No eating or drinking is allowed on the bus.
- No loud, noisy, or boisterous conduct is allowed.
- Pets, animals, creatures of any kind, glass containers, or dangerous or unsafe objects will not be allowed on the bus at any time.
- In addition to these rules, any rule that applies to pupils on the school grounds will also apply while a student is on the bus, leaving the bus, and waiting at the bus stop.

School Bus Referral Consequences

All bus referrals are in place for the academic year, and not removed until the end of the school year. Transportation fees paid will not be returned if a student is suspended from riding the bus. If the offense is serious, the pupil may be suspended at any time. When bus riding privileges are suspended, the pupils involved will be expected to attend school as per the California compulsory attendance law.

Elementary Consequences

First Referral	Conference with the principal and parent.
Second Referral	1- to 3-day suspension of bus riding privileges.
Third Referral	3- to 10-day suspension of bus riding privileges.
Fourth Referral	Bus riding privileges suspended for the remainder of school year.

Secondary Consequences

First Referral	Conference with the assistant principal or dean. Parent notification as appropriate.
Second Referral	2-week suspension of bus riding privileges.
Third Referral	4-week suspension of bus riding privileges.
Fourth Referral	Bus riding privileges suspended for the remainder of school year.

OTHER IMPORTANT INFORMATION

Visitors on School Campus

The Board of Education and staff encourage parents and interested members of the community to visit the schools and participate in the educational program. The superintendent or designee shall invite parents and community members to open house activities and other special events. Visitations during school hours shall be arranged with the teacher and/or the principal or designee. If a conference is needed, an appointment shall be set with the teacher during non-instructional time. To ensure the safety of students and staff and avoid potential disruptions, all visitors must identify themselves to the principal by reporting to the school office prior to going to any classroom or any other place on the school campus. A district-approved visible means of identification shall be provided to and worn by all visitors while on school premises. No electronic listening or recording devices may be used in a classroom without permission of the teacher and principal.

Student Lunch/Recess at School

Each principal will establish a lunch/recess time for students, depending on that school’s schedule.

Open Campus [E.C. 44808.5; BP/AR 5112.5]

The district allows students in grades 10 through 12 to leave campus during their lunch break. Students are responsible for adhering to the district rules and local law while off campus during the lunch period. The district and district employees shall not be liable for the conduct and safety of students who leave school grounds during this time. Students are subject to school disciplinary action based upon conduct on and off school grounds during the lunch period.

Cell Phones, Pagers, Electronic Signaling Devices [E.C. 48901.5]

Districts may regulate the possession or use of any cell phone, pager, or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

Waterways Protection

Storm drains, parking lot run-off, and gutters drain into our creeks and ocean. Most drain grates on district property have been marked with a fish symbol to remind people that nothing but clear water should be allowed into the storm drain system. Parents and students should all do what they can to protect our creeks and coast. Additional information on what is being done to protect these waterways from pollution is available at www.stormwaterinfo.org.



PLEASE NOTE: Throughout this booklet, the term “parent” refers to natural or adoptive parent, legal guardian, or legal caregiver of the student.

Abbreviations used in this booklet:			
B.P./A.R.	Board Policy/Administrative Regulations	H.S.	Health & Safety Code
C.C.	California Civil Code	NCLB	No Child Left Behind
CCR	Code of California Regulations	P.C.	California Penal Code
CFR	Code of Federal Regulations	USC	United States Code
E.C.	California Education Code	V.C.	Vehicle Code
Board policies are available at the school and district offices; California law references are available at www.leginfo.ca.gov ; USC references are available at www.gpoaccess.gov/uscode .			

WHERE TO GET MORE INFORMATION
 Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our schools or district office and on the district’s web site, www.slcsd.org.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT DIRECTORY

BOARD OF EDUCATION

	<u>TERM</u>	<u>PHONE</u>
Phil Angel	2008-2012	439-1144
Mark Buchman	2006-2010	441-9553
Kathryn Eisendrath-Rogers, Ph.D.	2008-2010	772-8734
Walter Millar	2004-2012	541-4418
Marilyn Rodger, Clerk	2006-2010	528-4248
John Spatafore, President	2006-2010	541-6166
Chris Ungar	2004-2012	235-1939

ELEMENTARY SCHOOLS

	<u>PRINCIPAL</u>	<u>PHONE</u>
Baywood	Doug Jenison	534-2856
Bishop's Peak/Teach	Dan Block	596-4030
Del Mar	Janet Gould	771-1858
Hawthorne	Kirt Collins	596-4070
Los Ranchos	Marylou Gooden	596-4075
Monarch Grove	Jim Scoolis, Ed.D.	534-2844
Pacheco	Rick Mayfield	596-4081
Sinsheimer	Joyce Hunter	596-4088
C.L. Smith	Amy Shields	596-4094

SECONDARY SCHOOLS

Laguna Middle School	Gene Miller	596-4055
Los Osos Middle School	Diane Frost	534-2835
Morro Bay High School	Peter Zotovich	771-1845
Pacific Beach High School	Karen Lopez	596-4023
San Luis Obispo High School	Will Jones	596-4040

ADULT SCHOOL

Community, Career, and Adult Education	Greg Halfman	549-1222
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ADMINISTRATION

Superintendent	Edward Valentine, Ed.D.	549-1334
Assistant Superintendent, Business Services	Russell Miller	549-1331
Assistant Superintendent, Educational Services	Mary Matakovich, Ed.D.	549-1205
Director, Adult Education	Greg Halfman	549-1222
Director, Facilities, Operations & Transportation	Brad Parker	596-4105
Director, Fiscal Services	Julie Lang	549-1280
Director, Information Services & Technology	Emilia Simoes	549-1224
Director, Instructional Services & Special Projects	Rita Delkeskamp	549-1247
Director, Personnel Services	Rick Robinett	549-1233
Director, Student Services	Jackie Kirk-Martinez	549-1220
Coordinator, Student Services	Ian Trejo	549-1363

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
2009-2010 CALENDAR**

**2009-2010 LATE START MONDAY SCHEDULE
TEACHER COLLABORATION TIME**

At all schools throughout the district, school will start on Mondays, generally an hour later, to accommodate our Teacher Collaboration Time (TCT). The bus will pick up your students an hour later on Mondays. This staff time will allow our teachers to meet weekly to discuss our students' academic performance and teaching strategies in order to improve our instructional program. The benefits of this weekly collaboration time will directly impact our students' learning.

Our schools will be sending home information about their new school schedules. If you have any questions, please call your school's office for the specific start and ending times and the bus schedule.

August 27	School Begins
September 7	Labor Day Holiday
October 30	Student-Free Day, Elementary Teacher Work Day/ Secondary Professional Development Day
November 2-6	Elementary Conference Week/Minimum Days
November 11	Veterans' Day Holiday
November 23-24	SLOHS Minimum Days
November 25	Local Recess
November 26-27	Thanksgiving Holiday
December 21-January 1	Winter Recess
January 18	Martin Luther King, Jr. Memorial Holiday
January 26-28	MBHS Minimum Days
January 29	Student-Free Day (except SLOHS), Elementary Professional Development Day/Secondary Teacher Work Day
February 8	Lincoln Memorial Holiday
February 15	Washington Memorial Holiday
March 1-5	Elementary Conference Week/Minimum Days
March 10-11	SLOHS Minimum Days
March 12	SLOHS Student-Free, SLOHS Teacher Work Day
March 29-April 9	Spring Recess
May 31	Memorial Day Holiday
June 15-17	MBHS Minimum Days
June 16-17	SLOHS Minimum Days
June 17	LAMS and LOMS Minimum Days
June 17	Last Day of School

Minimum Days [E.C. 48980(c); BP 6111]

Parents will be given at least one month's notice of student-free days for staff development and minimum days. The dates known at the printing of this booklet are shown in the above calendar.