

***WEST SONOMA COUNTY
UNION HIGH SCHOOL DISTRICT***

**PARENTAL ANNUAL NOTICE
2011-2012**

Included you will find notices required by law to be sent to parents or guardians of students. Please keep this available for future use.

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**ANNUAL NOTICE TO PARENTS
2011-2012
ACKNOWLEDGMENT OF PARENT/GUARDIAN
OF ANNUAL RIGHTS NOTIFICATION**

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32255, 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, Article 3 (commencing with section 56030) of Chapter 1 of Part 30, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Please review the information in this Annual Notice to Parents then detach, sign, and return this page to your child's school indicating that you have been notified of the specified activities, and indicating whether you have a child on continuing medication.

I hereby acknowledge receipt of information regarding my rights, responsibilities and protection under Education Code 48980.

Parent Name (please print): _____

Signature of Parent or Guardian: _____

Date: _____

Pupil's Name (please print): _____

DIRECTORY INFORMATION

If you do not wish directory information released to anyone (page 16), please sign where indicated below and return to the school office within the next 30 days. Note that this will prohibit the district from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers and similar parties.

Please note: If you do not want directory information released to military recruiters only (but do wish directory information released to other qualified individuals or organizations), please complete the waiver form located on page 7 and return it to your student's school.

Do NOT release directory information regarding _____
(Pupil's Name -- please print)

- _____ Check and initial if an exception may be made to include student information and photos for film, video and audio tape recordings, slides and photographs to be made of my son/daughter in classroom activities, assessment and other school activities. I understand that the films, video and audio tape recordings, slides and photographs are being produced for educational purposes and may be used for the following: broadcast on local television and/or radio, communication boards, classroom use, yearbook, school brochures, school and/or District website(s), and at educational conferences.

Parent or Guardian Name (Please Print): _____

Signature of Parent or Guardian: _____

Date: _____



West Sonoma County Union High School District

462 Johnson Street, Sebastopol, California 95472

(707) 824-6403 (707) 823-2629 Fax

ANALY HIGH SCHOOL ♦ EL MOLINO HIGH SCHOOL
LAGUNA HIGH SCHOOL ♦ WEST SONOMA COUNTY COMMUNITY DAY SCHOOL

CALIFORNIA HEALTHY KIDS SURVEY and WEST SONOMA COUNTY YOUTH ACCESS TO ALCOHOL AND OTHER DRUGS SURVEY NOTIFICATION and WITHDRAWAL INFORMATION 2011-2012 SCHOOL YEAR

Dear Parents of West Sonoma County High School Students:

West County High Schools will administer the California Healthy Kids Survey and the West Sonoma County Youth Access to Alcohol and Other Drugs Survey to 9th and 11th grade students at Analy High and El Molino High, and all students at Laguna High and the West County Community Day School, during the school day in fall 2011. These surveys are anonymous, confidential and voluntary. It takes a total of about 60 minutes to complete both surveys.

The California Healthy Kids Survey is sponsored by the California Department of Education. Students in upper elementary schools, middle schools and high schools across the state take the California Healthy Kids Survey every other year to assess tobacco, alcohol and other substance use; violence; physical activity and health; sexual behavior and HIV/AIDS risks; and resilience or youth assets. The survey provides information that is useful in improving health and prevention programs for our students.

The West Sonoma County Youth Access to Alcohol and other Drugs Survey provides information about availability and use of these substances among West County youth. A coalition of educators, law enforcement leaders, and youth service providers use the survey information to help reduce the negative impacts of substance use among West County teens.

Parents are invited to view these surveys at your student's school office during normal office hours after September 1, 2011. Parents who wish to view the surveys but are unable to stop by the school may call the principal's office to arrange to view the surveys.

The West Sonoma County Union High School District, in keeping with state and federal laws, uses a "passive consent" policy for conducting surveys that collect information on sensitive topics. If you do not wish your student to participate in either or both of these surveys, please contact:

Analy High: Lindsey Apkerian, Vice Principal / (707) 824-2319 lapkarian.ahs@wscuhsd.k12.ca.us

El Molino High: Doria Trombetta, Principal / (707) 824-6550 dtrombetta.ehs@wscuhsd.k12.ca.us

Laguna High: Kim Finch, Counselor / (707) 824-6484 kfinch.lhs@wscuhsd.k12.ca.us

An educational activity will be provided with no negative consequences for students not taking the surveys.

Your support of school efforts to promote student health and well-being is appreciated. Please contact your student's principal or me if you have any questions or concerns.

Sincerely,

Keller McDonald

Keller McDonald, District Superintendent

"The mission of the West Sonoma County Union High School District is to provide high quality instruction as student achievement is our top priority."



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CRISIS ASSESSMENT, PREVENTION & EDUCATION TEAM

**Provided by Sonoma County Mental Health Department to West County high schools
2011-2012 School Year**

The Crisis Assessment, Prevention & Education (CAPE) Team is a program specifically designed to intervene with youth who are at risk of or are experiencing first onset of mental illness and its multiple issues and risk factors, including substance use, trauma, depression, anxiety, self harm, and suicide risk. The goal of the CAPE program is to prevent the occurrence and reduce the severity of mental health problems for youth. The program is staffed by Sonoma County Mental Health (SCMH) clinicians and is being offered in several high schools and at Santa Rosa Junior College in an effort to reach youth ages 16 to 25 years, in Sonoma County. These services will be provided at **no cost** to students and their families.

The CAPE Team will provide a variety of services including:

Educational Activities for students, families & faculty related to mental health education and awareness. Activities may include workshops and small or large group formats designed to decrease stigma, increase awareness, and provide education about warning signs, red flags, and how to find help. Topics may include but are not limited to anxiety, depression, psychosis, substance abuse, suicide prevention, eating disorders, and self-harm behaviors.

Screening and Assessment: School faculty and staff will identify students who may be at risk or who may be in need of mental health assessment or treatment. If the school determines the student has needs beyond the school's capacity, the designated school liaisons will contact the CAPE Team to provide more in-depth services including a thorough screening and/or assessment of the student, and make necessary follow-up recommendations and referrals.

Training for selected teachers, faculty, parents, and school counselors to recognize the warning signs of mental illness and refer to the CAPE Team. Training is available on a variety of topics including:

- Suicide- how to identify a student who is thinking about suicide, how to begin a dialog, when and where to get more help
- Depression and anxiety- warning signs, red flags, and options for help
- Psychosis- warning signs, red flags and how to get treatment
- The CAPE Team is also available to provide trainings on other mental health topics that parents, students and teachers are interested in.

Peer-based services including educating youth on mental health issues, and support groups for students and families. These services may be provided by peer health educators and/or family members trained to provide support and education to youth and their families.

The CAPE Team will be on campus on a weekly basis and as needed or requested. CAPE has the capacity to meet with students on an individual basis and in small or large group settings. In addition, upon referral from the designated school liaison, CAPE Team members are available to meet with parents and provide free information and education around mental health issues.

Consent for Treatment

California law allows a minor who is 12 years of age or older to consent to mental health treatment or counseling services if, in the opinion of the attending professional person, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. Therefore, parental consent is not required for a student to access CAPE team services. However, the CAPE Team will make every effort to advise parents/guardians that their student has chosen to participate in services. For more information please go to:

http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb_0501-0550/sb_543_bill_20100929_chaptered.pdf

According to California law, CAPE Team staff are mandated reporters of known or suspected child abuse or neglect (CA Penal Code §§11164 et. seq). In the event that child abuse is suspected, CAPE Team staff must make a report to Child Protective Services.

CAPE Team Members

Christina Amarant, MFTI obtained her BA in Criminal Justice Administration with a minor in Psychology from Sonoma State University. Soon after graduation she was hired as a drug and alcohol counselor for the County of Sonoma Alcohol and Other Drug Services Division. Christina obtained her MA in Counseling Psychology with an emphasis in Marriage and Family Therapy from the University of San Francisco, and soon after was hired as a case manager in the Mental Health Division for the County of Sonoma. She has worked in numerous programs for the mental health division over the last few years, and has provided therapy and case management with many populations including the severe and persistently mentally ill homeless, children in the welfare system, and families in local shelters. She is currently studying for her state exams for her marriage and family therapist license.

Cruz Cavallo, MFTI has a Bachelor's in Psychology with an emphasis in Clinical and Counseling Psychology from Dominican University of CA and a Master's in Counseling Psychology with an emphasis in Marriage and Family Therapy from the University of San Francisco. She has worked with children, adolescents, adults, couples, and families in a variety of settings including schools, private practice and non-profits. Most recently she has been a case manager with Sonoma County Mental Health on the Intergraded Recovery Team, a dual diagnosis team for adults with severe and persistent mental health issues. She is currently studying for her state exams for her marriage and family therapist license.

Karin Sellite, Program Manager has a Bachelor's in Psychology from Binghamton University and a Master's in Social Work with an emphasis in mental health from the University of Southern CA. She has worked with individuals diagnosed with a serious mental illness for 16 years. She has managed programs providing assistance with housing, employment, homeless outreach, substance use treatment, patients' rights advocacy, and crisis stabilization. Currently Karin is the manager for Sonoma County's Transitional Age Youth (TAY) Program providing services to youth ages 18 - 26, SonomaWORKS Counseling Services providing mental health service to local CalWORKS recipients, and the CAPE Team.

If you have any questions, comments or concerns or would like information on how to access any of these services, please contact your student's school counseling department.

Analy High School
6950 Analy Avenue
Sebastopol, CA 95472
(707) 824-2300
<http://www.analy.org>

El Molino High School
7050 Covey Road
Forestville, CA 95436
(707) 824-6550
<http://www.elmolino.org>

**Laguna High School and
West County Community Day School**
445 Taft Street
Sebastopol, CA 95472
(707) 824-6484
<http://www.lagunahs.org/>

"The mission of the West Sonoma County Union High School District is to provide high quality instruction as student achievement is our top priority."

**Participation in Project Success
Requires parent/guardian signature for participation**

Dear Parent or Guardian:

Your child may be invited to participate in a program at school called Project Success Plus (Schools Using Coordinated Community Efforts to Strengthen Students). Project SUCCESS+ helps promote better health among our youth, builds school connectedness, supports prevention activities at school and combats problems such as alcohol, drug abuse and hurtful or harmful behaviors. Participation is voluntary, and parents are informed if their children choose to participate. Students who participate in Project Success Plus may be asked to take a survey at the beginning and end of their participation in the program that evaluates the effectiveness and impact of the program. The survey is voluntary and takes about 10 minutes to complete. It is confidential. No names are recorded or attached to the survey forms or data. Survey data will be given to the Sonoma County Department of Health for analysis under strict confidentiality controls. You may examine the questionnaire in the school office or at your district's Web site www.wscuhd.k12.ca.us. If you have any questions about this survey, or about your rights, call the district at Karen Lamb at (707) 824-6412 or klamb.do@wscuhd.k12.ca.us.

Please sign below giving permission for your child to participate in Project Success+ and to take the pre-/post- participation surveys. You will be notified by the Project Success Counselor at your child's school if your child wishes to participate in Project Success.

I give permission for my child to participate in Project Success Plus and the pre-/post-participation survey.

Print Child's Name: _____ Today's Date: _____

Child's School: _____ Child's Grade: _____

Parent or Guardian's Signature _____

MEDICATION INFORMATION

**Please Complete the Following
(If Your Student Is On A Continuing Medication Program)
And Return To Your School Office**

Student's Name (please print): _____

School: _____

Grade: _____

Student is on a continuing medication program as prescribed by a physician:
(Please check one) YES: _____ NO: _____

If YES, you have my permission to contact student's physician:

Physician's Name: _____

Telephone: _____

Medication: _____

Dosage: _____

Medication: _____

Dosage: _____

Signature of Parent or Guardian: _____

Date: _____

Dear Parent or Guardian:

The purpose of this notification is to make sure that you are fully informed regarding changes in access by military recruiters to student directory information brought about by the passage of the "No Child Left Behind" Act. This new federal legislation became effective January 8, 2002. All Districts and schools that receive federal funding under this legislation must allow military recruiters access to student directory information unless a student's parent or guardian requests that such information be withheld.

The law also provides military recruiters the same access to students as is provided generally to post-secondary education institutions (colleges) and prospective employers. In our District this means that military recruiters may meet and talk with students about military enlistment and training opportunities in career centers or libraries at specified times. It is also important to note that Education Code 49603 currently provides that the District may not deny military recruiters' access to students if such access is provided to other employers.

Below you will find a waiver form for any parent or guardian who does not want their student's directory information, name, address and telephone number, released to military recruiters.

***WAIVER FORM
RELEASE OF STUDENT DIRECTORY
INFORMATION TO MILITARY RECRUITERS***

I _____ am aware that the "No Child Left Behind" Act of 2001 allows for the release of student
(Parent's name – please print)

directory information to military recruiters. I hereby request that you not release information on my student (or students)

_____ who attends _____ High School to military recruiters.
(Student's name – please print)

Parent/Guardian Signature

Date

***Please return this form to your student's school promptly
to insure that our staff can honor your wishes.***

Instruction

STUDENT USE OF TECHNOLOGY

Computer/Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board Policy, the district's Acceptable Use Agreement for Student Use of Technology, and the user obligations and responsibilities specified below.

Students recognize that electronic mail accounts issued through the district are not private. Email delivery is not guaranteed. Authorized personnel may conduct searches of district electronic information systems, email, employee workspaces, student workspaces, and network equipment at any time and without notice when deemed appropriate, including searches for work-related and investigatory purposes. Personal devices connected to district network or computing resources may also be searched when brought to or used at school and/or school-related functions.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Students shall use the system safely, responsibly, and primarily for specific school activities or for the purposes of class assignments.
3. Students shall not access, post, submit, publish, link, or display harmful or inappropriate matter that is threatening, obscene, disruptive, explicitly violent, sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 4030 Nondiscrimination in Employment)

(cf. 4031 Complaints Concerning Discrimination in Employment)

(cf. 4119.11 Sexual Harassment)

4. Students shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 4119.25 Political Activities of Employees)

5. Students shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 Use of Copyrighted Materials)

7. Students shall not attempt to interfere with other users' ability to send or receive e-mail, nor shall they attempt to read, delete, copy, modify, or forge other users' e-mail. This includes either the creation or promotion of spam, the distribution of viruses or potential viruses, and/or any attempt to bypass and/or interfere with the orderly operation of the District's network(s) in any way.
8. Students shall not develop any classroom or work-related web sites, blogs, wikis, forums, or similar online resources representing the district or using district equipment or resources without permission of the Superintendent or designee. The district retains the right to delete material on any such online resources. Students will respect the confidentiality, privacy, and dignity of all students and staff in any such postings. They will also comply with District confidentiality policies.
9. *Online content created by employees containing photographs, video, or audio recordings of students or student work must meet district posting requirements including acquiring signed parent permission before posting. The district retains the right to delete material on any such online resources. Employees who place such resources on the net shall be familiar with the requirements of the Family Educational Right to Privacy Act (FERPA) and shall take care to respect District policy and any state and Federal laws that pertain to student and individual confidentiality.*
10. Students shall report any security problem or misuse of the services to the Superintendent or designee. This includes any attempts to bypass, interfere with, or subvert any content filtering system implemented or adopted by the District.
11. Students recognize that District Computer resources are not unlimited. User shall not deliberately perform acts that waste or unfairly monopolize resources to the exclusion of others. These acts include unnecessary use of storage, equipment, downloading or uploading of files, chat, casual access of streaming audio, video, and complex graphics files, and any other creation of unnecessary loads on network traffic not associated with District business.
12. Students shall only download files to district resources that are related to specific class assignments. Students shall not download applications to any district resource.
13. Any computer use with either personal or school owned computers that tends to overload the network or otherwise impede the educational objective of the school is prohibited unless specifically sanctioned by the superintendent or his/her designee.

Acceptable Use Agreement for Student Use of Technology

For Students:

This agreement is provided so that you are aware of the responsibilities that you are about to accept. The use of the Internet and other information technology is a privilege, not a right, and inappropriate use can result in revocation of this privilege. If a district user violates any of these provisions, the district reserves the right to discipline the user

including the suspension, limitation, or denial of future access. In addition, the user will be held financially responsible for any damages resulting from misuse of the system.

This agreement applies specifically to the requirements of Board Policy 6163 and Administrative Regulations 6163. A signature at the end of this agreement is binding, and indicates that the party who signs it has carefully read and understood the significance of this agreement's terms and conditions. No user has permission to access the Internet or use school district computers without this signed and dated agreement on file with the school and/or district.

I understand and will abide by the above Acceptable Use Agreement for Student Use of Technology. I further understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school/district disciplinary action including suspension or expulsion and/or appropriate legal action may be taken.

Student Signature

Grade

Date:

For Parents:

As the parent/guardian of this student, I have read this agreement. I understand that this access is designed for educational purposes only. I recognize that the district has taken reasonable precautions to limit access to harmful material or material that is not approved for use within the public school system. I also recognize it is impossible for the district to restrict access to all harmful or unapproved materials and will not hold the district responsible for such materials acquired by my child using district resources. Further, I accept full responsibility for any such materials acquired by my child.

Print Parent or Guardian Name

Date:

Signature of Parent or Guardian

Date:

WEST SONOMA COUNTY UHSD
Sebastopol, California

Notification Of Pesticide Use

Dear Parent or Guardian:

At the beginning of each school year, all public schools in California must notify parents of any planned pesticide use during the year. Schools are also required to set up a registry so that concerned parents can sign up for advanced written notification prior to the application of any pesticide. Schools are also required to post signs where pesticides are applied 24 hours before the application and to leave signs in place for a 72-hour period after the application.

West Sonoma County Union High School District strives to take a responsible position regarding the use of pesticides in and around our schools. Weed control on large campuses can be a challenge. Our staff works to limit the use of pesticide application to winter, spring and summer breaks in order to reduce any exposure to students and staff.

Chemical manufacturers must by law label all products that they sell. Precautionary label statements on chemical containers classify pesticides in three categories. These categories are danger, warning and caution. Those labeled as caution are the safest of these products intended for us to control weeds or pests and are the category we intend for limited use around our schools.

In order to maintain compliance with the Healthy Schools Act, the WSCUHSD has set up a registry procedure to allow those parents who would like prior notification of our intent to use pesticides in or around our schools. The District would like to notify parents via e-mail however; if you do not have access to the Internet we will mail your notification. Below you will find a form that must be completed and returned to the District Office if you would like to be placed on the notification registry.

WSCUHSD staff members have been trained regarding safe use of pesticides. The products that may be used at some point this year for health, sanitation and safety reasons include:

- Roundup Pro – (Glyosphosphate) active ingredient. This product is used on a limited basis to control unwanted vegetation along fence lines, around building exteriors and in asphalt cracks.
- Blitz Wasp and Homet Killer – (Tetrameethrin, Permethrin and Piperonyl Butoxide) active ingredients. Occasional use for infestations.
- Rozol! Pocket Gopher Bail – (P-chloropheny, Phenylacety and Indandione) active ingredients. Used for reduction of rodents.
- Matran2 – (Clove Oil, Water and Lecithin) active ingredients. This product is used to control unwanted vegetation along fence lines, around building exteriors and in asphalt cracks.

Our District personnel also works to identify various alternative methods of integrated pest management designed to reduce and hopefully eliminate pesticide use altogether. Recently we introduced the use of a propane weed burning system for limited use around concrete foundations and cracks in asphalt or cement areas.

Inquires may be directed to Director of Maintenance and Operations Tim Sewell at 824-6414, the Superintendent's office at 824-6412 or the Department of Pesticide Regulations: <http://www.schoolipm.info/>

NOTIFICATION REGARDING PESTICIDE USE

I would like prior notification of any intent the West Sonoma County Union High School District may have to use pesticides in or around my child's school.

Please notify me by contacting:

Name – please print

Mailing Address

Telephone Number

City, State and Zip Code

* _____
E-mail Address

Signature

Date

*REQUIRED FIELD



West Sonoma County Union High School District

462 Johnson Street, Sebastopol, California 95472

(707) 824-6403 (707) 823-2629 Fax

ANALY HIGH SCHOOL ♦ EL MOLINO HIGH SCHOOL ♦ LAGUNA HIGH SCHOOL
♦ WEST SONOMA COUNTY COMMUNITY DAY SCHOOL

Date: June 2011
To: Parents and West Sonoma County Union High School District Employees
From: Keller McDonald, District Superintendent
RE: Asbestos Hazard Emergency Response Act (AHERA) Asbestos Inspections and Management Plans

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing and fire retarding capabilities. Almost all buildings constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled or assessed and rated according to condition and potential hazard. Every three years, West Sonoma County Union High School District has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted in October 2007, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. West Sonoma County Union High School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of West Sonoma County Union High School District to comply with all federal and state regulations controlling asbestos and to take all steps necessary to ensure students and employees a healthy and safe environment in which to learn and work. You may review a copy of the asbestos management plan at the school district office (462 Johnson Street, Sebastopol, CA) during regular business hours. Tim Sewell, District Maintenance Director, is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at (707) 824-6414.

"The mission of the West Sonoma County Union High School District is to provide high quality instruction as student achievement is our top priority."

COLLEGE ADMISSION REQUIREMENTS AND CAREER TECHNICAL EDUCATION

(EC §§ 51229, 48980)

- **College Admission Requirements:** The University of California (UC) and the California State University (CSU) have established common high school course requirements for undergraduate admission. Students who take these courses and meet other specified criteria are eligible to apply and be considered for admission. The following list is commonly referred to as the "A-G" requirements:

1. two years of history/social science;
2. four years of college preparatory English or language instruction;
3. three years of college preparatory mathematics;
4. two years of laboratory science;
5. two years of the same language other than English;
6. one year of visual and performing arts; and
7. one year of college preparatory electives.

- **Websites:** The following UC and CSU web sites help students and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC: www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/

CSU: www.csumentor.edu/planning/high_school/subjects.asp

- **Career Technical Education:** The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs.

- **Website for Career Technical Education:** Students can learn more about career technical education at the following California Department of Education website:

www.cde.ca.gov/ci/ct/

- **Counseling:** Your child has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. If you wish to schedule a meeting with a school counselor, please contact the Anly High School Counseling Office at (707) 824-2316, El Molino High School Counseling Office at (707) 824-6575 or the Laguna High School Counseling Office at (707) 824-6484.

Recommended Actions for Parents in the event of a Disaster

In the event of an emergency (fire, earthquake, or other major disaster):

- Turn on your radio to Sonoma County radio station 1350 AM or 100.1 FM. Information and instructions for picking up students after an emergency will be given over the radio.
- Please do not call the schools . . .telephone lines will be needed for emergency communications. You can call the District Office Hotline at 824-7929, for recorded information.
- Please do not drive to the schools . . .the streets should be as open as possible for emergency vehicles.

Your student should be instructed to obey the directions of their teachers and follow the directions of the bus driver on the way to or from school if they ride the bus.

No student will be dismissed from school unless a parent (or individual designated by parent) comes for him or her.

No student will be allowed to leave with another person, even a relative, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files.

All parents, or designated parties, who come for the students, must sign them out at the office or at the Temporary Student Release Station in the school emergency command center. (usually the school cafeteria).

We are prepared to care for your student(s) in times of critical situations. If you are not able to reach the school, we will care for your student here. We have a number of people with first aid certificates and we will be in communication with various emergency services. The cafeteria has a limited supply of food and water available.

We urge every family to make home emergency plans and preparations. Complete instructions concerning earthquakes can be found in the Customer Guide section of your phone directory.

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32255, 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, Article 3 (commencing with section 56030) of Chapter 1 of Part 30, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian

STUDENT DISCIPLINE

EC §35291 RULES AND PROCEDURES ON SCHOOL DISCIPLINE: Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

EC §44807 DUTY CONCERNING CONDUCT OF PUPILS: Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

5 CCR §30 DUTIES OF PUPILS: Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

EC §32051 HAZING PROHIBITION: Pupils and other persons in attendance are prohibited from conspiring to engage in hazing.

EC §35183 DRESS CODE/GANG APPAREL: The district is authorized to adopt a reasonable dress code.

EC §48900.1 ATTENDANCE OF SUSPENDED PUPIL'S PARENT: If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

EC §231.5; 5 CCR §4917 SEXUAL HARASSMENT POLICY: Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and students. See the following District Board Policy and Administrative Regulation 5145.7:

BOARD POLICY 5145.7 – SEXUAL HARASSMENT:

Purpose of Policy

It is the policy of the Governing Board of the West Sonoma County Union High School District to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

It is the position of this Board that sexual harassment is unlawful and will not be tolerated. It is a violation of this policy for any employee, agent, student, or party with which the District has cooperative agreement, to engage in sexual harassment.

Definition of Sexual Harassment

As defined by Education Code Section 212.5, "Sexual harassment means unwelcome sexual conduct including 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 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 effecting 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."

Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Examples of conduct which may constitute sexual harassment included, but are not limited to:

- (1) Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
- (2) Among peers, continuing to sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.)
- (3) Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
- (4) Within the educational environment, engaging in sexual behavior to control influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- (5) Offering favors or education or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Any expression of sexual interest between adults and students, regardless of reciprocity is considered inappropriate and shall be subject to discipline under applicable state law.

Reporting Procedure

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the District, should promptly report the facts of the incident(s) and the name of the individual involved to an adult staff member with whom they feel comfortable, and that person shall report the incident to the school site administrator or Superintendent. A written report of the alleged incident will be developed by the site administrator or Superintendent. A copy of the report, along with a copy of this policy, shall be mailed to the parent of the student who initiated the complaint.

All staff, upon personal knowledge of an incident of sexual harassment, are obligated to report it to the school principal. Failure to do so is a violation of this policy. Failure of staff to report student allegations of sexual harassment within three (3) school days is a violation of this policy.

Students who feel aggrieved because of unwelcome conduct that may constitute sexual harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her instructor if that instructor is the individual who is harassing the student. Any individuals making a report may bring an advocate to assist them.

Filing Complaints with State and Federal Agencies

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

U.S. Office for Civil Rights
50 Beale Street, Ste. 7200
San Francisco, CA 94105
(415) 486-5555

The State Fair Employment and Housing Commission
1515 Clay Street, Ste. 701
Oakland, CA 94612
(510) 622-2951

Confidentiality

An allegation of sexual harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigative process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

Retaliation Is Prohibited

The initiation of an allegation of sexual harassment, will not cause any reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with the District, his or her employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any District programs. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

Time Limits

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place.

Investigation Guidelines

All investigations of allegations of sexual harassment shall be handled promptly, in a serious sensitive and confidential manner. The Superintendent shall determine who shall do the investigation.

- (1) The designated investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegation, and they will be given an opportunity to respond. The person accused shall not be given a copy of the complaint but shall be informed of the allegations. The name of the complaining party shall remain confidential to the extent possible.

- (2) All parties, specifically including complainants, and witnesses, will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainant and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.
- (3) A written report of the investigation findings shall be filed by the investigator with the Superintendent within twenty (20) school days of the date the student filed the incident report. The Superintendent may extend the timeline depending on the nature of the investigation. A summary of the report shall be mailed to the student reported the harassment, their parent(s), and the person accused.

Disciplinary Action

When an allegation of sexual harassment is supported by the investigation and disciplinary action is necessary, the Superintendent will determine what course of action is appropriate, depending upon whether the harasser is a student, staff member, or agent of the District.

Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law.

Agents of the District who violate this policy may be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

Appeal Procedures

Either the complaining party or the accused may appeal the findings of an investigation to the Governing Board of the District. Appeals shall be made in writing within ten (10) business days from the date of a finding.

Training and Curriculum

To implement this policy, West Sonoma County Union High School District will provide appropriate training programs for staff and students.

Notification

There will be adequate notification of the policy to include permanent posters in public areas, offices, and hallways. The policy will be published in site handbooks and the District Summer Mailing.

Administrative Regulation 5145.7 Sexual Harassment Purpose

It is the purpose of this Administrative Regulation to implement the District Student Sexual Harassment Policy. The regulation is designed to outline the procedures that are to be followed to maintain the Board of Education's commitment to providing an educational environment free from sexual harassment as defined by board policy.

Reporting Procedure

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the District, should promptly report the facts of the alleged incident(s) and the name of the individual involved to any adult staff member with whom they feel comfortable, and that person shall report the incident to the school site administrator or if the administrator is the alleged harasser, to the Superintendent. The employee who has knowledge of a student allegation of sexual harassment is required to report to the site administrator within three (3) business days.

Students may, at any time during the process, bring an advocate to support them in meeting with the site administrator or other staff. The site administrator or designee will gather the information from the student to complete the Sexual Harassment Incident Report. A copy of the report will be forwarded to the Superintendent and the parent(s), who will also receive a copy of the District policy on Student Sexual Harassment.

Confidentiality

The site administrator will inform the student making the report that the allegation and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. In addition,

witnesses and those interviewed shall be informed of the confidential nature of the issue and the investigation as well as the reason for confidentiality. Anyone violating confidentiality by disclosing the nature of the allegation or the investigation to others shall be subject to disciplinary action.

Retaliation

The initiation of an allegation of sexual harassment by a student will not adversely affect grades, class section or other matters pertaining to his or her status in any District program. The site administrator or designee will inform all parties that retaliation is illegal and that an allegation of retaliation, following a report of sexual harassment shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

Time Limits

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place. Students wishing to report allegations to additional agencies, such as the U.S. Office for Civil Rights, should know that this agency follows a 180 day time limit for reporting alleged incidents of sexual harassment.

Informal Process

Upon receipt of a complaint either verbally or in writing, the complaining party will be advised of their right to explore resolution of the matter by way of an informal mediation process. If the complaining party wishes to use the informal process, the site administrator in consultation with the Superintendent shall set up a process. If the complaining party or accused is not satisfied with the process or conclusion, the investigation procedure shall be initiated.

If the complaining party does not wish to participate in the informal process, the investigation procedure will be initiated.

Investigation Procedure

All complaints shall be investigated if not resolved by way of the informal process.

All investigations of allegations of sexual harassment shall be handled promptly, in a serious, sensitive, and confidential manner. Although the student who believes he/she has been sexually harassed is not required to confront the person who is engaging in the unwelcome and unsolicited sexual conduct, the investigator should determine if the student has informed the person engaging in the behavior that the behavior is offensive and must stop.

- (1) The investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegation, in accordance with Board policy, and they will be given an opportunity to respond.
- (2) The investigator shall inform all parties, including the student making the allegation, witnesses, and the accused, of their rights, including the fact that the student making the allegation and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.
- (3) The investigator shall, conduct an investigation to determine if the allegation of sexual harassment is supported. The investigation finding shall be filed within twenty (20) school days from the date the student made the allegation with the Superintendent. A summary of the findings shall be mailed to the student who reported the harassment, their parent(s), and the person accused.
- (4) When the site principal and/or Superintendent determine that sexual harassment has occurred, and disciplinary action is necessary, they will determine what course action is appropriate. Depending upon whether the harasser is a student, staff member, or agent of the District, appropriate disciplinary action will be taken.
- (5) Any student report of assault and/or physical battery that is gender based or sexual in nature shall be reported to the police for investigation.

Disciplinary Action

Students who are found to have engaged in sexual harassment may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law. Suspension and recommendations for expulsion must follow applicable law.

Staff members who are found to have engaged in sexual harassment of students will be subject to discipline up to and including dismissal. Such disciplinary action shall be determined by site and District Administration in accordance with applicable policies, laws, and/or collective bargaining agreement.

Agents of the District who are found to have engaged in sexual harassment of students will be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

In identifying appropriate disciplinary action, note that repeated incidents following intervention, intensity of the behavior, and multiple victims will yield more severe penalties. Disciplinary actions may include oral warnings, written warning, mandatory training, counseling, suspension, transfer, demotion or termination of employees, and expulsion for students.

Appeal Procedures

The appeal timeline is set forth in Policy. Upon receipt of an appeal, the Board shall schedule a special meeting to hear the appeal.

SCHOOL RECORDS AND ACHIEVEMENT

EC §35256 SCHOOL ACCOUNTABILITY REPORT CARD: Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents receive a copy upon request.

EC §49063 et seq., §49073, 34 CFR 99.30, 34 CFR 99.34, PUPIL RECORDS / NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS AND THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

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

EC §49073 RELEASE OF PUPIL DIRECTORY INFORMATION: The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Names and addresses of seniors or terminating students may be

given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

EC §49073.5; 20 USC §9528(A)(2) RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS: Parents of secondary students may request in writing that the student's name, address, and telephone listing not be released to armed forces recruiters without prior written parental consent (*see page 7*).

EC §§48980(e) and 60850 HIGH SCHOOL EXIT EXAM: Commencing with the 2005-2006 school year (extended by the State pursuant to EC §60859), pupils completing the 12th grade will be required to successfully complete the high school exit exam. The exam may not be administered to students not receiving adequate notice.

EC §51229 HIGH SCHOOL CURRICULUM - NOTIFICATION REGARDING COLLEGE PREPARATORY COURSES: Districts are required to provide parents or guardians of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses (*see page 12*).

EC §§49076 AND 49077 RELEASE OF STUDENT RECORDS / COMPLIANCE WITH SUBPOENA OR COURT ORDER: Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

EC §§49076(a)(1) and 49064(d) RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT: Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

EC §49451 PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT: A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

EC §§48980(b), 49510, 49520 and 49558 PUPIL NUTRITION / NOTICE OF FREE AND REDUCED PRICE MEALS: Needy children may be eligible for free or reduced price meals. Details are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and supplemental educational services pursuant to the federal No Child Left Behind Act.

EC §49403 COMMUNICABLE DISEASES: The district is authorized to administer immunizing agents to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

EC §49423 MEDICATION: Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine upon the school's receipt of specified written confirmation and authorization from the student's physician, surgeon and parent.

EC §§49471 and 49472 MEDICAL AND HOSPITAL SERVICES FOR PUPILS: The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured

while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

EC §§48206.3, 48207-48208 AVAILABILITY OF INDIVIDUALIZED INSTRUCTION / PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL: Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care if an individualized instruction program is desired.

EC §49480 CONTINUING MEDICATION REGIMEN: Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician (*see page 6*). With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

EC §35183.5 SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN: School sites must allow for outdoor use of sun-protective clothing and must provide for the use of sunscreen by students during the school day by an established policy.

40 CFR 763.93 ASBESTOS: The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

EC §§17612 AND 48980.3 USE OF PESTICIDES: School districts are required to inform parents about the use of pesticides on school grounds (*see page 10*).

EC §32280 et seq. COMPREHENSIVE SCHOOL SAFETY PLAN: Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

EC §35294.95 NOTICE OF COMPLIANCE: The District is required to notify the State Department of Education by October 15th of schools that are not in compliance with school safety plan laws.

EC §104420 TOBACCO FREE SCHOOLS: Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

BOARD POLICY 5141.31 IMMUNIZATIONS: No child shall be admitted to district schools without meeting state requirements for immunization against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps and rubella in the manner and with immunizing agents approved by the State Department of Health. Any student who does not show evidence of required immunization or who does not present an acceptable letter or affidavit from the parent/guardian or physician stating reasons for exemption based on medical reasons or personal beliefs shall be excluded from school

until such time as the immunization is obtained or affidavit or exemption has been filed with the school.

HEALTH AND SAFETY CODE 120325 & 120335 – IMMUNIZATIONS: Beginning with the 2011-2012 school year, all students entering 7th through 12th grades must be immunized with a pertussis (whooping cough) vaccine booster called Tdap. The new requirement affects all students-current, new, and transfers – in public and private schools. All districts which enroll 7th through 12th grade students must inform parents/guardians of this new requirement. A Personal Belief Exemption form, properly completed in the presence of a designated school employee, shall meet this requirement.

STUDENT SERVICES

IF YOUR CHILD REQUIRES SPECIAL MEAL ACCOMMODATIONS, or if you would like to request a substitution for fluid milk with school meals, access the **MEDICAL STATEMENT TO REQUEST SPECIAL MEALS and/or ACCOMMODATIONS** and **PARENTAL REQUEST FOR A FLUID MILK SUBSTITUTION FOR SCHOOL-AGE CHILDREN** forms posted on the food service page of the school district website at www.wscuhsd.k12.ca.us/Forms/Forms. Completed forms can be submitted either to the school nurse or food service coordinator at your child's school.

EC §32221.5 PUPILS INSURANCE FOR ATHLETIC TEAMS AND SCHOOL TRIPS: 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. Board policy requires schools to offer insurance coverage for school trips at cost to the parent or guardian. These insurance requirements 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 1-800-827-4695.

EC §49091.14 PROSPECTUS OF SCHOOL CURRICULUM: The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.

EC §310 ENGLISH LANGUAGE EDUCATION: State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information.

EC §48980(l) STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS: State funds may be available to cover the costs of advanced placement examination fees pursuant to EC §52244.

SPECIAL EDUCATION (IDEA): State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

EC §56301 SPECIAL EDUCATION; CHILD FIND SYSTEM: Any parent suspecting that a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

5 CCR §3080 SPECIAL EDUCATION COMPLAINTS: State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504 / HANDICAPPED PUPILS (Section 504 of the Rehabilitation Act of 1973): Section 504 is designed to protect those students with disabilities who do not qualify for special education services, from discrimination in programs and activities that receive federal funding from the U.S. Department of Education. Section 504 requires school to offer a free appropriate public education; in which either regular or special education and related aids and services are designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Federal law requires school districts to annually notify handicapped pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act. District policies and regulations related to Section 504 may be obtained from the District Office or from the 504 Coordinator of each school. Procedures for referring students for 504 services, and procedural safeguards are included in the District policies and regulations.

STATEMENT OF NONDISCRIMINATION (Title VI Civil Rights Act of 1964): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, or handicap. This policy requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. See the following District Board Policy 5145.3 Non-Discrimination:

BOARD POLICY 5145.3 NON-DISCRIMINATION/HARASSMENT:

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived sex, gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, and physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities. School staff and volunteers must be especially careful to guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The district designates the site principal to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies.

Any student who feels that he/she is being harassed should immediately contact the school principal or any other staff member. Any student who observes an incident of harassment should report the harassment to the school employee, whether or not the victim files a complaint.

NOTICE OF NON-DISCRIMINATION

The West Sonoma County Union High School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following individual has been designated to handle inquiries regarding the District's non-discrimination policies:

Steve Jorgensen, Assistant Superintendent
462 Johnson Street
Sebastopol, CA 95472
(707) 824-6403

For further information regarding non-discrimination, see list of OCR enforcement offices for the address and phone number of the offices that serves your area, or call 1-800-421-3481.

EC §32390 FINGERPRINTING PROGRAM: Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS: Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

TITLE 20: PROTECTION OF PUPIL RIGHTS AMENDMENT: The Protection of Pupil Rights (PPRA) requires that districts develop policies that obligate them to obtain prior written consent from parents prior to their student participating in a survey. See the following District Board Policy and Administrative Regulation 5022 Student and Family Privacy Rights:

BOARD POLICY 5022 STUDENT AND FAMILY PRIVACY RIGHTS:

The Governing Board believes that personal information concerning district students and their families should be kept private in accordance with law.

The Superintendent or designee shall consult with parents/guardians regarding the development and adoption of this policy.

Collection of Personal Information for Marketing Purposes

The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

ADMINISTRATIVE REGULATION 5022 STUDENT AND FAMILY PRIVACY RIGHTS:

Personal information means individually identifiable information including a student's or parent/guardian's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number. (20 USC 1232h)

Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian shall provide prior written consent before the student participates in a survey containing questions regarding one or more of the following items: (20 USC 1232h; Education Code 51513)

1. Political affiliations or beliefs of the student or his/her family
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers
7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

Notwithstanding the above requirements, the district may administer to students in grades 7-12, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an

opportunity to request that their child not participate. (Education Code 51938)

Exceptions to Collection of Personal Information

Any district restriction regarding collection of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education-related activities
6. Student recognition programs

Parent/Guardian Access to Surveys and Instructional Materials

Before school staff administers a survey or evaluation containing personal information as identified above, the student's parent/guardian may: (20 USC 1232h; Education Code 51938)

1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum

Within a reasonable period of time of receiving a request, the principal or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.

2. Refuse to allow his/her child to participate in the activity

Students whose parents/guardians exercise this option shall not be penalized by the district. (20 USC 1232h)

Health Examinations

No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)

Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this policy and administrative regulation
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical exams or screenings

Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938) Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

SEX / HIV / AIDS EDUCATION

EC §51938 INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION / HIV AND AIDS PREVENTION: Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

EC §51240 HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS: Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

SCHOOL ATTENDANCE / ATTENDANCE ALTERNATIVES

California law (EC §48980(i)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district, which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives: The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased", which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school, which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

Choosing a School Outside District in Which Parent Lives: Parents have different options for choosing a school outside the district in which they live. The options are:

Interdistrict Transfers (EC §§4660.1 through 46611): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- Both the school district a parent is requesting a transfer to and the one a parent is transferring from are encouraged to take into consideration the childcare needs of the student. If the transfer is approved based on childcare needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.
- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Parental Employment in Lieu of Residency Transfers (EC §48204(f)): The law provides that if one or both parents of an elementary school student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of EC §48204(f) include:

- Either the district in which the parent lives or the district in which the parent works may prohibit the student's transfer if it is determined that there would be a negative impact on it.
- The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

This summary provides an overview of the laws applicable to each alternative. Additional information is available upon request.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (4) 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.
- (5) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

EC §48205 EXCUSED ABSENCES: Students may be absent for justifiable reasons and may complete missed assignments.

EC §48980(j) GRADE REDUCTION / LOSS OF ACADEMIC CREDIT: No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed (*See text of EC §48205 on page 27*).

EC §46010.1 ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES: Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent; however, district implementation of this law is permissive. District policy regarding excusing such absences is available upon request.

EC §46014 ABSENCE FOR RELIGIOUS INSTRUCTION: Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

EC §48980(c) NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS: The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the start of school (*see page 29*).

MISCELLANEOUS

EC §11503 PROGRAMS TO ENCOURAGE PARENTAL INVOLVEMENT: Requires school districts to develop parent involvement programs. See the following District Board Policy and Administrative Regulation 6020 Parent Involvement:

BOARD POLICY 6020 PARENT INVOLVEMENT:

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

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

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

Parent Involvement At Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program (Education Code 11503).

The Superintendent or designee shall ensure that the district's parent involvement strategies for Title I schools are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs and parents/guardians of students not participating in Title I

programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318 (20 USC 6318).

Parent Involvement At All Sites:

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with 20 USC 6318.

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

ADMINISTRATIVE REGULATION 6020 PARENT INVOLVEMENT: - IN TITLE I SCHOOLS AND NON-TITLE I SCHOOLS:

Title I Schools:

The district's Board Policy and Administrative Regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs (20 USC 6318).

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

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318).
2. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318).
3. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement (20 USC 6318).
 - a. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities.
 - b. Provide information to schools about the indicators and assessment tools that will be used to monitor parent involvement.

All Schools:

1. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans.
2. Build the capacity of schools to support strong levels of parent/guardian involvement by: (20 USC 6318)
 - a. Assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the goals and requirements of state and federal compensatory education programs, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - b. Within the resources of state and federal special programs and categorical programs providing materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology to foster parent involvement.
 - c. Educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and working with

parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools.

- d. Providing other such reasonable support for parent involvement activities as parents/guardians may request.
 - e. Informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students.
3. The Superintendent or designee shall evaluate the parent/guardian involvement practices annually and shall:
- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318).
 - b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318).
 - c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503).

School-Level Policies for Title I Schools:

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

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participating in Title I and to explain Title I requirements and the right of parents/guardians to be involved.
2. Offer a flexible number of meetings; such as meetings in the morning or evening, for which related transportation, childcare, and/or home visits may be provided as such services relate to parent involvement.
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for school wide programs pursuant to 20 USC 6314.
4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about the Title I program.
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians.
5. If the school wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district.
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student achievement standards.
 - b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time.
 - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1)Frequent reports to parents/guardians on their children's progress.
 - (2)Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in the section "District Strategies for Title 1 Schools"
8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand.

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand (20 USC 6318).

District Strategies For All Schools:

For each school, whether or not the school receives federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504).
- The Superintendent or designee may:
- a. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter.
 - b. Provide parents/guardians with information about students' class assignments and homework assignments.
2. Inform parents/guardians that they can directly affect the success of their children' learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504).

The Superintendent or designee may:

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

The Superintendent or designee may:

- a. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their children's classroom or school

- b. Provide information about parent involvement opportunities through district, school, and/or class newsletters, the district's website, and other written or electronic communications.
 - c. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand.
 - d. Develop mechanisms to encourage parent/guardian input on district and school issues.
 - e. Identify barriers to parent/guardian participation in school activities, including parent/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
 - f. Encourage greater parent/guardian participation considering alternative such as adjusting meeting schedules to accommodate parent/guardian needs and providing translation or interpreter services, transportation, and/or childcare.
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504).

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate parent involvement programs into school plans for academic accountability.

The Superintendent or designee may:

- a. Include parent involvement strategies in school reform or school improvement initiatives.
- b. Involve parents/guardians in school planning processes.

BOARD POLICY 1250 VISITORS TO SCHOOL:

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures, which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, and appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, the Board encourages all visitors to identify themselves to the principal or designee upon entering school grounds.

All outsiders shall register in accordance with law immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission.

ADMINISTRATIVE REGULATION 1250 VISITS TO THE SCHOOLS:

The Governing Board and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.

The administration is authorized to establish regulations, which will:

- 1. Encourage visitors to observe our schools;
- 2. Provide for appropriate hospitality for visitors;

- 3. Channel expressions of approval as well as constructive criticism to the Governing Board;
- 4. Ensure that such visits will enhance the effect of the educational program rather than hinder it; and
- 5. Require all visitors to register in the office of the principal upon their arrival at the school.

Governing Board members who visit schools of their own volition have no more authority than any other citizen unless delegated specific tasks by Governing Board action.

EC §49091.18 NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION: Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

EC §221.5(d) SEX EQUITY IN CAREER PLANNING: Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

EC §32255-32255.6 RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS: Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

20 USC §6301 NO CHILD LEFT BEHIND ACT OF 2001: Under the NCLB, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.
- **Program Improvement Schools:** Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.

- **Non-Release of Information to Armed Forces Recruiters:** Upon written request, parents may direct that their student's name, address and telephone listing not be released without prior written parental consent.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the No Child Left Behind Act are located on page 7.

5 CCR §4622 UNIFORM COMPLAINT PROCEDURES: The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. See the following District Board Policy and Administrative Regulations 1312.3 Uniform Complaint Procedures:

BOARD POLICY 1312.3 UNIFORM COMPLAINT PROCEDURES:

The Board recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level in accordance with applicable laws and administrative regulations related to this policy.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform Complaint Procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special educational programs, to the extent that such programs are offered by the district. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams Uniform Complaint Procedure. (AR 1312.4)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

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

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint, or the reporting of instances of alleged discrimination.

Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

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

ADMINISTRATIVE REGULATION 1312.3 UNIFORM COMPLAINT PROCEDURES:

The Governing Board designates the following compliance office to receive and investigate complaints and ensure district compliance with law:

Assistant Superintendent
West Sonoma County Union High School District
462 Johnson Street, Sebastopol, Ca 95472
(707) 824-6403

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

Notifications:

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

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

The Superintendent, Assistant Superintendent, or Site Principal shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. Remedies may include court orders, preliminary injunctions and/or restraining orders.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies or local mediation centers, or from private attorneys. Local resources include:

California Rural Legal Assistance, Santa Rosa
Sonoma County Legal Aid, Santa Rosa
Connexus Conflict Management, Sebastopol

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district is primarily responsible for compliance with state and federal laws and regulations
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. An unlawful discrimination complaint must be filed not later than six (6) months from the date the alleged discrimination occurs, or six (6) months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

Procedures:

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

information required for compliance with the Code of Regulations, Title 5 Section 4631 and 4633.

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

Step 1: Filing of Complaint:

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

A complaint alleging unlawful discrimination shall be initiated no later than six (6) months from the date when the alleged discrimination occurred or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the Superintendent, Assistant Superintendent or Site Principal. The Human Resources Manager shall maintain a log of complaints received.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)

Step 2: Mediation:

As part of the investigation process, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation the compliance officer shall make arrangement for the process. In no event shall mediation be mandatory in resolving complaints.

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

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

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

Step 3: Investigation:

The compliance officer is encouraged to hold an investigation meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant, and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (Title 5, CCR 4631)

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

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

Step 4: Response:

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant, and, upon request, to the California Department of Education (CDE), a written report of the district's investigation and decision, as described in Step #5 below. This time period may be extended by written agreement of the complainant.

Step 5: Final Written Decision:

The district's decision shall be in writing and sent to the complainant.

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

This decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the decision to the California Department of Education within 15 days and procedures to be followed for initiating such an appeal.
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; EC 262.3).

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

Appeals to the California Department of Education:

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

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

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

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

Civil Law Remedies:

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

ADMINISTRATION REGULATIONS 1312.4 WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682)

1. Textbooks and Instructional materials

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

(cf. 6161.1 *Selections and Evaluation of Instructional Materials*)

2. Teacher vacancy or misassignment

- a. A semester begins and a vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.

(cf. 4112.22 *Staff Teaching Students of Limited English Proficiency*)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 33126; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 *Certification*)

cf. 4113 *Assignment*)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.
Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)
- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been

stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

4. High School Exit Examination Intensive Instruction and Services

A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 *High School Exit Examination*)

(cf. 6179 *Supplemental Instruction*)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed ten (10) working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or at a school site and shall be immediately forwarded to the Superintendent or designee. (Education 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed thirty (30) working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within forty-five (45) working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of the complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 36186; 5 CCR 4686)

For a complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal, Superintendent, or designee may file an appeal to the Superintendent of Public Instruction within fifteen (15) days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 – *Access to District Records*)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the Board and the County Superintendent of Schools. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Complaint forms are available for such Williams identified complaints at the District Office, Analy High School, El Molino High School, and Laguna Continuation High School.

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School Accountability Report Card
35186 Alternative uniform complaint procedure
35292.5 Restrooms, maintenance and cleanliness
37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

48985 Notice to parents in language other than English
60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4087 Uniform complaint procedures
4680-4687 Williams complaints

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California County Superintendents Educational Services Association:
<http://www.ccesa.org>
California Department of Education, Williams's case:
<http://www.cde.ca.gov/eo/ce/wc/index.asp>
State Allocation Board, Office of Public School Construction:
<http://www.opsc.dgs.ca.gov>

WILLIAMS UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENTS/GUARDIANS, PUPILS AND TEACHERS COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers: Pursuant to Education Code 35186, you are hereby notified that:

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

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

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

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/us>.

EC §39831.5 SCHOOL BUSES / PASSENGER SAFETY: Districts are required to provide safety regulations to all new students.

PENAL CODE §290.4 MEGAN'S LAW NOTIFICATION: Parents and members of the public have the ability to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

EC 48205 EXCUSED ABSENCES; AVERAGE DAILY ATTENDANCE COMPUTATION

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

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

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

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

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

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

FEDERAL RACE AND ETHNICITY DATA COLLECTION REPORTING:

Based upon final guidance from the U.S. Department of Education regarding the collection of race and ethnicity data for students and staff, the California

Department of Education has revised its data collection requirements using the California Pupil Achievement Longitudinal Data System (CALPADS). Beginning with the 2009-2010 school year, districts are now obligated to comply with the new reporting requirements using a two-part question (<http://www.cde.ca.gov/ds/sp/cl/>). It is recommended that the Annual Parent Notice be used as the mechanism for distributing the information to students.

If you are aware of an incident or crime that may affect the well being and safety of our students, staff, school or community, we encourage you to call our reporting hotline. Your call will be handled confidentially and anonymously if you prefer. Please remember that all calls will be taken seriously and investigated. Any report that proves to be an intentional prank or fabricated accusation could leave to criminal charges.

ANONYMOUS TIP HOTLINE

824-7929

**West Sonoma County Union High School District
2011-2012 SCHOOL YEAR CALENDAR**

Board Approved: March 9, 2011

Month Year	S	M	T	W	T	F	S	Quarter-Semester/Holidays/ Staff Development	Days of Instr.	Cert. Emp. Workdays	School Year Emp. Workdays	Class. Emp. Workdays	Class. Paid Holidays
JULY 2011	3	(4)	5	6	7	8	9	July 4 Independence Day Holiday	0	0	0		1
	10	11	12	13	14	15	16						
	17	18	19	20	21	22	23						
	24	25	26	27	28	29	30						
	31												
AUG	7	8	9	10	11	12	13	Aug. 16 Staff Development Aug. 17 First day of School	11	12			0
	14	15	*16*	17	18	19	20						
	21	22	23	24	25	26	27						
	28	29	30	31									
SEPT	4	(5)	6	7	8	9	10	Sept. 5 Labor Day Holiday	21	21	21		1
	11	12	13	14	15	16	17						
	18	19	20	21	22	23	24						
	25	26	27	28	29	30							
OCT	2	3	4	5	6	7	8	Oct. 10 School Closure* Oct. 14 Non-paid for classified Oct. 24 End 1 st Qtr. (41 days) Athletic/Extra-Curr. Eligibility Date	20	20	20		0
	9	{10}	11	12	13	14	15						
	16	17	18	19	20	21	22						
	23	24	25	26	27	28	29						
	30	31											
NOV	6	7	8	9	10	(11)	12	Nov. 11 Veterans' Day Nov. 23 Local Holiday Nov. 24 Thanksgiving Day Nov. 25 Local Holiday	18	18	18		4
	13	14	15	16	17	18	19						
	20	21	22	[23]	(24)	[25]	26						
	27	28	29	30									
DEC	4	5	6	7	8	9	10	Dec. 21 End 1 st Sem. (85 days) Dec. 25 Christmas Day Dec. 23 & 26 Local Holiday Dec. 30 Local Holiday Dec. 22- Jan. 6 Winter Break	15	15	15		3
	11	12	13	14	15	16	17						
	18	19	20	21	22	[23]	[24]						
	(25)	[26]	27	28	29	[30]	[31]						
JAN 2012	(1)	[2]	3	4	5	6	7	Jan. 1 New Year's Day Jan. 2 Local Holiday Jan. 16 Athletic/Extra Curr. Eligibility Date Jan. 16 Martin Luther King Day	16	16	16		2
	8	9	10	11	12	13	14						
	15	(16)	17	18	19	20	21						
	22	23	24	25	26	27	28						
	29	30	31										
FEB	5	6	7	8	9	10	11	Feb. 16 School Closure* Feb. 17 Non paid for classified Lincoln's Day Observed Feb. 20 Presidents Day Observed	18	18	18		2
	12	13	14	15	{16}	(17)	18						
	19	(20)	21	22	23	24	25						
	26	27	28	29									
MAR	4	5	6	7	8	9	10	Mar. 15 End 3 rd Qtr (45 days) Mar. 16 School Closure* Non paid for classified Mar. 19-23 Spring Break	16	16	16		0
	11	12	13	14	15	{16}	17						
	18	19	20	21	22	23	24						
	25	26	27	28	29	30	31						
APR	1	2	3	4	5	[6]	7	April 2 Athletic/Extra Curr. Eligibility Date April 6 Local Holidays Non paid for classified April 8 Easter Sunday April 9 School Closure* Non paid for classified	19	19	19		0
	(8)	{9}	10	11	12	13	14						
	15	16	17	18	19	20	21						
	22	23	24	25	26	27	28						
	29	30											
MAY	6	7	8	9	10	11	12	May 28 Memorial Day May 31 Last Day of School May 31 End 2 nd Sem. (91 days)	22	22	22		1
	13	14	15	16	17	18	19						
	20	21	22	23	24	25	26						
	27	(28)	29	30	31								
JUNE	3	4	5	6	7	8	9	June 11 Athletic/Extra Curr. Eligibility Date	0	0	0		0
	10	11	12	13	14	15	16						
	17	18	19	20	21	22	23						
	24	25	26	27	28	29	30						
									176	177			14

GRADUATION: May 31, 2012 Laguna 10:00 a.m., El Molino 6:30 p.m., Analy 5:30 p.m.

() = Legal Holiday [] = Local Holiday { } = School Closure * * = Staff Development

District office closed on Holidays specified above. School Offices closed Holidays, Summer, Winter and Spring Breaks.

*School closure dates due to state revenue reduction caused by state budget crisis