

GREENFIELD UNION
SCHOOL DISTRICT



Guide for
Parents & Students
2018 - 2019

Welcome Letter from Superintendent

Dear Parent/Guardian:

Welcome to the Greenfield Union School District. The Administration, Faculty, and Staff of the Greenfield Union School District believe every student should develop academic, social, and physical skills; moral and ethical values; and a creative spirit.

The Board of Trustees has established the following goals for our students:

- Develop knowledge and use of specific fundamentals: reading, writing, and arithmetic;
- Develop and maintain and a sound body and mind;
- Develop an appreciation and respect for the worth and dignity of others;
- Develop and understand the goals and processes of a free society and participate in the democratic process;
- Develop a moral and ethical sense of values; and
- Develop awareness of opportunities and requirements related to specific vocations and the joy in a job well done.

Greenfield schools maintain a safe, orderly, and secure environment conducive to student learning and achievement. The handbook has been prepared to provide parents with the information needed to begin the new school year successfully. You will find information regarding attendance procedures, conduct, discipline, student services, transportation, and other helpful information. Please review the handbook carefully and discuss these items with your student(s).

Also, pay attention to the forms listed below that will be sent home with your child(s) for review. Please sign and return them to your child's school site:

- Annual Notice to Parent or Guardian Regarding Your Rights and Responsibilities (Yellow)
- Student Contact & Emergency Information Card (Pink)
- Student Use of Technology Acceptable Use Agreement Form (Blue)
- Annual Photo Release (Green)

Working together in a cooperative manner, we will provide an excellent learning environment for Greenfield students. Let's work together to have a great school year!

Respectfully,



Ramon Hendrix
Superintendent

“Education is the most powerful weapon which you can use to change the world”.
Nelson Mandela

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GREENFIELD UNION SCHOOL DISTRICT

General Information **BOARD OF TRUSTEES**

Mike Shaw
Candy Iribarren

Dr. Ricardo Herrera
Melinda Long

VALUE STATEMENTS

- The District is committed to its valued employees.
- The District is committed to developing and maintaining facilities that provide a safe and effective learning environment for our students and community.
- The District is committed to recruiting and retaining a highly qualified professional staff.
- The District is committed to meeting the specific needs of each child within our community by providing a comprehensive standards-based instructional program.
- The District is committed to providing quality resources and services that support the instructional goals of each site through sound business practices.
- The District is committed to integrating and coordinating services in partnership with the community so as to provide each child with opportunities for academic, physical, social and emotional success.

DISTRICT MISSION

Greenfield Union School District *is a student-centered District dedicated to preparing each student for a life which is productive academically, physically, socially, emotionally, and economically.*

DISTRICT GOALS

- Raise standards and strengthen curriculum
- Professional development
- Increase accountability
- Educate a changing student population

2018-2019 PRIORITY GOALS

- Increase academic achievement in reading and mathematics
- English learners will become proficient in English and reach high academic standards
- All students will be taught by highly qualified teachers
- All students will be educated in learning environments that are safe, drug-free, and conducive to learning
- Students with disabilities will increase academic development

G.F.U.S.D. Website

This handbook and information regarding school activities is available on our District website at www.gfusd.net



GREENFIELD UNION SCHOOL DISTRICT SCHOOL DIRECTORY

GREENFIELD UNION SCHOOL DISTRICT

1624 Fairview Road
Bakersfield, CA 93307
Phone: 661.837.6000
Superintendent: Ramon Hendrix

FAIRVIEW ELEMENTARY SCHOOL

425 E. Fairview Road
Bakersfield, CA 93307
Phone: 661.837.6050
Principal: Leticia Canales

GRANITE POINTE ELEMENTARY SCHOOL

2900 Berkshire Road
Bakersfield, CA 93313
Phone: 661.837.6040
Principal: Greg Adkins

GREENFIELD MIDDLE SCHOOL

1109 Pacheco Road
Bakersfield, CA 93307
Phone: 661.837.6110
Principal: Sandra Welch

HORIZON ELEMENTARY SCHOOL

7901 Monitor Street
Bakersfield, CA 93307
Phone: 661.837.3730
Principal: Juan Herrera-Olea

KENDRICK ELEMENTARY SCHOOL

2200 Faith Avenue
Bakersfield, CA 93304
Phone: 661.837.6190
Principal: Hana Suleiman

MCKEE MIDDLE SCHOOL

205 McKee Road
Bakersfield, CA 93307
Phone: 661.837.6060
Principal: Brandon Duncan

LEON H. OLLIVIER MIDDLE SCHOOL

7310 Monitor Street
Bakersfield, CA 93307
Phone: 661.837.6120
Principal: Sheila Johnson

RAFFAELLE PALLA ELEMENTARY SCHOOL

800 Fairview Road
Bakersfield, CA 93307
Phone: 661.837.6100
Principal: Monica Cachu

PLANTATION ELEMENTARY SCHOOL

901 Plantation Avenue
Bakersfield, CA 93304
Phone: 661.837.6070
Principal: Deloris Sill

PLANZ ELEMENTARY SCHOOL

2400 Planz Road
Bakersfield, CA 93304
Phone: 661.837.6080
Principal: Teresa Olague

VALLE VERDE ELEMENTARY SCHOOL

400 Berkshire Road
Bakersfield, CA 93307
Phone: 661.837.6150
Principal: Nicole Zandes

GREENFIELD FAMILY RESOURCE CENTER

5400 Monitor Street
Bakersfield, CA 93307
Phone: 661.837.3720
Coordinator: Jordon Green

GREENFIELD COMMUNITY SCHOOL

725 Capitola Drive
Phone: 661.837.3717
Administrator of Alternative Education: Matthew Earls

ATTENDANCE

Regular Attendance is Important

Regular school attendance is a high priority of the District and a necessary component for student success. All students are expected to be in school regularly and on time in order to attend all scheduled classes and other required activities. Attending school between the ages of 6 and 18 is not only a basic right of every person, but also a legal obligation. [E.C. § 48200] By law, parents are responsible for their children being in school every day during the school year. Medical appointments are encouraged to be made outside of school hours when possible.

It is the responsibility of the parent or guardian to send a note giving a valid excuse or telephone the school whenever their child is absent from school. Failure to do so will not only cause an unexcused absence, but may also affect the student's grades.

Any student who is picked up early from school with more than 30 minutes remaining in the school day, or tardy more than 30 minutes, without a valid excuse on three occasions in one school year shall be classified as a truant. [E.C. §48260]

Clearing Absences

It is the responsibility of the parent to clear all absences for each day missed, including consecutive days missed. Each school site has an auto-dialing system which will notify parents/guardians of a student's absence. Parents must clear an absence within 48 hours of the absence or it will be unexcused.

If a student has a total of fourteen (14) days of absences due to illness, a doctor's note will be required to clear any further absences. If a doctor's note is not obtained, the absences will be unexcused.

The Greenfield Truancy Reduction Program [E.C. § 48321]

The Greenfield Truancy Reduction Program has been developed to help enforce the minimum attendance requirements mandated by State Law. The Greenfield Union School District has partnered with the Kern County Sheriff's Department to work with the school sites, students, and parents to help meet State Law.

The Greenfield Union School District and Kern County Sheriff's Department will be accessing and evaluating your students' attendance records and will be part of the multi-step truancy reduction program. Students who begin to show a pattern of being absent from school or habitually late can be turned over to the Sheriff's Department for review. Parents/guardians will be notified of truancy issues via letter(s) mailed home via USPS on district established intervals of attendance issues. Truancy letters serve to advise parent/guardian of the date(s)/reason(s) for the truancy letter. After accumulating unexcused absences and/or tardies amounting to ten (10), parents, students, and guardians will be referred to a Student Attendance Review Board (SARB) hearing.

Student Attendance Review Board (SARB)

SARB is a District-established panel composed of local agencies, school officials and school resource officer. SARB is the final step in the school districts' attempt to correct student attendance issues. In the event a student is referred to SARB the student's parent/guardian will be placed on an attendance contract. Any further violations following the SARB hearing will be forwarded to the Sheriff's Department for citation and prosecution in Court.

Minimum Attendance Requirements

Students who are absent more than 36 school days or 20% of the school year have failed to meet minimum requirements for attendance. Students who fail to meet the minimum attendance requirement may be considered for grade level retention. Students whose absences are caused by serious illnesses/injury will be considered to have met minimum attendance standards by being placed on home/hospital by the District in collaboration with a medical physician.

Saturday School

State of California E.C. § 37223 allows school districts to provide Saturday School for students for a variety of reasons. The administration of the Greenfield Union School District, along with your child's individual school, can assign your son/daughter Saturday School for the following reasons: behavior or attendance. In regards to student truancy, attending Saturday School will allow a student to make up (3) tardies or absences and early pick ups. Saturday School will be held on scheduled Saturdays throughout the year from 8:00 a.m. – 12:00 p.m. Saturday School is held at the **Greenfield Middle School campus located at 1109 Pacheco Rd.** Your child's individual school will provide

the information of each Saturday School your student is assigned. It is the parent's responsibility to provide transportation to and from Saturday School. If your child does not attend Saturday School, he/she may be assigned up to ten (10) hours of detention per non-attendance of a Saturday School assignment or will be assigned to the next Saturday School. A letter admitting your child to Saturday School will be sent out by your child's school prior to the day they are to attend Saturday School. Saturday School will be assigned to students in grades K – 8.

Excused Absences [E.C. § 48205]

According to law, your child will be excused for absence when it is:

- a. Due to his or her illness.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometric, or chiropractic services rendered, including confidential medical services.
- d. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- e. For the purpose of jury duty in the manner provided by law. [E.C. §§ 46010, *et seq.*]
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- g. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- i. For the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Such absences will be granted for a period of time to be determined at the discretion of the Superintendent of the school district.
- j. For the purpose of attending his/her naturalization ceremony to become a United States citizen.

No Grade Reduction or Loss of Academic Credit [E.C. § 48205]

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

Absence for Religious Purposes [E.C. § 46014]

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

Address Verification

When enrolling students for Regular or Special Education, evidence of residency may be established by an official city/county or real estate agency (title company) documentation that shows the enrollees address (i.e., water, power, gas, escrow instructions/loan documents, as well as methods listed in Ed Code 48204.)

Attendance Alternatives [E.C. § 48980]

Parents must be informed at the beginning of the school year about the many options available to allow parents to choose where their child(ren) attend school. There is one option for choosing a school within the district which the parent lives (intra-district transfer) and a variety of options for selecting schools in other districts (inter-district transfer). There are general requirements and limitations for each option as described below:

Intra-District Attendance Options [E.C. § 35160.5]

By law, the District must have a policy for residents of the District to attend schools within the District other than the one assigned by the District, unless the District only has one school or schools that do not serve any of the same grade levels.

Under the District's policy, the District will determine the number of available spaces at each of its schools for students

wishing to transfer to another school. Students who currently reside in the attendance area of a school cannot be displaced by students wishing to transfer from within the District, but outside the school's attendance area. Further, the District retains the authority to maintain appropriate racial and ethnic balances among its respective schools and may therefore deny a transfer request if necessary to maintain these balances. The selection process to determine which, if any, students will be allowed to transfer is random and unbiased. A student's academic or athletic performance cannot be a basis to accept or deny a transfer request. The District is not required to provide transportation assistance to a student who transfers to another school in the District under these provisions. The Board of Trustees has established guidelines for intra-district attendance. They are on file at the District Office.

Inter-District Attendance Options [E.C. §§ 46600-46603, 48204(b), 48204(d), and 48300-48361]

Guidelines have been established for inter-district attendance. They are on file at each school and at the District Office.

Inter-District Transfer Agreements [E.C. §§ 46600-46603]

Two or more districts may enter into an agreement for the inter-district transfer of students. The agreement must specify the terms and conditions under which transfers are permitted. For more information, please contact the District Office at 661-837-6000. If either district denies an inter-district transfer request, you may appeal the 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. If such a situation arises, you will be advised of the applicable timelines and of your student's enrollment status pending the appeal.

Involuntary Transfer of a Student Convicted of a Violent Felony or Misdemeanor Where Victim Enrolled at Same School [E.C. §§ 48929]

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

Attendance Where Parent/Guardian is Employed [E.C. § 48204(b)]

Your child may have the option of attending school in the district where you or your spouse is employed. If interested, call the school office for information.

Attendance Where Caregiver Resides [E.C. § 48204(d)]

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home.

Open Enrollment Act [E.C. §§ 48350-48361]

The District desires to offer enrollment options in order to provide children with opportunities for academic achievement that can meet diverse needs. Such options are also provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he/she may apply to transfer to another school within or outside of the District, if the school to which he/she is transferring has a higher Academic Performance Index.

A parent whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the District must apply using the District's Intra-District Open Enrollment policy. Information regarding the application process and applicable deadlines can be obtained at 661-837-6000.

Individualized Instruction [E.C. §§ 48206.3 and 48980(b)]

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

Students in Hospitals Outside of School District [E.C. §§ 48206.3, 48207, and 48208]

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

Individualized Instruction to Students in Hospitals [E.C. § 48208]

It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district that the pupil now resides and the district where the hospital is located pursuant to E.C. § 48207. That district, when possible, will provide that student with individualized instruction within five (5) working days of receipt of the notification and within five (5) working days of the commencement of the individualized instruction.

Home/Hospital Instruction

Home/Hospital Instruction (HHI) provides the opportunity for a student to continue his/her current educational program while under a temporary disability that makes attendance in regular day class or an alternative education program impossible or inadvisable. A temporary disability does not include a disability for which a student has been identified as an individual with exceptional needs (i.e., student is receiving special education pursuant to E.C. § 48206.3. HHI is a service, not a school. A student needs to be enrolled in the Greenfield Union School District to receive HHI.

A student is eligible to receive HHI from the Greenfield Union School District when the following criteria are met:

1. The student has incurred a temporary physical, mental, or emotional disability.
2. The disability is temporary after which the student can be reasonably expected to return to regular day class or an alternative education program without special intervention.
3. A physician or mental health professional has provided written verification that the student's disabling condition produces a requirement for HHI.

A student residing outside the Greenfield Union School District attendance area, but confined to a hospital or health facility within the Greenfield attendance area, is eligible for HHI. A student is eligible for HHI if diagnosed by a physician as unable to attend school.

Independent Study [E.C. § 48206.3]

It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district. Independent Study will not be permitted except for (a) Home and Hospital care or (b) other Medical necessities that will keep a student out for more than five (5) days. Home and Hospital or Medical necessities shall be for the duration prescribed by the doctor.

STUDENT ACTIVITIES

8th Grade Trip and Promotion Ceremony Requirements

Requirements regarding the 8th grade trip and promotion ceremony include, but are not limited to, the following:

1. Eighth grade students must achieve a cumulative GPA of 2.0* during their eighth grade period of enrollment.
2. Eighth graders may not exceed 10 suspension/opportunity class days during their eighth grade year. Suspension/Opportunity class days from previous schools apply.
3. Eighth grade students may not exceed 18 days of absence (or 10% of days enrolled). *Extended absences due to special medical circumstances (8 or more consecutive school days) may be considered for exception if cleared by a physician.*
4. Eighth graders who have not met behavior guidelines, or who will not participate in promotion as a result of the criteria set forth, will not participate in the Magic Mountain trip.
5. All fees or fines owed must be paid prior to purchasing ticket for the 8th grade trip.

Field Trips

The district recognizes that school-sponsored field trips are an important component of a student's development and enrich the classroom learning experience. Principals or designee may exclude any student from a field trip if the student poses a safety or disciplinary risk. When district transportation is provided, students are expected to ride the transportation to and from the field trip location. Students may be released from using district transportation only with advanced written permission of their parents/guardians *and* the approval of the Principal or designee. (AR 3541.1)

Chaperones

The district shall ensure adequate supervision is provided on all school-sponsored field trips and that there are

appropriate ratios of adults to students present on all trips. At times parents will be asked to chaperone field trips to assist with appropriate ratios. All chaperones must be 18 years of age and be screened to comply with school and district visitation procedures. Any chaperone who participates in an overnight field trip (i.e. Camp Keep) shall be fingerprinted and cleared via DOJ/FBI prior to participating on field trips.

**Special Education students may have differentiated criteria, according to the goals of their IEP.*

After School Success Program (ASSP) – Sports for Middle Schools

The After School Education and Safety (ASES) Grant and district funds will continue to fund middle school sports based on the following requirements:

1. Students **must enroll** in the After School Success Program (ASSP) and **attend five (5)** days per week during the sports season.
2. Students must maintain a 2.0 grade point average (GPA).
3. Participation in conditioning classes and/or intramural tournaments during the off-season or between sports will be offered.
4. If students elect to drop ASSP during the off-season, they may risk losing their spot in ASSP.
5. Students with three (3) unexcused absences within a month will be dropped from the program and may not re-enroll for the remainder of the season or be placed on a wait-list.
6. Students not meeting the required attendance and/or GPA will be dropped from ASSP and the sports team.

Athletic Team Insurance

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. The insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some students may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling the programs below:

- | | |
|--|----------------|
| 1. Healthy Families Program | (888) 747-1222 |
| 2. Medi-Cal Program | (800) 880-5305 |
| 3. SISC Supplemental Insurance Program | (800) 972-1727 |

STUDENT SAFETY

Safe Place to Learn Act [E.C. §§ 220, 221.5 and 234.1]

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint of a violation of these policies using the Uniform Complaint Procedures form, please contact the district's Assistant Superintendent Mr. Hogue at (661) 837-6000.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and Board Policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contact the district's Assistant Superintendent Mr. Hogue at (661) 837-6000. Each such situation will be addressed on a case-by-case basis and in accordance with the law and Board Policy.

Safe Schools Program

The Greenfield Union School District has partnered with the Kern County Sheriff's Department to provide a School Resource Officer to all District campuses. This program is part of the Greenfield Union School District's Safe Schools

Program created to support teachers and students in creating a positive and safe atmosphere for children to learn at school.

A Deputy from the Sheriff's Department is available to the District on a full-time basis. The Deputy may visit any of the District's 12 school sites and visit with the students during their recess, lunch breaks, or other school activities. The Deputy is only a resource for the school, but also a resource for the students and may help answer questions about criminal law and juvenile law.

The Deputy may be asked to counsel students in special situations by the Principal, and other school officials or the parent of the student when a student is suspected of engaging in criminal misconduct on or off campus. For more information contact Assistant Superintendent of Personnel.

School Visitation

Every parent/guardian is encouraged to visit their child's classroom and participate in school events with their child. Each visitor must follow rules and regulations that are meant to protect all students. Each school has protective learning time in the morning hours. This means outside distractions are discouraged because students are receiving their core learning lessons. Medical or outside appointments are encouraged to be made in the afternoon or after school. A doctor's note may be required.

All visitors shall register in the front office prior to accessing campuses. In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity (i.e DL, Govt. ID, Passport)
5. Other information consistent with the provisions of law

All visitors requesting access to school campuses must be screened via Raptor system which cross references all visitors against state and national sex offender databases. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time. Visitors requesting a classroom visitation shall provide a 24 hour notice (BP/AR 1250). Visitors refusing to produce ID may be asked to remain in the office or leave the campus as their identity cannot be verified.

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Student Checkout and Safe Dismissal

Only parents or guardians and persons designated on emergency contact cards are authorized to sign students out of school, picture I.D. required. Please notify the school when phone numbers and contact persons change. California Penal Code § 627.2 requires outside visitors to sign in at the office and display a visitor's pass while on campus. The Principal or their designee may revoke a visitor's pass if they feel the visitor is being disruptive to the school. CPC § 627.7 provides for a maximum fine of \$500 and/or 6 months in jail for violation of CPC § 627.2. CPC § 626.8 prohibits disruptive behavior on public school campuses.

Your child's safety is of utmost importance. Make every attempt to keep your child's schedules and transportation arrangements the same each day. Work out any unavoidable changes before sending them to school for that day. If you find it necessary to change your child's schedule (examples: needs to ride the bus, needs to walk to Grandma's), a signed note must be sent with your child or you must come to the school in person. WE WILL NOT ACCEPT

PHONE CALLS for these changes, as we cannot identify the caller over the phone. For the same reason, we will not call your child out of class to speak to you on the phone. Students may only be released to someone who is listed on the pink emergency card, which is signed by the parent or guardian, picture I.D. required and must be at least 18 years of age. Please notify the school in a timely manner when your address, phone numbers or contact information changes. These procedures are in place for the best interest of your child's safety, and we thank you for your cooperation in this matter.

Suicide Prevention

The Governing Board of Greenfield Union School District recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider and attempt suicide. (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from school staff and parents/guardians. Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, Greenfield Union School District has adopted policies and procedures based on best practices in suicide prevention that aim to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. Parent/Guardians should notify their child's school immediately if concerns arise.

In an attempt to reduce suicidal behavior and its impact on students and families, the District has developed strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide.

Know the signs:

Change in Personality

Withdrawn

Changes in sleep

Reckless behavior

Substance abuse

Physical pain

Neglect of personal appearance

Loss of interest

Moody

Crisis Lines

Kern County Mental Health Crisis Line

800.991.5272

<http://www.co.kern.ca.us/kcmh/services/crisis.asp>

The Mental Health Hotline provides 24/7 crisis and suicide intervention for individuals of all ages. In addition the team offers telephone counseling for a variety of mental health problems and also offers assistance with coping skills, relationship problems, anger management, substance abuse, and other problems. Hotline staff members provide immediate assistance and then connect callers to follow-up services both within the Mental Health system and the larger community.

National Suicide Prevention Lifeline anytime at 1-800-273-8255.

<https://www.suicideispreventable.org/>

Programs

Support Group: Survivors After Suicide

661.868.1719

Consumer Family Resource Center 5121 Stockdale Hwy, Door A, Bakersfield, CA 93309, 661.868.1719 .

ARMS: Attempters' Recovery & Mentor Support Group 661.868.8000

Mary K. Shell Building 2151 College Avenue Bakersfield, CA 93305 661.868.8000 Every Monday

9:00-10:30 AM.

Extreme Heat/Poor Air Quality (AQI)

The safety and well being of our students and staff are a top priority. We want to make sure they are as comfortable as possible to ensure that learning can continue. As a result, our schools have a number of guidelines in place for planning instruction during hot weather/poor air quality days. Below is a list of restrictions put in place and corresponding heat/AQI triggers:

BAND	AQI Values	Level of Health Concern	Cautionary Statements	Outdoor Activities, Practice, Games and Camps	Temperature Degrees (F)
1	0-100	Good/Moderate	Unusually sensitive people should consider reducing prolonged or heavy exertion outdoors	<ol style="list-style-type: none"> 1) Frequent hydration whenever needed 2) Frequent shade breaks 	below 100
2	101-150	Unhealthy for sensitive groups	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors	<ol style="list-style-type: none"> 1) Reduced/modified physical activity outdoors/practice after 2:00 PM. 2) Frequent Hydration 3) Frequent shade breaks 	below 100
3	151-200	Unhealthy	Prolonged or heavy exertion outdoors should be reduced.	<ol style="list-style-type: none"> 1) No practice/outdoor activity after 2:00 PM. 2) PE classrooms operate indoors after 12:00 PM 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Frequent hydration whenever needed 	100 to 104
4	201-500	Very Unhealthy/ Hazardous (AQI 301+)	Prolonged or heavy exertion outdoors should be reduced.	<ol style="list-style-type: none"> 1) ASSP/School outdoor practice events cancelled 2) PE classrooms operate indoors 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Rainy day/inclement schedule activated. AM Recess permitted and outdoor activities until 11:00 AM 5) Frequent hydration whenever needed 	105 and over

School Lockdown

The purpose of a school implementing a school lockdown is for student and staff safety. Law enforcement activity outside of the school campus is the most common reason a lockdown occurs and law enforcement directs the school to lockdown. School site administration may also implement a lockdown for a perceived or actual threat to students or staff. As soon as possible, parents or guardians will be notified of the lockdown by an automated call and/or text message to the phone number on file with the school. Some sites also maintain social media pages where information may be posted. Check with your child's school to determine which communication methods are available.

When a lockdown is in effect, only law enforcement personnel will be admitted on campus. Parent should not attempt to enter school grounds until the lockdown has been lifted. School sites may not be able to answer calls during the lockdown due to various reasons; law enforcement directives, staff occupied with lockdown procedures, or staff that are secured in an area away from main phones. Contact the District Office (661) 837-6000 if you are unable to reach anyone at the school site.

School Safety Plans [E.C. §§ 32280, *et seq.*]

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

Sex Offender Information: "Megan's Law" [Penal Code § 290.4]

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

STUDENT MISCONDUCT AND DISCIPLINE

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

Every student must:

1. Attend school punctually and regularly;
2. Conform to the regulations of the school;
3. Comply promptly with all the directions of teacher and others in authority;
4. Observe good order and propriety of the district;
5. Be diligent in study; respectful to student's teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Obligation of Parent:

1. Reinforce, at home, appropriate behavior at school.
2. Review school rules with children.
3. Cooperate with school officials in carrying out appropriate discipline.
4. Seek out guidance for assistance in correcting misbehavior of student.

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

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

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

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

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

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

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

Community School and Opportunity School

The Community School is for students who have been expelled, have ongoing behavior/discipline problems, placed there by the Student Attendance Review Board (SARB), or by a voluntary or involuntary placement change. Attendance is generally a semester or longer.

The Opportunity School is for students who have been suspended from their regular campus. These students are required to attend an Opportunity School during the time of their suspension.

The purpose of these new schools is to provide continued educational services to our Greenfield students and to provide an alternative setting for behavior change. Transportation to either school is not provided and is the responsibility of the parent or guardian.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

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

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Section 48900. The maximum duration of any single suspension is five school days.

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

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

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

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district.

Mandatory expulsion for:

1. Possession, sale, or furnishing of firearms
2. Brandishing a knife
3. Sale of controlled substance
4. Sexual assault [E.C. § 48900(n)]
5. Harassing a witness [E.C. § 48900(o)]

Student Search [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]

The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.

Law Enforcement Notification (E.C. section 48902)

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

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

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

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

Possession of Cellular Phones and Other Electronic Signaling Devices

Students may possess or use electronic signaling devices, including, but not limited to cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity, or the encouragement of prohibited conduct, and are not used for illegal or unethical activities, such as cheating on assignments or tests. Electronic signaling devices shall be turned off during class time and any other time directed by a district employee. If a disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device. The device may be held and the parent may be contacted, if there will be disciplinary action, and the device returned to the parent. The administration may also confiscate the device if misused by the student. In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. If an electronic signaling device is lost or stolen, a report will be taken by the site and, if warranted, local law enforcement may be contacted. The District assumes no responsibility for lost or stolen devices.

Students that bring non-allowed devices (i.e., iPod, MP3 players, CD players or similar devices, etc.) to school or to a school event will be subject to school rules and discipline. If a non-allowed device is brought to school and is lost or stolen, the school/district will not investigate the loss or theft.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district rules and regulations. Students shall receive regular instruction regarding district and school rules and regulations related to conduct. Students who violate these rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, or transfer to alternative programs.

Bullying/Cyber-bullying

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The District may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyber-bullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Note: Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with

the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages). In addition, Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting).

When a student is suspected of or reported to be using electronic or digital communications to engage in cyber-bullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyber-bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Defining Bullying Behavior

What is bullying? At first glance, many people might think this behavior is easy to define. Their first image of bullying might be of a physically intimidating boy beating up a smaller classmate. While that can still be considered bullying today, parents need to know that bullying behaviors can be much more complex and varied than that typical stereotype. For example, harmful bullying can also occur quietly and covertly, through gossip or on the Internet, causing emotional damage. Let's consider a few definitions of bullying.

Although definitions of bullying vary, most agree that an act is defined as bullying when:

- The behavior hurts or harms another person physically or emotionally. Bullying can be very overt, such as fighting, hitting or name calling, or it can be covert, such as gossiping or leaving someone out on purpose.
- It is intentional, meaning the act is done willfully, knowingly and with deliberation
- The targets have difficulty stopping the behavior directed at them and struggle to defend themselves.

Bullying can be circumstantial or chronic. It might be the result of a situation, such as being the new student at school, or it might be behavior that has been directed at the individual for a long period of time.

Steps to Take If Your Child is Being Targeted by Bullying at School

It is important that parents approach this situation in a calm manner. It is helpful if parents and school staff work together to resolve the issue. Parents can use the following steps to resolve the issue.

Step I. Work With Your Child

Thank your child for telling you. Tell your child that the bullying is not his or her fault. Talk with your child about the specifics of the situation and ask:

- Who is doing the bullying? What happened? What days and times were you bullied? Where did the bullying take place?
- Was it: Verbal bullying? Physical bullying? Cyber-bullying?

Also find out how your child responded to the bullying and if other children or adults might have observed the bullying. Does your child know the names of these people?

Tell a school staff (teacher, principal, other staff).

Go to the next step if needed.

Step II. Work With the School

Meet with your child's teacher:

- Discuss what is happening to your child using information from Step One.
- Ask what can be done so your child feels safe at school.

Make an appointment to meet with the principal to discuss the bullying situation:

- Share information from Step One.
- Mention your work with your child regarding the situation.
- Share the outcome of your meeting with the teacher.

Resources

<http://www.cde.ca.gov/ls/ss/se/bullyres.asp>

[http://kcsos.kern.org/parentsaspartners/stories/storyReader\\$11](http://kcsos.kern.org/parentsaspartners/stories/storyReader$11)

<http://www.education.com/topic/school-bullying-teasing/>

Parent Responsibility for Student-Caused Damages [E.C. §§ 48904 and 48900.1; Civil Code § 1714.1]

Parents are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned.

This school year, parent liability may be as much as \$25,000 in damages and another maximum of the same amount for payment of a reward, if any. We expect these amounts to be indexed and rise annually.

The District may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money.

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom.

Appropriate Dress [E.C. § 35183]

Schools will not allow any clothing, haircuts, jewelry, etc., which:

- is disruptive, or potentially disruptive, in the classroom or on the playground: no strapless shoes, no spaghetti string tops or tops that expose the mid-section.
- prohibits full participation.
- is unsafe.
- indicates gang membership or association.

Sexual Harassment (Personnel/Students)

It is the intent of the Greenfield Union School District to provide a working and educational environment for all individuals that is free of sexual harassment or other discriminatory practices based on the gender of the individual. Such harassment is in violation of federal and state laws. [E.C. § 231.5, E.C. § 212.5; 5 CCR § 4917]

Students in grades 4 through 8 may be suspended or expelled for sexual harassment. The Greenfield Union School District takes allegations of sexual harassment seriously and will not condone, permit, or tolerate sexual harassment of students or employees in any manner whatsoever. Persons engaging in such harassment shall be subject to discipline up to and including termination or expulsion. A copy of the district's policy on student sexual harassment is on the district website for review at www.gfusd.net

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. 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 school.

Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

1. Unwelcome sexual flirtation or propositions.

2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A student or employee who feels he/she is being harassed is encouraged to immediately report such incident to the immediate supervisor of the accused employee or student without fear of reprisal or retaliation. Administrative procedures set forth in this policy should be followed. [E.C. §§ 48980, 48900.2, and 212.6]

Sexual Assault and Assault or Battery

The following acts are additional grounds for mandatory expulsion:

1. Committed or attempted to commit a sexual assault. [E.C. § 48900(n) and E.C. § 48915(c)(4)]
2. Harassing a witness. [E.C. § 48900(o)]
3. Assault or battery upon any school employee. [E.C. § 48915(a)(5)] (E.C. § 44014 has been amended to provide for mandatory reporting of a pupil for physical threat to a school employee.)

Social Media Monitoring [E.C. § 49073.6]

The district intends to and will collect data from pupils' social media, and may use such data in disciplinary actions involving students and/or district employees. The information gathered and/or maintained will pertain directly to school or student safety.

Pupils and their parents/guardians may inspect this information and request correction or deletion. The information will be deleted within one year of the pupil reaching the age of 18 or within one year of the pupil no longer being enrolled in the district, whichever comes first. The social media records of a pupil may be inspected by the pupil or the pupil's parent/guardian and corrections or deletion of the information may be requested. Requests to inspect a pupil's collected social media information, or to correct or delete the information, may be made to the principal or other site administrator who, within five school days, shall make the records available for inspection or respond to the request for correction or deletion of the information. Students and their parents/guardians also may have a district-level hearing to appeal the decision not to change or delete records.

STUDENT SERVICES

Special Education: Child Find System [E.C. § 56301]

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal.

Services to Disabled Students [E.C. § 56020, *et seq.* and E.C. § 5630; 34 CFR 104.36]

The District is required to provide free appropriate special educational facilities and services to exceptional children. Children in need of assessment to determine eligibility for special education are referred through the school principal in the Greenfield Union School District. Infants and preschool-aged children who may be in need of special education are referred for assessment through the Kern County Search and Serve Office (661) 636-48177. School personnel and/or a child's parents may initiate a referral.

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. You may request an assessment for eligibility for special education instruction or services through the school principal. Your child will be evaluated to determine whether he/she is eligible for special instruction or services.

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

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

Course Selection and Career Counseling [E.C. § 221.5]

Each middle school in the Greenfield Union School District provides counseling services for 7th and 8th grade students that includes course selection opportunities. Each school will notify students when they can take advantage of those opportunities.

Prospectus of School Curriculum [E.C. §§ 49063 and 49091.14]

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

Fingerprinting [E.C. § 32390]

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

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

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

AFTER SCHOOL SUCCESS PROGRAM (ASSP)

Philosophy

The SUCCESS program is designed around several key beliefs and principles. First and foremost, we believe all children can reach high standards and all children can profit from an extended school day enrichment program. We regard the health and safety of children as a major priority, and SUCCESS provides a nurturing environment and safe haven for children during critical non-school hours. Our program is supported by a non-profit organization, Building 4 SUCCESS, that helps purchase materials and supplies to enrich student learning.

The purpose of our program is to extend teaching and learning beyond the school day and beyond classroom doors and walls. Our program compliments, supports, and enhances daily classroom instruction. Our program encourages creativity, imagination, and flexibility. Extended learning opportunities are offered in a structured environment that encompasses academics, youth development, sports, and performing arts.

Our program focuses on creating educational projects that make learning fun. Students participate in a balance of individual activities, small and large group activities, indoor and outdoor activities, and quiet as well as active play.

SUCCESS activities are designed to:

- Foster emotional, intellectual, social and physical development
- Teach responsibility, critical thinking and problem-solving skills
- Develop self-esteem and social skills
- Encourage good health and safety practices
- Develop new interests
- Explore the community and the world in which students live

Mission

SUCCESS fosters the development of lifelong learners by integrating content areas through reading and literature; by providing lessons that accommodate multiple learning and teaching styles; and by supporting teaching and learning through the content areas. In support of this mission, SUCCESS recognizes a child's individual needs and attributes; understands the need for active involvement; promotes cultural sensitivity and awareness; encourages participation, cooperation and creative expression and strengthens academic skills.

Program Components

SUCCESS operates Monday through Friday from school dismissal time to 6:00 p.m., throughout the school year. It is offered to students currently enrolled in grades 1st – 8th. SUCCESS staff remains with students throughout the afternoon program, which includes snacks, homework and/or tutorial assistance, enrichment activities linked to core academic curriculum, recreation, prevention/intervention activities, and club.

Participation in the SUCCESS program is a privilege not a right. Students are expected to behave appropriately at all times.

Homework/Tutoring

Students will be provided with time to focus on homework and/or specific tutoring in math and/or reading every day. This time will support students as they complete assigned work, as well as provide remediation services in reading and math.

Enrichment/Recreational Activities

Students have options to select enrichment activities that provide them with an opportunity to engage in meaningful, interesting, and exciting projects.

Positive Alternatives

Students may also select activities that are designed to promote positive youth development and appropriate social interaction.

Special Events and Field Trips

Special events and field trips are designed to enhance the overall after-school program. Events will be designed to promote learning and/or self-esteem. Students will be included in planning these events and trips when appropriate.

Attendance

SUCCESS is NOT a drop-in program. Students are invited to participate and enrollment requirements are attending five (5) days per week until the end of program time. Students with more than 3 unexcused absences within a month will be removed from the program. Students must be signed out of the program each day. SUCCESS staff can be the designee, releasing students to walk home or ride the bus as per written parental/guardian instructions. If you are interested in more information regarding the SUCCESS program, please contact your child's school.

STUDENT NUTRITION

School Meal Service - The Greenfield Union School District offers breakfast and lunch at no charge to all students regardless of income levels. This reduces burdens for both families and school administrators and helps ensure that all students receive nutritious meals. This practice further supports the District's efforts to eliminate all barriers to student learning and helps ensure students are not hungry at school while they are trying to learn.

This change is the result of the district implementing the Community Eligibility Provision, a new option available to schools under the National School Lunch Program and School Breakfast Program. The Community Eligibility Provision is for high-poverty schools to expand access to free school meals while reducing paperwork and streamlining meal service operation. **Meal Applications will no longer be required.**

The goal of the Nutrition Services Department is to provide nutritious, appetizing meals to help students do their best in school each day.

Adult Cafeteria Procedures - If requested, adults will be assigned their own I.D. number by the Cafeteria Manager. Adults may follow the same procedures as the students **except** there are **no** adult charges allowed.

Cost for Adult meals - Breakfast — \$3.00 / Lunch — \$4.00

**** If any adults plan to eat breakfast or lunch it is very important that they are added to the cafeteria meal count for that day, or personally notify the cafeteria. This is to assure that enough meals are prepared for that day. The students are our priority.**

Other Foods

Parties at School – In an effort to improve student's health, parents are encouraged to bring healthy options for all parties. For safety reasons only commercially prepared/store-bought food and drinks may be served to students. Food - healthy food options like fruit and vegetables, small bags of chips, crackers and individual cupcakes. Candy should be given on a limited basis. Drinks - If the party is in the classroom, only bottled water can be served. If it is outside the classroom, parents should bring water or juice with at least 50% fruit juice for students to drink. No soda will be allowed.

School-wide parties – are limited to three a year. Check with your school to see what days these will be.

Classroom parties – are limited to once a month, and should be at the end of the day.

HEALTH SERVICES

Local Educational Agency Medi-Cal Billing Annual Notice

Greenfield Union School District participates in the Local Education Agency (LEA) Medi-Cal Billing Option Program. The program provides reimbursement to for health assessments and treatments that occur within the school environment for Medi-Cal eligible children. The following information are frequently asked questions (FAQ) that explain the program in more detail.

Why are schools billing Medi-Cal?

The Individuals with Disabilities Education Act (IDEA) allows for special education and/or related services under a child's Individualized Education Program (IEP) to be paid for (covered) by Medi-Cal. The reason that a school district or public agency can bill Medi-Cal is because the financial responsibility of the Medi-Cal Health Care Program for special education and/or related services to your child precedes the financial responsibility of school districts in regard to the provision of some of those services. Schools optimize the use of their financial resources by billing Medi-Cal when possible for a child's special education and/or related services.

This will NOT impact your child's Medi-Cal benefits

Schools may not use or access a child's Medi-Cal benefits if it will decrease the child's available lifetime Medi-Cal benefits coverage, if it will result in the child's family paying for services that would otherwise be covered by Medi-Cal and that are required for your child outside of the time your child is in school, or will otherwise diminish the child's family's benefits under the Medi-Cal program.

School districts may not require a child's parents/guardians to incur any out-of-pocket expense such as Medi-Cal deductibles or co-pay.

School districts may not use a child's Medi-Cal benefits if it would lead to increased premiums or will lead to the discontinuation of Medi-Cal benefits for your child or which will risk the loss of eligibility for home and community-based waivers based upon total health-related expenditures.

What can schools bill Medi-Cal for?

Schools can only bill Medi-Cal for medically related services that are outlined in your child's IEP. In general, services for which a school may bill Medi-Cal are: audiologist services, evaluation and testing, nursing services, occupational therapy, physical therapy, speech therapy, transportation, psychological services and social work services.

How do school use the money they receive from Medi-Cal?

Money that the schools receive from Medi-Cal is restricted and will be reinvested in the provision of healthcare services for students.

What information does the school share with Medi-Cal?

Schools only use the child's name, the child's date of birth, and the child's gender along with the type and duration of Medi-Cal covered service. Schools must abide by very strict privacy laws when billing for Medi-Cal services. School only share this information with the Medi-Cal billing agency.

Do schools need parent or guardian consent to bill Medi-Cal?

Yes. Schools need a parent or guardian's consent to bill Medi-Cal for these services. Schools are required by the Family Educational Rights and Privacy Act (FERPA) to obtain parent/guardian consent before disclosing personally identifiable information about a child with a disability to anyone, including Medi-Cal. Parent/Guardian consent to bill Medi-Cal for the medically related services outlined in a child's IEP helps schools offset the costs of services to children. However, a child's parent/guardian may refuse to consent to bill Medi-Cal for the child's medically related services. Additionally, you, as the child's parent/guardian can withdraw your consent to bill Medi-Cal for your child's services at any time. Your withdrawal of consent will not in any way impact your child's IEP services.

Will my school bill my private insurance as well?

Greenfield Union School District does not bill private insurance for a child's IEP related services.

If school bill Medi-Cal, will Medi-Cal services that I receive outside of school be affected?

No. Medi-Cal services received by a child outside of school will not be affected by a parent/guardians' consent to bill Medi-Cal for school based services. Services provided to a child that the child received outside of school are authorized separately and therefore, a school billing Medi-Cal for school based services will not affect services that a child receives outside of school.

Does this process impact the school services my child will receive?

No. Schools are required to provide all IEP services for a child even if the school does not bill Medi-Cal for those services.

Kindergarten and First Grade Physical Examination

[Health and Safety Code §§ 323.5, 324.2, and 324.3; E.C. §§ 49450 and 49452.8]

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. Likewise, state law requires that by May 31st of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist on your child must be presented. You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention Program ("CHDP"). For information, you may contact the Kern County Department of Human Services, 100 E. California Avenue, Bakersfield, CA 93307 – 661-631-6000.

Type 2 Diabetes [E.C. § 49452.7]

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

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

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

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

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

Risk Factors

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

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

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

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

Type 2 Diabetes Prevention Methods and Treatments

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

- *Eat Healthy Foods.* Make wise food choices. Eat foods low in fat and calories.
- *Get More Physical Activity.* Increase physical activity to at least 60 minutes every day.
- *Take medication.* If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.
- The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests that are Available

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

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

Immunizations

Unless certain exemptions apply, your child must have proof of up-to-date immunizations before he/she can be admitted to attend school. Please contact your child's school office for information about medical exemption from immunizations for your child.

If prior to January 1, 2016, a student's parent/guardian files with the district a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, then the student is exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization. The grade spans are: birth to preschool; grades K-6; and grades 7-12. Otherwise, all students entering pre-school, kindergarten or the 7th grade are required to comply with the Health and Safety Code school immunization requirements. [E.C. §49403 and 48216; Health and Safety Code §§ 120335, 120365, and 120370]

Special education students may nevertheless access special education and related services as required by the student's IEP.

If a student's parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the student is such, or medical circumstances relating to the child are such, that immunization is not considered safe, then the student may be exempt from the immunization requirements. The statement must indicate the specific nature and probable duration of the medical condition or circumstances including, but not limited to, family medical history, for which the physician does not recommend immunization.

Students with a timely filed exemption are allowed continued enrollment to the next grade span. However, if it is determined that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.

State law requires the following immunizations before your child can attend school:

**CALIFORNIA CODE OF REGULATIONS
TITLE 17, DIVISION 1, CHAPTER 4**

Subchapter 8. Immunization Against Poliomyelitis, Diphtheria, Pertussis, Tetanus, Measles (Rubeola),
Haemophilus influenzae Type B (Hib), and Mumps

Table 1: Immunization Requirements for K-12

Institution	Age	Vaccine	Total Doses Received
Elementary school at kindergarten level and above	4-6 years	Polio ¹	4 doses, except that a total of 3 doses is acceptable if at least one dose was given on or after the 4th birthday
		DTP, or combination of DTP and diphtheria-tetanus toxoids	5 doses, except that a total of 4 doses is acceptable if at least one dose was given on or after the 4th birthday
		Measles, rubella, and mumps	1 dose of each, separately or combined, on or after the 1st birthday. Pupils entering a kindergarten (or first grade kindergarten skipped) are required to have 2 doses of measles-containing vaccine, both given on or after the first birthday
		Hepatitis B ²	3 doses
		Varicella	1 dose
Elementary school, secondary school	7-17 years	Polio ¹	4 doses, except that a total of 3 doses is acceptable if at least one dose was given on or after the 2nd birthday
		Diphtheria and tetanus toxoids and pertussis vaccine given as DTP, DT, Td, or Tdap	At least 3 doses. One more dose is required if the last dose was given before the 2nd birthday
		Measles and rubella (mumps not required)	1 dose of each, separately or combined, on or after the 1st birthday. (See below for additional requirements for 7th grade enrollment, effective 7/1/99.)
		Varicella ⁴	1 dose aged 7 through 12 years for students not admitted to California schools before July 1, 2001. 2 doses for students aged 13 through 17 years not admitted to California schools before July 1, 2001.
Seventh Grade	Any	Tdap ^{5,6}	1 dose on or after the 7 th birthday
		Measles ³	2 doses of measles -containing vaccine, both given on or after the first birthday.
Eighth through Twelfth Grades ⁷	Any pupil under 18 years	Tdap ^{5,6}	1 dose on or after the 7 th birthday
Any	18 years ad older	None	

¹ Oral polio vaccine (OPV) or inactivated polio vaccine (IPV) or any combination of these vaccines is acceptable.

² Applies only to children entering at kindergarten level (or at first grade level if kindergarten skipped) or below on or after August 1, 1997. Applies only to children entering at kindergarten level (or at first grade level if kindergarten skipped) or below on or after August 1, 1997.

³ Applies only to children (of any age) entering or advancing to the seventh grade on or after July 1, 1999.

⁴ Children admitted to California schools at the Kindergarten level or above before July 1, 2001 are exempt from this requirement.

⁵ Pupils must have received at least one dose of Tdap prior to admission or advancement into the 7th through 12th grades.

⁶ If DTP was given on or after age 7 years instead of Tdap, this dose may also be counted as a valid dose for this requirement.

⁷ This requirement is effective July 1, 2011, through June 30, 2012.

Administering Medication and Monitoring Health Conditions

[E.C. sections 49414.5, 49414.7, 49423, and 49423.1; 5 CCR 600-611; *American Nurses Association v. Torlakson* (2013) 57 Cal. 4th 570]

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

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

When unlicensed personnel are authorized by law to administer a medication, such as emergency anti-seizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee will ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. Additionally, such unlicensed personnel will be supervised by, and provide immediate communication access to, a school nurse or physician. In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

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

Anaphylaxis Treatment

California Education Code 49414 mandates that school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, the Greenfield School District has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse, may administer epinephrine in the form of an EpiPen during a severe, life-threatening allergic reaction. The EpiPen rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin. If parents/guardians do not wish their child to receive this treatment, they must provide the District a letter in writing upon enrollment or at the start of each school year.

Use of Sunscreen Permitted [E.C. § 35183.5]

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

Health Care Coverage Information (E.C. § 49452.9)

The district has information on health care coverage options and enrollment assistance. If interested, please contact the Family Resource Center for this information at 661.837.3720.

Physical Examinations [E.C. § 49451]

Physical examinations and screenings may be conducted at various times throughout the year.

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

Medical and Hospital Services [E.C. § 49472]

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

Scoliosis Screening (Curvature of the Spine) [E.C. § 49452.5]

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

Sight and Hearing Testing [E.C. § 49452]

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

Vision Appraisal [E.C. § 49455]

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

Information for Use in Emergencies [E.C. § 49408]

For the protection of your child's health and welfare, we ask that you fill out and return the Emergency Information Card (Form H7) sent home with your student. This *must be on file in the school office*.

Confidential Medical Services Without Parental Consent [E.C. § 46010.1]

According to the law, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents. The Greenfield Union School District does **NOT** refer without parent notification.

Immunizations and Control of Communicable Disease [E.C. § 49403]

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

Other Screenings

The school nurse may do other screenings as the need arises and time permits. The screening may include dental (usually 1st grade and migrant students), height, weight, head lice checks, etc. Parents will be notified if the results are not normal. Our goal is to promote healthy children so they can learn!

District Information Regarding Childhood Illnesses and Infectious Diseases

Illness: It is important to protect the health of students from risk posed by infectious diseases that transmitted within the school setting. Your child may be excluded from school in accordance with California Education Code section 48210-48214 and section 49451. "Whenever there is a reason to believe that the child is suffering a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious disease does not exist."

Please do not send your child to school if he/she has any of the following symptoms:

1. Common cold: Keep home during period of productive cough and yellow or green nasal discharge
2. Fever (over 100 degrees) – in some children, a lower temperature represents a fever. Please keep your child home for 24 hours after a fever without the aid of Tylenol or Advil)
3. Eyes that are red, swollen, crusting or draining
4. Untreated, draining ears or earache
5. Diarrhea
6. Nausea or vomiting (if the pupil has vomited the night before or in the morning, please DO NOT send pupil to school.)
7. Severe sore throat
8. Skin rashes of unknown origin or contagious rash requires a clearance from a health care provider that student may return to school.

If a pupil is at school with any of the above, the parent/guardian will be called to pick up the pupil. Under certain circumstances, the parent may be asked to consult a health care provider (HCP) and to provide a written note from a HCP indicating that the pupil may return to school.

Chicken Pox

This virus is most common in the winter and spring. It is also one of the readily communicable diseases. It starts with a slight fever, mild symptoms and small red bumps which develop into blisters then pop and form scabs. It is transmitted through contact with the patient or articles freshly soiled by the discharge from the nose, throat, and lesions. Children must remain out of school for at least six days after the first crop of vesicles. Any exception would be determined by the school nurse. Vaccine is now available.

Influenza and Common Cold

Both are caused by different viral infections that are transmitted by contact with the ill person, droplets spread in the air or articles soiled by discharges from nose and throat. The child should have modified isolation by resting in bed during the acute stage. Teach your children to cover their mouths with tissue when coughing or sneezing, dispose of nose and mouth secretions, and to wash their hands frequently with soap and water.

Impetigo

It is a disease of the skin caused by staphylococcal or streptococcal bacteria. It is commonly found on the face, ears, and around the nose. The lesions usually have a weepy, golden crust. Impetigo is transmitted by touching the discharges of the skin lesions or through contact with freshly soiled articles. Control is through the use of good personal hygiene. Children are to be kept home until lesions are healed or under adequate medical treatment.

Streptococcal Infections (Scarlet Fever and Strep Throat)

Streptococcal bacteria are transmitted by direct contact of articles freshly soiled by discharges from the nose and throat and occasionally contaminated food. Early diagnosis by a physician is important for initiation of antibiotic therapy. The child is to be kept home from school until clinical recovery or not less than 24 hours after beginning antimicrobial therapy.

Conjunctivitis – "PINK EYE" (Viral or Bacterial)

Conjunctivitis is an inflammation of the eyes. Infectious (viral or bacterial) conjunctivitis is very contagious. It spreads from person to person by direct contact with discharge from the eyes. There is usually a discharge which may be thick (yellow or green) or watery. The eyelids may be swollen and slightly pink and the eyelashes

may be stuck together when the child awakens in the morning. If you suspect conjunctivitis, keep your child at home and contact your physician. Children can return to school 24 hours after antibiotic treatment has begun for bacterial conjunctivitis. Careful hand washing is important in preventing spread of the disease. Children who are suspected of having an eye infection will be sent home from school.

Pediculosis or Head Lice

Head lice are small insects that live on the human scalp and feed on blood. They are most common in young, school-age children. Head lice can occur when children have close contact with an infected person. Information on head lice and treatment may be available at your school office. Check your own child's hair on a weekly basis and caution your children not to use personal items belonging to others.

School Procedure

1. Any child found to have head lice or their nits (eggs) embedded in their hair will be sent home from school and will not be allowed to return until control is assured.
2. Please accompany your child to the school office after treatment. Your child will need to be cleared by the office (checked for nits) before returning to class. Your child should return to school after no more than 2 days.

Management Plan for Asbestos-Containing Material [40 C.F.R. 763.84 and 40 C.F.R. 763.93]

A complete, updated management plan for asbestos-containing material in school buildings is available at each school office. Also, see letter on page 50.

Pesticide Warnings [E.C. §§ 17612 and 48980.3]

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

Pursuant to the Healthy Schools Act of 2000, the District is required to notify staff and parents of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are listed the notification of intent to use pesticides page of this Handbook.

If you wish to receive notification of individual pesticide applications at the school facility that may occur in addition to the annual schedule, please pick up a registration form at the school office. Personnel will be available to answer your questions regarding the registration process.

Information regarding pesticide information may be obtained at website for the California Department of Pesticide Regulation at <http://apps.cdpr.ca.gov/schoolipm/>

Tobacco-Free Schools/No Smoking Policy [Health and Safety Code § 104420]

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

Please be advised that 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. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local

law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

PARTICULAR EDUCATION ISSUES

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

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

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

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

The date of the instruction is once determined will be provided by the school site..

The name of the organization or affiliation of each guest speaker is Clinica Sierra Vista.

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

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

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

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

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

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

Foster Youth [E.C. §§ 48204(a)(2) and 48853.5]

Students who are or become "Foster" children must be permitted to continue their education at their "school of origin" through the end of the academic year and maybe longer if that placement is in their best interests. This rule applies as long as they remain "Foster" children. On the other hand, if the district's Educational Liaison and the Foster family

agree that enrollment in a “new” school is in the best interest of the “Foster” child, the new school must immediately enroll the child. Foster children must be allowed to matriculate with their peers in accordance with the established feeder patterns of the school district when transitioning to middle school or high school. The process is more fully explained in the school district’s education for foster youth policy (BP/AR section 6173.1).

Homeless Youth Education [42 U.S. 11432]

The law requires school district homeless liaisons to ensure parents of homeless students are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Additionally, district liaisons for homeless students must ensure that public notice of the rights of homeless students is disseminated in all district schools that provide services to homeless students per federal law. Notification may address: (1) Liaison contact information; (2) Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, etc.); (3) right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers; and (4) Right to education and other services. If you have questions regarding Homeless Education, contact the District Homeless Liaison, Melissa Ortiz, at 837-6130.

English Learners/Available Language Acquisition Programs [E.C. §310(b)(2)]

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

Parents/guardians of English learners may choose a language acquisition program that best suits their child. The district offers the following language acquisition program:

- A structured English immersion program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English.

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

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

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

Excused from Instruction Due to Religious Belief [E.C. § 51240]

If any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request.

Tests on Personal Beliefs [E.C. §§ 51513 and 60614]

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or your personal beliefs or practices in sex, family life, morality, or religion.

PARENTAL RIGHTS

Miscellaneous Parental Rights [E.C. §§ 49091.10]

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

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

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

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

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

Health Component of Any Program or Class: Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent's religious training or beliefs.

Other Parental Rights

The rights of parents of district pupils include the rights identified below. These rights include your right:

- a. To observe in your child's classroom (visitors requesting a classroom visitation shall provide a 24 hour notice). (BP/AR 1250)
- b. To meet with your child's teacher and the school principal (upon reasonable notice).
- c. To volunteer your time and resources at the school.
- d. To be notified on a timely basis if your child is absent from school without permission.
- e. To be notified concerning your child's classroom and standardized test performance.
- f. To request a specific school and teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
- g. To have a safe learning environment for your child.
- h. To examine curriculum materials of your child's class.
- i. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
- j. To access student records for your child.
- k. To receive information concerning expectations for student learning.
- l. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
- m. To receive information about any psychological testing of your child and to deny permission for such testing.
- n. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
- o. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

The Professional Qualifications of Your Student's Teacher(s) [20 USC 6311; 34 CFR 200.61]

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

You are entitled to ask for the following information:

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

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

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

The district has a code of conduct for employees that includes employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a child or student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire.
13. An employee who observes or has evidence of another employees inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Know Your Rights

Your Child Has the Right to a Free Public Education

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

Information Required for School Enrollment

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

Confidentiality of Personal Information

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

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contracts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

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

Parent Involvement [E.C. §§ 11500-11506]

The Board of Trustees 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 regularly 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.

Title I Schools [E.C. § 11503]

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.

The Superintendent or designee shall ensure that the District’s parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students 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.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district’s Title I funds will be allotted for parent involvement activities. (20 USC 6318)

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

SCHOOL RECORDS AND ACHIEVEMENTS

Board of Trustees

The Board of Trustees of Greenfield Union School District believes that academic achievement is important in maintaining a strong educational program. The Board believes that minimum standards of achievement should be met by each student.

Pupil Records/Notice of Privacy Rights of Parents and Students [E.C. §§ 49060, 49062, 49063, 49064, 49068, 49069, and 49070, 49073, 49076 and 49077; Health and Safety Code 120440; 20 U.S.C. 1232g, 20 USC 1232h; 34 C.F.R. 99.3;34 CFR 99.7; 34 CFR 99.31; 34 CFR 99.3;7 34 CFR 99.30; 34 CDR 99.31;34 CFR 99.33;34 CFR 99.34; and 34 CFR 99.35]

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

Pupil records are any items of information (in handwriting, print, tape, film, microfilm, or other medium) that are directly related to an identifiable student, other than "directory information," and are maintained by the District or required to be maintained by an employee in the performance of his/her duties. Pupil records include the student's health record. School district officials responsible for maintaining your child's records are as follows: Assistant Superintendent of Personnel.

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

Additionally, your child's records may be shared with school officials and employees of the District, and other persons connected with the District who have a legitimate educational interest, or other legally authorized purpose, and who may need your child's records to perform his or her tasks. "School officials and employees" are individuals whose duties and responsibilities to the District, whether routine or as a result of special circumstances, require that they have access to student records. A "legitimate educational interest" is an interest held by a school official, employee, or person outside the District, as further defined here and in Board Policy, whose duties, responsibilities or contractual obligations to the District, whether routine or as a result of special circumstances, require him/her to have access to student records. Persons outside the District who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with the District regarding the provision of services or functions outsourced to him/her by the District, including: contractors; consultants; insurance carriers; claims adjusters; accountants; attorneys; investigators; or other parties to whom the District has outsourced institutional services or functions, including third party vendors and service providers who provide online educational software and/or services that are part of the district's educational program or who manage certain data stored in a secure cloud computing or web-based system for the district. The district uses the following outside vendors and may contract in the future to add similar products or services.

For additional information, please see Education Code section 49076 and 34 Code of Federal Regulations section 99.1 *et seq.* and contact [*name and title of your district's contact person*] or the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Pursuant to Education Code section 49064, a log or record must be maintained for your child's record which lists all persons, agencies, or organizations requesting or receiving information from the record and legitimate interests therefore. This log can be inspected at your child's school or the District Office Luke Hogue-Assistant Superintendent of Personnel.

As a parent, you have a right to inspect and review your child's school records, including records possessed by a vendor under contract with the district to provide online services or products, and also including any information about your child collected from social media if the district is operating a social media collection program. To access individual student records, please contact the school of attendance. You also have a right to challenge the contents of your child's records, to have an administrator assist you in interpreting the records, request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, to seek expungement of those

records, to have a district-level hearing to appeal the decision not to change records, and to file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. If your child's records include information concerning any disciplinary action taken in connection with your student, you have the right to include in the record a written statement or response concerning the disciplinary action. To review policies related to the review and/or expungement of your child's records, please contact your child's school. You also have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program. If you would like a copy of your child's records, for the first copy there is no charge. Any other copies are subject to duplication costs.

Release of Pupil Directory Information [E.C. §§ 49061(c), 49070, 49073 and 51938; 34 CFR 99.37: 20 U.S.C. 7908; 20 USC 1232h]

The law requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not wish this information to be released in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Outside organizations to which directory information may be disclosed include, but are not limited to, companies that sell class rings, school photography, graduation attire, and/or publish school yearbooks; news media; including but not limited to, newspapers, magazines, and radio and television stations; nonprofit organizations; military recruiters; employers; and institutions of higher education.

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

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

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

School Accountability Report Card [E.C. § 35256]

The School Accountability Report Card is available on request and is accessible at the following internet site: www.gfusd.net. This contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals.

Standards of Proficiency in Basic Skills

The Board of Trustees has adopted the state content standards in language arts, mathematics, history/social science, science and English language development.

Student Assessment

California Assessment of Student Performance and Progress (CAASPP) is California's statewide student assessment system. The CAASPP assessment system includes the following required assessments:

- Smarter Balanced system of assessments (SBAC) for mathematics and English–language arts in grades three through eight
- California Science Test (CAST) for grades five and eight.
- California Alternative Assessments (CAAs) for English language arts, mathematics, and science in grades three through eight.

Promotion/Acceleration/Retention

The Board of Trustees expects students to progress through each grade within one (1) school year. To accomplish

this, instruction should accommodate the varying interest and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement.

With regards to special education students, the determination as to the appropriate standards for promotion or retention will be part of the IEP process (Individual Education Program).

As early as possible in the school year and in a student's school career, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation, and the following criteria:

Students shall be identified on the basis of meeting grade level standards as measured by multiple measures. The following indicator of academic achievement will be used:

- Grades
- District assessments
- Standardized tests

When a student is recommended for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include tutorial programs, after-school programs, summer school programs, and/or the establishment of a student study team.

Homework

Students may be assigned homework that they can complete independently and successfully. Homework may include a review of skills already taught and/or nightly reading assignments. The purpose of homework is to provide practice that can be accomplished by the student to reinforce skills learned in the classroom.

DUE PROCESS PROTECTIONS AND COMPLAINTS

Uniform Complaint Procedures [E.C. §§ 32289, 5 CCR 4610, 4620, and 4622]

The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, intimidation, or bullying in accordance with the district's uniform complaint procedures. The district has adopted a uniform complaint policy and procedures for use when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. Except where specifically authorized by statute, a student enrolled in a public school cannot be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. The uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the requirements for development and adoption of a school safety plan, state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, any complaint alleging retaliation against a complainant or other participant in the complaint process, and any alleged failure of the district to comply with the requirements of the Local Control and Accountability Plan (LCAP). (The board is required to adopt and annually update an LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.)

The Uniform Complaint Policy may also be used to help identify and resolve noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and any failure to provide physical education instruction for at least 200 minutes every 10 days.

The district has designated the following person as the compliance officer responsible for receiving complaints under the uniform complaint policy and procedures: Assistant Superintendent of Personnel, 1624 Fairview Rd., Bakersfield, Ca. 93307, (661) 837-6000.

You can obtain a copy of the district Uniform Complaint Policy and Procedures free of charge from the compliance officer. Complaints alleging retaliation, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the behavior occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged retaliation discrimination, harassment, intimidation, or bullying. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reason for the extension. Complaints made under this procedure must be directed to the compliance officer. The complaint review shall be completed in 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges must be filed no later than one year from the date the alleged violation occurred and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A complainant may appeal the district's decision to the California Department of Education ("CDE"), or to the State Superintendent of Public Instruction for complaints alleging noncompliance with the legal requirements pertaining to the LCAP, by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of the decision. 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. 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 complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided 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. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Complaints Regarding Employees [E.C. § 35160(a)(3)]

Each school district is required by law to develop regulations which will permit the public to lodge complaints against school employees. These regulations are available at each school site.

Complaints Regarding Discrimination and the Education of Disabled Students

(E.C. §§ 56501 and 260 *et seq.*)

Our school district is committed to equal opportunity for all individuals in education. Our district programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the District Section 504 Coordinator, Melissa Ortiz, Director of Support Services, 1109 Pacheco Road, Bakersfield, CA 93307 – 661-837-6130 or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. For a complaint form or additional information, please contact: Lucas Hogue, Assistant Superintendent of Personnel.

TRANSPORTATION/BUS RULES

Transportation/Fog Delays

In the event of severe fog conditions, Greenfield Union School District may call a transportation delay to ensure student safety. When a delay is called, school bus schedules will run two (2) hours later than the regular time. However, schools will remain open at the regular time to receive students who normally walk or are transported by their parents. When a transportation delay is called, parents are urged to consider the conditions before sending or bringing their children to school. Parents should not send their children out or transport their child(ren) in unsafe conditions when they feel it is unsafe.

All students have the option of attending school at the normal time or reporting after the transportation delay is over. Teachers and staff provide enrichment, review, or individual activities during these two hour delays. Daily attendance is not recorded until the transportation delay is over. When a transportation delay has been called and conditions remain severe throughout the day, all bus transportation will be cancelled. Students who walked to school or were transported by parents will be dismissed at their regular time.

When fog is present, you can be of great assistance to our school sites by listening to your local news/radio stations, as they will provide frequent updates and notifications. Parents may also elect to use a smartphone device/computer to check the Kern County School Alert Line to check for delays by accessing the following link: <http://alertline.kern.org/> We ask that you do not call the school as they number of calls will create a back log and “:busy signal” and these lines need to be open for emergency and business calls.

When delays are called they are announced by school district, not individual schools. If a delay is called for “Greenfield Union School District,” the transportation delay applies to *all* schools in Greenfield (listed below):

Granite Pointe Elementary – Horizon Elementary – Kendrick Elementary – Planz Elementary – Palla Elementary – Planation Elementary – Fairview Elementary – Fairview Elementary – Valle Verde Elementary – Ollivier Middle School – Greenfield Middle School – McKee Middle School

All passengers must:

- Follow the bus driver’s instructions.
- Remain seated, with Passenger Restraint System (lap/shoulder belt system/seat belts, if bus is so equipped) fastened, at all times while the bus is in motion.
- Keep all body parts inside the bus.
- Keep personal articles inside backpacks or purses.
- Refrain from unnecessary noise or playing.
- Be courteous to other passengers.

Passengers may not:

- Fight or threaten other students.
- Carry hazardous articles or weapons (including pens, pick combs, and sharpened pencils).
- Use profanity.
- Touch or play with the bus controls.
- Eat, drink, or chew gum on the bus.
- Use personal articles on the bus (perfume, hair spray, etc.)
- Bring pets, reptiles, or insects of any kind onto the bus.
- Change seats unless authorized to do so by the bus driver.

Authority of the Driver

California Administrative Code, Title 5 Section 14263. “Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly

conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.

Discipline Procedures

Failure to follow the rules listed above will result in a "Notice of Unsatisfactory Conduct On A School Bus" report (bus ticket) being written by the bus driver and given to the School Principal/designee, within two school days, for necessary action to be taken. After evaluation of the child's misconduct, the Principal/designee will take the appropriate action using the policy as indicated below:

First Ticket:	Warning! Parent contact – Possible bus suspension*
Second Ticket:	Parent Contact – Possible Bus Suspension (1-3 days) *
Third Ticket:	Parent Contact – Possible Bus Suspension (3-5 days) *
Fourth Ticket:	Conference with Principal/Driver/Parent – Bus suspension (5-10 days) *
Fifth Ticket:	Parent Contact – One of the following actions will be taken: 1. Bus suspension for a minimum of 20 days 2. Bus Expulsion for the remainder of the school year 3. School suspension (in addition to a minimum of 20 days' bus suspension)

* Minimum action will be taken by the School Administrator/Designee. Additional action MAY be taken, at the Administrator's/Designee's discretion, up to and including, permanent expulsion from the bus for the remainder of the school year, dependent upon the severity of the infraction, and, or, the age of the student. Middle School students will be held to a higher standard of conduct than younger students which will result in stronger disciplinary actions.

Bus tickets must be signed by the students' parent/legal guardian and returned to the bus driver. Failure to return the signed copy of the bus ticket will be considered an act of defiance, which will result in an additional bus ticket being issued and regarded as a separate incident.

For the safety of all students, any student who shows up at a bus stop in the morning will be provided transportation to school. Under no circumstances will a student be denied transportation by the bus driver and left unattended at the bus stop. If a student has been suspended from transportation (by school administration) and tries to board the bus at the school to go home, that student will be removed from the bus by school staff and taken to the office. The parent will be contacted and will be required to pick the student up from school. In no event will the student be permitted to walk to school, or home from school, unless authorized (in writing) to do so by the parent/guardian. Transportation will ONLY be denied after the Principal/designee has determined the appropriate length of suspension required, and then ONLY after the parent/guardian has been notified, either by mail, phone call, or both. Bus drivers do NOT have the authority to deny transportation to students.

A student who rides ANY Greenfield Union School District bus while on a transportation suspension will receive an additional bus ticket, which will result in an additional five (5) days of transportation suspension.

Note: *Suspension or exclusion from bus service does not excuse a student from school. Parents/guardians are responsible for getting the student to and home from school. Any absences due to a transportation suspension will be considered unexcused and the student may be considered truant.*

Availability of Transportation

Students must provide a note signed by a parent/legal guardian and school office staff for any of the following reasons: 1) When a student is enrolled in the ASSP, and on a particular day is not going to attend the program, and he/she is going to ride the bus home from regular-day classes; 2) When a student who usually does not ride the bus is going to ride the bus for a specific reason; 3) When a student is going to ride a bus other than his/her regular assigned bus or if he/she is going to use a bus stop other than his/her regular assigned bus stop.

Greenfield Union School District does **NOT** provide transportation for Inter-district or Intra-district transfer students. Parents must provide transportation for these students. The District may revoke a transfer agreement if the student is caught riding a school bus to school or home from school.

MISCELLANEOUS

Local Control and Accountability Plan [E.C. § 52060-52077]

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

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

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

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

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

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

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

The district provides Internet connections for many students during the educational day, and those Internet connections are filtered using a software program or programs designed to eliminate access to visual depictions that are obscene, child pornography, or harmful to minors. While the filters are designed to prevent connections to such

material, new websites and material are added to the Internet every day and the district is unable to ensure that each and every inappropriate website or all such material will be blocked.

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

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

The district is using or contemplates using third-party vendors of data storage/ management products and services and educational software products and services from third-party vendors, including cloud-based services. Those products and services will include legally required contractual provisions, including requirements to maintain the confidentiality of pupil information and also including parental right to review pupil records and correct erroneous information.

STUDENT USE OF TECHNOLOGY

Purpose

The Greenfield Union School District ("District") recognizes that the appropriate use of technology provides students with the best opportunities to prepare them with the skills needed to be competitive within a global society. Through a wide variety of mediums, technology connects students and staff to libraries, online resources, diverse cultural and rich multimedia experiences, and a number of other academic resources around the world. While the benefits of technology far outweigh its potential shortcomings, the manner in which it is used is significant in determining its value. To that end, we are pleased to provide technology resources for student use.

Technologies Covered

The District provides and supports a wide array of technologies, including but not limited to desktop computers, mobile computers and devices, interactive whiteboards, responders, shared storage and online collaborative systems, internet and website services, email, data and reporting services, network access, and many others. As used in this agreement, "user" includes anyone using the aforementioned technologies provided by the District regardless of physical location of the user.

The introduction of new technologies occurs continuously within the District. The policies outlined in this document cover the items listed above, as well as any others currently in use and those used in the future. The Acceptable Use Agreement applies even when District provided equipment (laptops, tablets, etc.) is used off of District property.

If questions arise regarding the use of a specific technology or the application of these policies, users should contact

the Technology Department for clarification with enough time to properly review the request. Until the matter has been resolved, the use of that technology or resource is prohibited.

General Use

The District provides users with access to the Internet, including websites, resources, content, and online tools. All technologies provided by the district are intended for educational purposes. All users are expected to use good judgement and to follow the guidelines established within this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

- Only District users and individuals with written authorization from the appropriate district and state authorities are allowed to use the District's technology systems and resources. The Acceptable Use Agreement must be signed prior to access being granted.
- The use of any technology resources, including any associated activities, may be monitored and any records thereof may be retained indefinitely.
- Users should not have any expectation of privacy in their use of District technology resources.
- Users are expected to alert the appropriate district staff immediately of any concerns for safety or security.
- Transmission of any material in violation of any international, national or state law or regulations is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, harassing material, or material protected by trade secrets.
- Users are prohibited from using District resources for knowingly accessing, transmitting, receiving, or storing any image file that depicts actual or simulated torture, bondage, or physical abuse of any human being or other creature, or that is sexually explicit or pornographic.
- Using district resources for commercial activities, product advertisements, or political lobbying is not acceptable.
- Illegal activities are strictly prohibited.
- Excessive personal web browsing is not permitted. Examples of excessive uses include utilizing streaming services such as listening to music or videos not related to one's assignment, playing online games (excluding website used during instruction), or using an unfair portion of network bandwidth as compared to other users.
- Storing personal files that are not used during instruction, such as music, videos, and pictures on district servers is prohibited. User should be conscious of the type of space that these files take up, in order to ensure that they are using district resources in the best manner possible.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct that they do in person when using districts resources, as well as when accessing online resources from outside the district's network or with personal devices.
- Misuse of technology resources and systems can result in disciplinary action.
- The District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies systems and resources.

Penalties for Improper Use

The use of District systems and resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Misuse may also lead to disciplinary and/or legal action including suspension, expulsion, or criminal prosecution by government authorities. The district will attempt to tailor any disciplinary action to the specific issues related to each violation. Before being approved for access, students and parents must agree to abide to these policies by signing their acknowledgement and agreement to these policies.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette, in that users should always use technology resources in a courteous and respectful manner. Some recommendations include:

- Do not post anything online that you would not want parents, teachers, or future colleges or employers to see. Once something is online, it's out there--and can sometimes be shared and spread in ways you never intended.
- Recognize that among valuable online content is unverified, incorrect, or inappropriate content. Users should only use trusted academic sources when conducting research via the Internet.
- Be polite. Be aware the online messages can sometimes be interpreted differently than when speaking to someone in person. For instance, writing in all caps conveys shouting and is discouraged.

- Sending abusive, discriminatory, bullying, or harassing messages to others in any medium is not acceptable.
- There is no expectation of privacy. Messages relating to or in support of illegal or prohibited activities, even when created in jest, may be reported to the authorities.
- Users must respect the privacy of others. Revealing the person home address phone number of students, and other information is prohibited.
- Use appropriate language. Avoid swearing, using vulgarities or any other inappropriate language or symbols.

Education, Supervision and Monitoring

It shall be the responsibility of all teachers and school staff to educate, supervise and monitor appropriate usage of the computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Teachers or designated representatives will provide age appropriate training for students who use the District’s a. Internet facilities. The training provided will be designed to promote the district’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in this Acceptable Use Agreement;
- b. Student safety with regard to:
 - I. Safety on the Internet;
 - II. Appropriate behavior while online, on social networking Web sites, chat rooms; etc.
 - III. Cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Personal Safety

1. Users should recognize that technology resources, especially those on the internet, provide many benefits, as well as expose users to certain risks. Information should be guarded carefully, and one should never share personal information, including phone numbers, addresses social security numbers, birthdays, and so on, without a parent’s or adults supervision and approval. Users should never agree to meet someone they met online in real life without parental permission.
2. If you see a message, comment, image, or anything else online that makes you uncomfortable or concerned for yourself or someone else’s personal safety, immediately bring it to the attention of an adult (teacher or staff if you are at school; parent if you are at home).
3. Users should only access GUSD network accounts outside of school if a parent or legal guardian supervises their usage at all times. The users’ parent or guardian is responsible for monitoring the minor’s use.
4. Users must abide by all laws, this Acceptable Use Agreement, and all District security policies.

Vandalism

Vandalism is defined as any attempt to harm or destroy data, disrupt network or other services, affect another user’s access, or create, upload, or download computer viruses, spyware and malware. Vandals will be subject to cancellation of privileges and may be liable for any direct or indirect damages incurred. Parents may be liable for damages caused by a user.

Plagiarism

Plagiarism occurs when someone uses ideas, pictures, and other information without citing the original source or author. While copying an entire paper easily constitutes plagiarism, taking small excerpts out of papers or even accidentally excluding the sources of passages that have been paraphrased can also be in violation of this policy. Even when unintentional, plagiarism is a form of intellectual theft and great care should be taken to avoid it. The best method to avoid plagiarism is to use academic resources and to cite all of the resources that you use within the body of your work.

Web Access/Filtering

Access to internet resources is controlled by the District. As required by CIPA, and to the extent practical, internet filters shall be used to block access to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. Additionally, the District reserves the right to add additional layers of protection and filtering. Bypassing any of the safeguards used to protect users, including network filtering by the District or associated agencies, is strictly prohibited.

The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete and electronic communication of files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Social Media Usage

Accessing and updating social media resources for personal use is not permitted during instructional hours when using personal technology resources, and is not permitted at any time when using District Resources.

Social media resources may be accessed by specific individuals identified within each school for the purposes of reviewing claims of cyber-bullying, other forms of harassment, and for official purposes preapproved by the district.

The ability to access a resource should not be mistakenly identified as approval of its use, and users run the risk of having those resources blocked in the future. There may also already be established resources that will provide the services being sought. The use of social media resources for instructional purposes must be preapproved by the appropriate district resource prior to usage, and request for approval may be routed through the Technology Department.

Mobile Devices

The District may provide users with mobile computers or other mobile devices to promote learning outside of the classroom, including resources that Users can use while offsite or at home. Users must adhere to these policies when using District resources, no matter where or when they are being utilized.

Mobile devices tend to be expensive, and are more susceptible to theft, accidental damage, etc. As such, users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to Technology Department staff immediately. Users and their parents may be financially accountable for any damage resulting from negligence or misuse, including theft of equipment entrusted in their care.

School-issued mobile devices may be monitored and controlled, even when off the school's network.

Personal Use of District Resources and Personally-Owned Devices

Users may not use district resources for personal purposes, including the storing of personal images, music, and other data that is not used specifically in classroom instruction. Personal laptops, mobile devices, and other wireless devices should not be connected to the school's network. The introduction of wireless hotspots and other technologies that circumvent filtering is prohibited and will be treated as a severe violation.

While personally owned devices should not be connected to the district's resources as a general rule, some limited use of personal resources may be acceptable. As an example, the use of a personal memory stick would be acceptable if appropriate care has been taken to ensure that the content is free of viruses, malware, etc. The introduction of other technologies must be in compliance with all existing policies, must be approved by a school's principal prior to usage, and must not attach to network resources without the approval of the Technology Department.

Wireless

Wireless access is currently restricted to those devices that are directly managed and maintained by the Technology Department. Under no circumstance should access be provided for personal devices, or should any information be related regarding the wireless network. Individuals who are visiting in an official capacity should route their request for access through the Technology Department.

Security

Users are expected to assist in the protection of technology resources and systems. Users who identify a security problem, even those unintentionally created or observed, must notify a system administrator and must not communicate or demonstrate the issue to others. Users should store their passwords securely, should not provide passwords to others, or attempt to log into any system as another user. Violations will result in access and other privileges being revoked. Any user identified as a security risk or having a history of security related issues may also be denied access. Protection of user account logins and passwords is the responsibility of every individual. The use of strong passwords should be used whenever possible.

Users are expected to take reasonable safeguards against the transmission of security threats over the school

network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert Technology Department Staff. Do not attempt to remove the virus yourself or download programs advertising the ability to remove viruses.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network are to be borne by the user. The District also denies any responsibility for accuracy of quality of information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Policy on Returned Checks

Greenfield Union School District will charge \$12.00 fee for all returned checks.

Further Information is Available

Further information regarding our District schools, programs, policies, and procedures is available to any interested person upon request to our District Office.

Greenfield Family Resource Center

The *Greenfield H.E.L.P.S. Collaborative* is a partnership of community agencies, businesses and schools... all working together to address the needs of children and families in the Greenfield community. Monthly Collaborative meetings are held on the 2nd Thursday of every month and are open to the community.

The *Greenfield Family Resource Center* offers Case Management services that link children and families with resources they will need to improve conditions at home and at school. Other services available are: School Readiness Program (SRI) for children ages 0-5, Healthy Families, Medi-Cal, and Food Stamp application assistance. Also, nutrition and family education classes are offered throughout the year. For more information call the Greenfield Family Resource Center at 837-3720.

Supervision

Each school site will post the hours of operation when supervision for your child is present. Parents are forbidden from dropping their children off or allowing them to remain on campus outside of the posted times. Reduction of and/or extension of these posted times will be announced by the school.

Withholding Grades, Diploma and Transcripts [E.C. § 48904(b)(1)]

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision. Information will be released upon discretion of the district once damages and/or returns have been made.



GREENFIELD UNION SCHOOL DISTRICT

**1624 Fairview Road
Bakersfield, CA 93307**

Phone: (661) 837-6000

Fax: (661) 832-2873

Notification of Re-Inspection of Asbestos

TO: Parents and Staff of Greenfield Union School District

FROM: Ramon Hendrix, Superintendent

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988, we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection finding and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. These inspections are performed by accredited asbestos inspectors. An accredited management planner reviews the results and recommends actions we should take to safely manage each asbestos material in our buildings.

No significant findings were noted during the re-inspection of Greenfield Union School District.

All other asbestos materials in the school district are in good condition and we will continue to manage them in place as recommended by the accredited management planner.

The results of the re-inspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these any time during normal school hours (M-F, 8:00 a.m. - 4:30 p.m.). The Asbestos Program Manager is available to answer any questions you may have about asbestos in our buildings at (661) 837-6030.



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Phone: (661) 837-6000

Fax: (661) 832-2873

ANNUAL PESTICIDE USE NOTIFICATION

Dear Parent/Guardian:

To meet the requirements of the Healthy Schools Act of 2000, the District has adopted an Integrated Pest Management (IPM) policy. This policy includes notifying staff, parents and/or guardians of pesticide use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests or to maintain the integrity of a structure.

- The attached list of pesticide products has been approved for use at District sites. In the majority of cases, the products used by the District fall into the safest category, "Caution," and pest management products shall not be applied when students are present. Applicators shall receive annual safety training, strictly following the U.S. EPA label instructions and only apply pesticides with the least risk when necessary. For additional information on pest management products, you may access the California Department of Pesticide Regulation website at <http://apps.cdpr.ca.gov/schoolipm>

For the annual pesticide schedule; a pesticide application will occur on the first and second weekend of every month.

If you wish to receive notification of individual pesticide applications at a school facility that may occur in addition to the annual schedule, please pick up a registration form at the school office. Personnel will be available to answer your questions regarding the registration process.

If you have any questions, please contact Director of Maintenance, Operations and Transportation, at (661) 837-6030.

Sincerely,

Ramon Hendrix
Superintendent



GREENFIELD UNION SCHOOL DISTRICT

1624 Fairview Road
Bakersfield, CA 93307

Phone: (661) 837-6000

Fax: (661) 832-2873

NOTIFICATION OF INTENTION TO USE PESTICIDES

Dear Parent/Guardian:

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students, information regarding pesticides they expect to apply during the year. We intend to use the following pesticides in your school this year.

Name of Pesticide	Active Ingredient(s)
CY-Kick	Cyfluthrin
Phantom	Chlorfenapyr, Propylene Glycol
PT 565 Plus XLO	Pyrethrins Piperonyl Butoxide, Technical N-octyl Bicycloheptene Dicarboximide
Orthene PCO Formula II	50% Acephate
QuikPRO	Glyphosate, N-(phosphonomethyl) glycine, in the form of its ammonium salt Diquat dibromide
SpeedZone Southern	Carefentrazone-ethyl 2,4-D, 2-ethylhexyl ester Mecoprop-p acid Dicamba acid
Alligare Bromacil/Diuron 40/40	Bromacil Diuron
Sledgehammer	Halosulfuron-methyl
Maxforce FC Select	Fipronil

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website at <http://apps.cdpr.ca.gov/schoolipm/>

If you have any questions, please contact Director of Maintenance, Operations and Transportation at 661-837-6030

Parent/Guardian Request for Notification

Dear Parent/Guardian:

The District has implemented an integrated pest management (IMP) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds. The District will make every effort to protect the health of students and staff at all times. If at any time children are present when areas are being serviced, the treatment will stop immediately. For the annual pesticide schedule; a pesticide application will occur on the first weekend of every month. If you wish to receive notification of individual pesticide applications at a school facility that may occur in addition to the annual schedule, please complete the following registration form and return it to the Principal's office.

CLIP HERE



**OPTIONAL
REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION
2018-2019**

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I understand that the district will apply pesticides on the first weekend of every month. I would like to be notified before any other pesticide applications at this school.

I would prefer to be contacted by: U.S. Mail Email

Student's Name: _____ Student I.D. Number: _____

School: _____

Parent/Guardian: _____

Address: _____

Day Phone: () _____ Evening Phone: () _____

Email Address: _____

**GREENFIELD UNION SCHOOL DISTRICT
2018 - 2019 Student Calendar**

School Month	First Week					Second Week					Third Week					Fourth Week					Student Attendance
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
First			AUG 15	16	17	20	21	22	23	24	27	28	29	30	31	SEPT 3	4	5	6	7	17
Second	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	OCT 1	2	3	4	5	19
Third	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	NOV 1	2	20
Fourth	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	14
Fifth	DEC 3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	15
Sixth	31	JAN 1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	14
Seventh	28	29	30	31	FEB 1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	18
Eighth	25	26	27	28	MAR 1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	20
Ninth	25	26	27	28	29	APR 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	15
Tenth	22	23	24	25	26	29	30	MAY 1	2	3	6	7	8	9	10	13	14	15	16	17	19
Eleventh	20	21	22	23	24	27	28	29	30	31	JUN 3	4	5	6	7	10	11	12	13	14	9
Totals																				180	

- August 15** First Day of Instruction
- September 3** Labor Day Holiday
- September 19** Teacher Professional Development
- October 1 - 5** Parent/Teacher Conferences (Minimum Days)
- November 12** Veterans' Day
- November 16** Minimum Day
- November 19 - 23** Thanksgiving Break
- December 21** Minimum Day
- December 24 - January 4** Winter Break

- December 25** Legal Holiday
- January 1** Legal Holiday
- January 21** Martin L. King Jr. Day Observed
- February 11** Lincoln's Birthday Observed
- February 18** President's Day Observed
- April 12** Minimum Day
- April 15 - April 22** Spring Break
- May 27** Memorial Day Holiday Observed
- May 31** Last Day for Students (180 days)

Wednesdays Early Release for Students (Teacher Collaboration)

Minimum Days = ○ School Sites Closed = □ Teacher Professional Development = ◇
(No Student Instruction)

Approved 2-26-18

DISTRITO ESCOLAR DE GREENFIELD
Calendario de Estudiantes para 2018 - 2019

Mes Escolar	Primer Semana					Segunda Semana					Tercera Semana					Cuarta Semana							
	L	M	M	J	V	L	M	M	J	V	L	M	M	J	V	L	M	M	J	V			
Primero			AGO 15	16	17	20	21	22	23	24	27	28	29	30	31	SEP 3	4	5	6	7			
Segundo	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	OCT 1	2	3	4	5			
Tercero	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	NOV 1	2			
Cuarto	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
Quinto	DIC 3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
Seis	31	ENE 1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25			
Séptimo	28	29	30	31	FEB 1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22			
Octavo	25	26	27	28	MAR 1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22			
Noveno	25	26	27	28	29	ABR 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19			
Décimo	22	23	24	25	26	29	30	MAY 1	2	3	6	7	8	9	10	13	14	15	16	17			
Undécimo	20	21	22	23	24	27	28	29	30	31	JUN 3	4	5	6	7	10	11	12	13	14			
Totales																							

- Agosto 15** Primer Día de Instrucción
- Septiembre 3** Día del Trabajo Observado
- Septiembre 19** Desarrollo Profesional de Maestros
- Octubre 1 - 5** Conferencias para Padres/Maestros (Días Mi)
- Noviembre 12** Día de Veteranos
- Noviembre 16** Día Mínimo
- Noviembre 19 - 23** Descanso por Día de Acción de Gracias
- Diciembre 21** Día Mínimo
- Diciembre 24 - Enero 4** Descanso de Invierno

- Diciembre 25** Día Festivo Legal
- Enero 1** Día Festivo Legal
- Enero 21** Día de Martin L. King Jr. Observado
- Febrero 11** Cumpleaños de Lincoln Observado
- Febrero 18** Día de Presidentes Observado
- Abril 12** Día Mínimo
- Abril 15 - Abril 22** Descanso de Primavera
- Mayo 27** Día de los Caídos Observado
- Mayo 31** Último Día para Estudiantes (IBO día)

Los Miércoles los Estudiantes Saldrán Temprano (Colaboración de Maestros)

Días Mínimos = ○ Escuelas Estarán Cerradas = □ Desarrollo Profesional de Maestros (No Habrá Instrucción para Estudiantes) = ◇