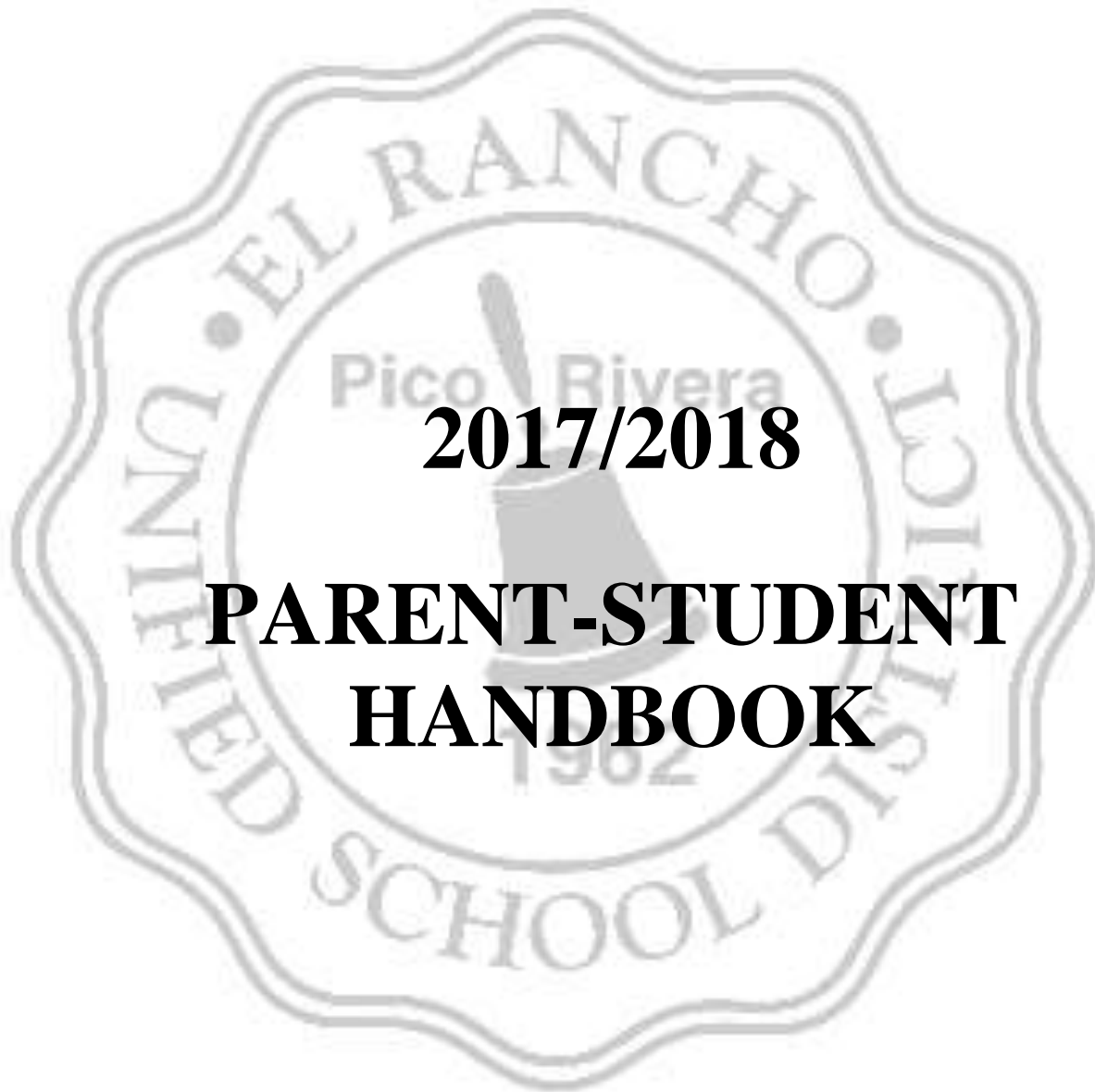


EL RANCHO UNIFIED SCHOOL DISTRICT



**2017/2018**

**PARENT-STUDENT  
HANDBOOK**

<http://WWW.ERUSD.ORG>

*"Quality Education Today for a Better Tomorrow"*

# El Rancho Unified School District

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*The El Rancho Unified School District will actively partner with the community as its leading educational institution that provides a technology rich and innovative learning environment for all students. Students will be challenged to become college and career ready and life-long learners.*

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# EMERGENCY PREPAREDNESS

## **Disaster Preparedness**

Emergencies happen unexpectedly at any time. Confusion that may exist at that time can be reduced by carefully planning what must be done before, during, and after the emergency.

In the event of an emergency during the school day, the best place for students to remain is at school. During the emergency, it is essential that the school telephones are available to school personnel. The school should be called only if it is absolutely necessary. Students will not be released from school unless the emergency has ended or they have been picked up by their parents or authorized person(s).

Parents should prepare their children for an emergency: (1) By being aware of the emergency procedure instruction given to their children at school; (2) By keeping their child's emergency data card on file at the school updated at all times; (3) By establishing the safest and most direct route to and from school; (4) By arranging for a neighbor or friend to care for their child if the parents leave home for the day. El Rancho Unified School District has a detailed disaster preparedness program designed to deal with major disasters, including earthquakes. If a serious earthquake should occur during the school day, every effort will be made to keep students at a school site in a safe area until an authorized person noted on the disaster release card or emergency card arrives. Students not picked up will remain at a school site until the end of the normal school day, and will be released at that time if it is safe.

Coordinating terms composed of school personnel will direct all emergency operations. If a disaster occurs while students are on the way to school, they should continue on to school or go directly home, depending on road conditions or the shortest route. Please discuss this information at home with your student(s).

## **Emergency school closure**

In the event that an emergency occurs, the closing of school will be broadcast on radio stations KFWB (980) and KNX (1070) between 6:00 a.m. and 6:30 p.m. During a major emergency, please do not tie up the telephone system. Listen to your radio for current information.

## **Emergency cards**

An emergency card must be filled out for each child in school. For each child's safety and well-being, it is critical that the school office have current telephone numbers and addresses of parents, as well as names and phone numbers of neighbors or relatives who may be called if a child becomes ill or is injured while at school.

Please notify the office if any information on the emergency card needs to be updated, including mobile phone numbers and e-mail addresses. Remember, only those listed on the emergency card can pick up a student from school.

# SCHOOL ATTENDANCE

***Students may be absent from school for justifiable reasons but State funding will not be received unless the student is at school. Parents are encouraged to bring students to school after medical appointments. It is pertinent that all absences be cleared by providing a doctor's note when available or calling the attendance office.***

Regular school attendance is important if a child is to achieve their full potential. As the new year begins, we urge you to make an extra effort to ensure that students establish a regular attendance pattern we commend those students and parent/guardians who are already meeting this goal.

## **Absences**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

Education code section 48205 states:

- A) Notwithstanding Section 48200 a pupil shall be excused from school when the absence is:
1. Due to his or her illness
  2. Due to quarantine under the direction of a county or city health officer.
  3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
  5. For the purpose of jury duty in the manner provided for by law
  6. Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
  7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupils absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  8. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the elections code.
  9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 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. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- B) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which pupil is absent shall determine the tests and assignments that the pupil missed during the absence. No student shall have his/her grade reduced or lose academic credit for any absence or absences excused under EC 48205.
- C) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state appointment payments.
- E) "immediate family", as used in this section, has the same meaning as that set forth in section 45194, except that references therein to "employee" shall be deemed to be references to "pupil"

The common District practice is that the students who miss assignments or tests because of an excused absence as indicated above shall receive full credit for work completed within the time given by the teacher. The minimum number of days allowed, shall be equivalent to the number of days of absence.

The local school office will periodically review each student's attendance pattern. Parents/guardians will be notified if there is concern that the student's absence is threatening his/her educational progress. If your child has a verifiable, ongoing health/medical condition that may affect attendance, please notify the school.

If you find it necessary to keep your child out of school for reasons other than an illness, we encourage you to send your child to school for at least part of the day so that your child will not be counted absent and also will not miss out on important school assignments. It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts. We want to avoid the unnecessary absences that reduce district resources and limit your child's opportunity to obtain good grades.

Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

### **Truancy**

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, from the date of

enrollment to the current date, he/she is considered a chronic truant. A student who is absent from school, without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, he/she is considered a chronic truant. Unexcused absences are all absences that do not fall within EC48205.

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without a valid excuse within the county, city or school district. A student who is truant may be referred to a School Attendance Review Board (SARB). Repeated violations may also result in lowering of achievement grade or removal from a particular class or classes. The City of Pico Rivera enforces an Anti-Truancy Ordinance and parents of truant students are subject to a fine.

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district shall accept applications by electronic means for enrollment, including enrollment in a specific school or program within the school district, and course registration for military dependents. The parent shall provide proof of residence within 10 days after the published arrival date provided an official documentation related to his or her military move: temporary on-base billeting facility, purchased or leased home or apartment, or federal government or public-provide venture off-base military housing.

### **School Attendance Options**

The El Rancho Unified School District has the following school attendance options available:

Inter-district Attendance Permits Students residing outside of district boundaries, may apply for an inter-district permit from their district of residence. If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. No district is required to provide transportation to a student who transfers into the district.

- Intra-district permits may be granted for such reasons as childcare and social adjustment if space is available. Intra-district request must be made to the Administrator of the school of residence.
- Open Enrollment Act – Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student

may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent.

- A minor between the ages of 6 and 18 is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is:

- placed in a foster home or licensed children's institution with the boundaries of the school district pursuant to Welfare and Institutions Code.
- a foster child who remains in his or her school of origin, an emancipated pupil, a pupil who lives in the home of a care giving adult, or a pupil residing in a state hospital located within the boundaries of the school district.
- a pupil whose parent or legal guardian resides outside of the boundaries of that school district, but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.

The above summary of the attendance alternatives to parents/guardians and their children is intended to provide an overview of the laws applying to each alternative. For additional information about these options or for application and procedures, contact the office of Student Services at 562-801-5128

### **Early Release of Students**

If you need to take your child out of school before the end of the school day, please call or go directly to the office. ***Parents requesting an early release must provide a note to the attendance office by 8:00a.m., emergency release of students will be allowed on a case-by-case basis.***

All early release students must have a signed note or be signed out by a parent/guardian. This procedure is for the safety of your child. The school will not release a student to anyone except the parent or authorized person on the emergency card.



# DISCIPLINE

## **Student Behavior**

These guidelines are suggested in the best interest of the student and the school, respecting the necessity for the administrators to exercise professional judgment.

## **District Rules on Behavior and Discipline**

- All students shall attend school punctually and regularly. They will comply with school and district rules; obey the reasonable directions and demands of the principal, teacher, and others in authority, be diligent in study and kind and courteous to schoolmates.
- All students must maintain good personal health and safety standards in dress and must not dress in a manner that will disrupt the educational program or other school activities.
- The parent/guardian of any minor whose willful misconduct results in injury or death to any student or any person employed by or performing volunteer services for a school district or who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to a school district shall be liable for all such damages so caused by the minor.
- No person shall drive a vehicle or accompany an animal nor shall any person stop, park, or leave a vehicle or an animal on the driveways, paths, or the grounds of any of the schools of the district.
- All campuses of the ERUSD shall be designated “closed.” Pupils may be permitted to leave school grounds during their lunch hour with the approval of the principal. Neither the district, nor any officer or employee of the district shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds during their lunch hour.
- A suspended student may not loiter on or near any public school of the district, or be present at any school activity during the period of suspension.
- Pupils may be detained in school for disciplinary reasons for not more than one hour after the close of their school day, providing the pupil and his/her parent/guardian are notified at least 24 hours before the detention period. The 24-hour notification is not necessary if the parent/guardian waives it.
- Corporal punishment shall not be administered in the El Rancho Unified School District.

## **Grounds for Suspension/Expulsion**

It should be noted that a student may be suspended or expelled for acts (1) while on school grounds in this school district or any other school district; (2) while going to or coming from school; (3) during the lunch period, whether on or off the campus; (4) during, or while going to or coming from, a school-sponsored activity. Students may be subject to disciplinary action if found in violation of California Education Code 48900.

a.1 – Caused, attempted to cause, or threatened to cause physical injury to another person.

a.2 – Willfully used force or violence upon the person of another, except in self-defense.

B – Possessed, sold, or otherwise furnished a firearm, knife, explosive or other

dangerous object.

C – Unlawfully possessed, used, or otherwise furnished, or been under the influence of any controlled substance.

D – Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapt. 2 of Div. 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind.

E – Committed or attempted to commit robbery or extortion.

F – Caused or attempted to cause damage to school property or private property.

G – Stole or attempted to steal school property or private property.

H – Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

I – Committed an obscene act or engaged in habitual profanity or vulgarity.

J – Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as identified in Section 11014.5 of the health and safety code.

K – Disruption of school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators. “Disruption of school activities” includes, but is not limited to the following:

1. Gambling
2. Possession, furnishing, sale or attempted sale of the following:
  - Gambling paraphernalia
  - “look-alikes” or other dangerous objects, i.e., toy gun, rubber knife, etc.
3. Unauthorized entry on school grounds or into a classroom.
4. Promoting and/or encouraging gang related activities while at school or at school activities.
5. Serious violations of the school rules.

L – Knowingly received stolen school property or private property.

M – Possessed an imitation firearm as used in this section “imitation firearms” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

N – Committed or attempted to commit a sexual assault or sexual battery as defined by Penal Code.

O – Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

P – Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Q – Engaged in, or attempted to engage in hazing.

R – Engage in an act of bullying\*, including, but not limited to, bullying committed by means of an electronic act.

\*Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property. (B) Causing a reasonable pupil to experience substantial interference with his or her

academic performance. (D)Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Electronic act means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to any of the following:

- i. A message, text, sound, video or image.
- ii. A post on a social network Internet Web site, including but not limited to
  - (I)Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
  - (II)Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
  - (III)Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying.
  - (1) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
  - (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

S – A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1)While on school grounds
- (2)While going to or coming from school
- (3)During the lunch period whether on or off the campus
- (4)During, or while going to or coming from, a school sponsored activity.

T - A pupil who aids or abets as defined in Section 31 of Penal Code, the infliction, or attempted infliction of physical injury to another person may be subject to suspension.

U – School property includes, but is not limited to, electronic files and databases

V – For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.

W - It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

**E.C. 48915(c):**

Students found in violation of California Education 48915 shall immediately be suspended and recommend for expulsion.

1. Possession, as verified by a district employee, or selling or otherwise furnishing a firearm.
2. Brandishing a knife, as defined by E.C. 48915(g), at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit sexual assault as defined in subdivision (n) of section 48900
5. Possession of an explosive as defined in 18 USSC 921

**Civility**

Any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500. (Education Code 32210)

**Dangerous drugs and/or Narcotics abuse**

Every effort shall be made to inform and instruct students at the appropriate grade levels about the dangers and implications of drugs and narcotics usage. A continuous program of instruction, guidance, and counseling shall be conducted in every school to provide students with preventive, corrective, and rehabilitative measures. Violations involving furnishing, receiving, using or possessing narcotics or dangerous drugs shall be referred for a suspension and/or expulsion. Furnishing is defined as the act of willfully making said substances available, with or without compensation, to any other person or any item represented as a narcotic or dangerous drug.

**Defacing or Damaging of School or District Property**

Serious acts of vandalism may result in an expulsion referral. Other offenses will result in a parental conference, detention, suspension, and/or arrest. Every effort shall be made by the District to obtain payment for all damages to school property caused by the student. The parent/guardian is responsible for this payment.

**Defiance, Disrespect, Disregard of School Regulations**

Violations of school regulations may result in a parental conference, detention, possible suspension of one (1) to five (5) days, referral for placement in another school, and/or other disciplinary action.

**Dress and Grooming**

The responsibility for student dress lies with the parents. Parents and students should adhere to the following guidelines:

- All clothes must be neat, clean, not frayed, in good repair and be an appropriate size. Clothing and jewelry that display alcohol, cigarettes, controlled substance, violence, or inappropriate words or pictures are not permitted.
- Hair must be neat and clean.
- Footwear must be worn at all times. Thong sandals without heel straps are not acceptable.

- “Tank shirts” are not permitted. “Low cut and “see through” shirts/blouses are prohibited.
- Girls may not wear sheer blouses, bare midriff, strapless, spaghetti straps, halter-tops, or skintight (spandex) bicycle pants/shorts. Shorts and skirts, which are shorter than mid-thigh, may not be worn.
- Undergarments shall be worn and must not be visible at any time.
- The Principal/Superintendent may, if disruptive, prohibit insignias of off campus clubs, sports, and other organizations (Parents and students are to be notified in writing, at least 10 days prior to the prohibition).
- Hairnets, caps, bandanas, sweatbands, and hats are prohibited at school for grades K through 12 including continuation school. Exceptions may be granted for medical reasons. Athletes and ROTC in full uniform are exceptions.
- Large or dangling earrings for pierced ears are not permitted for safety reasons.
- Makeup may not be worn in grades K-5. Exceptions may be made for authorized school activities.
- Gang related apparel: Education Code 35183 states, a district wide prohibition on gang apparel is not allowed, but individual schools shall adopt prohibitions on gang-related apparel in school safety plans and must be reviewed each semester. Parents/guardians and pupils will receive a copy of their school’s gang related apparel policy annually.
- Sun-Protective Clothing. Each school site shall allow for outdoor use during the school day, articles of protective clothing, including but not limited to hats.
- Students are allowed the use of sunscreen during the school day without a physician’s note or prescription.

(Standard Policy 5132 – Pupils, Dress, and Grooming)

**Mandatory Uniform Code**

All elementary and middle schools in the El Rancho Unified School District shall implement, the mandatory uniform policy beginning October 25, 1996.

ERUSD colors are navy-blue or navy plaid and white – with solid navy-blue or navy-plaid bottoms and white tops.

Girls’ Separates: white blouse or polo shirt and navy sweater, vest, long pants, shorts, skort, jumper, and skirt.

Boys’ Separates: white dress shirt or polo and navy sweater, long pants, and shorts.

**New enrollees will be given two weeks after arrival to obtain uniforms or sign the necessary waiver.**

No student will be considered non-compliant with the policy in the following instances:

1. when noncompliance derives from a financial hardship;
2. when a student wears a button, armband or other accouterment to exercise the right to freedom of expression; unless it signifies or is related to gangs, gang membership, or gang activity;
3. when a student wears the uniform of a nationally recognized youth organization, such as Boy Scouts or Girl Scouts on regular meeting days;

4. when a student wears a school-adopted logo shirt on designated days;
5. When a student's parent or guardian has secured an exemption from the uniform policy. Parent may contact their home school for exemption information.

### **Laser Pointers and Signaling Devices**

Use or possession of any signaling device with the potential to cause physical harm such as a laser pointer may result in a parent conference, detention, suspension, fine, and/or community service.

### **Electronic Listening or Recording Devices**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

### **Mobile Phones, Pagers, and Personal Electronic Devices**

Students may have a cellular, digital, or mobile phone in their possession under the following conditions:

- **The cell phone/pager must be turned off and may not be used during school hours, and any other time directed by a school administrator (including recess, nutrition, lunch, and passing periods).**
- Cell phone and/or pager vibrating will not be permitted.
- Cell phones and/or pagers must be placed inside the student's personal belongings (backpack/purse) and not visible at any time unless otherwise permitted.
- A cell phone and/or pager may be used in the event of a school-related emergency as determined by the Principal or Principal's Designee.

The use of these devices or their ringing/vibrating during school time or activities without consent of the school administrator or teacher will be considered a disruption to school activities and subject to disciplinary action.

The Board and/or District does not assume liability if such devices are damaged, lost or stolen. Inclusively, the Board, School District, and/or School Site will not assume responsibility and/or investigate the loss or theft of such devices if lost or stolen.

Possession of other "Personal Electronic and/or Signaling Devices;" including, but not limited to IPOD, MP3/4 players, CD Players, Cameras, Video Cameras, Electronic Games, Audio Recording devices will not be permitted.

Students who violate the cell phone and personal electronic signaling devices policy will be subject to discipline, including but not limited to confiscation of the device, detention, Saturday School, suspension, expulsion, or transfer to an alternative program in accordance with Board policy and administrative regulations. **The school site will designate a day of the week and time when cell phones/pagers will be returned to parents/guardians.**

### **Required Parent Attendance**

Parents may be required to attend a portion of the school day with their student when the student has been suspended by the teacher for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying authority. (Education Code 48900.1)

### **Sexual Harassment**

Sexual harassment of or by any student is prohibited. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other, verbal, or physical conduct of a sexual nature made by someone under any of the conditions delineated in Education Code 212.5. Sexual harassment will result in appropriate disciplinary action, which may include suspension and/or expulsion. Sexual harassment should be reported immediately. The District does not tolerate harassment of any type and will take appropriate action to protect individuals or groups reporting sexual harassment. (Board Policy/Administrative Regulation 1110)

### **Tardiness**

Tardiness to class is basically a discipline problem rather than an attendance problem. It is harmful to the student and disrupts the proper educational environment. Detention is the recommended discipline to be used in cases of tardiness. Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the school day or four hours on Saturday after 24 hours notice has been given. Parents shall be contacted regarding cases where students have a continuing problem of tardiness. Parents and school personnel should work together with the student to see that the problem is solved.

### **Theft**

Theft or knowingly receiving stolen school or private property may result in a parent conference, possible suspension of one (1) to five (5) days, and possible referral to another school, possible expulsion. Students will be responsible for payment for all lost or damaged school property and may be subject to possible arrests as provided by law.

### **Threats and/or Physical Abuse**

Any student who willfully physically attacks any District employee or student shall be referred for expulsion. Any student, who threatens, harasses, or verbally abuses any District employee or student shall be subject to disciplinary measures, which may include suspension and/or expulsion and/or possible referral to another school placement/program. The student may also be subject to arrest and prosecution. Students who aid or abet in the injury or attempted injury of another student may be suspended.

### **Tobacco**

Tobacco use is prohibited on all District property.

Students found to be in possession of tobacco or tobacco paraphernalia or using tobacco may be suspended for (1) to (5) days or referred for assistance to a tobacco cessation program.

## HEALTH

### **Medication Regimen:**

Parent/Legal Guardian of any student taking medication on a regular basis must inform the school nurse or health clerk of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. (Education Code 49480)

### **Medication**

Administration of any prescribed medication or any over the counter medication (such as Tylenol, cough syrup, eye drops, cough drops) needed by a child during the school day may be done by a designated school employee only after receiving written detailed instructions from the physician and a written parental request. This request must be made each school year. (Education Code Sections 49423 and 49480)

Students with asthma may carry and self-administer inhaled asthma medication if the school has written permission from their health care provider and parent/guardian. (Education Code Section 49423 and 49423.1)

Students with extreme life threatening allergic reactions may carry and self-administer prescription auto-injectable epinephrine if the school has written permission from their health care provider and parent/guardian. (Education Code Section 49423 and 49423.1)

Please pick up authorization forms for medication administration/self administration in your school office.

School nurses and trained personnel are required to provide emergency epinephrine auto-injectors in emergency medical situations to aid students suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis). (Education Code Section 49414)

### **Health Screening**

California Education Code, Section 49452.5, requires that all female students in grade 7 and all male students in grade 8 be given a scoliosis screening unless a parent or guardian refuses the screening. A scoliosis-screening program to detect possible spinal problems in children will be conducted in all middle schools and possibly re-checked in high school.

The procedure for the screening is a simple one in which a trained examiner inspects the child's posture as he or she stands and bends forward. If a spinal problem is suspected, you will be notified by letter. If your child is currently under active treatment for a spinal problem, please notify the school.

In addition, vision and hearing screenings are conducted in grades K, 2, 5, and 8.



Hearing is screened in grade 10 for students who are at risk or potential hearing loss (e.g., band members, or students who are exposed to loud noise).

If you do not want your child to be included in a screening, please notify the school in writing.

### **Oral Health Assessment**

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31<sup>st</sup> of the pupil's first school year.

### **Immunizations**

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

***Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade.***

State law requires the following immunizations before a child may attend school:

- All new students, age 7-17 years old, to the El Rancho Unified School district must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- All transitional kindergarten/kindergarten students, age 4-6 years old, must also provide proof of vaccination against hepatitis B.
- All seventh grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine.

***A student not fully immunized may be temporarily excluded from school when that child has been exposed to a specific disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.***

### **Physical Examinations**

Physical examinations are required as recommended by California Education Code for students entering 1<sup>st</sup> grade and students involved in extracurricular activities. If you require further information as it pertains to physical examinations, you may contact the school health office.

A student may be sent home if, for good reason, he/she is believed to be suffering from a recognized contagious or infectious disease. (Education Code Sections 48213 and 49451)

### **Health Insurance**

The District does not carry medical or dental insurance for your child. If you do not have private insurance and would like further information regarding insurance coverage, you may contact your school health office or the Department of Student Services at 562-801-5128.

### **Pupil Injuries**

The District does not provide fees for medical and hospital services for pupils injured at school or at school-sponsored events or while being transported, but students may be insured at parent expense. (Education Code Section 49471).

### **Concussion and Head Injuries**

All athletes and the athlete's parent or guardian must sign on a yearly basis a concussion and head injury information sheet before the athlete's initial practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course. Please see the coach or district nurse for a copy of the information sheet.

### **Confidential Medical Services**

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (Education Code 46010.1)

## **STUDENT RECORDS**

The California Code of Regulations requires schools maintain a permanent record for each pupil, which shall include a record of enrollment and grades. The results of State and District required achievement and scholastic aptitude test are recorded on or in the cumulative record. This information is used to plan an educational program for each child. If students are placed in special programs to provide better learning opportunities, special records as recommended are maintained in order to judge the need for such programs, recommended the best kind of instruction, and evaluate the progress made. If students have difficulty in learning, records diagnosing the problem with suggestions of correction are maintained. In addition, records of health, conduct, special activities, career interests, aptitudes, and attendance are maintained.

According to law, School officials responsible for planning and providing an educational program for students have full access to student records. Full access to student records is also granted to (1) parents of pupils age 17 and younger, (2) parents of pupils 18 and older if the pupil is a dependent for tax purposes, (3) pupils age 16 and older, or pupils who are enrolled in an institution of post secondary instruction (called “eligible pupils”)

Access to pupil records will be allowed for law enforcement officials if investigating a kidnapping of a child. (EC 49073)

No non-educational organizations or individuals are given information regarding a student without written parent consent, with the exception of directory information.

When a student enrolls in a school outside of the District, the cumulative record, upon request, shall be transferred to the school district to which the student transferred.

Present cost to copy school records is twenty-five cents a page in excess of two copies in accordance with the Education Code. Parents have the right to ask the principal for an explanation/interpretation of records. If parents so desire, they should make an appointment with the principal for this purpose. In addition to the principal, the Director of Student Services and Coordinator of Child Welfare and Attendance, are responsible for student records.

### **Directory information**

The District makes pupil directory information available in accordance with state and federal law. This means that each pupil’s name, birthdates, birthplace, address, telephone number, email, major cause of study, participation in school activities, dates of attendance, grades, awards, and previous school attendance may be released to specified agencies. In addition, height and weight of athletes will be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations other than employers, potential employers, or news media. Names and addresses of seniors or terminating pupils may be given to public or private schools and colleges.

Upon written request from the parent/guardian of a pupil age 17 or younger, the district will withhold directory information about the pupil. If the pupil is 18 or older or enrolled in post-secondary instruction, he/she may submit in writing a request to deny access to directory information.

**If you do not wish directory information released, please notify the school office or mark the appropriate box on the District Registration Form. Note that this will prohibit the district from providing the pupil’s name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.**

***Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released***

### **Maintenance/Destruction of School Records**

Certain school records are permanently maintained by the school district. These records consist of enrollment information, grades, attendance, immunization, and graduation status. Other school records are optional and maintained until their usefulness ceases. At minimum they are maintained for three years. The District will maintain the records of Special Education students as required by the State of California. Personally identifiable records that are no longer needed to provide educational services will be destroyed in a method that shall assure that the records are not available to possible public inspection in the process of destruction.

### **Medi-Cal Billing**

The District participates in the Local Educational Agency (LEA) billing program, which allows us to bill Medi-Cal for assessments and services provided by the school psychologists, nurses, and speech teachers during the school day. Bills are submitted for enrolled students to Medi-Cal.

### **Review of Pupil Records**

Parents, guardians, and students (16 years of age or older or who have completed Grade 10) may inspect and review all official records upon request and have the right to challenge the content if it is considered to be inaccurate, misleading, or an inappropriate personal conclusion or inference, outside the observer's area of competence and not based on personal observation. If there is mutual agreement that the record should be changed, an opportunity will be provided for correction or deletion by the principal of the school. In case of disagreement the parent has the right to ask for the records in written request to the Director of Student Services.

### **Transcript requests**

District high schools will provide grade transcripts. The first two transcripts are free with any additional requests to be charged a fee of \$5.00 charge.

## **ACADEMICS**

Each school must annually compile a prospectus of the curriculum including titles, descriptions, and instructional goals for every course offered by the school. Please contact the school office for a copy of the prospectus.

### **Animal Dissection**

If any course utilizes dissection or otherwise harms or destroys animals or parts of animals, the parent/guardian of any pupil may request in writing that the child not participate in the education project. (Education Code 32255)

The teacher may work with the pupil to develop and agree upon an alternative education project to enable the pupil to obtain the knowledge, information, or experience required by the course of study in question.

### **Family Life Education**

The curriculum in grade 5 through 12 in science, physical education, and health education courses may include a study of the functions and processes of the human reproductive system.

The District shall ensure that all pupils in grades 7 to 12, inclusive, receive HIV/AIDS prevention education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in middle school and at least once in high school.

In accordance with the provisions of California law, an opportunity is provided for you to request in writing that your son or daughter not be present in the classroom when this instruction is offered. If the principal does not receive such a request from you, your child will be present in the classroom during this instruction. Students who are to be excused from this class session will be given supervised instruction in another classroom during this time.

Sex education courses or family life education are courses in which reproductive organs and their functions are described, illustrated, or discussed. When such classes are planned, you will be notified of your rights to inspect and review pertinent written or audiovisual materials prior to the holding of the course. (Written consent is not required but written objection shall be honored for your child.) This section does not apply to words or pictures in any science, hygiene, or health textbook. (Education Code Section 51550)

Sexually transmitted disease education including AIDS instruction is a part of the course of study. Parents have the right to request in writing that the child be excused from that instruction or to request copies of the Education Code sections related to AIDS prevention instruction.

If any part of a class in health/science, family life education, or sex education is against the religious training and beliefs or personal moral convictions of the parent or guardian may have the child excused from taking that part of the class by sending a written request to the school. (Education Code section 51240)

### **Family School Partnerships Act**

The Family-School Partnership act is part of California Labor Code Section 230.8 which is a law that allows parents, grandparents, and guardians who work for a business that has 25 or more employees at the same location to take off up to 40 hours each year to participate in their children's school or child care activities. Under the law, any activity that is sponsored, supervised, or approved by the school, school board, or childcare facility is acceptable. Check with your employer for specific guidelines.

### **Graduation Requirement**

High school graduation ceremonies shall be held to recognize those students who have successfully completed the required course of study, satisfying district standards, and passing any required assessments. In order to encourage high standards of conduct

and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities in accordance with school rules. Prior to denial of the privilege(s), the student, and where practicable his/her parent guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond to the proposed denial. If privilege(s) are to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal this decision. Grade 12 students must have completed 220 credits, passed all required courses, and passed all proficiency tests prior to the date of graduation in order to participate in the commencement ceremony.

### **Home-Hospital Instruction**

Individualized instruction is available for hospital-bound pupils who were enrolled in regular day classes or an alternative program. It is the parent's responsibility to request such instruction for the qualifying hospital and the district in which it is located. (Education Code Sections 48207 & 48208)

A pupil with a temporary disability is eligible to receive some type of home or hospital instruction. Parents should contact the School Administrator or School Counselor or contact the Coordinator, Child Welfare, and Attendance for information. (Education Code Section 48206.3)

### **School Accountability Report Cards (SARC)**

Parents may review pertinent school information and testing data by going to the El Rancho Unified School District website [www.erusd.org](http://www.erusd.org). At the website, you may click on schools and select a school. Once in the school's webpage, you may click on "about us" and click on SARC (School Accountability Report Card). You may view or download the information. Copies are available at each school site and will be provided upon request (Education Code Section 33126)

### **Special Education Services**

The District provides at no cost to parents educational opportunities and services to children ages 0-22 that meet certain eligibility criteria as a disabled person.

Children are referred to special education programs by contacting the home school principal or the Special Education office, at

(562)801-4810. (Education Code section 56301)

The El Rancho Unified School District is a member district of the Whittier Area Cooperative Special Education Program (WACSEP) Special Educational Local Plan Area (SELPA). If you would like further information regarding the Child Find System, you may contact them at (562) 945-6431.

## **Safe Schools/Healthy Students (SS/HS)**

It is the Governing Boards desire to maintain programs and services as they pertain to safe school environments and healthy students. The goal of the SS/HS Initiative is to establish safe environments by reducing youth violence, promote positive decisions and healthy lifestyles, and maintain positive physical and mental health. These areas are addressed through evidence based curriculum, school/district programs/ services, and community resources.

### **Promotion /Retention Policy**

El Rancho Unified School District has a Promotion/Retention Policy as mandated by state legislation (AB 1626/AB1639). The intent of the legislation is to ensure that students meet grade-level standards before being promoted

Students in grades kindergarten through eight must progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. The El Rancho Unified School District will use multiple measures to assess each student's proficiency in reading, written language, mathematics, and in some grade levels, science, and social studies. These measures will determine whether a student is making appropriate progress for his/her grade level.

Students, who do not demonstrate satisfactory progress toward attaining grade-level content and performance standards and are "at-risk" of retention, will be referred to a "Student Success Team" to provide assistance to those students who are at "risk" of being retained or is a "candidate for retention".

Parents will be notified as early in the school year as possible if retention is an issue for their child.

### **Students between Grades 2-3 and 3-4**

Students between grades 2-3 and 3-4 shall be identified primarily on the basis of their level of proficiency in reading.

### **Students between Grades 4-5 and between middle school grades and high school.**

Students between grades 4-5 and between middle and high school shall be identified primarily on the basis of reading proficiency, English language arts and mathematics.

## **Questions and Answers**

### ***Do the same standards apply for English Learners?***

No. Students who are English Learners (EL) will be exempt until they have met two reclassification criteria.

### ***What about special education students?***

Special education students will be promoted or retained on the basis of their progress and performance related to their Individualized Education Plans (IEPs).

### ***What if I become unable to follow the activity plan to help my child improve?***

Ensuring that a student has every opportunity to meet grade-level standards is the

responsibility of both school personnel and parents. It is the parent's responsibility to find a way to participate in the necessary remediation offerings.

***What if I do not agree that my child should be retained?***

Parent(s)/guardian(s) who disagree with a decision to retain their children can appeal the decision. A written request listing the reason(s) why the teacher's decision should be overruled must be submitted to the Director of Student Services, within ten school days of being notified of the retention. The decision of the Director of Student Services is final.

**Use of Electronic Resources**

Before using the District's on-line resources, each student and their parent/guardian shall acknowledge receipt of the Acceptable Use Agreement. This document sets forth the rights and responsibilities for all users of the El Rancho Unified School District's electronic resources. Prior to using the District network or any District electronic resources, students will participate in an orientation of the proper use of the network and electronic resources.

**Educational Purpose**

The District Internet System has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development and high quality, educational enriching research.

The District Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on the material accessed or posted through the system. Pursuant to the Children's Internet Protection Act, the District has taken reasonable precautions to restrict access to harmful matter and materials that do not support approved educational objectives by installing a technology protection measure to protect access to inappropriate material. You are also expected to follow the rules set forth in this policy, the student disciplinary policy and regulations, and federal state and local laws in your use of the District Internet system.

While the District will make every attempt to provide uninterrupted service, the District will not guarantee that the functions or services provided through the District Internet service will be without error. The District will not be responsible for any damage suffered, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm that may result from a student's intentional misuse of the system. Students may only use the system if they and their

Parent/guardian has signed the District Acceptable Use Agreement for Electronic Resources. Use of the District's network implies understanding and agreement with all statements, standards, and rules.



## OTHER SERVICES

### **Education of Children and Youth in Homeless and/or Foster Situations**

El Rancho Unified School District has resources available to assist homeless youth, unattended youth, and foster youth in a manner consistent with the McKinney-Vento Act and State Laws. Identified homeless, unattended, and foster students shall have access to all the educational and supplemental services needed, including, but not limited to before and afterschool programs. Homeless and Foster youth have a right to receive priority enrollment. If you would like additional information regarding services please contact school office personnel, the site principal, and/or the District's Homeless and Foster Youth Liaison at the Office of Student Services, (562) 801-5128.

### **Megan's Law**

Megan's Law website is available to parents. The website has information about convicted sex offenders, including their home addresses.

([www.meganslaw.ca.gov](http://www.meganslaw.ca.gov))

### **Sex Equity: Title IX**

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. Title IX coordinator for the El Rancho Unified School District is the Director of Student Services and may be reached at 562-801-5128. You may file a Title IX complaint by contacting the Director of Student Services.

### **Nutrition Services**

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form.

***All students must apply or re-apply each year*** to qualify for the free or reduced-price breakfast/lunch program. If you did not receive a meal application in a summer mailing, you can pick one up at any school or request one by calling the Food Services office at (562) 801-5272.

1. Students who are in paid status and forget or lose their meal money will be allowed to charge a regular school meal one time. If the student does not bring money or makes a partial payment the next day or the following day, they will be served a lunch that includes a cheese sandwich, vegetable, fruit, and milk. On the fourth day, no lunch will be provided for the student. To try to recover this money a letter will be completed by the cafeteria staff stating the amount the student owes after the second meal is charged. This will be given to the office

- and sent home to the parent/guardian.
2. Free and reduced price students must be provided with a meal at all times. If they have lost their lunch money or cannot remember their lunch number, they will be looked up on an eligibility list or the PCS system. So as not to stop the line, these students will be asked to step aside until there is a break and their status will be verified. Regulations require that the reduced price student receive a meal even if they do not have money. To try to recover these funds a form letter will be completed by the cafeteria staff and given to the office to send home. The paid price procedure is the same for the reduced price student with the exception that the cheese sandwich, vegetable, and fruit of the day and milk will continue indefinitely. The parent or guardian will continue to be charged for these meals at reduced lunch prices.
  3. New students are in a paid status until a meal application is processed by Food Services and eligibility determined. Upon enrollment the parent should be instructed to send money or a sack lunch with their student until their application has been processed. The application will be processed within 10 business days upon receipt by the Food Services Department.

New students who arrive the first day without a sack lunch or money will be provided with a meal. The cafeteria manager should be notified that this is a first day, new student. If the student arrives the second day without money or a lunch, the paid policy will be followed.

It is our challenge to feed students and maintain financial accountability. **There will be a \$25.00 fee for any returned check and further checks will not be accepted for the student.** If further information is required, you may reach the Department of Food Services at (562)801-5272.

Elementary Breakfast	\$1.00
Middle Breakfast	\$1.25
High School Breakfast	\$1.25
Free	No Charge
Reduced	.30 cents
Elementary Lunch	\$1.75
Middle Lunch	\$2.25
High School Lunch	\$2.50
Free	No Charge
Reduced	.40 cents

# AREAS OF RESPONSIBILITY

## **Superintendent of Schools**

The Superintendent shall exercise leadership in establishing procedures to carry out the policies of the Board of Education. The Superintendent shall encourage a program of continuous study and evaluation of student behavior. The Superintendent shall hold all school personnel, students, and parents responsible for supporting the policies of the Board of Education and the administrative regulations relating to the conduct of the students. The Superintendent shall support all school personnel acting within the framework of District policies.

## **Principals**

All school principals shall be responsible to the Superintendent for student control in their schools and for all personnel within their jurisdiction. They shall have the responsibility and authority to carry out District policies and regulations. The principal shall have the responsibility for informing staff members, students, and their parents of regulations concerning all aspects of the school program relating to student behavior. The principal shall have the use of all available specialized services of the District.

## **Teachers**

Teachers shall be responsible to the principal for the effective control of all students under their immediate supervision and for other students who are so situated as to be physically subject to their control. Teachers shall enforce the rules and regulations of the schools and shall support their principals in enforcing District policies. They shall consult with the principal concerning all serious or willful acts of misconduct by students and other persons. Teachers have freedom to use a variety of procedures in the discipline of students, Such as:

- Requiring attendance at detention
- Giving special assignments relative to educational deficiencies of the students.
- Withholding privileges.
- Sending students to the principal or delegated authority.
- Lowering of citizenship marks.
- Suspending students from class in accordance with the District policies.

## **Parents**

Parents or guardians shall be held responsible for the willful misbehavior of their children as provided in the Education Code. Parents and guardians are expected to cooperate fully with the school authorities, including the participation in conferences regarding the progress, adjustment, and behavior of their children when these are deemed necessary.

Parents shall be held financially responsible for school property lost, damaged, or destroyed by their children.

All students shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers and staff of the school. They shall also be expected to conform to the laws of the community, state, and nation. They shall be encouraged through student government and other types of student activities appropriate to their levels of maturity to assume responsibility for controlling their own conduct (self-discipline).

## **STATE AND FEDERAL REQUIREMENTS**

### **Non-Discrimination**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. It shall be the policy of the Board of Education not to discriminate against anyone based on a disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression, or any other characteristic contained in the definition of hate crimes that is contained in the Penal Code. Inquiries concerning this subject should be directed to the Office of Human Resources at (562) 801-5216.

(Senate Bill 777) (P.C. Section 422.55, E.C. Section 200)

A pupil shall be permitted to participate in sex-segregated school programs and activities and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records.

The District has policies and procedures for complaints related to discrimination, harassment, intimidation and bullying (including sexual harassment), categorical program requirements, and alleged violations of federal or state statutes. Complaints may be filed under the Uniform Complaint Procedures as delineated in this Information Handbook or by contacting the Office of Human Resources at (562) 801-5216.

### **Family Educational Rights and Privacy Act**

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

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit a request to the principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the principal and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of their rights.

- The right to consent to disclosures of personally identifiable information contained in the students educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the administration office is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

#### **Protection of Pupils Rights Amendment**

The protection of Pupil Rights Amendment (PPRA) requires the El Rancho Unified School District to notify you and obtain consent or allow you to opt your child out of the participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”) (Education Code 51513):

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

The El Rancho Unified School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys (Education Code 51513):

### **Teacher/Para-Professional Qualifications**

Parents may request information regarding the professional qualifications of their child's teacher including, whether the teacher has met state credential or license criteria for grade level and subject matter taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major the teacher and any other graduate certification or degree held; whether the child is provided services by paraprofessionals, and if so, their qualifications. Parents must also be notified if their child is taught by a teacher that is not highly qualified for 4 consecutive weeks.

## **UNIFORM COMPLAINT PROCEDURES**

The El Rancho Unified School District's Uniform Complaint Procedure is intended to provide an orderly process to be used by parents, employees, District or school committees/ councils, students, other interested parties and the District when addressing complaints alleging:

1. Failure to comply with state and /or federal laws education, child nutrition programs consolidated categorical aid programs, English learners, special education, and career-technical education.
2. Unlawful discrimination and harassment based on sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, intimidation or bullying.

The District is primarily responsible for compliance with federal and state laws and regulations.

### **Procedure for Filing a Complaint**

1. The complainant shall first attempt to resolve the complaint with the site or program administrator.
2. If a resolution cannot be reached, the complainant shall file a complaint following Uniform Complaint Procedures. Copies of the Uniform Complaint Procedures are available from the office of Human Resources.
3. A complaint is a written and signed statement alleging a violation of a federal or state law/regulation or an allegation of unlawful discrimination or harassment regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability and age.
4. The complaint must be filed with the Director of Human Resources, (562) 801-5216.
5. If a complainant is unable to put a complaint in writing because of a disability or language problem, District staff will assist in preparing the complaint.
6. All complaints regarding unlawful discrimination must be filed within six months of the alleged occurrence or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination.
7. The complainant shall be advised of the right to pursue civil law remedies under state or federal discrimination laws.

### **Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

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

The use of mediation shall not extend the district's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### **Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

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

Refusal by the district to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise refuse or fail to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor to the complainant.

### **Response**

Within 60 days of receiving the complaint, unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

### **Written Report/Decision**

1. The report shall be written in English and the primary language of the complainant as required by Education Code 48985.
2. Findings and disposition of the complaint.
3. Conclusion of law.
4. Rationale for disposition.
5. Corrective actions (if any).
6. Notice of complainant's right of appeal to the California Department of Education (CDE) within 15 days.

7. In a discrimination complaint, notice of the right to civil law remedies no sooner than 60 days after filing an appeal with the CDE.

### **Appeals**

The complainant may appeal in writing to the California Department of Education (CDE) within 15 days of receiving the decision. When appealing to the CDE, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the District decision.

## **WILLIAMS SETTLEMENT – COMPLAINT PROCESS**

The district has posted the following notice in every classroom as required by Education Code 35186.

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have textbook or instructional materials, or both, to use in class to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments.
4. To file a complaint regarding the above matters, complaint forms can be obtained at from the school site Principal or downloaded at the district website [www.erusd.org](http://www.erusd.org).



## ASBESTOS - MANAGEMENT

Information on the District's complete and updated management plan for asbestos-containing materials in school buildings is available from the Director of Maintenance.

### Pesticide Products

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We expect to use the following pesticides in your school during the upcoming year. Chemicals used at school sites are listed.

<b>Reason</b>	<b>Brand Name</b>	<b>ACTIVE INGREDIENT</b>
Ants, Spiders, Roaches, Door yard pests	D-Fenc	Deltamethrin
Ants, Spiders, roaches, Door yard pests	Bifen IT	Bifenthrin
Gophers	Fumitoxin	Aluminum Phosphide
Ants, roaches, Crickets	Nygard	Pyriproxfen
Gophers	Gopher Getter Type II	Dephacionone
Gophers	Gopher Getter Type I	Strychnine
Ants, Roaches, Crickets	Mother Earth Granular Bait	Boric Acid
Ants, Spiders, roaches, Door yard pests	Suspend SC	Deltmethrin
Ants, Termites	Taurus SC	Fipronil
Wasps, Bees	Wasp Freez PT 515	d-Trans allethrin
Anjts, Spiders, Roaches, Door yard pests, Flying Insects	Surekill	Pyrethrums
Fleas, Bedbugs	Allpine Flea PT	Dinotefuran

Revised 6/17



## EL RANCHO UNIFIED SCHOOL DISTRICT

Education Services

### HOMEWORK POLICY 2017-2018 ELEMENTARY SCHOOLS

#### DEAR PARENTS:

Well-planned homework assignments which extend classroom activities and are understood by both the teacher and the student can improve the learning process, aid in the mastery of skills, create and stimulate interest and develop independent work study habits.

Homework that is properly designed, carefully planned, and geared to the development of the individual student has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, complete projects (such as the reading of assigned books), and prepare research papers. Home study assignments also afford a means for parents to acquaint themselves with the school program and their own children's educational progress.

The following Homework Policy is in effect at the elementary school level:

- Homework is not required for students in preschool and kindergarten, but may be given if the assignment is related to oral language development, math skills, hobbies, particular interests, or observation skills.
- Homework assignments are required for students in grades one through five four nights per week, Monday through Thursday.
- In grades one, two, and three, homework will be related to the development of reading skills, spelling, math facts, handwriting, and special interests with a total approximate time length of 30 to 60 minutes.
- In grades four and five, homework will be related to the development of all academic skills with a total approximate time length of 30 to 60 minutes.
- Students shall be required to do make-up homework assignments on weekends if it has not been completed during the regular school week.
- Parents with questions or concerns about assigned homework should contact the teacher and/or principal, if necessary.
- All assigned homework is to be returned to the teacher for diagnostic/prescriptive purposes.
- Examples of each student's homework will be filed in the classroom for review during parent-teacher conferences.

#### EDUCATIONAL SERVICES

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Reference: ERUSD Board Policy 6154



**EL RANCHO UNIFIED SCHOOL DISTRICT**  
Educational Services

**HOMEWORK POLICY 2017-2018**  
**SECONDARY SCHOOLS**

**DEAR PARENTS:**

Well-planned homework assignments which extend classroom activities and are understood by both the teacher and the student can improve the learning process, aid in the mastery of skills, create and stimulate interest and develop independent work study habits.

Homework that is properly designed, carefully planned, and geared to the development of the individual student has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, complete projects (such as the reading of assigned books), and prepare research papers. Home study assignments also afford a means for parents to acquaint themselves with the school program and their own children's educational progress.

Homework will be assigned to all students in grades 6-12. In the following subject areas, homework will be assigned at the discretion of the teacher on a specific day: visual and performing arts, ROP classes, and physical education. It will be given to develop effective study habits, reinforce basic skills, and strengthen the student's achievement in his/her particular given subject areas. Homework will be a part of the regular daily curriculum and workload for each student. All homework will be graded and returned and will be a part of each student's evaluation and grade.

**EDUCATIONAL SERVICES**

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*Reference: ERUSD Board Policy 6154*

**El Rancho Unified School District**  
**9333 Loch Lomond Drive**  
**Pico Rivera, CA 90660**  
**(562) 801-5196**  
**www.erusd.org**

<b><u>SCHOOL</u></b>	<b><u>LOCATION</u></b>	<b><u>TELEPHONE</u></b>
<b><u>Elementary Schools</u></b>		
Birney Tech Academy	8501 Orange Avenue	(562) 801-5153
Durfee	5220 S. Durfee Avenue	(562) 801-5070
Magee Academy of Arts and Sciences	8200 Serapis Avenue	(562) 801-5000
North Ranchito	8837 E. Olympic Boulevard	(562) 801-5031
Rio Vista	8809 Coffman-Pico Road	(562) 801-5049
Rivera	7250 Citronell Street	(562) 801-5095
South Ranchito Dual Language Academy	5241 S. Passons Boulevard	(562) 801-5177
Valencia Academy of Arts	9241 E. Cosgrove Street	(562) 801-5079
<b><u>Middle Schools</u></b>		
STEAM Academy at Burke	8101 Orange Avenue	(562) 801-5059
North Park Academy of the Arts	4450 S. Durfee Avenue	(562) 801-5137
Rivera	7200 Citronell Street	(562) 801-5088
<b><u>High Schools</u></b>		
El Rancho	6501 S. Passons Boulevard	(562) 801-5355
Ellen Ochoa Prep Academy	8110 Paramount Boulevard	(562) 801-5208
Ruben Salazar Continuation School	9115 Balfour Street	(562) 801-5021
<b><u>Education Center</u></b>	9515 Haney Street	(562) 801-5009
<b><u>District Offices:</u></b>		
Business Services		(562) 801-5294
Categorical Programs		(562) 801-5224
Student Services		(562) 801-5128
Educational Services		(562) 801-5208
Food Services		(562) 801-5272
Human Resources		(562) 801-5216
Special Education		(562) 801-4810
Maintenance		(562) 801-5274
Superintendent		(562) 801-5196

