

Parent Handbook



Hazel M. Bailey
1691 "Q" Street
Firebaugh, Ca 93622
(559) 659-1421

2016-2017

FIREBAUGH-LAS DELTAS UNIFIED SCHOOL DISTRICT

Board of Trustees

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WELCOME

I welcome each of you to Hazel M. Bailey Primary School. I pledge to your child an excellent academic program that will challenge them to a high level of achievement. Bailey teachers are prepared to assist students in all facets of learning. The rigor of learning is high and so are the levels of support offered at Bailey School. I hope that during the time you are with us you take advantage of the many learning opportunities we provide. We enjoy a rich cultural and historical importance in our community. The purpose of this handbook is to provide students and parents with a general guide for the operation of our school. If you would like more detailed information, please call our office at 659-1421.

School Vision

The Hazel M. Bailey School and staff believe every student has a right to learn and every teacher has a right to teach. We believe that parents are our partners in instituting in our children the need for an education, a respect for themselves and each other, and that education is a lifelong process. We must all work together to maximize success and academic and social achievement for each child. We value and recognize every individual's language, culture, gender and experiences as we strive to create responsible citizens.

School Mission

All students will master essential standards through research-based instructional strategies. Progress will be continuously monitored through collaborative data analysis.

In the event of any conflict between this handbook and Board policy, board policy prevails.

BAILEY SCHOOL EMPLOYEES 2016-17
Sarah Marshall, Principal, 659-1421 Ext 2103

Name	Grade	Room	Name	Grade	Room
Bock, Julie	TK	12	Ginise, Susan	2	34
Patlan, Yvonne	TK	13	Britton, Janna	2	35
Knight, Margie	K	14	Crockett, Deanne	2	39
Angulo, Eileen	K	15	Tjaden (Horanian), Debi	2 ⁿ	40
Ramirez, Asusena	K	18	Ovalles, Alma	2	41
Downing, Heather	K	19	Gutierrez, Michael	Music Teacher	44
Armendariz, Marisa	K	21	Villalobos, Armando	RSP	2
Christiansen, Makenna	K	23	Perez, Jordin	Speech	22
Castaneda, Karina	K	24	Bartram, Laura	Speech	22
Alaniz, Socorro	K	25	Serrato, Veronica	GIA	11
Morales, Joyce	1	1	Church, Karyn	GIA	11
Parrish, Elizabeth	1	4	Burk, Pamela	SDC	20
Louie, Rachel	1	5	Chapman, Shelly	Academic Coach	36
Marin, Adriana	1	6	Magallanes, Mayra	Tech. Coach	3
Salcedo, Maricela	1	7	Martinez, Pedro	CT/PE	43
Alvarez, Jessica	1	8	Padilla, Christophe	CT/PE	43
Rogers, Sally	1	9	Pinheiro, Peggy	CT	3
Barrios, Teresa	1	10	Bickford, Shannon	Psychologist	38
Esparza, Juan	2	32	Monroy, Monica	Psychologist	38
Gutiérrez, Maria G.	2	33			

CLASSIFIED EMPLOYEES

Office/Instructional Assistants

Special Ed Department

Marquez, Juanita	School Secretary	Gomez, Rosie	Room 2
Melgoza, Heather	Nurse's Assistant	Sanchez, Sarah	Room 20
Lowe, Nicole	Nurse	Rodriguez, Esperanza	Room 20
Magana, Gloria	Cafeteria Clerk	Martinez, Diana	Room 20
Luzanilla, Gabby	Clerk (Bailey and Mills)	Salcedo, Maria	Room 2
Baez, Virginia	Custodian	Valdez, Freddy	Room 2
Aguilar, Michelle	Custodian	Ochoa, Maribel	Room 22A
Quintero, Elva	Custodian		

Vazquez, Mary	Inst. Assistant		
Ortiz, Connie	Inst. Assistant		
Martinez, Nati	Inst. Assistant		
Jimenez, Martha	Librarian		
Magallon, Miriam	Clerk		

KITCHEN

Ignacio Campos Head Cook
 Martha Verdugo Cook's Assistant
 Teresa Magallon Cook's Assistant
 Maria Gonzalez Cook's Assistant

CAFETERIA/CROSSWALK:

Irene Cota Yvonne Herrera
 Juana Esparza Maria Rivas
 Mayra Vargas Mayra Ramirez



2016-2017 Bell Schedule ~ Bailey

	Regular Day	Minimum Day	Foggy Day
	7:45-Teacher Start Time	7:45-Teacher Start Time	9:00-Teacher Arrive 9:10-Student Pick-up 9:30-Instruction Begins
7:55	Instruction Begins	Instruction Begins	
8:00	Tardy Bell	Tardy Bell	
9:00			
9:30			Instruction Begins
10:00-10:15	Break/Recess	Break/Recess	
10:45-12:50	Lunch: TK-10:45 K-11:15 1st-11:45 2nd-12:20	Lunch: TK-10:45 K-11:15 1st-11:45 2nd-12:20	Lunch: TK-10:45 K-11:15 1st-11:45 2nd-12:20
1:15		Release Time	
2:45	Release Time		Release Time

BAILEY SCHOOL RULES**To be successful at Bailey School-**

Bailey Bears are always respectful and responsible. We will always do our best while we work and play safely.

Go Bears!



The following steps will be taken when students choose to ignore school rules:

1. Verbal warning.
2. Student/Teacher conference.
3. Parent contact.
4. Referral to principal.

We will do everything possible to correct student's behavior at school.

Hazel M. Bailey School Behavior Matrix

	Classroom	Playground	Hallway	Cafeteria	Bus	Restroom	Assemblies
Show Respect	*Be a good listener *Be supportive of others *Take care of all property *Talk nicely to others	*Play nicely *Keep hands and feet to yourself *Listen and obey all adults	*Use quiet voices *Stay in your spot in line	*Use indoor voice *Listen to adult instruction *Say please and thank you *Chew with your mouth closed	*Listen to bus driver or other adults *Use indoor voice	*Keep it clean *Flush once *Respect other's privacy	*Listen *Stay seated *Clap at the right time
Are Responsible	*Use time wisely *Turn all work in on time *Follow directions the first time	*Take care of playground equipment *Return equipment	*Keep hallway clean *Keep up with the person in front of you in line	*Get your own lunch card *Use both hands to carry your tray *Clean up your area *Raise your hand if you need help	*Keep bus clean *Arrive at bus stop at time	*Use it correctly *Wash your hands *Clean up after yourself	*Follow directions *Be polite and use good manners
Work and play safely	*Keep hands, feet, and objects to yourself *Use chair correctly *Always walk	*Stop playing when bell rings *Walk to your line or class *Use equipment appropriately *basketballs on the blacktop *soccer and footballs in	*Walk at all times *Hands and feet to yourself *Face forward when walking *Stay on the	*Walk in a quiet, straight line *Keep hands, feet, and objects to yourself *Stay seated until	*Be patient when entering and leaving bus *Stay in seat and face forward *Keep hands, feet, and objects to	*Report any problems *Wait your turn	*Walk at all times *Keep hands feet and objects to yourself

		the field	sidewalk	dismissed	yourself		
Do their best!	*Model good behavior *Think before you act *Be a VIP	*Be a good friend to all *Include others *Take turns	*Model good behavior	*Sit with good posture *Eat your own food *Chew food thoroughly	*Get on the correct bus *Get off at the correct bus stop	*Use quickly and quietly	*Model good behavior *Face forward

HEALTH AND SPECIAL SERVICES

There is a school nurse assistant who works at Bailey School. If a child feels ill and the nurse is not at our school, the office staff will assist the child in the office. If your child needs to take medication at school, you **MUST** follow these procedures:

1. Send only medication that must be taken during school hours.
2. It must be prescribed medication –Must have a note signed by the doctor indicating the method, amount and time schedules by which such medication is to be taken..
3. Medication must be kept in the nurse’s office.
4. Parents must give written permission for the school to give the medication.
5. Medication must be in original container clearly labeled with the student’s name, name of medication and dosage instructions.

You may obtain a “Medication at School” form in the office. This form may be used by the doctor and the parents. It must be used for long-term medication. Other special services that are provided at Bailey School are:

1. Vision screening
2. Speech screening/corrections
3. Hearing tests
4. Psychological services
5. Dental Screening

INSURANCE

If you wish to purchase student accident insurance, you may do so. The information for this is sent home at the beginning of the school year.

LOST AND FOUND

Students often lose clothes at school. This clothing is placed in the lost and found bin in the cafeteria and students may look for lost items there. If students recognize their clothing they should indicate this to the person on duty. Clothing that is unclaimed will be donated to needy families.

PARENT CLUB/SCHOOL SITE COUNCIL

The Site Council is composed of the principal as well as parents, teachers, and classified employees elected by their peers. As a leadership team, this group works to improve achievement by reviewing performance data, developing a school plan, and developing a budget to support the plan, Members bring input to share with the Council. Site Council provides an excellent opportunity to learn about and contribute to your child's school.

Meetings are open to all parents and Bailey staff. Your input is encouraged and welcome. Meeting dates are announced in monthly newsletters and through phone and marquee messaging.

HOMEWORK

Homework is assigned at Bailey School three or four times per week. This is necessary for our students to practice academic skills. We ask that parents work with the school and provide enough time and space for the child to do the assigned work. Students should be reading every night because more reading makes better readers and writers. The main purpose of homework is to provide practice and review in order to reinforce skills, concepts, and information for students.

The expectation is that all homework be completed as assigned. Students unable to complete homework at home will have an opportunity to complete it during recess in the cafeteria during "catch up" time.

LOST BOOKS

Bailey School furnishes textbooks to all students. Reasonable wear and tear is to be expected, but excess damage will result in parents being financially responsible for the book's replacement. Within the limitation of liability prescribed by the Education Code, the governing board shall hold a student and his/her parents, or guardians liable for damage to the school district's real or personal property, or any school employee's personal property caused by the willful misconduct of that student and for the cost of school property loaned to that student and not returned upon demand.

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ATTENDANCE

It is the responsibility of the parents to see that the child attends school regularly and on time. It is very important that the child be in school in order to succeed in school. However, if a child is ill, he/she should stay home. It is the parent's and student's responsibility to obtain the assignments missed during his/her absence. When a student is absent, parents need to call the school (659-1421) to notify us AND send a note to the teacher upon the child's return stating the reason for absence. All absences must be cleared within 10 days otherwise it will be recorded as an unexcused absence. **Excused absences: Medical or dental appointments, illness or injury, death in immediate family, court subpoena.**

Absences of 3 days or more require a medical note. Keeping siblings from attending instruction in their own classroom to attend a fieldtrip is not allowed and will result in an unexcused absence.

A student is considered to have irregular attendance if he/she is absent 10% or more of the number of days he/she is enrolled and each subsequent absence must be verified by a physician, school nurse or other school personnel. Failure to provide verification from the physician, school nurse or other school personnel will result in those additional absences being recorded as unexcused. If a student falls into this category, the procedures are as follows:

1. First letter from SARB (School Attendance Review Board) Official
2. Second letter from SARB Official
3. Third letter from SARB Official
4. Parent meeting with site SARB Official
5. Referral to District SARB
6. Referral to the Fresno County Municipal Court

Even if buses are cancelled due to fog, parents are still responsible for getting their child to school.

TARDIES

Students are expected to arrive at school **ON TIME**. Tardiness to class is harmful to the individual student and disruptive to the classroom environment. Students who arrive after 8:00 AM need to check in at the office

ACCOMPANIED BY THE ADULT TRANSPORTING THE CHILD *before* going to class. If a student is consistently tardy, the following steps may be taken:

1. Parents contacted by the principal, teacher, or SARB Official.
2. Referral to School Attendance Review Team.

EARLY CHECK-OUT PROCEDURE:

Anytime a child checks out of school early, an adult must sign the child out of school (the adult being either the parent or an adult authorized by the parent on the school emergency card). Indicate names of those persons who have your permission to pick up your child on the emergency card. We will release students only to those on the emergency card. **No exceptions will be made. Students are never to leave school without consent of the office.**

Like tardies, excessive early departures from school can hinder your child's education. Please do not abuse this privilege. Doctor, dentist, or any other appointments should be scheduled after class time.

REWARDS, AWARDS, RECOGNITIONS

At Bailey School, we are proud of the efforts our students put forth and the achievement they attain. We encourage positive behavior and our students are rewarded for this at monthly assemblies. We provide extra-curricular activities in which they may participate.

We also recognize students for:

- | | | | |
|-------------------------|------------------------------|----------------------|-----------------------|
| -Student of the Month | -Perfect Attendance | -Academic Excellence | -Classroom activities |
| -Peach Blossom Festival | -Language -Re-classification | -Student Council | -Exemplary Behavior |

BREAKFAST - LUNCH

Breakfast is served at Bailey School. Students may get breakfast free or at a reduced price (\$.30) if they qualify (applications are available in the office), or, pay the full price (\$.50). Breakfast is served in individual classrooms.

Lunches are also provided at Bailey for every student who wishes to eat here. If they qualify, they may get free or reduced priced meals (\$.50). For those who do not qualify, the price is \$1.00 which includes cold milk. The price of milk alone is \$.15.

CAFETERIA RULES

While in the cafeteria for breakfast and/or lunch, we need the children to follow these rules of safety:

1. Walk in a quiet line.
2. Use the bathroom before going to the cafeteria.
3. Talk quietly.
4. When dismissed, walk in an orderly line to the dumping area. Place tray on cart.
5. After you are dismissed, walk on the red line to the playground.

PARENT CONFERENCES

At the end of the first trimester, parents are invited to come to school for a conference with their child's teacher. Whenever possible, conferences for families are scheduled on the same day. During parent conference week, students are dismissed at 1:30 p.m. from school. If the parents or teachers feel a need to schedule another conference, it will be arranged. Parents are encouraged to visit the school at any time. **All visitors to our campus are expected to sign-in at the office before going to classrooms.**

BUS TRANSPORTATION

Riding the bus is a privilege, not a right. Bus riders must obey all bus rules while on the bus. Failure to do so may result in suspension or expulsion from riding the bus. It is also important to note that the bus transports only students who live beyond a certain distance from the school. Other students should either walk or find other means of transportation. The school bus will pick up and drop off students at designated stops. **Destination changes or other dismissal procedure changes must be made before 1:30 on regular release days and 12:30 on early release days. Calls received after that time will not be guaranteed to be delivered. If you will not be able to greet your child after school, make sure you make arrangements for the safe arrival of your child at the place of your designation. This is crucial for your child's safety.**

EARLY CHECK-OUT PROCEDURE:

Anytime a child checks out of school early, an adult must sign the child out of school (the adult being either the parent or an adult authorized by the parent on the school emergency card). Indicate names of those persons who have your permission to pick up your child on the emergency card. We will release students only to those on the emergency card. No exceptions will be made. Students are never to leave school without consent of the office.

Like tardies, excessive early departures from school can hinder your child's education. Please do not abuse this privilege. Doctor, dentist, or any other appointments should be scheduled after class time.

STUDENT DRESS

At Bailey Primary School, students are expected to take pride in their appearance. When they report to school they should be neat and clean. Girls' shorts must be at least as long as the longest finger placed on either side of the short legs. Strap tops are not allowed. Sandals must have a back strap. **Students may not wear makeup. The district dress code must be adhered to by all students.**

BAILEY "BEAR" T-SHIRTS

Bailey School t-shirts may be purchased at the beginning of each school year. Parents who wish to buy a t-shirt may do so by ordering one during the t-shirt sale. Students and staff are encouraged to wear the Bailey "Bear" t-shirt on Fridays to demonstrate school spirit.

VISITORS

No visitors or guests of any age are permitted on campus without prior approval of the Principal or designee. All visitors are required to register in the office upon entering school premises. They will be issued a visitors pass. This pass must be worn at all times while on campus. **Passes are valid for ONE day.** Dogs are not allowed on campus. Arrangements must be made with the teacher to bring pets from home for 'show and tell'.

Tobacco Products

The use of tobacco products is prohibited at any time. This prohibition applies 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. **Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground,** except on a public sidewalk located within 25 feet of the playground (Health and Safety Code 104495) (Ed. Code. 104350-104495)

WHAT CAN PARENTS DO TO HELP THEIR CHILDREN?

1. Establish a set time each night for homework, and provide a well-lit, quiet place for work.
2. Stop distractions and temptations at this time—turn off the T.V., radio, video games.
3. Show your child that homework is important by sitting down with him/her. Help and guide—don't do homework for him/her!

4. Ask to see returned homework, to see where your child needs help.
5. Try not to do other things during this time. Siblings can do homework at the same time to reduce commotion and interruptions.
6. If your child is interested in doing more, parents can obtain workbooks from grocery stores, Costco, GW School Supply, and drug stores. Be careful not to overdo it.
7. Read to/with your child every day. Shared books and shared memories of this special time together build important bonds and a love for reading. Read to them while they still want to listen and learn from you!
8. Serve as an adult role model of reading and having an interest in books by reading yourself.
9. Take trips to the library. Borrow books. Buy books for birthday presents—a nice book, signed and dated for a special occasion, is a lasting treasure of a special event.
10. Play board games as a family. Family board games reinforce counting, math, critical thinking, spelling, and reading.
11. Talk with your children. Explain everyday things to them, let them help with preparing meals (recipes teach), and give them a chance to share what they have learned in school. Take them to the zoo, a museum, or a performance. Research shows that children from families who sit down together for meals do better in school—it's the conversation!
12. Turn off the T.V.—it really wastes time that can be better spent reading, playing games, or in meaningful family interaction.

Hazel M. Bailey Parent Involvement Policy

General Expectations

- The school will jointly develop with parents, distribute to parents of participating children, a School Parent Involvement Policy that the school and parents of participating children agree on.
- The school will provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards.
- The school will provide all parents the School Parental Involvement Policy including migrant parents, parents with limited English proficiency and parents with disabilities in an understandable format and, to the extent they are able, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parent Involvement Policy available to the local community.
- The school will periodically update the School Involvement Policy in order to meet the changing needs of parents and students.
- The school recognizes the school-parent compact as a component of its School Parent Involvement Policy.
- The school agrees to the following definition of parental involvement and will carry out its programs, activities, and procedures according with this definition:
Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring
 - A. *That parents are an integral role in assisting their child's learning.*
 - B. *That parents are encouraged to be actively involved in their child's education at school.*
 - C. *That parents are full partners in their child's education and are included, as appropriate, in the decision-making and an advisory committees to assist in the education of their children.*
 - D. *That parents will recognize their responsibility to support their children's learning through daily attendance, homework completion, minimizing television, volunteering in their child(s) classroom and participation, as appropriate in decision relating in the education of their children and the positive use of extracurricular time.*

Description of Implementation

1. Hazel M. Bailey School will take the following actions to involve parents in the development and agreement of its School Parent Involvement Policy.
 - Provide a flexible number of Title I Meetings meeting at least quarterly and there will be childcare provided at such meetings.
 - Parent/Teacher Compacts
 - Parent/Teacher Conferences • Parent Club • School Site Council
 - Provide parent with opportunities for regular meetings to participate in decisions relating to the education of their children
 - Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of its Title I programs and parental involvement policy
2. Hazel M. Bailey School will get information out to the parents and community about its School Parent Involvement by:

- Monthly Calendars
- Telephone community message system • Direct Phone Calls • District Liaison • Flyers

3. Hazel M. Bailey School will update its Parent Involvement Policy and Parent/Student Compacts on an annual basis

Hazel M. Bailey School will have an annual meeting to inform parents of the following

- Child's participation in Title I • About the requirements of Title I • Of their rights to be involved

4. Hazel M. Bailey School will have a number of meetings for Title I. There will be quarterly meetings – 4 meetings in a school year. Childcare will be available so that parents may attend these meetings. Parents will be informed of these meetings by flyers home and/or community telephone message.

5. Hazel M. Bailey School will provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet at Back to School Night, through Title I Meetings and School Site Council and Parent Club Meetings and through conferences with teachers and/or principal.

Shared Responsibilities for High Academic Achievement

1. The school will, with the assistance of the district, assist parents in understanding topics such as the following:

- the State's academic content standards
- the State and local academic assessments
- the requirements of Title I
- how to monitor their child's progress
- how to work with educators
- how to use interventions and supplementary materials to help children improve their children's achievement
- ELD goals for students
- CELDI test
- promotion/retention process
- special education
- educate staff with the assistance of parents in the value of parent contributions and how to work with parents as equal partners.
- Provide such other reasonable support for parental involvement activities under this section as parents may request

Adoption

This School Parent Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in the Title I, Part A programs, as evidenced by presentation to School Site Council. This policy was adopted by Hazel M. Bailey School on May 19, 2016 and will be in effect for the period of one year. The school will distribute this policy to all parents of participating Title I, Part A children on or before August 31, 2016 . It will be made available to the local community on or before August 31, 2015. The Hazel M. Bailey School's notification to parents of this policy will be in an understandable format and translated into language that the parents can understand.

(Signature of Authorized Official) (Date)

FIREBAUGH-LAS DELTAS UNIFIED SCHOOL DISTRICT

UNIFORM COMPLAINT PROCEDURES

Annual Notification

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), nationality (includes citizenship, country of origin and national origin), race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., 66260–66264, Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedure may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650, Ed. Code, § 234 et seq., 48900(r).)

a. Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, § 4630(b)(1))

b. Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

c. Complaints must usually be filed with the superintendent/designee of the District.

d. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

Cont. UNIFORM COMPLAINT PROCEDURES

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

a. Written complaints may be made regarding:

- (1) Adult Education
- (2) Consolidated Categorical Aid Programs
- (3) No Child Left Behind Programs, including improving academic achievement, compensatory education, limited English proficiency and Migrant Education
- (4) Career Technical Education
- (5) Child Care and Development
- (6) Child Nutrition
- (7) Special Education
- (8) "Williams Complaints"
- (9) Pupil Fees

- (10) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
- (11) Student Parent Lactation Accommodations
- (12) Course Assignments
- (13) Physical Education Instructional Minutes
- (14) Foster and Homeless Youth Services
- (15) Regional Occupational Centers and Programs

(Cal. Code Regs., tit. 5, §§ 4610(b), 4630, Ed. Code, §§ 222, 35186, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 51210, 51223, 51225.1, 51225.2, 51228.1, 51228.2, 51228.3, 52060-52075, and 52334.7.)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed in items 1-15 above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Cont. UNIFORM COMPLAINT PROCEDURES

Within 60 days from the date of receipt of the complaint, the District's responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to 5 CCR § 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

b. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, § 35186)

- (1) Insufficient textbooks and instructional materials;
- (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; or
- (3) Teacher vacancy or misassignment.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

c. Pupil Fees Complaints: A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Roy Mendiola
1976 Morris Kyle Drive
Firebaugh, CA 93622

Complaints Made Directly to the State Superintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- (1) Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.
- (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
- (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
- (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.

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Cont. UNIFORM COMPLAINT PROCEDURES

- (6) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.
- (7) Complaints relating to Special Education, but only if:
 - (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
 - (b) District refuses to comply with due process procedures or fails to implement due process hearing order; or
 - (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
 - (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
 - (e) The complaint involves a violation of federal law.
- (8) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District. (Cal. Code Regs., tit. 5, §§ 4630, 4650)

Appeals:

- a. Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code

- (1) Appeals must be filed within fifteen (15) days of receiving the District decision.
 - (2) Appeals must be in writing.
 - (3) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.
 - (4) Appeals must include a copy of the original complaint and a copy of the District decision.
 - (5) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.
 - (6) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District must provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- b. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
- (1) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.
 - (2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

Firebaugh-Las Deltas Unified School District **Title I - Parent Involvement Policy**

The parents/guardians of students enrolled in Title I programs shall be involved in planning and implementing these programs in a systematic and informed fashion. They shall have regular opportunities to make recommendations on the educational needs of their

children and on ways in which they can help their children benefit from the programs.

The Superintendent or designee shall develop procedures that help participating schools to plan, implement and expand effective parental involvement. At each of these schools, a written policy shall be developed with the participation of parents/guardians and distributed to them, describing how program requirements specified in law will be carried out. The policy shall be updated periodically to meet the changing needs of parents/guardians and the school.

In consultation with parents/guardians, the Superintendent or designee shall annually assess the effectiveness of the district's Title I parental involvement policy and programs and revise them if necessary. He/She shall identify barriers to greater involvement and determine what action, if any, needs to be taken to increase parental participation.