

Annual Notification To Parents/Guardians 2010-2011



Dear Parents and Guardians,

Welcome to another school year in the Linden Unified School District. We are happy to have you back with us this year.

This booklet is intended to provide you and your family with all the most important information about our schools. In this booklet you will find information regarding student conduct, student promotion, retention and graduation, bus regulations, and required government notifications. You will also find useful information such as our district calendar and important phone numbers.

As required by law, I wish to notify you, as parents, guardians of students and employees of our schools, of your rights and responsibilities. Please sign and return to your school the parent/guardian acknowledgment form indicating you have received and reviewed these materials.

If you have any questions regarding this information, please feel free to contact our District office. I wish you a terrific new school year. I know that by working together, it will be a successful one.

Sincerely,

Ronald J. Estes, Ed. D.

District Superintendent

Linden Unified School District

18527 East Main Street

Linden, CA 95236

(209) 887-3894

FAX: (209) 887-2250

Linden Unified School District School Calendar 2010-2011

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	23 #	23	24	25 #	26
27	28					

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	"24"	25
26	27	28	29	30		

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		"1"	"2"	"3"	4	5
6	7	8	9	10	11 •	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 •	16
17	18	19	20	21	22	23
24	25	26	27	28	29 #	30
31						

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	"2"	"3"	"4"	"5"	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	"24"	25	26	27
28	29	30				

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	"13"	20	21
22	23	24	25	"26" • # ◊	27	28
29	30	31				

DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 • ◊	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		





JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

HOLIDAYS

September	6	Labor Day
September	24	LHS Homecoming
November	11	Veterans Day
November	12	Board Designated Holiday
November	25	Thanksgiving Day
November	26	Board Designated Holiday
December	20-31	Winter Break
December	24	Legal Holiday
December	31	Legal Holiday
January	3	Board Designated Holiday
January	17	Martin Luther King Day
February	7	Board Designated Holiday
February	14	President's Day (Lincoln)
February	21	President's Day (Washington)
March	18	Board Designated Holiday
April	18-25	Spring Break
April	25	Legal Holiday
May	6, 13	Board Designated Holiday

CODES

	Legal(Board) Holiday
	Board Designated Non Teaching Days
	Staff Development Day
" "	Minimum Day K-8
* *	Minimum Day K-12
	Teacher Contracted Work Day
*	End of School Month
•	End of Quarter
◊	End of Semester
#	Trimester Ends K-3



1st Trimester Ends: October 29
 2nd Trimester End: February 18
 3rd Trimester End: May 26

1st Quarter Ends: October 15
 2nd Quarter (1st Sem) Ends: December 17
 3rd Quarter Ends: March 11
 4th Quarter (2nd Sem) Ends: May 26

School Begins: 8/16/2010
 School Ends: 5/26/2011

TOTAL DAYS TAUGHT 175

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Glenwood School (K-8)	Gary Phillips, Principal931-3229
Linden Elementary (K-4)	Jan Kissee/Jane Steinkamp, Principal887-3600
Waterloo School (5-8)	Mike McCandless, Principal931-0818
Waverly School (K-8)	Lisa Pettis, Principal931-0735
Linden High School (9-12)	Stephanie Markle, Principal887-3073
	Richard Schmidig, Assistant Principal	
Pride High School (9-12)	Ron Malloy942-2695
	Gary Grace	
Driver Supervisor887-2052
Mechanic Supervisor	Jon Cheatham887-2052
Maintenance Dept.	Dan Cardoza, Director946-0707
Director of Curriculum/ Staff Development	Janice Kissee887-3600
Director of Student Services	Sheri Griffith931-2192
Assistant Superintendent Business/Finance	Rebecca Hall887-3894
Asst. Superintendent	Jane Steinkamp887-3894
District Superintendent	Ronald Estes, Ed.D.887-3894

MISSION STATEMENT AND GOALS

● Mission Statement

The mission of Linden Unified School District is to develop the full potential of each student within a safe, friendly and orderly environment. This will be accomplished by providing a clearly defined and articulated curriculum based on student outcomes in a forward-looking approach to education. We are dedicated to building positive relationships which promote high morale and the self-esteem of student and staff.

We are dedicated to student development and are committed to enhancing the professional skills and human potential of staff members. We recognize that an exemplary staff, working as partners with parents and the community, is the key to student success.

● Goals

1. Provide a safe and orderly learning environment which promotes self esteem, high morale and community involvement.
2. Provide a clearly defined, articulated curriculum to develop the full potential of each student based on the belief that all students will learn.
3. Develop in students a lifelong learning attitude which will prepare them for success in a rapidly changing society.
4. Prepare students with the literacy, knowledge and skills necessary to participate in a global economy and exercise the rights and responsibilities of citizenship in a diverse society.
5. Provide staff development programs which fully utilize the potential of every staff member to ensure that student needs are met.
6. Develop long-range plans for curriculum, staffing, operations, financing and facilities.
7. Provide an organizational setting in which the goals of the district can be accomplished.

The District shall involve the staff, parents and community in an annual review of its goals and priorities. The Superintendent and management team shall develop Administrative Regulations to implement the District's mission, goals and priorities.

● Linden Unified Board of Trustees

Diana Machado, Area One, President
Marvin Vacarezza, Area Two; Clay Titus, Area Three; Jay Colombini, Area Four; Fred Podesta, Area Four; Linda Nash, Area Five; Mardy White; Area Six

FOR MORE EFFECTIVE COMMUNICATION

When you have a question or concern regarding your child, please:

1. Discuss matters with your child's TEACHER (S).
.....If questions or concerns remain,
2. Discuss matters with the PRINCIPAL.

-Then, if you wish,
3. Discuss matters with an administrator at the District Office or Superintendent.
.....And then, if you wish,
4. request through the Superintendent, a copy of the District universal complaint procedure.

RIGHTS AND RESPONSIBILITIES

● Rights of Students

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To have ready access to a designated counselor.
- To be fully informed of school rules and regulations.

● Responsibilities of Students

- To attend school and classes regularly and on time.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.

● Rights of Parents

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
- To have assurance that school personnel will at no time preempt parental prerogative.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.

● Responsibilities of Parents

- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered to students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.

● Rights of Teachers

- To expect and receive the attention, effort, and participation of the students attending their classes.

- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

● Responsibilities of Teachers

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the students' school experience.
- To consistently critique his/her own performance with the object of an ever-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

● Rights of Administrators

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

● Responsibilities of Administrators

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of student/staff/ parent/community concerns and to react with sensitivity toward them.

BOARD POLICY INFORMATION

Board Policy and Administrative Regulations are considered public information and are available to anyone upon request. If you are interested in receiving a copy of any Board Policy or Administrative regulation, please contact the District Office. Request for Information forms can also be completed at any site and forwarded to the District Office.

ATTENDANCE

● Linden Admission Policy

District Residency: Prior to admission, students living within the district must provide proof of residency by using the district residency affidavit and supplying the appropriate related documentation.

Residency Fraud: If the Superintendent or designee, upon investigation, determines that a student's enrollment is based on false evidence of residency, he/she may revoke the student's enrollment or require a valid interdistrict agreement if applicable.

Admission: A student residing within the district may establish residency by documenting that he/she lives with a parent/legal guardian within the district, that he/she is an emancipated minor living in the district, or that he/she is in the court-appointed care of a licensed foster home, family home, or children's institution within the district.

A student not residing within the district shall be deemed a district resident if an interdistrict attendance agreement is in effect or if the student is confined to a district area hospital or residential care facility for treatment of a temporary disability.

District residency is not required for enrollment in ROC or ROP. [BP 5111]

● Choosing Your Child's School

California law requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district in which the parents/guardians live (intradistrict transfer), and three separate processes for selecting schools in

other districts (interdistrict transfer). The general requirements and limitations of each process are described below. [E.C. 48980(g)]

● **Choosing a School Within the District in Which Parents/Guardians Live**

The law requires the school board of each district to establish by July 1, 1994, a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A District cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students.
- Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer request is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision. [E.C. 35160.5(c)]

● **Choosing a School Outside the District in Which Parents/Guardians Live**

Parents/guardians have three different options for choosing a school outside the district in which they live. The three options are described below:

1. Other Interdistrict Transfers

The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted.

There are not statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- Both the school district a parent/guardian is requesting a transfer to and the one parent/guardian is transferring from must take into consideration the child care needs of the student. If the transfer is approved based on a child care needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.
- If either district denies a transfer request, a parent/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. [E.C. 46600 – 46221]

2. Parental Employment in Lieu of Residency Transfers ("Allen Bill Transfers")

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

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it determines there would be a negative impact on its court ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student. This limitation might particularly apply to any special needs student that would require extra services from the district for which the district believes the state aid it would receive would not fully pay.
- There are set limits (based on total enrollment) on the net number of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent/guardian the specific reasons for denying the transfer.

The above summary of the attendance alternatives available to parents/guardians and

their children is intended to provide them with an overview of the laws applying to each alternative. Any parents/guardians who are interested in finding out more about these options should contact their own district of residence. [E.C. 48204(f)]

● **Intra-District Open Enrollment Policy**

The Governing Board desires to provide options that meet the diverse needs, potential and interests of district students and shall annually review enrollment options.

Students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area.

Upon request, the Superintendent or designee may authorize transportation to a school outside a student's attendance area based on demonstrated financial need and the ability of the district to provide such transportation.

Enrollment Priorities

1. No student currently residing within a school's attendance area shall be displaced by another student.
2. The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district schools.
3. Intradistrict students will be required to annually reapply for continued enrollment. A student may be subject to displacement due to excessive enrollment.

Selection Procedures

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and open enrollment applications shall be available at all school offices.
2. All students who submit applications to the district between May 1st and May 15th shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy. Applications received after the deadline may be considered if further openings exist.
3. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which students may be accepted as openings occur. Late applicants may be added to the waiting list in the order in which they apply.
4. The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
5. Applicants who receive approval must confirm their enrollment within two weeks.

Any complaints regarding the selection process should be taken to the Superintendent or designee.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each year describing all current statutory attendance options and local attendance options available in the district including:

1. All options for meeting residency requirements for school attendance.
2. Program options offered within local attendance areas.
3. A description of any special program options available on both an interdistrict and intradistrict basis.
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied.
5. A district application form for requesting a change of attendance.
6. The explanation of attendance options under California law as provided by the California Department of Education. [BP 5116; E.C. 35160.5, 48980]

Inter-District Transfers

Students should attend the schools of the district in which they reside.

Requests for school attendance in the Linden Unified School District for children living outside the district or requests for school attendance for children living within the Linden Unified School District to attend schools in other districts may be approved for reasons listed herein:

1. Child care for K-8 students of working parents/guardians.
2. Developmental, emotional or physical health of the child as certified by a physician, school psychologist, or other appropriate school personnel.
3. To complete a school year when the student has moved out of the district.
4. At the secondary level there is a valid interest in a particular educational program not offered in the district of residency.

The approval to attend Linden Unified School District schools is contingent upon space being available at the school of requested enrollment and parents providing transportation to and from the requested school site. District transportation may be made available if there is no additional cost to the District.

Permits are granted for one year only and must be renewed prior to the start/initiation of each school year.

The Superintendent is authorized to execute such agreement on behalf of the Governing Board. The Superintendent shall annually report to the Board the number of students on interdistrict attendance. The Superintendent

shall have the authority to request reasonable documentation of the need for transfer for all incoming students.

Specific guidelines shall be developed by the Superintendent and adopted by the Board in order to implement the foregoing policy. [BP 5117, May 2010; E.C. 46600-46611]

The following administrative regulation shall govern the approval of Inter-district Agreement requests:

1. General Criteria - Students must meet the following criteria in order to be considered eligible for approval of an Inter-district agreement:
 - a. Student must have been a regular attendee at his/her previous school (90% actual attendance rate) and must continue regular attendance.
 - b. Student must be making satisfactory academic progress.
 - c. Student must be free of major discipline incidents and must continue to exhibit positive behavior. Violations include any offense mandated for expulsion, repeated violation of Education Code 48900 or repeated violations of the school discipline plan.
 - d. Students must be punctual.
 - e. Parents/guardians must provide transportation and shall be required to bring the child to school no more than 15 minutes before the beginning of class and shall pick up child within 15 minutes of the end of class.
 - f. Parents/guardians must abide by school site and district policies and procedures. Parents/guardians shall not harass, intimidate or be abusive towards any site/district employee who is enforcing site/district policies and procedures.
 - g. If the child is a high school student it shall be understood that classes will be provided on a space available basis only, which means the schedule from the previous school may not necessarily be duplicated at Linden High.
 - h. Inter-district Agreements are subject to revocation at any time if the guidelines above are violated. Revocation shall be based on the recommendation of the site administrators and verification that the criteria has been violated.
 - i. Students will be admitted under this policy only if space is available as outlined in Section 2 of these regulations and once a student is accepted the student shall remain in the requested class for the remainder of the school year except as provided in item #1g and #2d

2. Space Availability

- a. For the purposes of this policy the following target maximum class sizes shall be established:

	Non-Class Size	Class Size
	<u>Reduction</u>	<u>Reduction</u>
Kindergarten	31 (28)	20 (18)
Grades 1 - 3	33 (27)	20 (18)
Grades 4 - 8	30 (27)	
Grades 9 - 12	32 (Core subjects, Science, Math, English, Social Studies)	
Special Day Class	15 (13)	
Resource Specialist	28 (25)	
Language Speech and Hearing Full Time		55 (50)
Language Speech and Hearing 1/2 time		28 (25)

- b. New inter-district students will not be enrolled in any class or program where enrollment exceeds 90% of the target maximum including the new enrollee. Note: An enrolled student who applies for an inter-district transfer may be considered as a returning IDA student.
- c. Continuing inter-district enrollees may be dropped if the class exceeds the target maximum size. Enrollees shall be dropped on a last in/first out basis.
- d. Students attending on an inter-district agreement may be removed from a class if the class exceeds target maximum for a period of two weeks (10 school days). In this case an attempt will be made, as space is available, to transfer the student to another class or site.
- e. Kindergarten and first grade requests may not be acted upon until the end of the second week of instruction. Parents/guardians seeking inter-district agreements at these grade levels are advised to enroll their student in the resident district until action has been taken by the district.
- f. If budget reductions are required, the Superintendent has the discretion to approve inter-district transfers in excess of the target maximums set forth in (2a) above. In no case shall the target maximum be exceeded by more than 30 percent of the target maximum.

3. Procedures

- a. Potential enrollees should report directly to the school site and shall provide the principal with the necessary forms from the district of residence.
- b. The principal shall be responsible for determining eligibility pursuant to item #1 and #2 above and generally will make a recommendation to the Superintendent within five working days of receipt of the request. The Superintendent will endeavor to notify the parent/guardian within two weeks of the original request.
- c. Students shall not be enrolled until the Superintendent has acted.
- d. If the request is denied parents/guardians shall be provided the reason(s) in writing. Parents/guardians

may request to meet with the Superintendent if the requested inter-district is denied.

- e. If the parents/guardians wish to appeal the Superintendent's decision such appeal shall take place at the next regularly scheduled meeting of the San Joaquin County Board of Education
4. Additional Guidelines
 - a. Students not living with parents/guardians who attend school in the district shall be required to request admittance under this policy. At the discretion of the site administrator or district office staff, the student may use the approved district Caregiver Affidavit if applicable.
 - b. Students enrolled pursuant to Board Policy 5111.12 - Parent Employment, shall have priority over students enrolled under this policy.
 5. The Superintendent has discretion in approving inter-district transfers. [A.R. 5117, May 2010]

☰ **General Absences**

Children cannot learn if they are not in school. California schools no longer receive funding for students who are sick or excused. It is essential that your child attend school whenever possible, for part of a day after or before appointments. However, other attendance requirements still rely on excused and unexcused tallies. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

1. Notwithstanding E.C. 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. When the pupil's absence 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.

- H. For any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. Participation in religious instruction or exercises in accordance with district policy.
2. 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 thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 5. "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." [E.C. 46014, 48205]

☰ **Attendance Expectations And Consequences**

Education is an opportunity and a right. If students do not exercise their right to attend school, they have limited their opportunity for the basic education necessary to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school.

● **Absences: Assignment Make-Up Allowed**

1. Excused Absences

Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

- A. Illness: A signed medical excuse is required if the student accumulates three days of illness within the school month.
- B. Quarantine directed by county or city health officer.
- C. Medical, dental, optometry, and chiropractic appointments. The principal may require the parents to show cause or verification from the physician if appointments interfere with school

success.

- Students are encouraged to make medical appointments after school hours whenever possible.
- Students will be released for and receive excused absences for appointments only on the written approval of parents/guardians. The principal may require the parents to show cause or verification from the physician if appointments interfere with school success.
- The only exception shall be for those students whose parents/guardians have provided annual written consent to the school to release and excuse their child(ren) upon doctor verification.

D. Attending funeral services of a member of the student's immediate family for 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. Members of a student's immediate family are defined as "mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student."

Students shall be permitted to make up missed school assignments. Students shall be allowed TWO days for each day of absence to make up the work. The time for make-up may be extended by the teacher. **RESPONSIBILITY FOR REQUESTING MISSED WORK LIES WITH THE STUDENT.** [CCR Title 5, Sec 420]

2. Absences Excused For Personal Reasons (Approval Required)

- A. A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
1. An appearance in court.
 2. An employment conference.
 3. Attendance at a funeral service.
 4. A pupil/family hardship situation.
 5. An observance of a holiday or ceremony of the pupil's religion.
 6. Attendance at religious retreats not to exceed four (4) hours per semester.
 7. For a child who is ill or has a medical appointment where the student is the custodial parent of a child.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- B. PRIOR to an absence described in this regulation, a signed parental request must be received and approved by the principal or administrative designee.
- C. Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence, and such

work is due upon the return of the student to school. The time for make-up may be extended by the teacher. [E.C. 48205]

3. Absences Excused/Release Time For Religious Education (Prior Notification Required)

The District will allow release time for students to participate in religious exercises or to receive moral and religious instruction.

A student's absence will be considered excused, with full rights to make up tests and homework, if the following conditions are complied with:

1. The student has the written consent of his/her parent or guardian indicating the time the student is to be released from school. The written consent must be submitted to the school two days prior to release from school.
2. Verification of attendance at the designated exercise is provided to the school on the first day after the absence.
3. The student attends school on the day of the absence for at least the minimum day (as defined by the Education Code.)
4. No pupil shall be excused from school for such purpose on more than four days per month.

Student/parent/guardian shall make arrangements with the teacher to make up missed work prior to the absence, and such work is due upon the return of the student to school. The time for make-up may be extended by the teacher. [E.C.46014]

4. Suspension (Home And In-School) / Assignment Make - Up

The teacher of any class from which a student is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. All students shall be given the opportunity to make up school work missed during suspension and receive full credit if the work is turned in according to a reasonable make-up schedule. [BP 5144.1; E.C. 48913]

● No Academic Penalty for Excused Absence

No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

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, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family so

long as the absence is not more than three (3) days if the service is conducted in California and not more than five (5) days if the service is conducted outside California.

- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent/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. 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. As a teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four (4) hours per semester.

“Immediate family,” as used in this section refers to mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.

Absences: Assignment Make-Up Not Allowed

1. ABSENCES FOR PERSONAL REASONS (NO PRIOR APPROVAL) – UNEXCUSED

Students who are absent for personal reasons and who did not receive prior approval from the administrative designee for such an absence may not be allowed to make up assignments or tests missed during the absence. [E.C. 48205]

2. TRUANCY

Students who are absent from school without approval of the parent/guardian or the school shall be considered truant and shall not be allowed to make up assignments or tests which were assigned during the truancy.

Students who leave the campus or the classroom without proper school authorization will be considered truant.

3. UNVERIFIED ABSENCES – TRUANCY

- A. Absences which cannot be verified will be considered an absence without parent/guardian or school approval (truancy). Assignment make-up is NOT allowed.
- B. Even if the student has an absence verified at the attendance office at a later time, he/she is NOT allowed make-up privileges unless he/she presents the teacher a verified re-admit slip within ONE (1) day after the student returns to school.

Student Attendance Review Board

(S.A.R.B.): It is the parents'/guardians' legal responsibility to ensure that their child attends school. Students who have severe attendance problems will be referred to the S.A.R.B. for intervention. Families who fail to comply with the S.A.R.B. agreement will be referred to the District Attorney's office. Financial penalties may be assessed against the parents for failure to send their child to school. [E. C. 48320, 48321, 48323]

Truancy: Upon a pupil's initial classification as a truant (absent from school without valid excuse for more than three (3) days or tardy in excess of 30 minutes on each of more than three (3) days in one school year), the school district shall notify the pupil's parent/guardian by first class mail or other reasonable means of the following:

- That the pupil is truant.
 - That the parent/guardian is obligated to compel the attendance of the pupil at school.
 - That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. [E.C. 48260.5]
- The District also shall inform parents of:
- Alternative educational programs available in the District.
 - The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
 - That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to section 13202.7 of the Vehicle Code.
 - That it recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one (1) day.

Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [E.C. 48206.3, 48980(b)]

Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the

school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48208]

● **Minimum Days/Pupil Free Staff Development Days**

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [E.C. 48980(c)]

● **Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.[E.C. 58501]

SCHOOL SAFETY

● **Leaving School at Lunch Time**

“The governing board of the Linden Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to

permit pupils enrolled at Linden High School to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” The district permits students in grades 11 and 12 this privilege. [E.C. 44808.5]

● **Visiting Other Campuses**

Unauthorized visits by students to any other school campus within the district or in another school district are strictly prohibited.

● **Campus Supervision**

Teachers and/or campus monitors are on duty to supervise the school grounds before school opens, during recesses and passing periods and during lunch. Students should not arrive at school earlier than supervision begins and should go home promptly when dismissed, unless they are participating in the Extended Day program or other school-sponsored activities. Consult the school for specific times of adult supervision.

● **Video Surveillance**

The District is committed to providing a safe environment for its students, staff, and community. It is also important to protect District property from damage or theft. To promote a safe environment for its students, staff and community, the District uses closed circuit television camera surveillance systems. The cameras also protect District property. Places where there is a reasonable expectation of privacy will not be monitored. Videotapes may be used as evidence.

● **Disaster Preparedness Plan**

The Disaster Preparedness Plan describes actions to be taken by students, teachers, and administrators in the event of a man-made or natural disaster. The plan is reviewed annually by district staff and updated as needed. Students take part in regularly scheduled drills including the evacuation of buildings. In the case of a severe earthquake or other disaster, students will be kept at school until a parent or other authorized adult specified on the student's emergency card arrives and signs the student out.

● **School Safety Plan**

Every year, each school shall review and update its plan by March 1. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to numerous community leaders and

include a description of its key elements in the school accountability report card. [E.C. 32281, 32286, 32288]

Bicycle Helmets Required

The Youth Bicycle Helmet Law is enforced in Linden. Bike helmets are required for any student bicycling to or from school who is under the age of 18.

Fingerprint Programs

With the written consent of the parent or guardian, kindergarten or newly enrolled students may be fingerprinted. The fingerprint document may not be retained by the District but must be delivered to the parent or guardian. A fee shall be charged to the parent or guardian to reimburse the District for its actual cost. [E.C. 32390]

DISCIPLINE

School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [E.C. 35291, 48980]

Discipline Philosophy

All societies have rules. ALL STUDENTS ARE EXPECTED TO OBEY ALL CLASSROOM AND SCHOOL RULES DURING OR WHILE GOING TO OR COMING FROM SCHOOL ACTIVITIES WHICH INCLUDE COUNTY AND EXTRA-CURRICULAR EVENTS. Our aim is to improve the learning environment through positive reinforcement of good behavior and consistently applied consequences for inappropriate behavior.

Students and teachers are entitled to an environment in which maximum learning and teaching can take place. In order to guide students in becoming responsible, self-disciplined individuals free to pursue academic studies, an appropriate amount of external discipline might be necessary.

It is important that each individual develop sound social judgment and be allowed frequent opportunities to exercise this judgment and the self-discipline which must accompany it.

With the cooperation of parents, parent volunteers, students, and school personnel, we can maintain schools where teachers teach and students learn.

We suggest that you retain this brochure as a reference and for periodic reminders to your child.

The primary mission of Linden Unified School District is to provide opportunity for all students to attain academic excellence. Staff and administration believe students have the right to learn in the best possible atmosphere so

that they will become responsible citizens, life-long learners, productive employees in our ever-changing world, and self-actualized individuals.

In order to accomplish this mission, school will be an orderly and safe place. Student, staff, and parent rights will be protected. Their concerns, ideas, and feelings will be valued and considered in making decisions.

Because freedom and responsibilities are mutual and inseparable, students and staff will:

- Respect the rights and beliefs of others.
- Do our best to meet our own and our families' needs.
- Respect and obey the laws.
- Respect the property of others, both private and public.
- Share with others our appreciation of the benefits and obligations of freedom.
- Participate constructively in the nation's political life.
- Help freedom survive by assuming personal responsibility for its preservation.
- Respect the rights and meet the responsibilities on which our liberty rests and our democracy depends.

Hazing

Students are prohibited from engaging in hazing. As used in this article, "hazing" includes any method of initiation or preinitiation into a student organization or sport or any pastime or amusement engaged in with respect to such an organization or sport which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. Hazing is prohibited at all times. [Penal Code 245.6]

Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$16,765 in damages and another maximum of \$16,765 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual

profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]

Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment, and court orders to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$50,000 and be required to participate in the clean up. [Penal Code 594]

Student Search

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

Cellphones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. [E.C. 48901.5]

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

The physician's documentation of the health related purpose shall be presented to the principal and shall be maintained on file in the main office at the school site.

Students may possess or use personal electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones.

Permitted devices shall:

1. Be turned off during class time and at any other

time directed by a district employee

2. Not disrupt the educational program or school activity
3. Student cell phones, including, but not limited to, text messages and digital photos, may be searched by the District, under limited circumstances, in accordance with the limitations imposed by state and federal law. Specifically, school officials may not search students' cell phones, including the accessing and reading of their text messages and digital photos, unless those officials (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule; and (2) the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

The district is not responsible for lost or stolen personal electronic signaling devices, pagers, beepers and cellular/digital telephones. [BP 5131.2; E.C. 48901.5]

Rules, regulations and consequences

In accordance with Linden Unified School District's Board Policy 5131.2, please be advised of the following rules/regulations and consequences for Possession/Use of Cellular Phones and Other Mobile communications Devices while on campus.

Elementary (K-8) Schools

Cell phone use during school hours will be limited to before and after school only. Phones are available in the main office for students to use as needed in emergency situations during the rest of the day. Cell phones are to be turned off while students are expected to be in class.

High School

Cell phone use during school hours will be limited to before and after school, during passing periods, lunch and break. Cell phones are to be turned off while students are expected to be in class.

All Sites

Cell phones shall not cause a disruption on campus.

The following consequences will occur for not adhering to the district's cell phone policy:

1st offense – confiscation and parent/guardian contact (as deemed appropriate by the site administration). Student may pick up phone from site administration at the end of the school day.

2nd offense – confiscation, parent/guardian contact, and detention (of an age appropriate length). Phone will be released to parent/guardian only at the end of the school day.

3rd offense – confiscation, parent/guardian contact and suspension. Phone will be

released to parent/guardian only at the end of the school day.

Additional regulations/discipline related to possession/Use of Cellular Phones and Other Mobile Communications Devices:

No student is allowed to take pictures of any other person on campus or at a school related activity without the permission of the person being photographed. Pictures shall not be vulgar, sexually suggestive, inappropriate, or promote violence and/or gang activity.

The Board desires to prevent cyberbullying by establishing a positive, collaborative school climate and clear rules for student conduct. "Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device.

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

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations.

Students also may be subject to discipline for any off-campus conduct during nonschool hours, which poses a threat or danger to the safety of students, staff or district property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board policy, or administrative regulation. [BP 5131.2]

SUSPENSION/EXPULSION

● Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred

in by the principal or the designee of the principal.

- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code and Penal Code 257 an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen 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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the 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.

For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel as defined in subdivisions (f) and (g) of Section 32261. Such activity may result in a misdemeanor charge.
- (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (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 the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [E.C. 48900]

☛ **Mandatory Suspension / Expulsion**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a

school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

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

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

☛ **Sexual Harassment**

A student may be suspended or expelled for sexual harassment as defined by Board Policy and Education Code Section 212.5. A student's conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to students enrolled in kindergarten and grades 1 to 3 inclusive. [E.C. 48900.2]

☛ **Hate Violence**

A student in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if the student has caused, attempted to cause, threatened to cause, or

participated in an act of hate violence. Acts of hate violence shall include acts which by force or threat of force are done to willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the United States Constitution, the California Constitution, and federal or state law, because of the other person's actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. [Penal Code Section 422.6(a)]

Acts of hate violence shall also include any act which defaces, damages or destroys the real or personal property of any other person for the purpose of intimidation or interfering with the free exercise of any right or privilege secured to the other person by the United States Constitution, the California Constitution, and federal or state law, because of the other person's actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. [Penal Code Section 422.6(b)]

No student shall be disciplined under this section based upon speech alone, except upon a showing that the speech itself threatened violence against a specific person or group of persons and that the student had the apparent ability to carry out the threat. [E.C. 48900.3]

☰ Harassment/Intimidation/Threats

Students in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion for harassing or intimidating other students. A student is subject to discipline if it is determined that he or she intentionally engaged in harassment, threats, or intimidation, directed toward a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

In addition to the above, no student will be allowed to state, write, or imply any act of violence against the school, its students, staff, or property. Such threats will be considered as serious and acted upon quickly. Penalties for such acts will include all forms of student discipline up to and including expulsion. [E.C. 48900.4]

☰ Definition of Suspension

Suspension is the removal of a student from ongoing instruction for adjustment purposes. Suspension also prohibits the student from attending or participating in school activities on any school campus for the duration of the suspension.

☰ Definition of Expulsion

The maximum penalty for any infraction of school rules is expulsion. A student who is expelled may not attend any school or alternative instructional program with the Linden Unified School District for the duration of the expulsion. In some cases, the expulsion order may be suspended and the student allowed to return to a school in the district but not necessarily the school from which the student was expelled. An expelled student must notify any other school district in which he or she wishes to enroll about the expulsion order.

☰ Suspension of Special Education Students

Special education students are subject to suspension for the same violations as regular education students.

☰ Suspension – Procedural Safeguards, Limitations

A student may be suspended or expelled for acts related to school activities or attendance that occur at any time, including but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.
- During, or while going to or coming from a school-sponsored activity.

☰ Suspension from Class

A teacher may suspend a student from class for any of the acts listed in Grounds for Suspension for the day of the infraction and the following day. The teacher must tell the student why he or she is being suspended and give the student an opportunity to explain his or her version of the situation. [E.C. 48910]

☰ Classroom Suspension Procedures

- The suspension from class will be immediately reported to the principal or designee.
- The teacher will send the student to the principal/designee for appropriate action. If the student is to remain on campus, he or she will be under appropriate supervision.
- As soon as possible, the teacher will ask the parent to attend a conference regarding the suspension. Whenever practicable, a school counselor will attend the conference. A school administrator will attend the conference upon teacher or parent/guardian request.
- The student will not return to the class without the concurrence of the teacher and the principal.

☰ Suspension from School

Prior to suspension, a conference will be held to inform the student of the reason for disciplinary action and the evidence against him/her. The student will be given the opportunity to present his/her version and

evidence in his/her defense. In the event of an emergency, the student may be suspended without this conference.

Reporting Suspensions to Law Enforcement

Prior to suspension, the principal will notify the police for acts such as assault with a deadly weapon, serious incidents of assault/battery, possession of illegal contraband, drug paraphernalia, extortion, robbery, hazing or threats to intimidate or harm a staff member. [E.C. 48902]

Suspension Notification and

Responsibilities: When a student is suspended, staff will make a reasonable effort to contact the student's parent in person or by telephone. Written notice of the suspension will be mailed to the parent that includes:

- A statement of the facts leading to the decision to suspend.
- The date and time when the student will be allowed to return to school.
- The right to request a meeting with the superintendent or designee and to have access to the student's records.
- A request for the parent to attend a conference with school officials regarding the student's behavior, including a notice that state law requires parents to respond to such a request without delay. No penalties will be imposed on a student if the parent fails to confer with school officials. [E.C. 48911]

The student may not be on any campus during the period of suspension, except in the case of in-school suspension. When serving suspensions at home, the suspended student is expected to be under the supervision of a parent during school hours. The responsibility of arranging for classwork or homework lies with the student and parent. The suspended student should submit a request for assignments via the principal's designee. The teacher may require a student to complete assignments, make up tests missed, and may give the student full credit when these are completed. [E.C. 48911.14]

Suspension Appeal

The student and parent have the right to meet with the superintendent's designee to appeal a suspension from the school. The superintendent's designee will schedule within three school days of the time the request is received. A review of the suspension must include a determination that there was sufficient evidence to find that the alleged violation occurred and that the penalty imposed was appropriate for the violation. [E.C. 48914]

The student may bring a representative to the meeting but the representative may not act

as legal counsel for the student unless the district is also represented by legal counsel.

Suspension by the Board of Education

The Board may suspend a student from school for any of the acts listed in Grounds for Suspension for any number of school days within the limits prescribed. [E.C. 48912]

Expulsion as the Maximum Consequence

It is the policy of the district that expulsion will be imposed when other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school, the students, or the employees. The decision to expel a student depends upon the seriousness of the offense, the history of infractions of school rules and regulations, and consideration of the safety and welfare of the student, other students, and the staff.

Should an expelled student want to enroll in another school district, the parents must inform the receiving district of the student's status regarding the expulsion [E.C. 48915(b), 48915(e), 48915.1(b)]

Records of Suspension or Expulsion

Every suspension and expulsion will be specifically identified by the offense committed in all official records of the student. The record of a student suspended or expelled is available to that student's teachers for a period of three years. All suspensions will be reported to the superintendent. [E.C. 48900.8, 48911 e, 49079]

Student Conduct To and From School

Students are accountable for their conduct to and from school as well as during school hours and school-sponsored events. Behavioral expectations are defined in this handbook as well as school handbooks. Students may be assigned the same consequences for misbehavior occurring to and from school, at bus stops, and on other school campuses as they would receive for infractions which occur on the home school campus.

Students are held accountable for their behavior during non-school hours which affects their attendance or the school attendance of other students.

Behavior Expectations While Attending Adult School Classes

Students who attend Adult School for enrichment or to make up credits needed for graduation are responsible for the same behavior expectations as at their regularly assigned school. Inappropriate behavior is just

cause to drop students from enrollment at Adult School.

● **Corporal Punishment is Prohibited**

Corporal punishment will not be administered to students. [E.C. 49001]

● **Interview/Removal by Police**

Representatives of law enforcement agencies are allowed to interview students at school **without parent notification**. The student may request the presence of the principal or other certificated person during the interview. Police officers have the authority to remove students from the school premises. If a school official releases your child from school to a peace officer for the **purpose of being interviewed** or removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6; Welfare and Institutions Code 305; Attorney General's Opinion No. 58-58 & No. 71-28]

● **Expulsion-Particular Circumstances**

For certain offenses special rules limit Governing Board and administrator discretion when deciding whether a student is to be expelled for a particular offense [E.C. 48915].

The principal or superintendent of schools is required to recommend expulsion of a pupil who commits any of the following acts unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstances:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

The principal or the superintendent of schools is required to recommend expulsion and the Governing Board is required to expel a student who commits any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm unless the student has obtained written

permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

For the purposes of this Code, "knife" is defined as "any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade." [E.C. 48915(g)]

For the purposes of this Code, "firearm" is defined as "any device, designed to be used as a weapon, from which is expelled through a barrel, a projectile by the force of any explosion or other form of combustion, any instrument that expels a metallic projectile such as a BB or a pellet, through the force of air pressure, CO2 pressure, or spring action, or any spot marker gun." Loaded or unloaded firearms are treated in the same manner under this Code. [Penal Code Sections 12001, 626.10; E.C. 48915]

● **Prohibitions Related to Gangs**

Any apparel, (including but not limited to shoes, jackets and shirts), jewelry, accessories (including but not limited to scarves, bandannas, shoelaces, hats, and hair adornment), school materials (including, but not limited to notebooks, folders, pencils and book covers) or manner of grooming, which by virtue of its color, arrangement, trademark, (including, but not limited to old English lettering, nicknames or street names) or any other attribute denoting membership or promoting membership in a gang is prohibited. This section shall be enforced by the principal.

Gang-related conduct on any school campus or during any school-sponsored event is a threat to the safety of others and is prohibited. Gang-related conduct includes, but is not limited to, symbols, graffiti, apparel, colors, hazing, initiations, or hand signals commonly associated with gangs. Students who engage in gang-related activity are subject to discipline including suspension or expulsion from school. [E.C. 35183]

Due Process

Students facing major disciplinary action (such as suspension, expulsion or transfer to another school) have a right to a fair hearing. The process requires that procedures be

established to guarantee that penalties which deny access to educational opportunity are administered for good and just cause.

Due process procedures entitle students to 1) oral or written notification of the charges; 2) explanation of the evidence; 3) opportunity to present his/her side of the story; and 4) a right to appeal decisions resulting in major disciplinary action to the next higher authority.

The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts. The nature of the corrective action must be reasonably related to the nature and circumstances of the violations.

It is hoped that students will never place themselves in a situation requiring the protection of due process. If, however, a student does become involved in a situation in which a suspension, expulsion, or transfer might result, both the student and his/her parents/guardians will be given a more detailed description of the due process procedures.

DRESS AND GROOMING

The following guidelines shall apply to all regular school activities:

1. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
2. Shoes must be worn at all times. Sandals must have heel straps (K-8). Flip-flops or backless shoes or sandals are not acceptable if safety or participation in school activities is affected (9-12).
3. Clothes shall be sufficient to conceal undergarments at all times. Clothing must fit or may be no larger than one size bigger.

Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to, see-through, fishnet fabrics, spaghetti straps, bare midriffs, tube-tops, halter tops, off the shoulder low cut tops or dresses, shirts, skirts or shorts, which are shorter than mid thigh in length, sagging pants are prohibited. (Please note this clarification: Clothing that is shorter than 1" above where the finger tips reach when the arms and finger tips are fully extended on the sides is not allowed.) No tank top with large armholes or scooped or low cut necklines are allowed. Tank tops may not show bra or rib cage area.

4. Gym shorts for high school P.E. may not be worn in classes other than physical education. Shorts are to be no shorter than mid-length, dress, shirt, jumper at the knee, no cut-offs. No skirt splits shorter than mid thigh, no wraparound shirts, no tight shorts, no spandex or lycra material shorts, shirts or dresses.

Coaches and teachers may impose more stringent dress requirements to accommodate the

special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the student's control. [E.C. 49066]

5. Hair shall be clean and neatly groomed. Hair may not be sprayed with any coloring that would drip when wet. For students in grades K-8, hair must be a natural color (not blue, purple, optic red, etc.) and cannot cause a disruption in the classroom.
6. Clothing should not suggest gang membership or activity as determined by the site administrator. (For example, baggy clothing suggesting gang membership is not allowed.) Also see BP 5136 and AR 5136(a).
7. Make-up shall be used in moderation and applied at home.
8. Parent/guardian will be notified of the above offenses, as appropriate.
9. The principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities/spirit days, etc. [A.R. 5132]

STUDENT SERVICES

● Advanced Placement and International Baccalaureate Exam Fees

State funding is available to qualified low-income students to cover the costs of advanced placement exam fees. A grant program also exists to defray costs to low-income students taking the International Baccalaureate and advanced placement exams; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 48980, 52240, 52244]

● Services to Disabled Pupils

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. [E.C. 56020, et seq., 53600]

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools [E.C. 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

Disabled students for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific

information. In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. [E.C. 56040, et seq.; Section 504 of the Rehabilitation Act of 1973, 34; C.F.R. 104.32] The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Director of Special Education
7007 Pezzi Road, Stockton, CA 95215
(209) 931-2192

● Psychological Testing

Parents have the right to receive information on all psychological testing recommended for their child.

● Career Counseling

When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [E.C. 221.5]

● Electronic Network Use Rules Policy

The Linden Unified School District believes staff and students should have open access to local, national and international sources of information. The district, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation and communication.

While the Internet offers students and teachers access to a variety of information, the district recognizes misuse and abuse are possible. The district will make every effort to protect students and teachers from these misuses and abuses, but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The district is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum.

Using the electronic services via the Internet is a privilege, not a right. The privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to, the following:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts.
2. Using the Internet for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of other users.
5. Gaining unauthorized access to resources or

entities.

6. Invading the privacy of individuals.
7. Using an account owned by another without authorization.
8. Posting personal communications without the author's consent.
9. Posting anonymous messages.
10. Placing of unlawful information on a system.
11. Using abusive or otherwise objectionable language in either public or private messages.
12. Sending of messages that are likely to result in the loss of recipient's work or disrupting systems; for example, a computer virus.
13. Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
14. Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous and obscene messages and images.

The Linden Unified School District makes no guarantee of any kind, for the Internet service provided to the student. The district will not be responsible for any damages claimed or suffered by any child or parent/guardian relating to the use of the Internet. This includes the child's exposure to materials a parent/guardian otherwise would have a right of notice and/or consent to pursuant to state or federal law.

Use of any information obtained via the Internet is at the student's and parents'/guardians' own risk.

The Linden Unified School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parent(s)/guardian(s) of minors are responsible for setting and con-access; eyeing the standards that their child or ward should follow. To that end, the district supports and respects each family's right to decide whether or not to apply for Internet. Please notify your child's principal if you do not want your child accessing the internet. [BP 6163.4]

● School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.sjcoe.net/LUSD/DO.html. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [E.C. 33126, 32286, 35256, 35258, 52056]

FAMILY INVOLVEMENT

Linden Unified recognizes that parents are a child's first and most influential teachers. The District works to develop meaningful

opportunities for parent involvement and to make sure parents are aware of these opportunities and have a chance to participate. [BP 6020, June 2010; E.C. 11500-11506; 20 USC 6316, 6318]

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998:

- Classroom observing
- Student academic progress
- Student records
- Standards
- School rules
- Psychological testing
- Councils and committees
- Policy development
- Curriculum materials
- Teacher conferencing
- Volunteering
- Student attendance
- Student testing
- School selection
- Safe school environment

Education Code Section 51101(c) notes: “This section may not be construed so as to authorize a school to inform a parent/guardian,...or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.” [Chapter 864, Statutes of 1998]

Classroom Observing

Parents have the right to visit their child’s classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

Teacher Conferencing

Parents have the right to request a conference with their child’s teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

HEALTH SERVICES

Nutrition Program

The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash

payments may be required. [E.C. 49510, et seq.]

Kindergarten and First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted.[E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

San Joaquin County Health Department
1601 E. Hazelton, Stockton, CA 95205
(209) 468-3830

Kindergarten and/or First Grade Oral Health Assessment

Many things impact a child’s school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child’s oral health assessed by May 31 of the student’s first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. However, the state budget crisis has given districts flexibility in collecting this data. [E.C. 49452.8]

Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students entering kindergarten and the seventh grade are required to have three doses of Hepatitis B vaccine and a second dose of measles containing vaccine. Students must be

immunized for varicella or provide proof from a doctor stating child has had the disease. The required immunizations are available from the County Health Department or a physician. Documented proof of immunization is required upon admission. It is the policy of this district that there be no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply if a district provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are inadvisable. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [Health and Safety Code Sec. 120335, 120440; E.C. 49403]

● **Impetigo**

Impetigo is an extremely contagious skin disease which appears 4-10 days after exposure. The skin is marked by pus-filled blisters that rupture and crust over. Infected persons must avoid contact with anyone until the sores are completely healed.

● **Head Lice**

Head Lice is an infection which appears about two weeks after exposure. Small nits are attached to the hair shaft less than 1/4 inch from the scalp. Itching is severe. Lice are transmitted by sharing hats, coats, combs, or contact with bedding, linens, upholstery, or any item with live lice. To treat for head lice the hair and scalp of all family members should be shampooed and then combed thoroughly. Contact a pharmacist for the specific type of shampoo recommended. Students must be nit-free prior to returning to school.

● **Exclusion from School**

Children may be excluded from school for filthy or vicious habits or when suffering from a contagious or infectious disease. The parent will receive written notification stating the reason for the proposed exclusion and that the parent may appeal the exclusion to the governing board. The parent may inspect all documents related to the exclusion and may challenge the evidence or question any witnesses. The parent may present evidence on the child's behalf, including witnesses, and can designate representatives to be present at the meeting with the governing board. The

exclusion from school is subject to periodic review. [E.C. 48211, 48213]

● **Administration of Medication**

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver submits a written statement indicating his/ her desire that the school district assist his/her child in taking the medication; and
3. Parent or guardian signs a release statement on a special form available from the district. [E.C. 49423, 49480]

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules in one through three above are met. [E.C. 49414.5, 49423, 49423.1, 49480]

● **Students on Medication**

Parents are to notify the principal if their child is on continuing medication. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. [E.C. 49480]

● **Physical Examinations**

If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. 49451]

● **Fluoride Treatments**

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [Health and Safety Code 104855]

● **Scoliosis (curvature of the spine) Screening**

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [E.C. 49452.5]

● **Vision and Hearing Appraisal**

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [E.C. 49455, 49452]

● **Sun Protection**

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [E.C. 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [E.C. 35291, 35294.6]

● **Confidential Medical Services**

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. [E.C. 46010.1]

● **Medical and Hospital Insurance for Students**

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [E.C. 32221.5, 49472]

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

obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

● **Drug, Alcohol, Tobacco and Steroid Prevention Programs**

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The District's drug alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them.

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [E.C. 49033, 60041; Health and Safety Code 11032]

CURRICULUM AND PERSONAL BELIEFS

● **Comprehensive Sexual Health and HIV/AIDS Prevention**

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend

these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this District, the school nurse and consultants give such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Contractor’s material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [E.C. 51933, 51934, 51937-51939; Health and Safety Code 151000]

California Healthy Kids Survey

Linden Unified is required to administer the California Healthy Kids Survey biannually to 5th – 12th grade students. During this survey, which functions as a research and evaluation tool, students may be asked to anonymously, voluntarily, and confidentially answer questions regarding their attitudes toward health, sex, and risky behaviors. Parents are hereby notified that they have the opportunity to review the material and can request in writing that their child not participate. Copies of this Education Code Sections (51938) can be requested from your school or district office or can be obtained online at www.leginfo.ca.gov. [E.C. 51938]

Tests/Surveys on Personal Beliefs

If you, or your children over 18, give written permission, your child will be given tests, questionnaires, surveys, examinations, or marketing materials containing questions about your child’s, or his/her parents’ or guardians’ personal beliefs or practices in politics, mental health, anti-social, illegal, self incriminating, or demeaning behavior, critical appraisals of others

close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. [E.C. 60650, 51513, 60614, 60615; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

Medical Care

The governing board may provide or make available medical or hospital services for injuries to students arising from school programs or activities. No student shall be compelled to accept such services without his or her consent, or, if the student is a minor, without the consent of the parent or guardian. [E.C. 49472]

Child Abuse Reporting

The following information, taken from Penal Code sections 273a, 273d, and 11165.6 will assist parents or guardians in reaching the decisions whether to file a complaint of suspected child abuse.

Child abuse is physical injury inflicted by other than accidental means on a child by another person. It also means the sexual abuse of a child. It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person’s care or custody. It also means unlawful corporal punishment or injury resulting in a traumatic condition. Child abuse also means neglect of a child or abuse in out-of-home care.

Child abuse does not mean a mutual affray or fight between minors. It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force. In addition, child abuse does not include injury caused by any force that is reasonable and necessary by a person employed by or engaged in a public school:

- To stop a disturbance threatening physical injury to people or damage to property;
- For purposes of self-defense; or
- To obtain possession of weapons or other dangerous objects within control of a pupil. [E.C. 44807 and 49001]

The parent or guardian of a pupil has the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site. To ensure that an appropriate investigation takes

place, the parent or guardian must file a verbal or written complaint with the local child protective agency, school district or county office of education. For further information contact: Dr. Ronald Estes, District Superintendent, Linden Unified School District, 887-3894.

As defined in the Child Abuse Neglect Reporting Act of 1987, a child protective agency is:

- A police or sheriff’s department
- A county welfare department/child protective services.

The local child protective agency shall investigate the complaint.

☰ **Excused from Instruction Due to Religious Belief**

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [E.C. 51240]

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

☰ **District Courses**

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [E.C. 49063, 49091.14]

☰ **Pupil Records**

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written request or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. The records include transcripts, discipline letters, commendations, attendance, and health. The records are maintained at the school site by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125(a) sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services.

You may have copies made for twenty-five cents (25¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [E.C. 49063, 49060, 49069, 49070, 56043, 56504; Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [E.C. 51250]

☰ **Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

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

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records(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.

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

Parents/guardians or eligible students may ask Linden School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent/guardian or eligible student of the

decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding their hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted 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 or her tasks.

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

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW,
Washington, DC 20202-4605

● Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [E.C. 49067]

● Review of Curriculum

A prospectus of curriculum, including titles, descriptions and instructional aims of every course offered by each public school, is available at the school site for your review upon request.

● U. S. Department of Education Programs

The following applies only to programs directly funded by the U. S. Department of Education. All instructional materials,

including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U. S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations;
- b. mental and psychological problems potentially embarrassing to the student or his family;
- c. sex behavior and attitudes;
- d. illegal, anti-social, self-incriminating and demeaning behavior,
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent. [20 U.S.C. § 1232(h)]

● Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [No Child Left Behind Act (NCLB)]

● Academic Standards and Expectations

The school district has produced guides for parents outlining what children should be learning in each grade. These will be available at Back-to-School nights.

PROMOTION/ACCELERATION/RETENTION

Parents Guide To Understanding The New Laws Affecting Student Promotion

What Is Social Promotion and Why Is There A Problem?

California has been addressing the issue of student accountability for the past several years. Too many students are unsuccessful in middle school and high school because their reading, math, and language arts skills are not

sufficient to allow them to complete class work satisfactorily. These students are referred to as non-proficient students, or students who have not mastered grade level skills or standards.

Many non-proficient students were socially promoted from one grade level to the next, as teachers and parents hoped that with a little more time the student would learn the necessary grade level skills. While research has shown that social promotion is more effective than retention, students often fell further and further behind. Even when students showed some growth, some remained below grade level.

New laws now require school districts to address the serious issue of the non-proficient student.

Why Did The Problem Occur?

There are several common reasons a student may not learn grade level skills. One or more of these may apply to these children:

- The student entered kindergarten with very few skills that prepare a child for learning. For example, he/she could not recognize or name shapes, colors, or numbers.
- The student does not understand English well enough to demonstrate required grade level skills in English.
- The student has a learning problem that has not yet been identified or adequately addressed.
- The student has been moved from school to school frequently or may have very poor attendance.
- The student needs additional help at home and at school.

What Will Be Done About the Problem?

Growing concerns about students who are not grade level proficient resulted in newly enacted laws that require school districts to retain, or hold back, students. AB1626, Pupil Promotion and Retention, requires all school districts to establish a promotion and retention policy, based on the student's achievement of grade level standards (skills) for students between grades 2 and 3; 3 and 4; and 4 and 5, as well as between elementary and middle school (6 and 7) and middle school and high school (8 and 9).

AB 1639 requires school districts to offer supplemental instruction to students in grades 2 through 8 with low reading, writing, or math achievement.

The purpose of retaining students is to provide additional opportunities for a student to learn missing skills. In Linden Unified, retention is the last choice. We believe, and research supports, that retention of a student rarely increases the student's ability to "catch up" unless, during the year of retention, a different setting and approach to teaching is

used. Research indicated that students who are retained are at greater risk for dropping out of school before completing high school and, despite the age of retention, believe they "flunked" and are not capable of succeeding.

How Will My Child Be Affected?

If your child is at risk of being retained, you will be notified as early in the school year as possible. This notification will occur during the Fall parent/teacher conferences. The classroom teacher is responsible for making this decision to promote or retain the student. During the conference or during a subsequent student study team meeting, your child's classroom teacher will discuss your child's academic performance and the various steps that will be taken to avoid retention. There are many interventions that should occur before we retain a student such as changes within the classroom, curriculum modifications in school tutorial programs, language academy classes, special programs (Title I, SIP), testing for special needs, summer school, etc. All of these ideas will be explored with you during the conference.

What Can Parents Do?

- Ask your child's teacher to explain math, reading, and language arts grade level expectations and skills your child has not achieved. Every parent will be given a set of these expectations during the conference.
- Ask the teacher to share the various interventions available to students who have been identified as "at-risk" and share how these programs will help your child with his/her specific needs.
- Make arrangements for your child to attend programs designed to help students at risk of being retained.
- Set regular times of the day and week for you to work with your child on the skills he/she needs to learn.
- Explain to your child how you will help at home and how the school will help to support your child in attaining grade level success.
- Praise your child for his/her effort and good work.
- Carefully monitor your child's progress. If your child continues to struggle, contact your child's teacher.

Continuation in Kindergarten and First Grade

Students who have completed one year of kindergarten and/or first grade shall be admitted to the next grade unless the parent/guardian and the district agree that the student shall continue in the grade for not more than one additional school year. [E.C. 48011]

Whenever a student continues in the same grade for an additional year, the Superintendent or designee shall secure an agreement, signed

by the parent/guardian, stating that the student shall continue in the grade for not more than one additional school year. [E.C. 46300]

Retention at Other Grade Levels

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels: [E.C. 48070.5]

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between grades 6 and 7
5. Between grades 8 and 9

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Students between grades 4 and 5, grades 6 and 7, and grades 8 and 9 shall be identified on the basis of their level of proficiency in reading/language arts and mathematics. [E.C. 48070.5]

Students shall be identified on the basis of either assessment results or grades and other indicators of academic achievement, as established by Board policy.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. [E.C. 48070.5]

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. [E.C. 48070.5]

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. [E.C. 48070.5]

Parent/Guardian Notification

When a student is identified as being at risk of retention, the Superintendent or designee

shall so notify the student's parents/guardians as early in the school year as practicable. Parents/guardians will be notified by the first conference period, at which time a student study team meeting will be scheduled and strategic intervention options will be considered. Students will be individually assessed by the classroom teacher and a specific intervention plan developed. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. [E.C. 48070.5]

The Superintendent/designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their children are at risk of retention. A mid-year parent/teacher conference will be held for those students most at risk for retention. If by May the student shows little or no progress toward stated goals and objectives and/or grades remain below standard, the classroom teacher will complete a formal written notice of retention which may be waived contingent upon the successful completion of a summer tutorial program, such as summer school, if the student attains acceptable levels of academic achievement.

Appeal Process

The teacher's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulation and laws. The burden shall be on the appealing party to show why the teacher's decision should be overruled. [E.C. 48070.5]

To appeal a teacher's decision, the appealing party shall submit a written request to the site administrator or designee specifying the reasons why the teacher's decision should be overruled. The appeal must be initiated within ten (10) school days of the determination of retention or promotion. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based. Within 15 working days of receiving the request, the site administrator or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the site administrator or designee may meet with the appealing party and the teacher. If the site administrator or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The site administrator's or designee's determination may be appealed by submitting a

written appeal to the Superintendent within 15 school days. Within 15 working days of receipt of a written appeal, the Superintendent shall decide the appeal. The Superintendent's decision may be made on the basis of documentation prepared as part of the appeal process or may also meet with the appealing party, the teacher and the site administrator or designee to decide the appeal. The decision of the Superintendent shall be final.

If the decision of the Superintendent is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

Remedial Instruction

With the parent/guardian's consent, the Superintendent or designee may require a student who has been recommended for retention or has been identified as being at risk of retention to participate in a supplemental instructional program. Such programs shall be offered during the summer, after school, on Saturdays and/or during intersessions. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum. [E.C. 37252.5]

These services shall be provided to students in the following priority order: [E.C. 37252.5]

1. Students who have been recommended for retention or who have been identified as being at risk of retention pursuant to Education Code 48070.5.
2. Students who have been identified as having a deficiency in mathematics, reading or written expression based on the results of the tests administered under the STAR program.
3. Students who score below grade level on district standard based criteria.

This supplemental instruction program shall be developed in accordance with the requirements of Education Code 37252.5.

8th Grade Promotion/Retention

All students must complete a specific set of graduation requirements in order to be eligible to receive an eighth grade diploma and participate in the graduation exercises as well as end-of-year activities. These requirements are not intended to be employed as a punitive device, but rather as a motivation to the student and to clarify district policy.

Receiving an eighth grade diploma and participating in the graduation exercise, or end-of-year activities is a direct consequence for a student who has fulfilled his/her commitment in the educational process.

Promotion/Graduation Requirements are:

1. In order to be eligible to receive an eighth grade diploma, and to participate in graduation activities including the ceremony, the eighth grade field trip and other school sponsored 8th grade graduation activities, a student shall:
 - a. Accrue 110 credits by graduation out of a possible 120 offered during the seventh and eighth grade years in all subjects: Math, Language Arts, Science, Social Studies, Physical Education, and any regularly scheduled electives.
 - b. Maintain a grade point average of at least 1.75 overall (rounded to the nearest 100th) in all subjects: Math, Language Arts, Science, Social Studies, Physical Education and any regularly scheduled elective course taken during the seventh and eighth grade years.
 - c. Not be under financial obligation to the school or to the district as per Education Code 48904 for books, property, or outstanding debt.
2. In order to be eligible to receive an eighth grade diploma and participate in the graduation exercises along with the end-of-year activities, a student shall:
 - a. Comply with a, b and c above.
 - b. Demonstrate through the last quarter, consistent effort toward maintaining continuous, satisfactory behavior and maintain a 1.75 grade point average.
 - c. Not be under disciplinary action for continuous infractions of school rules, violation of district policy, or for any violation of California Education Code 48900 as determined by the principal.
 - d. Not have been referred to the Student Attendance Review Board.
 - 2.5 credits per quarter per class – 10 credits per year class.
 - Students receive credits in the six classes. A possible 60 credits are possible in each year of grades 7 and 8. A total of 120, if all classes are passed.
 - To receive 2.5 credits in a class a student must earn a "D-" or better.
3. In the event of a student's failure to meet the 8th grade graduation criteria as outlined in 1 a, b and c, the school shall:
 - a. Document conferences regarding student progress throughout the seventh and eighth grade years on the student's progress reports, and school report card.
 - b. Notify the parents/guardians in writing a minimum of ten (10) school days prior to eighth grade graduation.
4. All students shall meet the same standards for eighth grade graduation to which all other students are held. Differential standards or modified plans to meet these standards may be established under certain circumstances, in which case these standards or plans shall be clearly stated in the student's special education Individualized Education Plan (IEP), or students

● Standards of Proficiency

To receive a high school diploma, district students must achieve at least minimum proficiency in reading comprehension, writing and mathematics. The Board shall adopt proficiency standards in these areas and any others it deems appropriate. All adopted proficiency standards shall correspond with the goals of the course of study required for graduation.

High school proficiency standards shall be developed with the involvement of administrators, teachers, counselors, students and parents/guardians broadly representative of the district's socioeconomic composition. The Superintendent or designee shall present standards so developed for adoption by the Board. [E.C. 51215]

Students shall be assessed periodically to measure mastery of basic skills and shall be provided with additional instruction and opportunities to meet the standards established by the district.

The Superintendent or designee shall ensure that parents/guardians are properly notified of the district proficiency requirements for graduation and will establish procedures for parent/guardian involvement and consultation when a student has not met district standards.

The Board recognizes that the prescribed course of study may not accommodate the needs of some students.

The Superintendent shall provide for the periodic screening of assessment instruments for racial, cultural or sexual bias.

● Grade Point

Calculation/Valedictorian-Salutatorian (High School)

1. Calculation of high school grade point average:
 - a. All advance placement classes as designated by the University of California or San Joaquin Delta College classes which are approved for University of California or California State University credits shall carry the following value in calculating grade point average:
 $A = 5$ $B = 4$ $C = 3$ $D = 2$ $F = 0$
 - b. The following scale will be used for all other courses:
 $A = 4$ $B = 3$ $C = 2$ $D = 1$ $F = 0$
2. Selection of Valedictorian and Salutatorian:
 - a. Any student having a cumulative grade point average of 4.0 or higher shall be recognized with Valedictorian status. Should no person have a 4.0 or higher, the Valedictorian shall be that person(s) with the highest cumulative GPA.
 - b. The Salutatorian shall be the person(s) with the highest GPA who does not qualify to be the Valedictorian.

- c. Students must meet the course and unit requirements for graduation from Linden High School.
- d. Grades 9, 10, 11, and 12 will be used in compiling grade point average.
- e. A student must earn his/her final 70 units at Linden High School in order to qualify as Valedictorian or Salutatorian.
- f. There will be no discrimination in compiling grade point averages as it relates to the student's curriculum type (college prep, business education, career/technical education and training programs and general education).
- g. No restrictions will be placed on the number of classes the students must be enrolled in during his or her senior year, except for those established by the Board policy.

Note: It is possible for a senior who has completed most of his/her required courses at Linden High School to register at Delta College for courses that are not available at Linden High School and have the units and grades transferred to Linden High School.

For example: A student might be taking Physical Education, History and English at Linden High School and Physics, Photography, Small Diesel Engines, Drafting, Psychology, Economics or comparable courses at Delta or Woodruff. In calculating GPA, these classes will be treated as outlined in Part I, Section 2.

3. Student Service Grades

All students service classes such as Teacher Assistant, Library Assistant, Office Aide, etc. shall be graded Pass/Fail and therefore not be used in computing GPA.

● Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the district withhold any of this information by submitting a request in writing by the end of the second week of your child's enrollment date at their school of attendance. Written notification received after the date specified will be honored, but the student's information may have been released in the interim. In the case of students with exceptional needs, no material can be released without parent or guardian consent. [E.C. 49061(c), 49070, 56515, 49063(a), 49073; FERPA; NCLB]

● High School Exit Exam

In addition to other graduation requirements, each student is required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma. Students must have completed all other graduation requirements. Students must pass both the English and Mathematics sections. Each pupil shall take the CAHSEE beginning in 10th grade and may retake the examination as follows – two opportunities in 11th grade and three in 12th grade. If they do not pass while in high school, students may take the CAHSEE up to three times a year until they pass it, no matter how many times that takes. There is help for students for up to two consecutive years after completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 48980, 60850] CAHSEE testing dates for 2010-11:

English-Language Arts

July 27, 2010

November 9, 2010

February 1, 2011

May 10, 2011 (make-ups only)

July 26, 2011

Mathematics

July 28, 2010

November 10, 2010

February 2, 2011

May 11, 2011 (make-ups only)

July 27, 2011

UNIVERSITY ADMISSIONS

● University of California/California State University Admissions

Admission to the California State

Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course the student uses to meet any subject requirement. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the students last two years of high school. [E.C. 48980, 51229]

Links to University of California/California State University requirements:

<http://www.universityofcalifornia.edu/admissions/undergraduate.html>

<http://www.calstate.edu/admission/admission.shtml>

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

http://www.csumentor.edu/planning/high_school/

<http://www.ucop.edu/doorways/>

● Definition of career technical education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, <http://www.cde.ca.gov/ci/ct>. [E.C. 48980, 51229]

● Talking with a counselor

High school counselors are trained to help students prepare for college or career training. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [E.C. 48980, 51229]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is primarily responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

● Complaints Regarding Discrimination, Exceptional Need Students, Categorical Programs, Federally Funded Programs

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

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District’s Uniform Complaint Officer. The Governing Board designates the

following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Jane Steinkamp, Assistant Superintendent
18527 East Main Street, Linden, CA 95236
(209) 887-3894

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [E.C. 200, 220, 234, 260 et seq., 56501; Penal Code 422.55; Title IX; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); Government Code 1135; 5 CCR 4610, 4622]

District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [E.C. 56500.2]

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.

2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
8. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- Rehabilitation Act Section 504 – Office of Civil Rights
- Child Abuse – Department of Social Services, Protective Services Division, or law enforcement
- Discrimination/Nutritional Services – U.S. Secretary of Agriculture
- Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.
- General Education – this school district
- Health and Safety/Child Development – Department of Social Services
- Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education [20 USC 7101-7184 (No Child left Behind), 20 USC 11138; 34 CFR 300.510-511, 300.513; E.C. 221.1. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64001(a); 5 CCR 4600; 5 CCR 4620-4632; Government Code 11138]

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments. The procedure may be used for complaints

regarding instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 35186, 37254, 52378]

Williams Settlement complaint procedure

Free forms are available, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of resolution, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [E.C. 35186, 48985]

Complaints Regarding Discrimination and the Education of Handicapped Students

The district is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities. [E.C. 56501]

You have certain rights under the law, including Title VI of the Civil Rights Act of

1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. [E.C. 260, et seq., above cited federal statutes] If you wish further details in this regard, or wish to file a complaint, please contact:

Director of Special Education
7007 Pezzi Road, Stockton, CA 95215
(209) 931-2192

SEXUAL HARASSMENT POLICY

The Governing Board is committed to maintaining a learning environment that is free of harassment of a sexual nature or because of an individual's race, color, religion, national origin, ethnic group, age, sexual orientation, gender, marital status or pregnancy, or disability. The Board prohibits any and all forms of harassment and it will be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass a student, through conduct of a sexual nature, or regarding race, color, religion, national origin, ethnic group, age, sexual orientation, gender, marital status or pregnancy, or disability.

Students shall be assured that they need not endure any form of harassment and shall further be assured that they need to endure, for any reason, any harassment which impairs the educational environment or a student's well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another district

administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include, but are not limited to:

1. Unwelcome sexual flirtations, or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements

9. Limiting a student's access to educational tools
10. Displaying sexually suggestive objects

Racial or color harassment can include, but is not limited to, unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, graffiti, comments on manner of speaking, and negative references to racial customs.

Religious harassment can include, but is not limited to, unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti.

National origin or ethnic group harassment can include, but is not limited to, unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's national origin or ethnic group identification, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs, or graffiti.

Age harassment can include, but is not limited to, unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's age.

Sexual orientation or gender harassment can include, but is not limited to, unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's actual or perceived sexual orientation or a person's actual or perceived gender, such as nicknames emphasizing stereotypes, negative name calling imitating mannerisms, or graffiti.

Marital status or pregnancy harassment can include, but is not limited to, unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's marital status or comments regarding pregnancy or being an unwed mother or father.

Disability harassment includes harassment based on a person's mental or physical condition and can include, but is not limited to, unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
2. Be displayed in a prominent location near each school principal's office.
3. Be provided as part of any orientation program

- conducted for new students at the beginning of each quarter, semester or summer session.
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct.
 5. Be provided to employees and employee organizations. [E.C. 212.6, 48980]

Investigation of Complaints at School (Site-Level Grievance Procedure)

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - a. The student who is complaining.
 - b. The person accused of harassment.
 - c. Anyone who saw the harassment take place.
 - d. Anyone mentioned as having related information.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 - a. The Superintendent or designee.
 - b. The parent/guardian of the student who complained.
 - c. The parent/guardian of the person accused of harassing someone.
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth.
 - e. Child protective agencies responsible for investigating child abuse reports.
 - f. Legal counsel for the district.
4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.
5. The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.
6. In reaching a decision about the complaint, the principal or designee may take into account:
 - a. Statements made by the persons identified above.
 - b. The details and consistency of each person's account.
 - c. Evidence of how the complaining student reacted to the incident.
 - d. Evidence of past instances of harassment by the accused person.
 - e. Evidence of past harassment complaints that were found to be untrue.
7. To judge the severity of the harassment, the principal or designee may take into consideration:
 - a. How the misconduct affected one or more students' education.
 - b. The type, frequency and duration of the misconduct.
 - c. The number of persons involved.
 - d. The age and sex of the person accused of harassment.
 - e. The subject(s) of harassment.
 - f. The place and situation where the incident occurred.
 - g. Other incidents at the school, including incidents of harassment that were not related to sex.
8. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.
10. Within two (2) weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.
2. Providing staff inservice and student instruction or counseling.
3. Notifying parents/guardians.
4. Notifying child protective services.
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment, which he/she knew was not true. [BP 5145.7]

TRANSPORTATION POLICIES

Eligibility For Transportation

1. Reasonable effort shall be made to pick up children at designated bus stops, except where the road is impassable or dangerous.
2. No bus will be routed on canal banks or other dangerous roads.

● Bus Regulations

1. Students must follow directions of bus driver, and may be assigned to seats. (Any student may be moved at any time to any seat by the bus driver.)
2. Students who cross the road to enter or leave a bus, must cross in front of the bus and shall not cross until the red lights are on and after direction of the driver. Elementary and high school students (grades K-12) must be escorted by the driver.
3. Student may only board the bus after direction from the bus driver. Any student who desires to leave or board a bus at a stop other than his or her designated stop must have a note from his or her parents. The note must have an authorized signature (principal, vice-principal, etc.) before being given to the bus driver.
4. Students must be at their bus stop on time. Arrival five (5) minutes before the scheduled bus time is a good rule. Buses will not wait for anyone.
5. Students who ride the bus to an out of district game or field trip must return to the school with the bus or with their parents. Parents who wish to take their children home must sign a release form for the bus driver prior to departure.
6. Students must sit quietly on the bus, especially at railroad crossings.
7. Profane language and gestures are not allowed.
8. Students will not change seats at any time without the bus driver's permission. Students must remain seated while the bus is in motion.
9. Students shall not throw any objects on, out of, or at the bus.
10. There will be no eating, drinking or chewing gum on the bus.
11. There will be no smoking, no lighting matches or lighters on the bus.
12. Students are responsible for the seats that are assigned to them. A student cutting seats, scratching paint, or destroying any bus property will be liable for all repair expenses and may be suspended from school and/or denied bus transportation.
13. Tampering with bus equipment and controls is not permitted.
14. No glass containers, animals, reptiles, insects, etc. are allowed. Any unsafe or distracting items shall not be carried aboard a bus unless approved by the bus driver.
15. Students may be suspended immediately from bus transportation, without prior notification to parents, for serious violations that endanger others or the safe passage of a bus.
16. Any student who has been denied transportation on his or her bus shall also be denied transportation on all other buses.
17. Students may be videotaped while on board a bus and the tapes may be used for disciplinary action.
18. Generally speaking, for safety purposes, electronic devices such as, but not limited to, walkmans, game boys, CDs, radios, etc. are not allowed during regular home to school transportation. Teachers may make other arrangements with the transportation department for field trips.

● Transportation Discipline

Bus Drivers are responsible for the conduct of children on busses, and, therefore, have the authority to reprimand, cite, or refuse transportation to any students for disorderly conduct. Students are expected to adhere to the posted bus rules. Violations of these bus rules will result in a bus citation being issued.

● Minimum Penalties For Citation

	WRITTEN	1-DAY BUS	3-DAY BUS	10-DAY BUS	REMAINDER OF
GRADE	WARNING	SUSPENSION	SUSPENSION	SUSPENSION	THE SCHOOL YEAR
K - 8	1st citation	2nd citation	3rd citation	4th citation	5th citation
9 - 12	---	1st citation	2nd citation	3rd citation	4th citation

MISCELLANEOUS

● Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. 32255]

● Personal Property Loss

Students and parents should understand that the District does not carry insurance against the loss or damage to personal property such as bicycles, cameras, automobiles, sporting equipment, skateboards, musical instruments, cellphones, i-Pods, and all electronic devices. The District does take reasonable care to provide for the safekeeping of students' personal property, but thefts and damage do occur and it is appropriate to file claims under individual homeowners' or renters' policies in those instances.

☰ **Thanks for Not Smoking!**

The Linden Unified School District is tobacco free. All tobacco, including smoking, is prohibited at all times on district property. This includes outdoor areas. Thank you for your cooperation.

☰ **Child Custody**

Schools in the Linden Unified School District follow child custody decisions made by the courts. Principals cannot modify a judge’s ruling regarding the custody of a child. If a child custody arrangement has changed, a parent or guardian must provide legal documents to the school stating this. Thank you for your cooperation!

☰ **Foggy Days**

On foggy mornings, parents are advised to listen to the following radio and television stations starting at 6:00 a.m. for bulletins regarding bus delays:

<u>Radio</u>	<u>Television</u>
KYCC 90.1 FM	KCRA CHANNEL 3
KWIN 97.7 FM	KXTV CHANNEL 10
KATM 103.3 FM	KOVR CHANNEL 13
KSTN 1420 AM	
KSTN 107.3 FM (español)	KUVS CHANNEL 19 (español)

☰ **Management Plan for Asbestos-Containing Material**

The district has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

☰ **Pesticide Use**

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code Sections 17608 et seq. and 48908.3 which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Linden School District expects to use the following pesticides at its campuses during the upcoming year:

<u>Name of Pesticide</u>	<u>E.P.A. Reg. No.</u>	<u>Active Ingredient(s)</u>
Round-Up, UltraMAX	524-512Isopropylamine salt of glyphosate (Herbicide)
Phostoxin	40285-1Aluminum phosphide (Rodenticide)
Wilco Gopher Getter	SLN CA-770496Diphacinone (Subterranean rodenticide)
Malathion	34704-3Malathion (Occasional tree spray for aphids, etc.)
Fly Jinx Insect Spray	706-98Resmethrin (aerosol cans)
Wasp, Bee & Hornet Killer	498-156Tetramethrin & 3-Phenoxybenzyl (Aerosol cans)
Avert Roach Spray	499-410Abamectin B-1 (Spray in cracks by Terminix)
Drax Ant Bait	9444-131/9444-135Orthoboric Acid (Spray by Terminix)

Parents/guardians of the Linden School District can call your student’s school secretary to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code Section 13184, you can do so by accessing the Department’s web-site at www.cdpr.ca.gov. [E.C. 17610.1; 40 CFR 763.93]

☰ **Further Information is Available**

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [E.C. 48209.13, FERPA, 34 CFR Section 99.7(b)]

LINDEN UNIFIED SCHOOL DISTRICT

CONSEQUENCES OF VIOLATIONS OF STUDENT DISCIPLINE PROCEDURES CONSECUENCIAS DE VIOLACIONES DE PROCEDIMIENTOS DE DISCIPLINA AL ESTUDIANTE

The following are recommended consequences for infractions. School Administration reserves the right to amend the consequences if necessary due to the severity of the infraction.

Las siguientes son recomendaciones de consecuencias de infracciones, la Administración de la Escuela se reserva el derecho de enmendar las consecuencias si es necesario de acuerdo con la severidad de la infracción.

D = DETENTION
W = WARNING
SUS = SUSPENSION
R = RESTITUTION
SR = SHERIFF REFERRAL

AR = AGENCY REFERRAL
SAT = SATURDAY SCHOOL
* = DEPENDING UPON SEVERITY
CHPR = CALIFORNIA HIGHWAY PATROL
PC = PARENT CONTACT/CONFERENCE

C = ITEMS MAY BE CONFISCATED
SARB = SCHOOL ATTENDANCE REVIEW BOARD
RE = EXPULSION RECOMMENDED TO BOARD OF EDUCATION
SPRE = SUSPENSION PENDING RECOMMENDATION FOR EXPULSION

OFFENSE	GRADES GRADOS	FIRST OFFENSE PRIMERA OFENSA	REPEAT OFFENSE OFENSA REPETIDA	ADDITIONAL OFFENSES OFENSAS ADICIONALES	OFENSA
1 . POSSESSION OF FIREARM	K-8 9-12	SPRE SPRE	SPRE SPRE	SPRE SPRE	1 . POSESION DE ARMA DE FUEGO
2 . KNIFE BRANDISHING	K-8 9-12	SPRE SPRE	SPRE SPRE	SPRE SPRE	2 . BLANDIR CUCHILLOS
3 . SALE OF CONTROLLED	K-8 9-12	SPRE SPRE	SPRE SPRE	SPRE SPRE	3 . VENTA DE SUBSTANCIAS
4 . SEXUAL ASSAULT	K-8 9-12	SPRE SPRE	SPRE SPRE	SPRE SPRE	4 . ACOSO SEXUAL
5 . ASSAULT/BATTERY	K-8 9-12	5 SUS + PC + SR + RE* 5 SUS + PC + SR + RE*	5 SUS + PC + SR + RE 5 SUS + PC + SR + RE	5 SUS + RE + SR + RE 5 SUS + RE + SR + RE	5 . ACOSO/PELEA
6 . FIGHTING	K-8 9-12	1-3* SUS + PC + RE* 1-3* SUS + PC + RE*	1-5 SUS + PC + RE* 5 SUS + PC + RE*	3-5 SUS PC + RE* 5 SUS + RE*	6 . PELEAS
7 . POSSESSION KNIFE/DANGEROUS OBJECTS	K-8 9-12	5 SUS + PC + RE + C 5 SUS + PC + RE + C	SPRE + C SPRE + C	SPRE + C SPRE + C	7 . POSESION DE CUCHILLO/OBJETOS PELIGROSOS
8 . POSSESSION OR USE OF CONTROLLED SUBSTANCES	K-8 9-12	5 SUS + PC + SR + C + RE* 5 SUS + PC + SR + C + RE*	5 SUS + PC + SR + RE + C 5 SUS + PC + SR + RE + C	SUS PENDING RE + SR + RE + C SUS PENDING RE + C	8 . POSESION O USO DE SUBSTANCIAS CONTROLADAS
9 . ALCOHOL	K-8 9-12	5 SUS + PC + C 5 SUS + PC + C	5 SUS + PC + C 5 SUS + PC + SR + RE	SUS PENDING RE + SR + RE + C SUS PENDING RE + C	9 . ALCOHOL
10 . EXTORTION/ROBBERY	K-8 9-12	1-5 SUS* + PC + R + RE* 1-5 SUS* + PC + SR + RE*	1-5 SUS + PC + R + RE* 5 SUS + PC + SR + RE*	1-5 SUS + PC + SR + R + RE* SUS PENDING RE	10 . EXTORSION/ROBO
11 . DAMAGE TO SCHOOL PROPERTY/PERSONAL PROPERTY/THEFT	K-8 9-12	W up to 1-5 SUS* + R 1-5 SUS* + PC + R	D up to 1-5 SUS + PC + SR 5 SUS + PC + R + SR	1-5 SUS + PC + SR + RE + R 5 SUS + PC + SR + RE + R	11 . DANOS A LA PROPIEDAD ESCOLAR/PERSONAL
12 . RECEIVE STOLEN PROPERTY/THEFT	K-8 9-12	W up to 1-3 SUS* + R 1-3 SUS + PC + SR	D up to 1-5 SUS + PC + R 5 SUS + PC + SR	1-5 SUS + PC + SR + RE + R 5 SUS + PC + SR + RE	12 . RECIBIR OBJETOS ROBADOS/ROBOS
13 . TOBACCO	K-8 9-12	W + PC + C 1 SUS + PC + C	1 SUS + PC + C 3 SUS + PC + C	1-5 SUS + PC + C 5 SUS + PC + C	13 . TOBACO
14 . BULLYING	K-8 9-12	W up to 1-3 SUS* D up to 1-5 SUS* + PC	D up to 1-3 SUS* + PC 1-5 SUS + PC	1-5 SUS + PC 5 SUS + PC + RE*	14 . INTIMIDACION
15 . VULGARITY/PROFANITY/OFFENSIVE/SOCIAL BEHAVIOR	K-8 9-12	W up to 1-3 SUS* D up to 1-5 SUS* + PC	D up to 1-3 SUS + PC 1-5 SUS + PC	1-5 SUS + PC 5 SUS + PC + RE*	15 . OFENSAS PROFANAS VULGARES Y COMPORTAMIENTO SOCIAL

16 .	RACIAL, ETHNIC, OR SLUR	GENDER	K-8 9-12	W up to 1-3 SUS* D up to 1-5 SUS* + PC	D up to 1-3 SUS + PC 1-5 SUS + PC	1-5 SUS + PC 5 SUS + PC + RE*	16 .	OFENSAS RACIALES ETNICAS O DE GENERO
17 .	SEXUAL HARASSMENT/		4-12	D up to 1-5 SUS* + PC	1-5 SUS + PC	5 SUS + PC + RE*	17 .	ACOSO SEXUAL/ ACOSO
18 .	HATE VIOLENCE/HAZING		4-12	1-5 SUS + PC + SR + RE*	5 SUS + PC + SR + RE*	5 SUS + PC + RE*	18 .	VIOLENCIA POR ODIOS O RITOS DE INICIACION
19 .	POSSESSION/DRUG PARAPHERNALIA		K-8 9-12	1-5 SUS + PC + C 1-5 SUS + PC + C	1-5 SUS + PC + C + RE* 1-5 SUS + PC + C + RE*	1-5 SUS + PC + C 1-5 SUS + PC + C	19 .	POSESION DE DROGAS
20 .	DISRUPTIVE BEHAVIOR		K-8 9-12	W up to 1 day SUS D up to 1-5 SUS* + PC	1-5 SUS + PC	1-5 SUS + PC + RE*	20 .	MAL COMPORTAMIENTO
21 .	DEFIANCE OF AUTHORITY		K-8 9-12	W up to 1 day SUS D up to 1-5 SUS* + PC	1-5 SUS + PC	1-5 SUS + PC + RE*	21 .	DESAFIAR A LA AUTORIDAD
22 .	ENCOURAGING/PROMOTING CONFLICT/VIOLENCE		K-8 9-12	W up to 1 SUS D up to 1-5 SUS* + PC	1-5 SUS + PC	1-5 SUS + PC + RE*	22 .	FOMENTAR/PROMOVER VIOLENCIA
23 .	GANG SYMBOLS/ APPAREL SIGNS/ GRAFFITI		K-8 9-12	W up to 1-5 SUS* + PC + C D up to 1-5 SUS* + PC + C	1-5 SUS + PC + C 1-5 SUS + PC + C	1-5 SUS + PC + C 5 SUS + PC + C + RE*	23 .	SIMBOLOS PANDILLEROS/ APARIENCIA/SIMBOLOS DE GRAFITI
24 .	FALSE FIRE ALARM/ FIRES		K-8 9-12	W up to 2 SUS + AR + SR + PC 5 SUS + PC + SR + RE*	5 SUS + PC + AR + RE* 5 SUS + PC + RE*	5 SUS + PC + RE* 5 SUS + PC + RE*	24 .	ALARMA DE INCENDIOS/INCENDIOS
25 .	POSSESSION OF IMITATION FIREARM		K-8 9-12	D up to 1-5 SUS* PC + C + RE* 1-3 SUS + PC + C + RE*	1-5 SUS + PC + C + RE* 2-5 SUS + PC + C	2-5 SUS + PC + C + RE* 2-5 SUS + PC + C	25 .	POSESION DE DUPLICADO DE ARMA DE FUEGO
26 .	GAMBLING		K-8 9-12	W	D + PC D + PC	1-5 SUS + PC 1-3 SUS + PC	26 .	APOSTAR
27 .	FORGERY/ DISHONESTY/ PLAGERISM/ CHEATING		K-8 9-12	W	D + PC 1-5 SUS + PC	1-3 SUS + PC 5 SUS + PC + RE*	27 .	FALSIFICAR/ DESHONESTIDAD /PLAGERISM/ ESTAFANDO
28 .	LOUD RADIOS/STEREOS (INCLUDING CAR STEREOS)		K-8 9-12	W + C	D + PC 2 D + PC	1-3 SUS + PC 1-3 SUS + PC	28 .	VOLUMEN ALTO DE RADIOS ESTEREOS/ CARROS
29 .	VEHICLE/DRIVING VIOLATIONS PER LHS STUDENT/PARENT HANDBOOK		K-8 9-12	NOT APPLICABLE D up to 1-5 SUS + PC	1-5 SUS + PC + CHPR	5 SUS + PC + CHPR + RE*	29 .	VIOLACIONES VEHICULARES/MANEJO
30 .	DRESS CODE VIOLATIONS		K-8 9-12	W + PC + C W + PC + C	D + PC + C D + PC + C	D + PC + C + POSSIBLE SUS D + PC + C + POSSIBLE SUS	30 .	VIOLACIONES DEL CODIGO DE VESTIR
31 .	FULL DAY TRUANCY		K-8 9-12	D + PC SAT + PC	D + PC SAT + AR + PC	SARB SAT + AR + SARB	31 .	FALTAR A CLASES UN DIA COMPLETO
32 .	LEAVING CLASS/ CAMPUS WITHOUT AUTHORIZATION		K-8 9-12	W + PC D up to 1 SUS + PC	D + PC 1 SUS + PC	1-3 SUS + PC 2 SUS + PC	32 .	SALIR DE LA ESCUELA O CLASE SIN AUTORIZACION
33 .	BEEPERS/OTHER ELECTRONIC SIGNALING DEVICES		K-8 9-12	W + C W + C	D + PC + C D + PC + C	1-3 SUS + PC + C 1-3 SUS + PC + C	33 .	BEEPERS Y OTROS APARATOS ELECTRONICOS
34 .	VIOLATION OF CLOSED CAMPUS		9-12	1 SUS + PC	3 SUS + PC	5 SUS + PC + RE*	34 .	VIOLACION DEL AREA ESCOLAR CERRADA
35 .	MISBEHAVIOR ON SCHOOL BUS		K-8	----- (SEE PAGE 37 OF THIS HANDBOOK) ----- ----- (VEA LA PAGINA 37 DE ESTE MANUAL) -----			35 .	MAL COMPORTAMIENTO EN EL AUTOBUS ESCOLAR

D = DETENCIÓN
W = ADVERTENCIA
SUS = SUSPENSIÓN
R = RESTITUCIÓN
SAT = ESCUELA EL SABADO
AR = AGENCIA DE REFERENCIA
* = DEPENDE DE LA SEVERIDAD
PC = SE COMUNICAN CON LOS PADRES
SR = REFERIDO AL DEPTO. DE SHERIFF
C = OBJETOS QUE PUEDE SER CONFISCADOS
SARB = REVISIÓN DE ASISTENCIA O LA MESA DIRECTIVA
RE = EXPULSIÓN RECOMENDADA A LA MESA DIRECTIVA
CHPR = CALIFORNIA HIGHWAY PATROL (PATRULLA DE CARRETERAS)
SPRE = SPENSIÓN PENDIENTE RECOMENDACIÓN PARA EXPULSIÓN