



STAFF HANDBOOK

2022-2023

TABLE OF CONTENTS

3	Purpose of Handbook
	Absences
4	Academic Assistance
	Accident Reports
	Accidents (Students)
	Activities (Non-District Sponsored)
5	Alcohol/Drug Policy
	Assembly Behaviors
	Attendance
	Back To School Night
6	Bullying
	Buses
	Cell Phone
	Change of Address/Telephone
	Child Abuse Reporting
	Classroom Interruptions
7	Classroom Maintenance Standards
	Supervision
	Communications to Parents
	Conferences
8	Custodial Services
	Detention
	Discipline
9	Dress Standards
	Equipment
	Faculty Meeting
	Family Medical Leave Act
10	Field Trips
	Fire Drill
	First Aid and Health Concerns
	Foggy Day Schedule
	Gum Policy
	Homework
11	Honor Roll
	In-House Suspension
	Laminating Machine
	Lesson Plans
	Library Use
12	Lunch Count
	Mailboxes
	Money
	Office Interruptions
	Parent Teacher Club Meetings

	Parties
	Playground Equipment
	Progress Reports
13	Questioning and Apprehension of Students
	Rainy Day Schedule
	Report Cards
	School Office
14	Student Records
	Student Study Team
	Supplies
	Telephone Use
15	Tobacco Policy
	Walkway Traffic
	Wellness Policy Process
	Yard Clean Up
	See DBC
17	Appendix A - Transportation Disciplinary Form
18	Appendix B - Alcohol and Other Drugs
22	Appendix C - Sexual Harassment
23	Appendix D - Gang-related Conduct and Activities
24	Appendix E - Yard Duty Responsibilities
25	Appendix F - Morning Ritual/Chatom – Mountain View
26	Appendix G - Sexual Harassment Policy/All Personnel
31	Appendix H - School Sponsored Trips
39	Appendix I - College Units/Board Policy
40	Appendix J - Room Moves
41	Appendix K - Video Policy
43	Appendix L – Promotion/Retention for Six Period Days, Gr. 6-8
44	Appendix M – Graduation Policy
45	Appendix N – Wellness Policy
52	Appendix O – Parent Involvement Policy
63	Appendix P – Employee Use of Technology Policy and Social Media Protocol

THE PURPOSE OF THIS HANDBOOK...

A school is a dynamic place where many decisions are made. This handbook is intended to provide you with a variety of details regarding specific practices and policies. **Please also refer to the DBC (District Basic Commitment).** It is intended to provide consistency and to allow the schools to become more predictable places for students and adults. It is also intended to be an organizer for the school year.

This handbook is dynamic, too. Few if any practices described here should be considered to be permanent. Any practices may be revised by staff and administration when appropriate. **All staff are expected to familiarize themselves with the contents of this handbook and use it to promote and create a predictable and consistent environment for students, parents and other staff members.**

ABSENCES (Certificated Personnel)

PROCEDURES FOR REPORTING FULL OR HALF DAY ABSENCES

1. Call the sub-finder service at SCOE.
2. Teachers are to call for their own substitutes. Teachers are not to call for other teachers.
3. If you call your substitute directly, you have to also call sub-finder and request the substitute that you pre-arranged. If you no longer need that substitute you have to contact them directly and sub-finder to cancel. If you have not made contact with the sub and the sub reports for duty you will have that day deducted from your sick leave.
4. Be sure to state the reason for your absence.
5. Make sure your lesson plans are complete.
6. Notify the school secretary to inform her of your absence either prior to the day(s) of absence or after 7:30 a.m. on the day of absence.
7. The school secretary records absence and who subbed for the teacher on the master calendar of absences.

RETURNING FROM ABSENCE

1. Fill out an absence slip on the day you return.
2. Submit the absence slip to the school secretary on the day of your return.
3. Secretary records absence slip turned in on monthly master calendar of all absences/subs or period subs.
4. After the principal's signature is on the form, the secretary will submit absence forms to the District Office.

PROCEDURE FOR NEEDING PERIOD SUB

1. Notify the principal/principal designee and secretary for need of period sub.
2. Coverage can be arranged by teacher but must be approved by principal/principal designee.
3. Fill out absence leave form(s).
4. Leave lesson plans for period sub.

PROCEDURE FOR PERIOD SUBSTITUTE

1. The school secretary records period substitute's name on master calendar of absences.
2. Period sub turns in time sheet(s) to secretary.

WORKDAY

1. No one may leave early or arrive late (even if their "prep" is at the end of the day) without prior permission from the principal.

2. If you need to leave during your “prep” period, you still are required to fill out an absence form. Time will be deducted from your sick leave if you are leaving because of personal needs. If you are leaving for school business, no time will be deducted from your sick leave.

ABSENCES (Classified Employees) PRIOR TO BEING ABSENT

1. Prior approval is necessary for personal necessity and no tell days.

RETURNING FROM ABSENCE

1. Fill out an absence slip on the day you return.
2. Submit the absence slip to the school secretary on the day of your return.
3. Secretary records absence slip turned in on monthly master calendar of all absences/subs.
4. After the principal’s signature is on the form, the secretary will submit absence forms to the District Office.

WORKDAY

1. No one may come late or leave early without prior permission from the principal. An absence form needs to be completed for any partial or full absence.

ACADEMIC ASSISTANCE PROGRAM

This program includes After School Tutoring Intervention and the After School CARE program (TK-8).

ACCIDENT REPORTS

All injuries to certificated and classified employees while on the job must be reported immediately to the office whether or not medical attention is required. We are covered by a workers compensation carrier whose terms are very specific. When an injury occurs at the workplace, you are required to report this injury to your immediate supervisor or the district office. If the injury is life threatening you are to call 911, without exception. After reporting the injury to your supervisor you are to call the “Company Nurse Hotline” at **1-877-247-1445**.

ACCIDENTS (Students)

In case of an accident to a student, follow these procedures:

1. Do not leave the student unattended.
2. If you need help send two students to get another adult.
3. Do not move the child unless you are absolutely sure that there are no serious injuries, trauma to the head (concussion) or back.
4. If you are trained in first aid, follow first aid procedures.
5. Never leave students unsupervised.

ACTIVITIES (NON-DISTRICT SPONSORED)

Employees/volunteers sometimes initiate special off-campus activities for students on weekends or after school hours. Whether the employee/volunteer is a club or sport sponsor or not, the employee/volunteer, the District, or both, could be held liable if a student participant sustains an injury.

Due to the nature of certain activities there may be an inference of District participation or sponsorship. For instance, the activity may be promoted on campus, using District supplies,

equipment, or District name. To avoid confusion, always use the "Non-District Sponsored Activity" form. These forms are available from your school office.

If there is a planned activity at the end of a quarter, trimester, semester or athletic season, be sure to have each student secure parent permission and release of liability on this form.

Examples of activities are swim parties, picnics, barbecues, hiking, camping and trips to amusement parks. The District's administration must be notified of any events or activities of this type.

To reduce unwanted exposure, reasonable steps must be taken to notify the public and participants of the District's non-involvement.

ALCOHOL/DRUG POLICY

The use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Governing Board intends to keep district schools free of alcohol and other drugs. Therefore, the Governing Board has adopted an Alcohol/Drug Policy which is included in Appendix B.

ASSEMBLY BEHAVIORS

Assemblies are provided to enrich students' educational opportunities. **Review the assembly behaviors with your students monthly and/or before each assembly.**

1. Students are to remain quiet and attentive during the entire presentation.
2. A courteous reception should be extended to the speaker or the program (applause).
3. Students are not allowed to demonstrate unsportsmanlike behavior including, but not limited to, name calling, whistling, and booing.
4. Students are to remain in their places until they have been dismissed by the principal or the person in charge of the assembly.
5. Students are not allowed to hit the walls or the chairs to make extra noise.
6. Inside assemblies require that students remove their hats.

Teachers are expected to **sit or be close** to their classes and model appropriate behavior.

ATTENDANCE

Attendance needs to be taken each morning using the electronic attendance accounting system. **Roll must be taken by the teacher to assure that it is done accurately.** Do not give password to substitutes. If a written copy is needed, the absence slip envelope, and lunch count need to be posted outside your door daily by a time designated by the principal. Students will be picking up this information and will bring it to the office. Be familiar with the Attendance Policy (DBC).

BACK TO SCHOOL NIGHT/OPEN HOUSE

Back to School Night provides teachers with a special opportunity to explain to parents the instructional program and classroom expectations. Additional information will be provided at the beginning of the school year as the date of the event approaches. Open House also provides parents with a time to visit their child's classroom and talk with the teachers.

BULLYING

Ed code 48900 defines bullying as “any severe or pervasive or verbal act or conduct directed towards a student and which would have certain consequences upon a reasonable student.”

All students have a right to a safe and healthy school environment. The district will not tolerate bullying or any behavior that infringes on the safety or well-being of any student and will not tolerate retaliation in any form when bullying is reported. Students are encouraged to notify school staff when they are being bullied or suspected that another student is being victimized. Any verbal or written complaint of bullying shall be investigated by staff according to site and district regulations.

(Refer to the District Basic Commitment Handbook for additional details.)

BUSES

The bus loading zone is not part of the playground. When students arrive at school they are to go directly to the playground or cafeteria. At dismissal time, TK-5 teachers are to walk their students to the supervised student pick up area. Middle School bus students are to walk to the bus loading zone. TK-5 students being picked up by their parents will wait in a designated area. Middle School students being picked up by their parents will wait in the designated areas. Remind your students about proper safety and to avoid running across the parking lot at dismissal time. **CHATOM STUDENTS, THERE IS TO BE NO WAITING BY THE BELL**

CELL PHONE

No cell phone usage or texting during student contact time except in an emergency. If an emergency arises contact the school office.

CHANGE OF ADDRESS/TELEPHONE

Staff members are required to notify the office when their address and/or telephone number is changed. A directory of listed numbers and addresses is published for staff. Please indicate if your number is unlisted. The office will maintain confidentiality of unlisted numbers. ***IT IS VERY IMPORTANT THAT THE DISTRICT OFFICE HAVE YOUR CORRECT PHONE NUMBER ON FILE.***

CHILD ABUSE REPORTING

Effective July 1, 2015, California Law (AB 1432) requires that all school employees annually complete Mandated Child Abuse and Neglect Reporter Training. The law applies to all school certificated and classified employees including athletic coaches, administrators and athletic directors. The requirement is that all existing employees are trained in the first six weeks of school and all new employees be trained during the first six weeks of employment.

CLASSROOM INTERRUPTIONS

After the instructional day begins, classroom interruptions will be kept to a minimum. Parents who are picking up their children are required to come to the office. The office will contact the child's classroom and have the child come to the office. Phone interruptions will also be kept to a minimum. Messages will be taken when at all possible. **PLEASE BE SURE AND CHECK YOUR BOXES AND E-MAIL.**

CLASSROOM MAINTENANCE STANDARDS

Teachers should work with their students to **ensure that we are caring properly for our facilities**. Classroom should be kept clean, neat and free from clutter and always reflect a proper learning environment. Furniture should be cared for properly. Obviously, students are not to write on furniture. **Classroom doors and windows must remain closed when air conditioning and heating systems are switched on unless directed otherwise for greater ventilation.**

Sinks shall be kept clear from substances that could clog the drain. Prior to school dismissal, floors should be free of large litter items and be ready for after school maintenance. Do not use tape on carpet, doors, windows, or desks. Chairs that are separate from desks should be placed on top of the desks ready for custodial cleaning of the floor. Chairs should be placed on tables at the end of the day, unless the table has an exhibit displayed.

SUPERVISION

Teachers must remain in their classrooms when their classes are in session. Emergency coverage may be requested from the office when necessary. **In court cases involving teacher negligence, the case is almost always won by the complainant if it involves a substantiated charge of lack of proper supervision.** Teachers are to lock their classrooms when they leave for any reason. Injuries occurring in an unlocked and unsupervised classroom have been adjudged to be the result of negligence.

Teachers must report to playground supervision as scheduled. Report for duty on time. It is critical that when you have supervision duty that you **show up on time**. Teachers who are unable to report as assigned to specific duties must make arrangements for a substitute. The State of California imposes an obligation on schools to exercise careful supervision over students. The District and the individual will be liable if we fail to do so. When more than one person is on duty to maximize effectiveness, spread out and do not congregate. Morning yard duty may be prior to the 15 minutes before school starts (except when a scheduled yard duty or faculty meeting requires earlier arrival) as per Article VIII, paragraph 1, lines 2-3 in the Agreement. Teachers are expected to be visible during passing periods to ensure smooth transitions between classes at Mt. View.

COMMUNICATIONS TO PARENTS

All communications to parents must be approved by the school office before distribution. This does not apply to notes written to individual parents regarding a student's academic or behavioral status.

CONFERENCES

As permitted by the budget, staff members will have opportunities to participate in professional conferences as a segment of the staff development program. Priority will be given to staff development in subject areas per the curriculum development cycle. Staff members who desire to attend a professional conference should notify the site principal.

CUSTODIAL SERVICES

Requests for non-emergency custodial services should be made by completing a work request form and giving this form to the Site Administrator. Staff will take care of the need on a priority criteria and on a first-come, first-served, and emergency basis. When emergency custodial services are needed, contact the office to have a custodian summoned.

Prior to going home, students are responsible for: Picking up all paper, crayons, books, coats, backpacks, around their desks or work stations.

DETENTION

Detention procedures will be decided at each school site. Please consult with your principal if you have questions. After school tutoring (Mt. View)/Homework Club (Chatom) is not detention. If academic help is your goal, refer to after school tutoring/homework club at your school site.

DISCIPLINE

The purpose of discipline is to provide a safe orderly environment in which students can learn. Our goal is to teach students to be responsible, respectful and to control their own behavior. Utilize classroom management system and formal warnings prior to utilizing referrals unless the infraction warrants a higher consequence.

If a student is sent from your classroom to the office, make sure there is a clear note explaining the problem and the steps you have already taken to correct the problem. Usually, you know when a student is "heading for the office". **In such a case, a conference with the Principal prior to the student's arriving will allow him/her to support you more completely and be more effective with the child. Teachers must make parent contact with every disciplinary action.**

1) It is expected that teachers, aides and administrators possess and employ a variety of disciplinary strategies in working with students. Please follow the school's discipline policy.

2) Referrals:

a) The student referral form is an **official document** and must be prepared with accuracy and completeness. When completing this form, be sure to complete all sections.

b) Student referrals shall be regarded as confidential documents. They shall be seen only by school personnel, the student involved and the parent(s) of that student.

c) It is important that student referrals be written objectively, presenting only pertinent information. Student referrals shall not include value judgments, other student names or expressions of anger or frustration.

3) Students shall not be assigned to sit/stand outside of the classroom as a disciplinary consequence without supervision (legal liability). Teachers may wish to work cooperatively with other teachers to arrange out of class time out for students. Please discuss these arrangements with the principal beforehand.

4) Do not set kids up for failure. Recommend the library before school and tutoring after school to a student who is having problems completing assignments. Remember, **our objective is to make kids successful. Stress prevention rather than detention.**

5) Communicate with parents by telephone, email, ParentSquare letter and in person. Stress positive accomplishments and inform the parents of any negative behaviors. Document all contacts.

6) Change consequences if needed. When possible apply logical consequences related to the offense.

7) Be aware of your tone of voice and your attitude when disciplining a student. You must remain calm, and provide the consequences in a matter of fact way, without judgement or sarcasm. Never humiliate the student in front of his/her peers. If you do so, you will never again have the respect and support of that student. **Treat students in the same manner as you want to be treated.** Discipline the students privately, if possible.

8) Be pro-active! Anticipate and deal with possible problems before they occur. **A strong teacher handles over 90% of the problems before they occur. Contact parent for support.**

9) Finally, teach the behaviors you expect. Lead by example.

DRESS STANDARDS

Staff members should dress in appropriate attire. Clothing should be neat, clean, and in good taste. The appearance of our staff members should project a businesslike atmosphere in the District.

EQUIPMENT

Staff members who need to use school equipment off campus must receive prior approval from the principal. Equipment may be used off campus only if it is needed to prepare for classroom instructional use or other appropriate school use. The borrowing staff member is responsible for any damage or loss.

FACULTY MEETINGS

Please reserve Wednesday AM (Mt. View) and Wednesday afternoons (Chatom) for faculty meetings, grade level meetings, subject matter meetings or staff development sessions. The meeting dates are subject to change when needed. These meetings will start on time. All staff members are expected to be in attendance unless otherwise authorized.

Anyone wishing to place an item on the agenda may do so by submitting it to the principal or school secretary. The deadline for submitting items for the agenda at Chatom is Tuesday and at Mountain View, one day prior to the meeting.

FAMILY MEDICAL LEAVE ACT

The Family Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles or the employee has not taken 12 workweeks of FMLA and/or CFRA leave during the 12 month period prior to the present request. (Information is subject to change due to any updates or changes within the regulations. Please refer to Family Medical Leave Act/ California Family Rights Act website for most current FMLA regulations, full description, entitlements and requirements.)

FIELD TRIPS

Parent permission is required for students participating in field trips/study trips. Authorization from the principal by the teacher must be secured at least two weeks prior to the trip. A list of students and parents participating in the trip must be written on the field/study trip request form and approved by the principal.

No students shall be excluded from the field/study trip experience. When students have a pattern of severe misbehavior, a teacher/principal may request the parent of the student to accompany the class on the trip. Teachers must first get this procedure approved from the principal. Staff should sit throughout the bus for optimal supervision and safety. Remember also, if you have duty, you must arrange coverage.

**BOARD APPROVED PERMISSION SLIP MUST BE USED
ALL FIELD TRIPS SHOULD BE SCHEDULED BY APRIL 15TH.
(Exceptions need Principal's permission)**

FIRE DRILL

Fire drills are held once a month. When the fire drill bell rings:

- 1) Line students up in an orderly manner.
- 2) Take your attendance sheets and lead the students to the designated area. Close the classroom door, do not lock it.
- 3) Maintain student silence.
- 4) When you reach your designated area, take roll and report missing students to the principal or designee.
- 5) When the ALL CLEAR bell rings, lead your students back to the classroom.

FIRST AID AND HEALTH CONCERNS

Whenever possible, first aid (cleaning and bandaging minor cuts/abrasions, sympathy, etc.) **should be administered in the classroom.** Many times simply washing the wound with cold water is all that needs to be done to relieve the students' discomfort. Basic first aid kits are provided to each classroom. Teachers should use their best judgement (in local parentis) as to whether student needs to call home or be seen by the school nurse or school secretary.

FOGGY DAY SCHEDULE

In the event the District decides a delayed bus schedule is required, the information will be broadcast beginning at 7:00 A.M. on radio stations KHOP FM104, KLOC AM 920 (Spanish), KLBS AM1330 (Portuguese,) KAT FM103.3. You will be able to call **664-5540** for the foggy day information. It will be recorded and available by 6:15 AM. Please note that even though the buses might be delayed, school will start on time.

GUM POLICY

During student contact time, please refrain from chewing gum.

HOMEWORK

Homework helps students master concepts taught in the classroom and develops improved study habits. Homework may be assigned on a regular basis and should be an extension of regular classroom work. It should involve tasks which students are capable of doing

independently or with little assistance. Homework must be **graded/scored and returned to students** in a timely manner with appropriate comments for improvement. Every effort should be made to ensure that homework is of appropriate length and within the student's understanding.

HONOR ROLL

Mt. View Middle School

Mt. View has three (3) levels of honor roll.

1. Those who have all "A" grades
2. Those who have a "3.5" average or better
3. Those who have between a "3.0 - 3.5" average

The honor rolls are calculated after each report card period. The calculation is based upon the letter grades:

A = 4.00	B = 3.00	C = 2.00
D = 1.00	F = 0.00	

Chatom Elementary 3rd- 5th Grade

Honor Roll- Average of 3

Student meets grade level expectations with an average of 3 on Standard-Based Report Cards.

IN-HOUSE SUSPENSION

Teachers will be notified of students serving in-house suspension. Teachers will be requested to provide assignments and materials needed for the day. To make the day most productive we ask that teachers send adequate work.

LAMINATING MACHINE

A laminating machine is located at each site. Items to be laminated need to be turned in to the office. A specific staff member will do the laminating.

LESSON PLANS

Teachers are required to have lesson plans open and available on their desk. **YOU MUST HAVE AN EMERGENCY SUB PLAN AT YOUR DESK.** Plans require a written guide that explains specific directions for the substitute. Include the identity of any student with known food allergies or health needs and the school's response plan.

LIBRARY USE

Library use is encouraged. Students may be sent individually, in small groups or as a class as long as there is certificated supervision present in the library. When the whole class is taken to the library, the teacher is to stay with the students.

LUNCH COUNT

Lunch count is taken in the morning. This information needs to be submitted on AERIES or placed outside the classroom door and will be picked up by a student or sent to the office.

MAILBOXES

Teachers' mailboxes are located in the staff lounge at both schools. Teachers should check their mailboxes upon arrival at school, at lunch time and prior to leaving campus in the afternoon. Access to employee mail boxes is limited to employees authorized by the school district or by each school site and to authorized representatives from employee organizations who may distribute information relating to that employee organization only. Access to employee mail boxes by employees for purposes not otherwise provided in this policy is prohibited. **Staff, please do not send students to get items from your mailboxes.**

MONEY

If you are collecting money for any purpose, turn it in to the office at the end of each day. **Do not keep money in your classroom.** It is absolutely necessary that the district follow the proper accounting procedures. The appropriate forms and receipts will be available to you from the office for the counting of money and wrappers so that you can have it wrapped before it is turned in. Money that you have collected for field trips, etc., must be turned in to the school secretary. All money to be deposited must have an itemized counting of all money.

OFFICE INTERRUPTIONS

Office interruptions must be avoided as much as possible. Planning ahead for things you need for the day such as copies or other services will help avoid these interruptions and will be greatly appreciated by the office staff.

PARENT TEACHER CLUB MEETING

Parent-Teacher Club meetings are currently held on the third Tuesday of the school month. Staff members are highly encouraged to participate.

PARTIES

Class parties are allowed for Halloween, Winter Vacation, Valentines Day, Spring Break and the last day of school. Others may be scheduled with site administrators approval. All food and drinks made available to students must meet the USDA smart snacks in schools requirements.

PLAYGROUND EQUIPMENT

All teachers are responsible for the care of their classroom or physical education equipment. Make sure all classroom balls are clearly marked with your classroom number (large numbers, please). The equipment should have the room number clearly labeled. Be sure it is returned by the students to your classroom or physical education equipment storage area.

PROGRESS REPORTS

Mountain View progress reports are issued at least four weeks before the end of the quarter or whenever it becomes evident to the teacher that the pupil is in danger of failing a course. Letters to be sent home with students are kept in the office. Teachers are to send a list

of students with "D" or "F" grades to the office. Middle School teachers are to submit grades on AERIES to the office and progress reports will be mailed to parents of all students. Additional Progress Reports may be sent home at any time during the grading period. Parents must be notified on an official Progress Report at the Progress Report time if a student is to receive a D or F prior to the issuance of a report card. This procedure will give the student time and opportunity to raise the grades before Report Card distribution.

Chatom progress reports are sent out at least four weeks ahead of the grading period or whenever it becomes evident to the teacher that the pupil is in danger or failing a course. Grade periods are on a trimester basis. Actual grading periods for Chatom and Mountain View are listed on the District Calendar.

QUESTIONING AND APPREHENSION OF STUDENTS

Law enforcement officers have the right to interview students on school premises, as suspects or witnesses. When such an interview is requested, the principal or designee shall ascertain the officer's identity, official capacity, and the authority under which he/she acts. If the officer needs to interview the student immediately, the principal or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

Except in cases of child abuse or neglect, the principal or designee shall make a reasonable effort to notify the student's parent/guardian when the law enforcement officer requests an interview on school premises.

At the law officer's discretion and with the student's approval, the principal or designee may be present during the interview. For additional information about questioning and apprehension of students, one should refer to Board Policy #5145.11(a) and Administrative Regulation #5145.11(a).

RAINY DAY SCHEDULE

Rainy day schedule will be announced by each site administrator. All Classrooms are to be opened at least fifteen minutes before class begins to receive students.

REPORT CARDS

Report cards are issued each quarter/trimester. At the end of the first quarter/trimester they are given to the parent during the Parent Conference. At the end of the other trimesters/quarters, report cards are sent home with the students. Report cards are normally due to go home the Tuesday following the end of the trimester. Report cards are to be turned in to the Principal before being sent home or handed to the parents.

SCHOOL OFFICE

The school office is a place where students, parents, visitors, and staff get needed assistance and support. It is critical that the operation of the school office be efficient and that the tenor be courteous and professional. Please note the following procedures.

Office Hours

The offices hours are: 7:30 A.M. to 4:00 P.M.

Student Referrals To The Office (Also see Discipline section)

The number of students referred to the office should be kept to a minimum. When students are sent to the office, they must carry a note from the teacher explaining the reason for the student being sent to the office. If a referral is being made on the student, the student must have the warning/referral form. Academic work sent with the student is much appreciated and should accompany the student whenever possible. Parents must be contacted by the teacher every time a referral is made on a student.

STUDENT RECORDS

Parents/legal guardians may inspect the records of their son or daughter. This must be done in the presence of a school employee authorized by the principal. Student records may be challenged or removed as stipulated by federal and state law. Student information is not to be given to other persons or agencies unless authorized by school district regulations. Parents may receive copies of items in the student record, but may not remove originals. See Education Code guidelines for removal of items.

STUDENT STUDY TEAM

The Student Study Team meetings will be scheduled by the Site Administrator.

SUPPLIES

Supplies are to be ordered by the classroom teacher before school begins in August. Teachers are responsible for storing their own supplies. Be sure and keep your supplies on hand. The school office has their own supply budget and will be unable to share with you as they will not have extras.

TELEPHONE USE

During class time the phone will be used for **illness** or **emergency** only!

Emergencies are:

Health reasons
Disciplinary action

Emergencies do not include:

Forgotten homework
Forgotten permission slips (field trips, family life, etc.)
Forgotten bus notes
Personal calls of any type are strictly prohibited during school hours. No social calls to friends/family.

Students should take care of all of the above necessities before coming to school in the morning. Before school, the phone will be used for students who forget their absence notes and need to call home to verify absences. The phone may be used at break time and after school to contact parents about school related problems. No personal calls are to be made by students.

TEACHERS: Do not send students out of class to use the phone unless it is for illness or emergency as listed above. If you have a phone in your classroom, do not allow students access

to that phone. If a student is ill or an emergency arises, send him/her to the office and we will handle the situation.

TEACHERS – NO PERSONAL CALLS OR TEXTING DURING CLASS OR DUTY TIME. EXCEPTIONS MUST BE CLEARED WITH THE PRINCIPAL - DESIGNEE.

TOBACCO POLICY

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. No one shall be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of school employees. Anyone who violates this policy shall be subject to disciplinary procedures established by the Board.

All of Chatom School District's buildings, grounds and vehicles are tobacco-free for all employees.

WALKWAY TRAFFIC

Students are to use the sidewalks when traveling from one classroom to another or to the playground. **Students will not cut across grass areas.** Classes may use the grass areas to sit.

Chatom students are to be walked to the bus after school by the teacher. All students are expected to walk, not run at dismissal.

WELLNESS POLICY PROCESS:

In compliance with state regulations, the Wellness Policy was developed by a committee representing the District. (See Appendix N.)

YARD CLEAN UP

The rule on yard clean up is "He/she who makes the mess should clean it up".

Therefore, since it is the students who create most of the mess, encourage them to clean up after themselves. However, if you see a problem, fix it.

A) Expectations

- 1) All students and school personnel are to dispose of all litter in the available trash cans.
- 2) When walking near litter, students/staff members are encouraged to pick it up and dispose of it in the nearest trash can. This simple action is good modeling for others.
- 3) Yard supervisors are to positively reinforce students who pick up litter and to provide consequences for students when littering or writing on doors/walls.

B) Procedures

- 1) Each homeroom teacher is to speak to students about keeping the campus clean. This is to take place in all homerooms in the first week of school and as needed throughout the year.
- 2) Any student caught littering/writing on walls/doors will be assigned to clean up part of the campus or during a certain period of time.

REMEMBER, the school grounds are well maintained for the safety and use of the students by our custodial staff. With a united effort we can keep the grounds looking nice for all to enjoy. We can be proud of our school and make it a pleasant place to "live and learn".

APPENDIX A

CHATOM UNION SCHOOL DISTRICT

When a bus rider is guilty of misconduct, he/she will be reported to the Director of Transportation and may be reported to the School Principal or Designee. Listed below are citations and the action that may be taken for each.

DISCIPLINARY REPORT

Name: _____ School: _____ Date: _____

Route Number: _____ Driver: _____

VIOLATION

- ☐ Use of inappropriate language (threats/cussing)
- ☐ Moving from seat to seat
- ☐ Destruction of private or school property
- ☐ Student did not follow bus stop procedures
- ☐ Other _____

ACTION TAKEN

- ☐ Verbal warning
- ☐ Student assigned seat
- ☐ Issued citation (written form)
- ☐ Requested immediate removal from the bus

CONSEQUENCES

	TK-5	6-8
1 st Citation	Warning	Warning
2 nd Citation	Three days off bus	Five days off bus
3 rd Citation	Five days off bus	Ten days off bus
4 th Citation	Ten days off bus	Twenty days off bus
5 th Citation	Twenty days off bus	Remainder of the school year off bus

In instances of a severe violation or repeated offenses, the rider may be removed or denied transportation for a period of time determined appropriate by the Director of Transportation, Principal or Designee. Some examples of severe misbehavior include but are not limited to the following:

Physical Harm Property Damage Refusal to obey driver Failure to give a correct name
Physical harm or threat of physical harm to driver (may result in an arrest)
Total disruption (which created a safety hazard)

BUS RIDING IS A PRIVILEGE WHICH MAY BE DENIED. PARENTS ARE URGED TO DISCUSS DISCIPLINARY ACTION TAKEN TO PREVENT FURTHER OCCURRENCE. IF STUDENTS ARE NOT SUSPENDED FROM SCHOOL, PARENTS MUST ASSURE SCHOOL ATTENDANCE WHEN STUDENTS ARE REMOVED FROM THE BUS.

Director of Transportation: _____

Citation Number _____

Date of Phone Call _____

- Note:
1. Days off are school days. Vacation days do not count.
 2. Students will start each year with no citations; however, they must finish days off penalties from the previous year. Extenuating circumstances will be handled by using Severe Citations.
 3. Citation must be signed by a parent and returned to the bus driver before the student can resume bus riding privileges.

For questions or concerns, please call the transportation office at 209-664-8507.

I have read, understand and discussed these bus riding rules with my child(ren) and agree to support and abide by them.

Signed: _____ / _____ / _____
Parent/Legal Guardian Date Telephone

Student Signature Date

ALCOHOL AND DRUG POLICY**STUDENTS****Alcohol and Other Drugs**

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the governing board intends to keep district schools free of alcohol and other drugs.

The Board desires that every effort be made to reduce the chances that our students will begin or continue to use alcohol and other drugs. Alcohol is like any other drug, illegal for use by minors. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all Board policies, regulations, procedures and school rules related to this prevention program.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

To obtain the widest possible input and support for district policies and programs related to alcohol and other drug abuse prevention, the board shall appoint a districtwide school-community advisory committee to make recommendations in this area.

Instruction

The district shall provide instructional programs which help students to avoid the use of alcohol or other drugs and which teach students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be preventive in nature and designed to help students who have questions related to alcohol and other drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs, and will assist the student toward maturity.

The curriculum will be K-8, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels.

Intervention

The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms which may indicate use of alcohol and other drugs. The responsibilities of staff in working with,

intervening, and reporting students suspected of alcohol and other drug use shall be clearly defined in administrative regulations.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

Recovering Student Support

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding reinvolvement with alcohol and other drugs. The board shall provide ongoing school activities which enhance recovery.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

School authorities may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law, Board policy and administrative regulations.

Electronic Signaling Devices

BP 5140.1

BP 5131.6 (b)

PAGERS: SB 1253

SB 1253, Figueroa. Pupils: signaling devices.

Existing law prohibits a school from permitting the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves by pupils of the school while the pupils are on campus, attending school-sponsored activities, or while under the supervision and control of school district employees, without the prior consent of the principal or his or her designee.

School district governing boards are authorized to regulate the use of electronic signaling devices and would preclude prohibiting a pupil from using an electronic signaling device if it is determined to be essential for the health of the pupil, as prescribed.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. It is not the intent of the Legislature to encourage pupils to use electronic signaling devices at school. Nevertheless, the legislature recognizes that the governing boards of school districts are in the best position to determine what policy on the use and possession of electronic signaling devices is best for their schools.

SECTION 2. Section 48901.5 of the Education Code is amended to read:

(a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

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

The above provision includes, but is not limited to pagers, beepers, and cellular phones.

REGULATIONS OF PAGERS, BEEPERS, AND CELLULAR PHONES:

AR 5140.1

AR 5131.6 (b)

Education Code Section 48901.5 authorizes governing boards of school districts to determine the policy and regulation regarding usage and possession of electronic devices while students are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

Electronic devices, games and headphones, are not allowed on the school grounds or buses without administrative approval. Middle school students, who are allowed to have cell phones under certain provisions, are to use their phones solely for calling or texting (no games, internet, music, ect.), unless administrative approval is granted.

A. PRESCHOOL-GRADE 8:

1. No pager may be allowed at school. Also see A-2.
2. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to health of the pupil.
3. Electronic games are not allowed at school.
4. Chatom Elem., Chatom Preschool, Mt. View Middle School, and the Chatom Union School District are not responsible for any damaged, lost or stolen cell phone.

B. MIDDLE SCHOOL:

It is not the intent of the governing board to encourage pupils to bring cell phones to school. When possessing cell phones, students must adhere to these guidelines. Violations of this policy may result in the denial of the privilege of having the cell phone at school.

1. Phones can be used before and after school only.
2. Phones need to be turned off during the school day.
3. Phones can be used before and after school activities.
4. Mountain View Middle School and Chatom Union School District are not responsible for any lost or stolen cell phone.
5. Students may use the Mountain View Middle School office phones for special circumstances, with permission of the school office personnel.
6. Parents are encouraged to call the office, as is current practice for matters regarding their child(ren).
7. Bring at your own risk.

Board adopted 9/13/05

Tobacco

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. (Education Code 48901) Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.

The Board shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51202)

APPENDIX C

STUDENTS (Also see DBC)

Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incident of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 - Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

APPENDIX D

STUDENTS

Gang-related Conduct and Activities

Gang-related violence/conduct/activities/materials on all school campuses and during all school sponsored activities are a threat to the safety of others and are strictly prohibited. The Board of Education intends to maintain campuses which are safe, secure and peaceful in accordance with the California State constitution.

Gang-related violence/conduct/activities/materials may include but are not necessarily limited to: graffiti, apparel, colors, hazings, initiations, hand signals, clothing arrangements, trademarks, accessory items, materials or any other symbols or actions which would denote membership in such a group as identified by the administration or by law enforcement.

The Board finds that such gang-related acts, activities, violence or appearances create a clear and present danger for the commission of unlawful acts on school premises, or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. Students who engage in District determined gang-related activities shall be subject to disciplinary procedures outlined in the board-adopted discipline policy including suspension or expulsion from school.

(Also see DBC)

APPENDIX E

YARD DUTY RESPONSIBILITIES

Supervision is the art of over-seeing what is happening. It involves establishing a visible presence, observing and interpreting events, and intervening when appropriate. It also has serious legal and liability implications.

Supervision is most effective when it serves as a prevention to unacceptable behavior. The following guidelines will help prevent problems on our campus and help to create a safe, pleasant environment.

1. Check Duty Schedules for days and times.
2. Walk the area you are assigned. Circulate around.
3. Establish a presence in your entire area, not in one spot.
4. Make eye contact with students in your area to let them know you are aware.
5. Do not become preoccupied in conversation with other staff members or students. This reduces the impact to your presence.
6. Encourage and reward appropriate behavior.
7. Check restrooms often!!
8. **Be on time** to your area. Promptness is especially important for all areas. Stay the entire time of your duty assignment.
9. Adjust times accordingly on minimum days.

Thank you for your cooperation.

APPENDIX F

MORNING RITUAL/Chatom

1. Students/ Staff view morning announcement.
2. Have the students stand for the Pledge of Allegiance (and patriotic song, if played).
3. Take attendance.
4. Review the “Daily Dose” bulletin or email and convey pertinent information to the students.
5. Do not admit any student who is tardy or returning from an absence unless he/she has a pass from the office.
6. Begin the day's lesson.
7. School-wide morning meetings as scheduled on the blacktop

MORNING RITUAL/ Mountain View

1. All students report to the gym for morning opening on Monday and Friday. Students will stand for the Pledge of Allegiance and will be attentive for daily announcements. Staff members are responsible for standing near their class where students can be supervised during the morning opening.
2. All students will report directly to their first (1st) period class each day. Announcements will be made on the intercom followed by the Pledge of Allegiance.
2. Teachers are responsible for taking attendance following all attendance reporting procedures.
3. Do not admit any student who is tardy or returning from an absence unless he/she has a pass from the office.
4. Begin the day's lesson.

APPENDIX G

Chatom USD | BP 4119.11, 4219.11, 4319.11 Personnel

Sexual Harassment

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job

applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS

GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

(3/04 7/05) 12/15

Revised: June 2016

Chatom USD | AR 4119.11, 4219.11, 4319.11 Personnel

Sexual Harassment

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive information on the sexual harassment policy and may periodically provide training regarding the district's sexual harassment policies. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's sexual harassment training and education program for supervisory employees shall include the provision of: (Government Code 12950.1; 2 CCR 11023)

1. Information and practical guidance regarding federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation
3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
5. All other contents of mandated training specified in 2 CCR 11023

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

(7/05 3/08) 10/15

Revised: June 2016

APPENDIX H

In addition to following all CRSIG Regulations

BP 5131.8

SCHOOL SPONSORED TRIPS

Board Policy

The Governing Board recognizes that school-sponsored trips are important components of a student's development. Beside supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so they can plan ahead. Special trip expense funds may be established when necessary for fundraising purposes.

All trips involving out-of-state, overnight, and air travel or boat excursions shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adult to students on school-sponsored trips shall be at least one to ten. If the trip involves water activities, this ratio is lower to ensure close supervision of elementary grade students, appropriate to their ages. For water activities, the ratio is Preschool--one to four, Gr. K-3--one to five, Gr. 4-6 --one to eight and Gr. 7-8 --one to ten.

Study Trips

In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers shall also provide appropriate instruction before and after the trip.

Administrative Regulation

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission to participate in trips requiring transportation. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

Whenever trips are conducted in areas known to be infested with poisonous snakes:

- *The first aid kit taken on the trip shall contain medically accepted snakebite remedies.
- * The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites.

Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on the trip, the principals or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

- *Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
- *Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
- *Before the trip, teachers shall provide any adult chaperones who may accompany students with clear information regarding their responsibilities.
- *Chaperones shall be 21 years of age.
- *Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
- *Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
- *When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.
- *No other child may accompany the field trip except the actual students in the class that is taking the trip.
- *After the number of chaperones needed for the trip, has been met, additional parents may attend if bus seats are available.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack

of sufficient funds. Funds will pay for entrance fees of chaperones according to the ratio of adult to child. If additional parents want to go on the trip, they must pay their own entrance fees.

Trip Approval

- *Teachers planning a trip shall make a request in writing to the principal at least two weeks (ten working days) prior to the date desired. Whenever practical, an alternate date should be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
- *The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
- *Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. Parents will be notified of their child's exclusion from the trip. Teachers also may ask for parents of students who are discipline risks to attend the trip.
- *Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.
- *Trips involving overnight, out-of-state, and flight travel will be approved by the Board of Trustees.

Trips Which Include Swimming or Wading

- *No swimming or wading shall be allowed on trips unless planned and approved in advance.
- *When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- *Swimming Activities
 - Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.
 - Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
 - **The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to five. The Preschool ratio is one to four.**
 - Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
 - Emergency procedures shall be included with written instructions to

- adult chaperones and staff.
- Staff and chaperones assigned to supervise students must wear swimsuits and know how to swim.
 - The principal may require students to wear flotation devices, depending upon their age and swimming ability.
 - A buddy system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Transportation by Private Vehicle

- *The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who has a good driving record and who is registered with the district for such purposes. Drivers shall be required to possess a valid California driver's license and at least the minimum insurance required by law. The schools will require copies of this data.
- *All student passengers shall provide permission slips signed by their parents/guardians. Teachers shall ensure that all drivers have a copy of each student's permission slip.
- *Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations which may occur.
- *The number of passengers, including the driver, shall not exceed the capacity, including seat belts, for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment.
- *All drivers and passengers shall wear seat belts in accordance with law.
- *If the field trip has bus transportation, all chaperones must travel on the bus, if space allows.

NON-DISTRICT PROVIDED TRANSPORTATION

FIELD TRIP & EXCURSION

USE OF PRIVATE VEHICLE

IMMUNITY AND RELEASE

Parent/Guardian:

The purpose of this form is to ensure that you as a parent/guardian, understands and acknowledges that the _____ District ("District") will not provide transportation for the school field trip or excursion (also referred to as "event") in which your student will be participating in as listed below.

ACKNOWLEDGEMENT:

The undersigned hereby acknowledges and understands that the District is NOT providing transportation to or from his/her student's participation in the following event offered by the District and that his/her student will be transported by private vehicle:

Event: _____

Location: _____

Dates: _____

Private Vehicle Driver: _____

AUTHORIZATION:

As parent/legal guardian, I hereby authorize and give permission for my child _____, to ride as a passenger in a vehicle driven by the above Private Vehicle Driver.

The undersigned acknowledges and understands that any driver transporting his/her student is primarily responsible for any injuries or losses resulting from this non-district transportation. The undersigned acknowledges and understands that any driver transporting his/her student is not driving on behalf of or as an agent of the District. Further, the undersigned understands that the District has not verified the driving record of the driver or the mechanical condition of the vehicle.

IMMUNITY: As provided for in California Education Code Section 35330, all persons making the field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion; and all adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims.

RELEASE: This provision shall not limit, to any extent, the immunity from liability afforded the District under California Education Code Section 35330. I agree, on behalf of myself and my child whose name is set forth on this form, to release, discharge, hold harmless and indemnify the District, its officers, employees and agents from all liability or claims, which may arise out of or in connection with my child's participation in this field trip or excursion.

Parent/Guardian Signature

Date

(Non-Dist Transport (Private Vehicle) 2010)

ADMINISTRATOR AUTHORIZATION FOR PRIVATE VEHICLE DRIVER

Driver Name: _____

Student Name: _____

Valid Calif. Driver's License Number: _____

☐ Current License Verified

☐ DMV Pull Notice Obtained

Automobile Insurance:

☐ Copy of Insurance Card

☐ Current Coverage Verified

Vehicle Information

Make: _____ Model: _____ Year: _____

Number of seats available (seatbelts for each rider) _____

Driver information has been verified as required and the driver is authorized to transport the following student/s for the following event:

Event: _____

Location: _____

Dates: _____

Student Riders:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

School Administrator

Date

VOLUNTEER PERSONAL AUTOMOBILE USE FORM

[One Form Required for Each Driver to be Approved]

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, **please also be advised**, that pursuant to Insurance Code Section 11580.9(d) and Vehicle Code Section 17150, in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage.** The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the Vehicle to a specific activity, event, or competition **if** the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission, I can purchase admittance for such other child.

Printed Name

Signature

Date

Date Received by District: _____

Received by: _____

THIS FORM IS TO BE HELD ON FILE IN THE MAIN OFFICE FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF THE CURRENT SCHOOL



Student Sign-Out

- Parent/Guardian is required to sign-out student if the student will not return from any school extracurricular event by school provided transportation.
- The Teacher/Coach should have the parent/guardian, sibling, or authorized driver sign below for release of the student.
- All Authorized Drivers that are not parent/guardians or siblings must be authorized in advance by a note from the parent/guardian.

Date:	Student Name:	Parent/ Guardian, Sibling, or Authorized Driver Signature:	Printed Name:

Appendix I

Board Policy 4131 College Units

1. A teacher may take any number of units during the school calendar year.
 2. A teacher/administrator unit-evaluation committee shall be formed to receive applications for courses during the school year and to evaluate courses taken by teachers according to the guidelines listed below.
 3. A teacher must submit an application for course study units prior to the first class meeting of the course.
 4. Proposed courses taken during the summer must be approved prior to June 1.
 5. Additional courses of substitutions may be made with the approval of the Superintendent.
 6. The Superintendent has final say on approval of all units.
 7. It is the person's responsibility to give the District Office evidence of completed courses.
-

Guidelines for Unit Evaluation Committee:

1. Unit to strengthen weaknesses and promote professional growth whether they be upper or lower division courses are acceptable.
2. Any units required in a Credential or Degree Program pertaining to an individual's educational endeavors are also acceptable.
3. Workshop units are acceptable whenever there is a new textbook adoption or application to professional growth.
4. Tour units are acceptable on the basis of information supplied by the individual concerning the itinerary and the depth of study.
5. Units must be acceptable for the graduate program.

APPENDIX J

ROOM MOVES

Moving or exchanging rooms occurs due to program or grade level assignment changes. Recognizing that the room moves require time and preparation, teachers who change/move rooms may elect to have:

1. Two (2) days of support from a substitute teacher covering their class thus relieving time for the teacher to pack and prepare for the move(This time must be coordinated with the site principal.

OR.....

2. Compensation at \$180 (the substitute's rate of pay for two days) for packing and preparation which is done outside the school day or during the summer break (Procedure for electing compensation: Notify the principal that you are electing compensation for the move. After the room move, forward a "Time Sheet" to the Superintendent.)

When packing boxes, label them with your name, school, and new room number so that our Maintenance/Operations/Custodian staff can move the boxes to the appropriate room.

(This procedure will begin Summer, 2001)

VIDEO POLICY

All films that are shown in the classroom should be related to the adopted board curriculum. However, all movies must be preapproved and fall under the following guidelines

-Movies from the county or the school library are considered to be preapproved and no further notification need be given.

-If you are going to show a movie that does not fit into the category above you must fill out a video slip for approval. It cannot be a pirated tape and it must have a G rating. Occasionally, some PG movies have significant educational value but they may only be shown with PARENTAL permission. A note must be sent home and returned for a student, in any grade level, to watch a PG movie at school.

All tapes, other than those from the school library or county, must be previewed by the teacher prior to class. Don't assume if a student brought it to school, it is OK.

Tips to make the video experience productive:

- *Prepare students for instruction prior to and after showing the video.

- *Give the students appropriate background information.

- *Require they take notes or be prepared to enter into a discussion or other summarizing instructional activity.

- *Stop the video occasionally when an important point is made. Check for understanding. They will be more on task if they know they are going to be held responsible.

Adopted: 1/8/02

**CHATOM UNION SCHOOL DISTRICT
VIDEO APPROVAL FORM**

TO: School Principal

Teacher's Name/Grade

Date

Movie Title

Rating

Date to be shown _____

Permission slips required

Date notes sent home to parents

Relationship to curriculum _____

☐

Yes

☐

No

Reward movie

☐

OK

Reason _____

Teacher Signature

APPENDIX L

PROMOTION/RETENTION/GRADUATION CREDIT BASED POLICY

I. PROMOTION/RETENTION, Gr. 6 –8 (Graduation - See next section.)

The school Review Board shall study the student's performance in the following areas prior to the determination for promotion, retention or assignment to CUSD Summer School. This policy is focused on valuing all subject areas and strengthening the CORE requirements.

RETENTION: Factors for retention placement may include age, maturation, and classroom performance, standards, and test results. If a student is retained, the credits to be earned will start over for that specific grade level.

SUMMER SCHOOL: Credits may be made up in Summer School if the number of credits earned the CUSD Summer School can lead to passing to the next grade.

GRADE 6: A student earning less than 50 of 60 semester credits will be referred to CUSD Summer School and/or be referred for retention.

GRADES 7-8: The student must achieve 100 of 120 semester credits in their 7th and 8th grade years for graduation. Credit for each class is equal to 5 points. There are 30 points possible each semester (6 classes X 5 points = 30 credits.) Credits may be earned for passing classes. Each semester has two quarters. If a student receives a D- the first quarter and an F the second quarter, the student will receive an F semester grade to reflect the downward progress. If the student receives an F the first quarter and a D- the second quarter, the student will receive a D- to reflect the upward progress.

CUSD Summer School (or retention referral) will be assigned to a 7th grade student who has earned less than 50 semester credits during the 7th grade year. An 8th grade student who has 110 or less semester credits must be assigned to CUSD Summer School (or retention referral) if the number of credits earned in CUSD Summer School can lead to the 120 semester credits needed for graduation. If the student successfully achieves enough credits in CUSD Summer School, the student will be eligible for CUSD Summer School graduation in July.

GRADE 8: No "F" semester grades in CORE classes (Reading/Language Arts/English, Math, Social Studies/History, and Science)

APPENDIX M

GRADUATION POLICY BP 5123

VALEDICTORIAN

Highest GPA in Class working at grade level (4th quarter Progress Report)

SALUTORIAN

Next highest GPA in the Class working at grade level (4th quarter Progress Report)

OUTSTANDING ACADEMIC ACHIEVEMENT

Highest GPA for 7th through 8th. 4th quarter Progress Report

HONOR CORDS

3.5 GPA for first three quarters of 8th grade year

HONOR ROLL

All students who made the honor roll at least one quarter of the 8th grade year

OUTSTANDING CITIZEN AWARD

Students are nominated by teachers. Then, teachers and staff vote for one boy and one girl to receive the award.

PRESIDENTIAL ACADEMIC FITNESS AWARD

B+ (3.5) average in both 7th and through 8th grade (3rd quarter) and scoring (3) Standard Met or Above on the SBAC in either Language Arts or Math in 7th grade.

MOST IMPROVED

Students are nominated by teachers. Then, teachers and staff vote for one boy and one girl to receive the award.

PERFECT ATTENDANCE

Student with perfect attendance in grades 1 through 8.

(If a tie occurs in any category, all identified students receive the honor in the areas of Valedictorian, Salutorian, and/or Outstanding Academic Achievement)

APPENDIX N

Chatom Union School District Wellness Policy

(The following Wellness Policy may change, and new requirements may be added in 2020-2021 in accordance with the Health and Wellness Committee assessment of the current policy and compliance with all new State and Federal regulations.)

I. Involvement of School and Community Stakeholders in Developing the Wellness Policy.

District Health Task Force

The District Health Task Force will consist of representatives from all sites in the district. The committee may also include district administrators, health professionals, school nurses, health educators, physical education teachers, counselors, parents, secondary student representatives and/or other community members interested in school health issues.

The District Health Task Force shall:

- A. assist with policy development;
- B. advise the district on health-related issues, activities, policies, and programs;
- C. plan and implement activities as appropriate to promote health within the school or community;
- D. monitor implementation of the policy and report annually to the School Board.

The designated official with the authority and responsibility to ensure each school complies with the Local School Wellness Policy is Genevieve Lucas, Food Service Director.

II. Establishment of Goals for Nutrition Education, Physical Activity, and Other School-Based Activities that Promote Student Wellness.

Nutrition Education and Physical Goals

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

Nutrition education shall be provided as part of the health education program in grades K-8 and, as appropriate, shall be integrated into core academic subjects and offered through before and after-school programs.

In K-8 grades nutrition and health education level topics shall be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.

Nutrition education and promotion shall include developmentally appropriate, culturally relevant participatory activities such as contests, promotions, taste testing, farm visits, and school gardens. It shall promote eating of fruits, vegetables, whole grain products, low fat and fat free dairy products, healthy food preparation methods, and health enhancing nutrition practices. It shall emphasize caloric balance between food intake and physical activity and exercise. Training for teachers, other staff and cafeteria staff will occur as needed.

Teachers and other school and community personnel are encouraged to not use physical activity (e.g. running laps, pushups) or withhold opportunities for physical activity (recess, physical education) as punishment.

All schools shall implement (meet or exceed state) required minutes for physical education for students in that grade level. Physical education shall be structured to include time where students learn, practice, and are assessed on developmentally appropriate motor skills and sports, related social skills and physical fitness knowledge as set forth by the state of California. All classes are encouraged to be structured to ensure high levels of participation by all students.

Physical fitness shall be emphasized during recess, extracurricular programs, before and after-school programs, and other structured and unstructured activities. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities such as watching television.

All schools will offer physical activity in the afterschool program. The middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health care needs.

Professional development shall include instructional strategies that assess health knowledge and skills and promote healthy behaviors in nutrition, health, and physical fitness.

Parent Education and Communication

To encourage consistent health messages between the home and school environment, the schools will disseminate health information to parents/guardians through district or school newsletters.

The district/schools will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/schools will offer healthy eating information for parents, send home nutrition information, and provide nutrient analysis of school menus, as needed.

Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

The district/schools will provide parents a list of foods that meet the district's snack standards, and ideas for healthy celebrations/parties and rewards.

Outreach to parents/guardians shall emphasize the relationship between student health and academic performance and opportunities for parents to share their healthy food practice with others in the school community.

III. Nutrition Guidelines for Food and Beverages (Available Outside the School Meal Programs)

Fundraising Activities

To support children's health and school nutrition education efforts, school fundraising activities are encouraged to use only foods that meet nutrition and portion size standards for foods and beverages sold individually. When foods or beverages are sold by students at any grade level as a fundraising event, the sales are required to take place off and away from school premises from midnight until at

least one half hour after the end of the school day. Schools will encourage fundraising activities (such as walk-a-thons) that promote physical activity, to the maximum extent possible. Staff will avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School/Classroom Celebrations

School staff shall communicate to and encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting pre-packaged snacks including fruits which they may donate for occasional parties.

Though the state recommends limiting celebrations to once per month, our District desires more flexibility. Class parties or celebrations shall be held after the lunch period when possible.

- Snacks: Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- Rewards: Staff will limit the use of non-nutritious foods to one item per celebration as a reward for students' academic performance, accomplishments, or classroom behavior and will not withhold food or beverages as punishment.

School Sponsored Events

School-sponsored events include, but are not limited to: athletic events, dances, or performances. Food and beverage offered or sold at school-sponsored events from one half hour after the school day until midnight day do not have to meet the nutritional requirements.

Sharing of Foods and Beverages

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, and be sensitive to concerns about allergies and other restrictions on children's diets.

Elementary Schools

The school food service program will approve and provide all food and beverage sales to students in elementary schools and will meet all relevant state and federal requirements as per Education Code, California Code of Regulations, and Code of Federal Regulations, including the Smart Snacks in Schools guidelines. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and no-fried vegetables.

Middle School

In the middle school, all foods and beverages sold individually outside of the reimbursable school meal program (including those sold through a la carte (snack) lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet all relevant state and federal requirements as per Education Code, California Code of Regulations, and Code of Federal Regulations, including the Smart Snacks in Schools guidelines. Please refer to the following nutrition and portion size standards:

Beverages:

- Allowed: Beverages that meet the following: Fruit or vegetable juice with more than 50% juice, no added sweeteners, and in a serving size of 12 ounces or less. Milk 1% White or 0% Chocolate containing Vitamins A & D, having at least 25% of the calcium daily value per 8 ounce serving, with no more than 28 grams of total sugar per 8 ounce serving, and

be served in a portion of 12 ounces or less. Water may be served with no added sweeteners and does not have a serving size requirement.

- Not allowed: Soft drinks containing caloric sweeteners iced teas; fruit based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, no/low-calorie electrolyte replacement beverages, excluding low-fat or fat-free chocolate milk.

Snacks:

- Any food item sold individually will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and no more than 10% of its calories from saturated fat.
- Individual food items will have no more than 35% of its weight from added sugars.
- Individual food items must have less than .5 grams of trans fat per serving, less than 200 milligrams of sodium, and less than 200 calories per item.
- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to: fresh fruits and vegetables, 100% fruit or vegetable juice, fruit based drinks that are at least 50% fruit juice that do not contain additional caloric sweeteners, cooked, dried, or canned fruits in fruit juice or light syrup, and cooked, dried, or canned vegetables that meet fat and sodium guidelines.
- The item must be a fruit, vegetable, dairy, protein or whole grain rich item OR be a combination item containing at least ¼ cup of fruit or vegetable.

Entrees:

- Must be a meat/meat alternative, whole grain rich food, fruit or vegetable.
- Must be 400 calories or less with less than 4 grams of fat per 100 calories and less than .5 grams of trans fat per serving

IV. Nutrition Guidelines for Child Nutrition Reimbursable Meal Programs

Guidelines for Reimbursable Meals

Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance.

To maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to students;
- Be served in clean and pleasant settings;
- Meet minimum, nutrition requirements set by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only milk approved by the National School Lunch and School Breakfast Programs and nutritionally equivalent non-dairy alternatives (to be defined by the USDA).

Schools should engage students and parents to try new foods sold through the school meal programs in order to identify new, healthy, and appealing food choices. In addition, schools may share information about the nutritional content of meals with parents and students, or requested.

Breakfast

To ensure that all students have the opportunity for breakfast at school, in order to meet their nutritional needs and enhance their ability to learn:

- Schools will, to the extent possible, operate the School Breakfast Program;
- Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom if appropriate, or breakfast during morning break;
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.

Free and Reduced Priced Meals

Schools will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced price school meals.

Summer Service Program

Schools in which more than 50% of students are eligible for free or reduced price school meals can sponsor or can be waived by application the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

Meal Times and Scheduling

Schools will, to the extent possible:

- Provide students with access to breakfast and lunch;
- Allow 10-20 minutes of eating time after sitting down for lunch;
- Schedule meal periods at appropriate times, e.g. lunch served between 11 a.m. and 1 p.m.;
- Not schedule tutoring, clubs, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks;
- Take reasonable steps to accommodate the tooth brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications for School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. All members of the child nutrition staff will meet or exceed the requirements established in the USDA Final Rule for Professional Standards Requirements. The district will, as part of the school district's responsibility to operate a food service program, provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate certification and/or training programs for school nutrition directors, school nutrition manager, and cafeteria workers, according to their levels of responsibility.

V. Measuring Implementation of a Local School Wellness Policy and Designating Responsibility for Implementation and Enforcement

Program Implementation and Evaluation

School food service staff, at the district/site levels will ensure compliance with nutrition policies within the school food service areas, and will report on this matter to the Superintendent. In addition, the school district will report on the most recent USDA-Administrative review findings and any resulting changes, as required by law.

In order to ensure compliance with the established district-wide nutrition and physical activity wellness policy, administrators from every site will participate on the District Health Task Force and will be charged with operational responsibility and monitoring that all school sites implement the district's wellness policy.

The following quality indicators that will be used to measure the implementation of the policy district-wide and at each district school:

- An analysis of the nutritional content of meals served;
- Student participation rates in school meal programs;
- Feedback from food service personnel, school administrators, the district's Health Task Force, parents/guardians, students, and other appropriate persons.

This Wellness Policy will be reviewed annually by the Board. Administrators will be responsible for implementation of this policy, adherence to quality indicators, and any other Board policies related to nutrition and physical activity and State physical fitness scores.

Triennial Assessment

At least once every three years the District Health Task Force will conduct an assessment to include compliance with the Local School Wellness Policy, comparison to model policies, and progress in attaining the goals of the Policy. The District will update and inform the public about the Local School Wellness Policy by posting a report of the assessment on the District Website and inviting the public to participate in the District Health Task Force meetings.

Public Notification

The District will inform and update the public about the Local School Wellness Policy including the following areas:

- Annual notification of the content of the Local School Wellness Policy and any updates that have occurred
- Invitations regarding when and how to participate in District Health Task Force planning meetings
- The name of and contact information for the designated official within Chatom Union School District who has the authority and responsibility to ensure each school complies with the Local School Wellness Policy
 - A report of the Triennial Assessment

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Chatom Union School District

Board Policy

Instruction ~ Parent Involvement

BP 6020

Parent Involvement

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

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5145.6 - Parental Notifications)

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

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that

parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

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

(cf. 3100 - Budget)

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

Non-Title I Schools

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

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 School-wide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships:
<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education:

Revised: December 2013

Chatom Union School District

Administrative Regulation

Instruction ~ Parent Involvement

AR 6020

District Strategies for Title I Schools

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

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

a. Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board

b. Invite input on the LEA plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input

d. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan

e. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

The Superintendent or designee may:

a. The Superintendent will serve as a liaison to the schools regarding Title I parent involvement issues

b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities

c. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement

c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with the Chatom State Preschool and other programs, and conduct other activities that encourage and support parents/guardians in more fully participating in their children's education

e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

f. Provide other such reasonable support for parent involvement activities as parents/guardians may request

g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

a. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

- b. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- c. Train parents/guardians to enhance the involvement of other parents/guardians
- d. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
- e. Adopt and implement model approaches to improving parent involvement
- f. Establish a district-wide parent advisory council to provide advice on all matters related to parent involvement in Title I programs
- g. Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- h. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families

(cf. 1020 - Youth Services)

- i. Provide a master calendar of district activities and district meetings
- j. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
- k. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

- l. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
- m. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

4. Coordinate and integrate Title I parent involvement strategies with Chatom State Preschool (20 USC 6318)

(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
- b. Involve district and school site representatives from other programs to assist in identifying specific population needs

- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals
- 5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
- 6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

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

(cf. 5145.6 - Parental Notifications)

School-Level Policies for Title I Schools

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

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for school-wide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:

- a. Timely information about Title I programs
- b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians

5. If the school-wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
 - (cf. 1240 - Volunteer Assistance)
 - (cf. 5020 - Parent Rights and Responsibilities)
 - (cf. 5113 - Absences and Excuses)
 - (cf. 6145 - Extracurricular/Cocurricular Activities)
 - (cf. 6154 - Homework/Makeup Work)
- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - (2) Frequent reports to parents/guardians on their children's progress
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above

8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

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

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
 - b. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

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

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
- c. Provide information about parent involvement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand

- e. Develop mechanisms to encourage parent/guardian input on district and school issues
 - f. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
5. Integrate parent involvement programs into school plans for academic accountability

The Superintendent or designee may:

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

Revised: December 2013

APPENDIX P

Employee Use of Technology

BP 4040

BP 4040

Personnel

The Governing Board recognizes that technological resources can enhance employee performance, offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Web Sites)

(cf. 4032 - Reasonable Accommodation)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment. Such use is a privilege, which may be revoked at any time.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including (but not limited to) email, phone, Internet, and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Online/Internet Services

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure (filter) that prevents access to visual depictions that are obscene or constitute child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent or designee may monitor and/or log the employee usage of technological resources, including (but not limited to) accessing of Internet, phone, email, voice mail systems, and stored files. Monitoring may occur at any time without advance

notice or consent. When passwords are used, they must be known to the Superintendent or designee, or easily changed by the network administrator or supervisor, so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement (E(1) 4040) which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy and administrative regulation.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall provide electronic or printed copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement (E(1) 4040).

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone, smart phone, or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee who uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 3542 - School Bus Drivers)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially:*
6777 *Internet safety*
UNITED STATES CODE, TITLE 47
254 *Universal service discounts (E-rate)*
CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 *Internet safety policy and technology protection measures, E-rate discounts*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Regulation

approved: May 8, 2012

CHATOM UNION SCHOOL DISTRICT
Turlock, California

Employee Use of Technology

AR 4040

Personnel

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet, email, or other online services in accordance with policy, the Social Media Protocol (E (1) 4040), and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes. Access is restricted to district-approved users only and does not include family members or others not affiliated with the district.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
(cf. 6162.6 - Use of Copyrighted Materials)
7. Employees shall not intentionally upload, download, or create computer viruses or other malware. Employees shall not maliciously attempt to harm or destroy District equipment, materials, or websites or the data of any other user, including so-called "hacking." Examples include (but are not limited to) packet sniffers, password cracking programs, or port scanners.
8. Employees shall not read other users' electronic mail or files, without permission. They shall not attempt to interfere with other users' ability to send or receive email, nor shall

they attempt to read, delete, copy, modify or forge other users' mail. Employees must not share accounts, passwords, log-in procedures, personal identification numbers (PINs), security tokens, or similar information or devices used for identification and authorization purposes.

9. Only district owned devices may be connected to the district network. Any employee wishing to use a personal or donated computer on the network must receive permission from the Site Administrator, Superintendent or from the Information and Technology Department. Personal and donated computers must be imaged to meet district standards. District files, records, or systems shall not be copied or transferred from any district device to any privately owned equipment or service except where authorized by the Superintendent or designee.
10. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. (Examples of sites include, but are not limited to: YouTube, Google sites, Facebook, Twitter, blog sites, etc.) Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications. A web resource which the public might reasonably assume is a district resource should be identified as such and have district approval. Employees who develop or maintain web resources not hosted by the district should make it clear that it is not an official district site.
(cf. 1113 - District and School Web Sites)
11. Employees shall use the district email system for communications with students, parents, and other entities. Employees may not use personal email accounts or private websites for communication and interaction with students, parents, and the community without permission of the Superintendent or designee.
12. Employees may not represent the district or post comments to the Internet representing the view of the district without permission from the Superintendent or designee.
13. Users shall report any security problem or misuse of the services to the Superintendent or designee. Employees shall report any system weakness which may result in unintentional disclosure of information or security threats to the district.
14. Employees may not make unauthorized copies of copyrighted or district-owned software.
15. Employees shall not remove any district equipment (i.e laptop computer) from district work locations without the informed consent of their site/ department manager. Informed consent means that the supervisor knows what equipment is leaving, what data it contains, and for what purpose it will be used.
16. Employees shall not access social networking sites while at work. Employees are also

strongly discouraged from communication with students through social networking sites while not at work. Electronic communication with students should take place only through District-approved electronic channels, such as District e-mail, website, and Wikispaces.

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CHATOM UNION SCHOOL DISTRICT
Turlock, California

SOCIAL MEDIA PROTOCOL

Chatom Union School District (CUSD) recognizes the importance of the Internet in shaping public thinking about the District. CUSD also recognizes the importance of employees joining in and helping shape conversation and direction through web interactions. These interactions can take place in many ways on the web as it evolves and develops new ways to communicate: personal websites, social sites such as Facebook, My Space, Twitter, feedback forums, online networks, interest groups (such as Google groups), and video hosting sites (such as YouTube).

CUSD is committed to supporting employee rights to interact knowledgeably and socially on the Internet.

Consequently, this attachment to our Board Policy and Administrative Regulation 4040 will help employees make appropriate decisions about work-related posting and comments, and in responding to comments from others, either publicly or via email. CUSD's Board policies and administrative regulations remain in effect in the workplace.

The points listed below will help encourage a respectful, civil, and knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of students, families, employees, partners, and customers of CUSD.

Note that this protocol applies only to work-related sites and issues and is not meant to infringe upon an employee's personal interaction or commentary online. There is a clear distinction between work expression and personal, non-work expression.

1. The role of the employee contributor is to add value, provide worthwhile information and perspective. CUSD is best represented by its people and what is published may reflect on CUSD's reputation within the community.

Employee contributors should know and follow CUSD Board Policies, Administrative Regulations, Exhibits, and other related documents.

2. Employee contributors are personally responsible for the content they publish on websites or any other form of user-generated media. Employees should be mindful that what is published will be potentially archived and available for public search and scrutiny for many years.
3. When discussing CUSD or CUSD-related matters, employees will identify themselves by name and, when relevant, by their role at CUSD. The employee must make clear that he/she is expressing a personal comment and not the views of CUSD.
4. When content is published to sites outside of CUSD which are related to work or subjects associated with CUSD, employee contributors should use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent CUSD's positions, strategies, or opinions."
5. Employees should respect and follow laws and policies for copyright, fair use, financial disclosure laws, and any other applicable laws/policies.
6. Employees may not provide CUSD's or another's confidential or other proprietary information. Prior permission must be obtained to publish or report on conversations that are meant to be

private or internal to CUSD. This includes information that has not been publicly released by CUSD. More guidance for these decisions can be provided by supervisors and/or the superintendent before releasing information that could potentially harm the organization or current and potential programs and services, students and their families, employees, partners, and/or customers.

7. Employee contributors may not cite or reference partners or suppliers without their approval; when referenced, there should be a link back to the source.
8. Employee contributors should speak respectfully about CSUD and current or potential students, families, employees, and partners. Postings should be civil and not include content that will reflect negatively on CUSD's reputation. Employee contributors should respect the audience: ethnic slurs, name-calling, personal insults, obscenity, or any conduct that would not be acceptable in CUSD's workplace should not be used. Any posting should show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
9. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by CUSD and can result in disciplinary action, up to and including employee termination. CUSD encourages contributors to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, Internet posts can result in members of the public forming opinions about CUSD and its employees, partners, programs, and services.
10. Employees should remember that they are individually legally liable for anything they post online. Employees can be disciplined by CUSD for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Employees can also be sued by other CUSD employees or any individual or company that view commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.
11. Contributors should honor the privacy rights of current CUSD employees by seeking their permission before writing about or displaying internal organization activities that might be considered to be a breach of their privacy and confidentiality.
12. Employee contributors should be aware of their association with CUSD in online social networks. If identified as a CUSD employee, contributors should ensure the profile and related content is consistent with CUSD guidelines and policies.
13. CUSD's logo and trademarks may not be used without explicit permission in writing from CUSD. This is to clearly distinguish official CUSD postings from personal ones. More guidance is available from the superintendent.
14. Media contacts about CUSD or employees should be referred for coordination and guidance to the superintendent. This does not specifically include personal opinions, writing, and interviews on topics aside from CUSD.

Exhibits
approved: May 8, 2012

CHATOM UNION SCHOOL DISTRICT
Turlock, California

