

William S. Hart Union High School District

NOTICE OF STUDENT AND PARENT

RIGHTS, REGULATIONS

AND

RESPONSIBILITIES

2010-2011

William S. Hart Union High School District

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The attached brochure of information is a consolidation of the notices that we are required to provide to you at the start of a school year. You will notice that the information is basic. It is not the intent of this publication to delineate all of the District's student rules and regulations. Each school will be providing students and parents with written rules and regulations specific to their site. If you desire more detail about policies, practices, or programs you are encouraged to contact your school or the Director of Student Services.

Should situations arise during the school year, including suspension, exclusion, and expulsion, you will receive additional, detailed and specific information about your rights and responsibilities. Specific questions about student discipline should be referred to your school's administration.

This publication is not intended as a comprehensive listing of the District's behavioral expectations and consequences.

ANNUAL NOTIFICATION TO PARENTS/GUARDIANS AND STUDENTS

The Education Code of the State of California requires the governing board of each school district to notify the parent or guardian of its minor students regarding the rights of the parent or guardian as contained in designated sections of the code.

An emergency card was signed by the parent or guardian and returned to the school acknowledging receipt of this document. The signature is an acknowledgment by the parent or guardian that he has been informed of his rights but does not indicate that consent to participate in any particular program has either been given or withheld. (EC 48982)

No school district shall undertake any activity covered by the sections contained in the notice with respect to any particular student unless the parent/guardian has been informed of such action or has received separate special notification. (EC 48984)

The following sections of the Education Code have been paraphrased for your convenience. Explanations regarding any activity may be requested from the principal of any school or the Director of Student Services. All the activities described begin with the opening of school each year and continue throughout the school year. The school principal will provide separate special notification that your student is involved in any of the activities listed, as individual students are involved.

A letter specifying any objection you may have at this time to any activity listed, or to the participation of your student in any activity listed, should be sent to the principal of the school that your student attends or to the Director of Student Services.

1. STUDENT DISCIPLINE (EC 35291) – Requires parent/guardian to be notified of the availability of rules of the district pertaining to student discipline. The California Constitution Article 1, Section 28C states that all students have the right to attend safe, secure and peaceful campuses. California Code of Regulations, Title 5 - 300 requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.

The following actions are listed in the Education Code (EC 48900) as warranting consideration for suspension and/or expulsion from school attendance: (a student may be suspended or expelled for the following acts when they are related to school activity or school attendance that occur at any time, including, but not limited to while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, during or while going to or coming from a school sponsored activity).

- a(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- a(2) Willful use of force or violence upon another person, except in self-defense.
- b Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance or an intoxicant of any kind.
- d Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to

any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage, or intoxicant.

- e Committed or attempted to commit robbery or extortion.
- f Caused or attempted to cause damage to school property or private property.
- g Stolen or attempted to steal school property or private property.
- h Possessed or used tobacco or tobacco products.
- i Committed an obscene act or engaged in habitual profanity or vulgarity.
- j Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l Knowingly received stolen school property or private property.
- m Possessed an imitation firearm.
- n Committed or attempted to commit a sexual assault or committed a sexual battery..
- o Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.

Additional grounds for suspension or expulsion are listed in Education Codes 48900.2, 48900.3, 48900.4, and 48900.7.

Committed sexual harassment, participated in, caused, attempted to cause or threatened to cause an act of hate violence, engaged in harassment, threats or intimidation of school district personnel or pupils, or made terrorist threats against school officials, school property, or both.

- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Ed Code 32261, directed specifically toward a pupil or school personnel.
- t. Aiding or abetting the infliction or attempted infliction of physical injury to another person.

Additional rules specific to each school can be obtained from the principal's office.

2. SUSPENSION AND PARENT ATTENDANCE REQUIREMENT (EC 48900.1) – A parent or guardian of a pupil who has been suspended may be required to attend school with his/her child. The law further prohibits employer sanctions for such attendance.

3. NOTIFICATION OF LAW ENFORCEMENT (EC 48902) – The principal or designee may be required to file a report to law enforcement prior to taking disciplinary action for certain violations.

4. RELEASE OF PUPIL TO PEACE OFFICER (EC 48906) – School officials will take immediate steps to notify parents when a child is taken into custody by a peace officer except in the case of suspected child abuse. In such cases, law enforcement will assume all notification responsibilities.

5. SEXUAL HARASSMENT (EC 48980, BP 5145.7) – The Governing Board prohibits unlawful sexual harassment of or by any student. 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 is 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 and staff to immediately report incidents of sexual harassment to the principal or other 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 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.

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

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

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

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff inservice and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

6. DRUG EDUCATION (EC 48980) – Requires a program of instruction in elementary and secondary schools on drug education and the effects of the uses of tobacco, alcohol, narcotics, dangerous drugs, and other dangerous substances.

7. DRUG, ALCOHOL, TOBACCO POSSESSION OR USE – Schools in the WSHUHSD strictly enforce penalties for students who have possession of, sell, furnish, use, or are under the influence of illegal drugs or alcohol. Besides suspension, these penalties include transfer to another school or a recommendation for expulsion.

WHAT PARENTS CAN DO TO HELP PREVENT DRUG AND ALCOHOL ABUSE

Young people face increasing pressure throughout junior high and high school to use drugs. You can work with the school to help our young people develop the skills and knowledge to tactfully resist pressure from their peers to use drugs.

- Make sure that you have a clear family policy on drug use. Set standards and stick by them; clearly communicate your family policy on alcohol and other drug abuse. Don't assume your children know you don't want them to use drugs.
- Involve all of your children in the family by giving them responsibilities. Reward or recognize their accomplishments when they complete tasks.
- Pay attention to your child's grades and attitudes about school. Get involved and support your child.
- Know your children's friends. Ask to meet them. Know their names, home phone numbers, and if possible, get to know their parents.
- Help your children resist the pressure to use alcohol and other drugs. Support them by devising strategies and methods of saying "no" to their peers who offer them alcohol or other drugs while maintaining healthy friendships.
- Learn about the school's drug policies; become familiar with the way the issue is addressed in the classroom.
- Sponsor drug-free and alcohol-free parties or activities in your home, or work with your school to do the same.
- Talk with other parents, or join a parent peer group, to create drug-free environments for your children.
- Learn more about drugs and alcohol and how to prevent their abuse.

POSSESSION OR USE OF TOBACCO – All tobacco use is prohibited on Hart District property and smoking is illegal at all public schools in California. Students may not use tobacco products on or in the immediate vicinity of a school campus.

8. HAZING – (EC 32051, 48900(q)) Prohibits pupils or other persons in attendance at any public or private educational institution from conspiring to engage in hazing.

9. STUDENT USE OF BICYCLES – The governing board recognizes that bicycle helmets lessen the seriousness of head injuries. The board expects all students to observe safety laws and rules, to display courtesy toward other riders and pedestrians, and strongly encourages students to wear bicycle helmets when riding to or from school. Students are encouraged to use bicycle locks. The District will not be responsible for bicycles which are lost, stolen, or damaged.

10. TRANSPORTATION (EC 35350) – Requires written permission of parent/guardian before student may be required to be transported for any purpose or for any reason except in an emergency arising from illness or injury to the student.

11. ATTENDANCE OPTIONS – The WSHUHSD currently provides comprehensive educational programs for school-age children enrolled in grades 7 through 12. Attendance options as described below are available on a limited basis to pupils whose parents or guardians currently reside within the district's attendance boundaries and to pupils who have established residency. A copy of district criteria regarding establishing residency can be obtained from the registrar at each school.

11.1 DISTRICT OPEN ENROLLMENT (EC 35160.5) – Establishes a district programs of open enrollment that is available to pupils whose parents or guardians currently reside within district attendance boundaries. Allows parents to select the school the child shall attend. Requests for admission will be based on a random, unbiased selection process. The open enrollment period occurs in February of each school year that overcrowding does not preclude this option.

11.2 INTRADISTRICT TRANSFERS – Students are to attend the schools that correspond with the District's attendance boundaries. Exceptions must be petitioned through the principals before the Director of Student Services approves/disapproves the request.

11.3 INTERDISTRICT TRANSFERS – The WSHUHSD maintains no agreement with other districts for transfer of students. The parent or legal guardian of a pupil may seek release from their home district to attend a school in any other school district.

12. ALLOWED ABSENCES (EC 48205) – Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided by law.
6. Due to illness or medical appointment during school hours a of a child for whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or participation in exercises, instruction or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. Due to attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher shall determine the tests and assignments which are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

“Immediate family,” as used in this section, has the same meaning as that set forth in Section 45194, except that references to “employee” shall be deemed to be references to “pupil.”

13. RECORDS (EC 48980 & 49063) – Requires notice to parents/guardians of the following rights upon the date of the student's initial enrollment and annually thereafter; these rights are guaranteed by the William S. Hart Union High School District Board of Trustees. Notice is provided for:

- 13.1 Type of student record maintained and information contained therein. The WSHUHSD student record includes all information relative to an individual student which is gathered by the school district, such as records of achievement, health, teacher-ratings, test scores, disciplinary matters, parent/guardian response, and special placement data.
- 13.2 Name and position of official responsible for maintenance of records, persons having access and purpose for which they have access. The WSHUHSD Director of Student Services and the principal of each school are jointly responsible for the maintenance of records. Access to a student's record is restricted to those persons with legitimate interest as permitted by statute and regulation.
- 13.3 Right of parent/guardian to access student records, and the policy for reviewing and expunging a record. A parent/guardian has a right to inspect/review a student record, to contest record content, to have a hearing conducted, and to file a written response concerning a disciplinary action in the record. The record review will be during school hours and no later than five days following the date of request.
- 13.4 Cost to parent/guardian for copies of student record. A reasonable charge not to exceed the actual cost will be made for furnishing copies of the record of a currently enrolled student.
- 13.5 Categories of information designated as directory information and the parties to whom such information will be released unless the parent/guardian objects. (See No. 14)
- 13.6 The student records law pertains to the following: provision of statistical data in which no student is identified; right to access to records by persons without written parental consent or under judicial order; access to information concerning a student in compliance with court order with required notice to parent/guardian and student; response to service of subpoena upon a public school employee by providing copy of record in lieu of personal appearance.
- 13.7 EC 49069 was amended to require production of records upon written request within five (5) business days rather than five (5) calendar days.

14. DIRECTORY INFORMATION (EC 49073) – Requires notice of the categories of directory information and of the recipients, to be given at least on an annual basis. For the WSHUHSD this includes a student’s name, address, telephone number, date/place of birth, major field of study, participation in officially recognized activities/sports, weight/height of members of athletic teams, dates of attendance, diplomas/awards received, and the most recent public/private school attended by the student. The principal or designee is authorized discretion to release directory information as may be appropriate to facilitate normal school operations and activities, interscholastic sports, honors, awards, and for other purposes non-exploitative in nature. Directory information may be released upon request to representatives of the U.S. military, colleges and universities, employers, the media and others with a legitimate need to know. The parent(s) or guardian(s) or student over the age of 18 may preclude release of directory information by completing a Directory Exclusion form and returning it to the school office. Regardless of a Directory Exclusion on file, directory information shall be released under mandate of law or official court order as required by law.

The William S. Hart Union High School District routinely utilizes visual images of student activities to record the school’s history and to promote understanding of the district’s educational programs. Such information is considered “directory information” which can be used in campus and community publications, web sites and other appropriate venues. In rare instances, parents or guardians may need to have their students excluded from such photographs and/or video images, when students are readily identifiable as individuals. A student’s parent or guardian may request that his/her student be excluded from such publication by completing the “Request for Exclusion” form which is available in the school office and filing the signed form with the school principal. The request must be re-filed at the beginning of each year for which the exclusion is requested. It is expected that “excluded” students will also accept responsibility to avoid obvious photo situations.

15. USE OF ANIMALS OR ANIMAL PARTS IN INSTRUCTION (EC 32255) -- Teachers shall notify parents and pupils of the pupil's right to refrain from the harmful or destructive use of animals. If student and his/her parent or guardian object, in writing, the teacher will develop available alternatives for the student.

16. CAREER COUNSELING (EC 221.5) – Commencing with course selection in seventh grade, any school personnel acting in career counseling or course selection to any pupil shall affirmatively explore the possibility of careers, or of courses leading to such careers, that are non-traditional for that pupil's sex. Parents/legal guardians are notified so that they may participate in such counseling sessions and decisions.

17. STUDENT USE OF TECHNOLOGY (BP 6163.4) – The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district’s schools and classes.

To discourage access to adult content on on-line electronic services and preclude other misuses of the system, the Superintendent or designee shall ensure that students receive training in user obligations and responsibilities.

Before using on-line services, the student and parent/guardian shall sign the district’s user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

Staff shall supervise students while using on-line services and may ask teacher assistants and student aides to assist in this supervision. Filtering software shall be installed on each computer that has access to on-line services.

The Superintendent or designee shall establish administrative regulations governing use of the district's on-line services. He/she shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

18. CURRICULUM PROSPECTUS (EC 49063 AND 49091.14) – Requires each school to compile annually a prospectus of the curriculum including titles, descriptions and instructional areas of every course offered by the school. Prospectus is to be reproduced and made available upon request by parent or guardian, for inspection.

19. HEALTH, FAMILY, SEX EDUCATION (EC 51240) – Requires excuse from health instruction and family life and sex education due to religious beliefs upon receipt of written request from parent/guardian.

20. HUMAN REPRODUCTION AND HIV/AIDS EDUCATION (EC 51938) – Requires written notice to parent/guardian prior to human reproduction education instruction; parent may exclude pupil from such instruction by written notice; requires notice to parent/guardian of opportunity to inspect/review human reproduction education materials.

At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parents or guardian under EC 51938.

Requires the school district at the beginning of each school year, or at the time of the student's enrollment, if different, to notify the parent or guardian of each pupil about instruction in comprehensive human reproduction health education and HIV/AIDS prevention education and assessments on pupil health behaviors and risks planned for the school year. Provides that a parent or guardian has the right to excuse their child from all or part of the instruction.

21. AIDS PREVENTION EDUCATION (EC 51934) – All school districts shall ensure that all students in grades 7 - 12 receive AIDS prevention instruction at least once in junior high and once in senior high school with the exception that any parent or guardian may request that his/her child not receive this instruction. This instruction shall emphasize that sexual abstinence and abstinence from intravenous drug use is the most effective means for AIDS prevention.

22. RELIGIOUS INSTRUCTION (EC 46014) – Students may, with written consent of parents or guardians, be excused from school for a limited number of days to participate in religious exercises or to receive moral and religious instruction.

23. ADVANCED PLACEMENT EXAMINATION FEES (EC 48980(k)) – State funds are available to cover the cost of advanced placement examination fees as per Section 52244. Parents should contact the counseling office of the high school in which the student is enrolled for further information.

24. CHILD ABUSE PREVENTION TRAINING PROGRAM – A parent has the right to refuse to allow their student to participate in a child abuse primary prevention program.

25. DISEASE CONTROL (EC 49403) – Immunizations -- State law requires that all students attending schools in California be immunized for Polio, Measles (Rubeola and Rubella), Mumps, Diphtheria, Pertussis (Whooping Cough), and Tetanus (TD) and Hepatitis B or be excluded for reasons recognized in the law. In addition, a Mantoux skin test showing the student to be free from active Tuberculosis (TB) is now required for all students entering California schools for the first time as well as Varicella vaccine (chicken pox) or physician-documented Varicella disease history. Students returning to schools within the WSHUHSD must have in their school records, or provide at the time of returning to school, verification of these immunizations. Students not meeting immunization requirements as stated above will be excluded from school until such time as they do receive or verify the appropriate immunizations.

26. CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC 324.2 & 324.3) – Free health screening is available through the L. A. County Health Office under the California Medical Assistance Program.

27. MEDICATION (EC 49423) – Permits assistance to students requiring medication; requires written statements from physician and parent/guardian. Please see the inside back cover for the full medication policy.

28. MEDICATION (EC 49480) – Requires parent/guardian to inform school of students on continuing medication regimen including the dosage and the supervising physician; permits follow-up by school nurse.

29. PHYSICALS (EC 49451) – Permits parent/guardian to annually deny consent in writing to a physical examination of the student; requires sending student home in event of suspected contagious/infectious disease.

30. CONFIDENTIAL MEDICAL SERVICE (EC 46010.1) – WSHUHSD authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

31. EMERGENCIES – In the event of an emergency or disaster situation affecting any of our schools, such as snow, earthquake, flooding, etc., the district provides information to local cable television. For information after an emergency tune to TV CHANNEL 6, KNX (1070 AM) and KHTS (1220AM).

32. INDIVIDUAL INSTRUCTION TEMPORARY DISABILITY (EC 48206.3) – Individualized instruction is available for students unable to attend school because of a temporary disability whether hospital-bound or at home. It is the parent's responsibility to notify the district of the qualifying need.

33. TEMPORARY DISABILITY (EC 48207 & 48208) – A pupil with a temporary disability who is in a hospital which is located outside of the school district in which the pupil's parent or guardian reside will be considered a resident of the district in which the hospital is located. It is the primary responsibility of the parent or guardian to contact the school district within whose boundaries the hospital is located.

34. SCHOOL UNIFORMS (EC 35183) – In accordance with California State law, Education Code 35183, the Governing Board of the William S. Hart Union High School District has adopted a policy (BP5132) that allows a school to have a required school uniform program. The Education code and district policy allows for a parent to opt out of adherence to the uniform program. To do so, the parent should contact the school principal.

GENERAL DRESS CODE (EC 35183)

The governing board believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. When gangs constitute a danger to students, the superintendent or designee may restrict student dress and grooming as necessary to comply with board policy related to gang activity.

In accordance with education code 35183.5, each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including, but not limited to, hats. Each school site may set a policy related to the type of sun protective clothing, including, but not limited to, hats, that pupils will be allowed to use outdoors. Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel may be prohibited by the dress code policy. Each school site shall allow pupils the use of sunscreen during the school day without a physician's note or prescription. Each school site may set a policy related to the use of sunscreen of pupils during the school day.

35. CELL PHONES – All phones and pagers (Ed Code 48901.5 and BP 5142.4) – Allows for student possession and use of cell phones and pagers under specific parameters. Cell phones and pagers are to be turned off and put away upon arriving to class or before entering any school building. This authorization for student use may be revoked due to misuse or defiance to school personnel regarding use of cell phones or pagers. **All electronic devices including, but not limited to, iPods and MP3 players, are to be turned off and put away upon arriving to class or before entering any school building.** The District assumes no liability for the damage, loss, or misuse of the cell phone, pager, **or electronic device** by the student or another person. Failure to comply with this policy may result in confiscation of cell phone/pager/**electronic devices** by school personnel.

36. REHABILITATION ACT OF 1973, 504 – WSHUHSD does not discriminate on basis of sex, handicap, race, color, national origin, or lack of English skills. Reasonable accommodations are available for students with disabilities.

37. ALTERNATIVE SCHOOLS (EC 58501) – “Notice of Alternative Schools – California State law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designated to: (a) maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy, (b) recognize that the best learning takes place when the student learns because of his desire to learn, (c) maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choice of learning projects, (d) maximize the opportunity for teachers, parents/guardians, and students to cooperatively develop the learning process and its subject matters. This opportunity shall be a continuous, permanent process, (e) maximize the opportunity for students, parent/guardians to continuously react to the changing world, including, but not limited to, the community in which the school is located. In the event any parent/guardian, pupil or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the administrative office of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.” Requires posting of this notice in two places in all schools for the entire month of March.

38. INSURANCE (EC 49472) – The WM. S. HART UNION HIGH SCHOOL DISTRICT ASSUMES NO LIABILITY FOR STUDENTS INJURED AT SCHOOL OR IN ACTIVITIES RELATED TO SCHOOL. The District **does not** carry medical or dental insurance for students injured on school premises, while under school jurisdiction, or through school sponsored activities. Information on low-costs, medical/dental insurance plans is available through your school’s administrative assistant.

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Medi-Cal Healthy Families 1-800 880-5305.

39. FAMILY NUTRITION EDUCATION SERVICE ACT (EC 49520) – Each needy pupil (as defined by regulations of the State Board of Education) enrolled in school shall be provided one nutritionally adequate, free or reduced price meal during each school day.

40. LIABILITY FOR LOSS OR DAMAGE (EC 48904) – A parent or guardian is liable for up to \$10,000 for a minor's willful misconduct which results in damage or harm to another person or to school property. Students are also responsible for reimbursing the District for lost or damaged (beyond normal wear and tear) books or equipment.

41. ASBESTOS ABATEMENT – Information regarding asbestos abatement within the District is available upon request from the Administrative Center. (40 CFR 763.93)

42. NOTICE OF OPEN CAMPUS DURING HIGH SCHOOL LUNCH (EC 44808.5) – The governing board of the William S. Hart Union High School District permits as a privilege 11th and 12th grade students with written parent permission enrolled at Canyon, Golden Valley, Hart, Saugus, Valencia and West Ranch High Schools to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

43. DISCRIMINATION – The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on ethnic group identification, race, sexual orientation, national origin, religion, age, gender, color, physical or mental disability, or any other unlawful consideration. The Board shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities and activities available to them.

As required by law, the Superintendent or designee shall notify students and parents/guardians of the district’s policy on nondiscrimination and related complaint procedures.

Complaints related to discrimination may be directed to the principal and then to the Director of Student Services for the District.

44. SCHOOL ACCOUNTABILITY REPORT CARD (SARC) (EC 35256) – A copy of the School Accountability Report Card will be provided to parents upon request or available on the internet on or before February 1. It includes revised estimated expenditures per pupil and type of services funded. Copies of SARC’s are available on the district website at www.hardistrict.org.

45. COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION
The state of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. A lower test score would require a higher GPA due to their eligibility index. In order to attend a UC you must meet requirements for coursework, GPA, and test scores. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

www.ccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp.

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

46. HIGH SCHOOL EXIT EXAM – Beginning with the class of 2006 all students must pass the California High School Exit Exam in order to receive a high school diploma. In order to meet this requirement, the student must score at least 350 for both the language arts and math portion of the exam. Beginning with the class of 2004 all students must complete a course in algebra in order to receive a high school diploma.

47. PESTICIDE PRODUCTS – The following is a list of pesticide products that may be applied by the district during the coming school year.

<u>PRODUCT</u>	<u>ACTIVE INGREDIENTS</u>	<u>USE</u>
Dragnet SFR	Permethrin	Termiticide/Insecticide

Eco Exempt G	Eugenol (Clove Oil)/Thyme Oil	Insecticide – granular
Eco Exempt D	Plant Essential Oils/Clove Oil	Insecticide – dust
MaxForce	Hydramethylnon	Insect Bait – fine granule
MaxForce	Fipronil	Roaches – bait gel
Advance	Abamectin B1	Ant Bait – granular
Termidor SC	Fipronil	Termiticide/Insecticide
Gas Cartridge	Sodium Nitrate, Charcoal	Ground rodents
Fumitoxin	Aluminum Phosphide	Ground rodents
Fusilade DX	Flauzifop-P-butyle Technical	Herbicide
Rodent Bait	Diahaconone	Ground rodents
Roundup	Glyphosate	Herbicide/Weed Control
Snapshot 2.5 TG	Trifluralin	Herbicide
Surflan	Orzalin, sulfanilamide	Preemergence/Weed Control
Surflan A.S.	Oryzalin	Herbicide/Weed Control
Demand	Lambdacyhalothrin	Ants
Cynoff	Cypermethrin	Ants
Baygon	Methylcarbamate	Roaches
Tempo	W. P. Cyfluthrin	Ants
Orthene	Acephate 1.0%	Insecticide
Gopher Getter	Strychnine	Gopher control
M-Pede	Potassium salts of fatty acids	Insecticide
Makl Blocks	Bromdiolone	Rodenticide
TalstarOne	Bifenthrin	Multi-Insecticide
Victor Poison Free	Cedar Oil & Sodium Lauryl Sulfate	Ant, Roach/Insecticide
Ronstar	Oxadiazon	Herbicide/Weed Control
Escalade	2,4-D/Fluroxypyr/Dicamba	Insecticide
Double Trouble	Deltamethrin	Insecticide

In the event the use of a product is required and is not on the above list, notification will be provided 72 hours in advance of the intended use.

All of the above materials are fully registered for use in California by the United States Environmental Protection Agency (EPA) and the California EPA. For additional information on pest management materials, you may access the California EPA, Department of Pesticide Regulation website at www.cdpr.ca.gov.

If you would like to register with the school district to receive notification of individual applications of pest management materials, please obtain a notification request form from your school site. Please complete the form and return it to the school. Those who have registered will be notified of individual applications at least 72 hours in advance. For more information, please contact Carle Manley, Supervisor of Maintenance & Operations at (661) 259-0033 ext. 324.

48. UNIFORM COMPLAINT PROCEDURES (BP 1312.3 and AR 1312.3)

UNIFORM COMPLAINT PROCEDURES

BP 1312.3

AR 1312.3

What is a complaint?

A complaint is a written statement alleging discrimination, harassment, or a violation of a federal or state law or regulation. A complaint must be filed by way of the Uniform Complaint Procedures (UCP) as

written in the *California Code of Regulations*, Title 5, sections 4600-4687. Issues that may involve filing a complaint using the UCP are under various state and federal programs that use categorical funds such as Adult Education, Career Technical Education, Child Development, Consolidated Categorical Programs, Indian Education, Migrant Education, Nutrition Education, and Special Education.

Not all complaints fall under the scope of the UCP. Many concerns are the responsibilities of the local agencies, including, hiring and evaluation of staff, classroom assignments, student advancement and retention, selection/provision of textbooks and materials, student discipline, provision of core curricula subjects, facilities, graduation requirements, homework policies and practices, use of general education funds and dress codes and school uniforms.

The following document describes the process in filing a complaint. Topics include referring complaint issues, local educational agency responsibilities, district policies and procedures, filing a local complaint, time lines, appealing local agency decisions, department resolution procedures, the on-site investigation process, and California Department of Education investigation procedures and investigation report.

The William S. Hart Union High School District shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

Compliance Officers

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Assistant Superintendent of Human Resources and Personnel Services
or
Director of Human Resources
21515 Centre Pointe Parkway, Santa Clarita 91350
(661) 259-0033

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of a written notice of the district's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties, and complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education. [T5CCR 4622] The Superintendent or designee shall ensure that complainants understand that they may pursue other

remedies, including actions before civil courts or other public agencies. Remedies may include court orders, preliminary injunctions, and/or restraining orders.

(cf. 5145.6 - Parental Notifications)

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies or local mediation centers, or from private attorneys.

AR 1312.3(b)

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. The district will use its uniform complaint procedures when addressing all complaints regarding the following civil rights guarantees (allegations of unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics). [PC. 422.55, EC 220, T5CCR 4610] gender equity. The district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the procedures set out in sections 4600-4687 of the Title 5 Regulations and in accordance with the policies and procedures of the governing board. (T5CCR 4620) Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts, and ensures that the identity of a complainant alleging discrimination, will remain confidential as appropriate. (Title 5, Section 4630)

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. [T5CCR 4621]

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

The complaint shall be presented to the Superintendent or designee, who shall then give it to the appropriate compliance officer. The Superintendent or designee shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (Title 5, Section 4600)

AR 1312.3(c)

Step 2: Mediation

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

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five working days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

Refusal of the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. [T5CCR 4631]

Refusal by the District to provide the investigator with access to records and/or information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. [T5CCR 4631]

Step 4: Response

Within 30 working days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that

has been specified in a written agreement with the complainant. (Title 5, Section 4631)

AR 1312.3(d)

Step 5: Final Written Decision

The report of the district's decision shall be written in English and in the primary language of the complainant whenever feasible or required by law. When 15 percent or more of a school's enrolled students speak a single primary language other than English, Education Code 48985 requires that reports sent to the parents/guardians of these students be written in the primary language. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

(cf. 5145.6 - Parental Notifications)

The report will contain the following elements: [T5CCR 4631]

- (i)** The findings of fact based on the evidence gathered.
- (ii)** Conclusion of law.
- (iii)** Disposition of the complaint
- (iv)** The rationale for such a disposition.
- (v)** Corrective actions, if any are warranted.
- (vi)** Notice of the complainant's right to appeal the district's decision to the California Department of Education
- (vii)** Procedures to be followed for initialing an appeal to the California Department of Education.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, Section 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (Title 5, Section 4652)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (AR 1312.4)

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the district office. Parents, students, teachers

or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Copies of the William S. Hart Union High School District complaint procedures shall be available free of charge and can be found at all district sites. [T5CCR 4622]

49. PROBLEM RESOLUTION AND COMPLAINTS – The WSHUHSD operates with the belief that good communication will resolve the vast majority of problems/concerns. Those with problems or concerns are encouraged to first bring the issue to the attention of those closest to the situation, whether it is a teacher, activities advisor, athletic coach or other person. If satisfactory agreement cannot be reached, it is appropriate to follow the chain of command by contacting the immediate supervisor of the person involved. The complainant may be asked to put the concern in writing citing specifics. See the chart below for procedures.

COMPLAINT PROCEDURES

	CLASSROOM MATTERS STUDENT DISCIPLINE	GRADES	ATHLETICS/ ACTIVITIES
School Level	Teacher	Teacher	Coach Advisor
	Counselor/Assistant Principal	Counselor/Assistant Principal	Athletic Director
			Athletic/Activities Administrator
Principal	Principal	Principal	
District Level	Director of Student Services	Director of Curriculum	Coordinator of Athletics
	Assistant Superintendent, Personnel	Assistant Superintendent, Educational Services	Assistant Superintendent, Personnel
	Superintendent Governing Board	Superintendent Governing Board	Superintendent Governing Board

A complete copy of the complaint procedure may be obtained from the Director of Student Services at the Administrative Center (ref. Board Policy 1312).

50. SPECIAL EDUCATION (IDEA) – Provides that specially designed instruction will be available to meet the unique needs of individuals with exceptional needs (students with disabilities) at no cost to the parent. Any individual may file a written complaint with the California State Superintendent of Instruction alleging a school district violation of the law relative to procedures for providing Special Education for pupils with disabilities. All parents have the right to refer their child to Special Education.

SPECIAL EDUCATION SECTION

SANTA CLARITA VALLEY CALIFORNIA SPECIAL EDUCATION LOCAL PLAN AREA PARENTS RIGHTS

Current Federal legislation requires that school districts provide an explanation of the procedural safeguards available to parents whenever a district proposes to initiate or change the identification, evaluation or educational placement of a child. A summary of the rights included in this legislation is listed below. More detailed Information is available upon request.

EVALUATION

Parents have the right to refer their child (birth to age 21) for an educational evaluation.

Parents have the right to receive prior written notice before the school district proposes or refuses to initiate or change the identification, evaluation or educational placement of their child. This written notice shall be provided in the native language of the parent. If the native language is not a written language, the notice shall be translated orally, or by other means, to the parent in their native language or other mode of communication.

Parents must provide informed written consent prior to the district initiating an educational evaluation.

Upon receipt of written parent consent, a full and individual evaluation of the child's educational needs shall be completed within 60 calendar days, not counting days between regular school session or days of school vacation in excess of five school days.

Whenever an assessment is to be conducted, the parent shall be given, in writing, a proposed assessment plan within 15 calendar days of that referral for assessment.

Parents have the right to review all assessment procedures and instructions; to be fully informed of assessment results; and to obtain, upon request, a copy of the findings of the assessment conducted.

The district will ensure that testing does not discriminate on the basis of language or culture; that tests are validated for the specific purposes for which they are used; that tests are sensitive to impaired sensory, manual or speaking skills; that assessments will be conducted in all areas of suspected disability; and that no single test instrument or procedure will be used in determining an appropriate education program. A multi-disciplinary team qualified in the areas of educational assessment will conduct evaluations.

Parents have the right to obtain an independent educational assessment, which must be considered by the school district in any decision regarding their child, if the parents disagree with an assessment obtained by the district personnel.

The Special Education Local Plan Area shall ensure that the interpretation of the evaluation data and subsequent determination of educational needs shall be made by a team knowledgeable about the child. The parent has the right to participate in a meeting devoted to recommendations and program planning for the child. No child may be placed in a special education program without a full and individual pre-placement evaluation.

Parents have the right to participate in all planning meetings regarding the educational needs of their child and to present information to the school in person or through a representative. These meetings should be scheduled at mutually convenient times to facilitate parental attendance.

Parents and the District/SELPA have a right to make an audio tape recording of the Individualized Educational Program (IEP) Team Meeting by giving 24 hours written notice to the IEP Team of the intent to tape the meeting. If the District/SELPA gives notice of intent to audiotape the meeting and the parent objects or refuses to attend, then the meeting shall not be tape-recorded.

SPECIAL EDUCATION AND RELATED SERVICES

Each child diagnosed as a pupil with exceptional needs has the right to be educated with non-disabled children to the maximum extent appropriate. Placement in special classes occurs only when the child's disability is such that education in a regular class, with the use of supplementary aids and services, does not adequately meet the needs of the child. Non-public school services will be provided when no appropriate public school program is available.

Parents must provide informed written consent prior to their child's participation in any special education program. Parents have the right to revoke the consent prior to receiving special education services after consulting with a member of the IEP Team and after submission of written notification to the administrator.

The IEP shall be developed within 30 days after the start of the new regular school year if the referral was made 20 days or less prior to the end of the regular school year. For school vacation the 60-day time starts again when school reconvenes.

Parents have the right to a copy of their child's IEP. A copy of the IEP shall be provided in the primary language upon request.

Parents may request a meeting with school personnel to develop, review, or revise the IEP. Student progress shall be reviewed at least annually.

Parents have the right to request a formal reassessment of their child once per year unless mutually agreed, even though a complete formal re-assessment will be conducted every three years.

CONFIDENTIALITY OF INFORMATION

All records pertaining to identification, evaluation, or placement of a child will be maintained at the appropriate district site and on file at the child's school of attendance. Parents have the right to inspect, review, and be provided copies of records. Parents also maintain the right to receive a list of types and location of records being collected and may receive an explanation of any item in the records. Parents can be charged for the cost of duplication of materials.

Parents have the right to request an amendment to any records on the basis of inaccuracy or as a violation of privacy and may restrict access to all records by withholding consent to disclose records to anyone except qualified school personnel.

APPEAL AND HEARING PROCEDURES

Parents have the right to request to the Office of Administrative Hearing, Special Education Unit, 1102 Q Street, 4th Floor, Sacramento, CA 95814, Phone (916) 323-6876, FAX (916) 322-8014, an impartial due process hearing to question the district's identification, evaluation, and/or placement of their child and to request a complaint investigation to question the district's compliance with the law. The parent has the right to information regarding free or low cost legal services.

Upon receipt of the parents' written request for a due process hearing, the Superintendent of Public Instruction shall immediately notify both parties of a proposed date for a mediation conference. This conference shall be conducted prior to the due process hearing, unless either party waives the conference, and shall be completed within 15 calendar days of receipt of the request. The student remains in the current placement during the hearing and judicial process.

The parent has the right to a mediation conference, to examine pupil records, to meet the pupil at the hearing, and to open the State hearing to the public. If the mediation conference fails to resolve the issues to the satisfaction of both parties, a state-level hearing shall be held.

A parent/guardian who prevails in either a hearing or court action may recover reasonable attorney's fees using the appropriate judicial procedures.

**NOTICE OF LIMITATION ON PAYMENT FOR EDUCATION
OF CHILDREN ENROLLED IN PRIVATE SCHOOLS
WITHOUT THE CONSENT OF OR REFERRAL BY THE PUBLIC AGENCY**

If you are considering enrolling your child in a private school at public expense without the consent or referral of the local education agency, this is to inform you that a request for reimbursement of the cost of the private school placement may be reduced or denied unless you have met the following requirements:

1. a. At the most recent IEP meeting that you attend prior to the removal of the child from public school, you must inform the IEP team that you are rejecting the placement proposed by the public agency to provide a free appropriate public education. You must inform the IEP team of your concerns and state your intent to enroll your child in a private school at public expense; or

b. Ten business days (including any holidays that occur on a business day) prior to the removal of your child from the public school you must give written notice to the public agency that you are rejecting the placement proposed by the public agency to provide a free appropriate public education, stating your concerns with the public agency's placement, and that you intend to enroll your child in a private school at public expense.
2. Prior to your removal of the child from the public school, you must make the child available for evaluation by the public agency if the agency informs you, through appropriate notice requirements, of its intent to evaluate the child including a reasonable statement of the purpose of the evaluation.

Further reimbursement may be limited or denied if a court determines that your actions were unreasonable.

**PLACEMENT IN AN INTERIM ALTERNATIVE
EDUCATIONAL SETTING**

For disciplinary reasons, the District may change your child's placement for not more than ten (10) school days by suspending your child or assigning him/her to an interim alternative educational setting or another setting.

The District may order a change in placement of your child to an appropriate interim alternative educational setting for up to forty-five (45) days if your child carries a weapon to school or a school function, or knowingly possesses, uses, sells or solicits the sale of controlled substances at school or a school function. Other offenses requiring a change of placement include sexual assault or sexual battery, brandishing a knife, or possessing explosives.

A hearing officer may order your child placed in an appropriate interim alternative educational setting for up to forty-five (45) days if the officer finds that maintaining your child's current placement is substantially likely to result in injury to your child or others.

The IEP team shall determine an interim educational setting ordered by the District.

The interim alternative educational setting shall enable your child to continue to participate in the general curriculum, although in another setting, and to receive services and modifications that will enable your child to meet the goals set out in his or her IEP and to address the misbehavior so that it does not recur.

Not later than ten (10) days after taking disciplinary action concerning your child, the IEP team will meet to develop a functional behavioral assessment plan to address your child's behavior if a behavioral intervention plan has not already been developed. If your child already has a behavioral intervention plan, the IEP team will review the plan and modify it if necessary to address your child's behavior.

If the District decides to take disciplinary action against your child for possession of weapons, for drug offenses, or for behavior that is likely to result in injury, or if the District decides to take disciplinary action that will change your child's placement for more than ten (10) days, you have the right to be notified of that decision and to be informed of your related procedural rights. Further, the IEP team will meet within ten school days of that decision to make a manifestation determination.

The IEP team will conduct the manifestation determination. The team will determine the relationship between your child's disability and the behavior subject to the disciplinary action.

If the IEP team finds that your child's behavior was not a manifestation of his or her disability, he or she may be subject to the disciplinary procedures that apply to non-disabled children.

You have the right to an expedited due process hearing if you disagree with a placement decision or with the IEP team's determination that your child's behavior was not due to his or her disability.

While the hearing is pending, if your child has been placed in an interim alternative educational setting for 45 days, he or she will remain in that setting until a decision is issued or 45 days elapses, whichever comes first.

If the District proposes to change your child's placement after the 45-day placement in an interim alternative educational setting has elapsed, your child shall remain in his or her current placement (the child's placement prior to the interim alternative educational setting) pending of any hearing to challenge the proposed change in placement. If the District maintains it is dangerous for your child to be in his or

her current placement, the District may request an expedited hearing on the proposed change in placement.

MEDIATION

As required by law, the school district has established procedures to permit you to resolve any disagreement you have concerning your child's placement through a process called mediation. Mediation is a process that permits you and the school district to present the dispute to a neutral third party. The school district is required to make mediation available to you when you request a hearing.

Your participation in mediation is entirely voluntary; you are not required to mediate your dispute with the school district. The school district may not use the mediation process to delay or prevent a due process hearing. The mediation process may not be used to deny you any other rights to which you are entitled under the law. If you do choose to mediate, a qualified impartial mediator who has been trained in the use of effective mediation techniques must conduct the mediation.

Even though you may choose whether or not you wish to mediate any disagreement you have with the school district, you should be aware that schools can still establish procedures that require you to meet with a neutral third party, even if such meeting is for the sole purpose of explaining the benefits of mediation and encouraging you to use the mediation process.

The state has a list of qualified mediators who are knowledgeable in the provision of special education services. The state will pay for premeditation meetings described above as well as the mediation itself.

Mediating sessions must be scheduled in a timely manner and held at a location that is convenient to the parties. Discussions during the mediation are confidential and cannot be used as evidence in subsequent due process hearings or civil proceedings. If you and the school district reach an agreement during mediation, this agreement must be put in writing.

DUE PROCESS HEARINGS, INCLUDING REQUIREMENTS FOR DISCLOSURE OF EVALUATION RESULTS AND RECOMMENDATIONS

Either you or the school district may request a due process hearing in the event of a disagreement regarding the following:

- (1) An assessment proposal or plan;
- (2) Refusal to initiate or change your child's identification, assessment, or educational placement; or
- (3) The provision of a free appropriate public education.

A hearing may also be requested regarding some disciplinary actions. Due process hearing procedures include the right to a mediation, and the right to a fair and impartial administrative hearing at the state level.

At least five (5) business days before the hearing each party shall disclose to all other parties all evaluations completed by that date and recommendations based on the offering party's evaluations that the party intends to use at the hearing. A hearing officer may bar any party that fails to disclose such evaluations from introducing the relevant evaluation or recommendation at the hearing without the consent of the other party.

Any party to a due process hearing shall be accorded: (1) the right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities; (2) the right to a written, or, at the option of the parents, electronic verbatim record of such hearing; and (3) the right to written, or at the option of the parents, electronic findings of fact and decisions (which findings and decisions shall be made available to the public consistent with the requirements of section 1417(c) relating to the confidentiality of data, information and records, and shall also be transmitted to the advisory panel established pursuant to section 141 2(a)(21).

NOTICE OF ATTORNEYS' FEES

The court may award reasonable attorney's fees to the parents of a child with a disability that is the prevailing party in a due process controversy. Fees awarded shall be based on rates prevailing in the community for the same kind and quality of service. Attorneys' fees may not be awarded if the parents received a timely written offer of settlement and the relief finally obtained was not more favorable than that offered in the settlement. An award of attorneys' fees may be reduced if the parent unreasonably protracted the controversy, the hourly rate or time spent was excessive or the attorney did not provide notice of the complaint under section 1415(b)(7) regarding procedural safeguards. However, such a reduction shall not occur if the public educational agency unreasonably protracted the controversy. No fees may be awarded for attendance at IEP meetings unless the meetings were convened as a result of an administrative proceeding or judicial action or at the discretion of the state for mediation conducted prior to the filing of the complaint.

NOTICE OF COMPLAINT—SPECIAL EDUCATION

As parents/guardians of a special needs student, YOU HAVE CERTAIN RIGHTS AND OBLIGATIONS.

YOUR OBLIGATIONS include keeping the school district informed of your concerns.

1. If you disagree with the placement of your child and want to make a complaint: YOU MUST inform the school district in writing so that the school district can address your concerns. Any information you provide to the school district remains confidential.
2. The following information must be included in your complaint:
 - a. Child's name, home address, and the name of the school he or she is currently attending.
 - b. A detailed description of your child's problem and a statement of your reasons why you believe your child's problem is not being properly served.
3. Your suggestions or solution for the school district to change or resolve your child's problem based on information that is currently available to you.

PLEASE NOTE that if you do not provide proper and complete information regarding your concerns about your child's placement, YOU MAY LOSE YOUR RIGHT TO BE REIMBURSED FOR SOME OF THE ATTORNEY'S FEES you may be entitled to if you take your child's case to a due process hearing and win.

51. FOSTER/HOMELESS YOUTH (EC 48850) – Requires the school district's educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and

extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

52. ELIGIBILITY FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Extra-curricular/co-curricular activities include interscholastic teams, ASB, pep squad, cheerleaders, drill team, flag team, band, orchestra, choral, drama, and similar programs requiring practice and performance time beyond a class period for which unit credit may or may not be granted.

Excluded from these regulations are activities or programs such as yearbook, newspaper, student league, letter clubs, honorary or scholarship or other voluntary clubs or associations.

The following requirements apply to all extra-curricular/co-curricular activities. Some activities may have additional special requirements, approved by the principal, such as: mandatory attendance at rehearsals and performances, student responsibility for uniform cleaning, specific standards of conduct at practices, rehearsals, while in uniform, etc. Academic requirements may not exceed those listed below, except as provided by the California Interscholastic Federation rules governing interscholastic sports.

The principal or designee will provide copies of all regulations for all students at appropriate times during the school year.

ACADEMIC

California Interscholastic Federation Requirements

The California Interscholastic Federation Requirements (CIF) requires that in order to be eligible, a student must have passed the equivalent of 20 semester credits of new work the previous report period. Only one of the subjects may be Physical Education.

Wm. S. Hart Union High School District Requirements

- A. A student shall be enrolled in and have passed a minimum of 20 semester credits of new work (a make-up class is not considered new work) with a GPA of 2.0 or higher at the grading period which determines eligibility to be academically eligible to participate in extra-curricular/co-curricular activities. Only one of the subjects may be Physical Education.
- B. A senior student whose earned credits exceed normal progress toward graduation may be enrolled in fewer than 20 semester credits and still participate in activities other than interscholastic athletics.
- C. The GPA shall be computed using all classes in which the student is enrolled at the grading period that determines eligibility.
- D. Students enrolled in courses offered on a variable unit of credit basis must have attained the total of 20 semester credits at the conclusion of the semester to remain eligible for the following quarter.
- E. Credits and grades earned in alternative schools or programs for which school credit is granted shall be combined with credits and grades earned in the comprehensive school to compute the grade requirements as specified in A and B above.

- F. Summer school credit shall be counted toward making up scholastic deficiencies incurred in the grading period immediately preceding. These grades shall be combined with the preceding quarter's grades to compute the GPA. This shall apply to all activities covered by these regulations. In the event a class is repeated, the grade will be replaced if the grade is higher in the course taken in summer school. A course repeated in summer school will eliminate the course grade given when it was taken the first time in determining GPA for eligibility, if the repeated class is the exact class taken during the previous fourth quarter grade report.

At no time may a student count more than the allowable one class of Physical Education for the combined preceding grading period and summer school work. Summer school courses failed shall not impair a student's eligibility achieved in the grading period preceding.

G. Period of Eligibility - Academic

1. The fourth quarter (second semester) of the previous school year determines eligibility for the first quarter of the current school year.
2. The first quarter grades determine eligibility for the second quarter.
3. The second quarter grades (first semester grades) determine eligibility for the third quarter.
4. Third quarter grades determine eligibility for the fourth quarter.

H. Grade Checks

The principal will certify extra-curricular/co-curricular eligibility within three school days of the end of each grading period and will notify the appropriate coaches and advisors of students who are ineligible.

I. Length of Ineligibility

1. When a student is ruled ineligible by failing to meet standards as established by the CIF, that student remains ineligible through three school days following the end of the next grading period. Grade changes (except in cases of verified teacher error) shall not affect eligibility status.
2. When, at the conclusion of any grading quarter, a student is ruled ineligible by failing to meet the standards as established by the school district, he/she will remain ineligible through midnight of the third school day following the end of the grading period.
3. Three days after the end of a grading period the GPA will be computed and eligibility status will be verified by the principal or administrative designee.
4. For co-curricular eligibility, if the student has met the standards for eligibility as established by the school district, he/she will become eligible at midnight three days after the end of the grading period and retain eligibility for the remainder of the quarter. For athletic eligibility there will be no change of status at the progress reporting periods. Student athletes are eligible or ineligible until the next official grade-reporting period (either quarter or semester).

5. If the student has not met the standards for eligibility as established by the school district, he/she will remain ineligible for the remainder of that grading quarter and the three days following.
6. All entering 9th grade students are automatically eligible during the first quarter of the school year. If however, a 9th grade student enters with a GPA below 2.0 on his/her last grade report, the principal shall assure that his/her academic progress is monitored and appropriate measures are taken to remediate any problem

Miscellaneous Provisions - Academics

- A. An "Incomplete" (I) grade is not a passing grade. For the purpose of eligibility, it will be considered an "F" until cleared. When cleared, eligibility status will be redetermined.
- B. Selection. An ineligible student shall not be elected/appointed/selected for any extra-curricular/co-curricular activity.
- C. Tryouts. An ineligible student may be allowed to try out for co-curricular/extra-curricular activities that commence in the subsequent eligibility period; however, selection shall depend on eligibility at the time the activity commences.
- D. Practice. An ineligible student shall be allowed to participate in practice sessions, rehearsals, workouts, etc.
- E. All existing procedures, including physical examination, insurance and fees will apply to ineligible students trying out or practicing for an activity. Fees charged are not refundable based on ineligibility.

Citizenship

- A. Suspension. A student on suspension (in-school or out-of-school suspension) is ineligible to attend or participate in activities throughout the period of suspension, which shall extend to the morning of the first school day after the suspension has expired.
- B. Additional restrictions. If a student is found guilty of committing a suspendable offense, whether or not suspension is imposed, the principal or designee has the discretion of suspending that student from participating in one or more activities.
- C. Alcohol/drug abuse. Any student involved in extra-curricular/co-curricular activities who possesses, uses, sells or otherwise furnishes, or is under the influence of any controlled substance as defined in Division 10 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind, enroute to school or at school or away from school during the school day or enroute home or in conjunction with any school sponsored activity, including the interim between the end of school and any later school activity in which the student is to participate or attend, shall be subject to:
 1. Immediate five (5) days' out-of-school suspension.
 2. Immediate dismissal/exclusion from all extra-curricular/co-curricular teams or organizations for the remainder of the duration of the current activity or season or semester, as applicable. An alternative credit-earning option shall be provided in the event of dismissal from a credit program.

3. Denial of any letter, honor, award, certificate or banquet attendance to which otherwise entitled for the remainder of the duration of the current activity or season or semester, as applicable.
 4. Possible arrest.
 5. Transfer to another school or educational program.
 6. Possible expulsion.
- D. Any appeal which a student and/or parent/guardian wishes to make concerning disciplinary action shall be directed to the principal of the school which the student attends.

Attendance

Full School Day - Students are required to attend all classes in which they are enrolled (except those classes which must be missed because of travel time to the game or event) in order to participate in a game or event that afternoon or evening.

Medical and dental appointments shall be made on days other than "participation" days. If a student must be absent for an appointment, proper school procedure must be followed to clear the absence in order to permit participation.

If the student does not comply with this attendance regulation and in violation participates in an activity, that student shall be denied participation in the next two regular activities and may face additional disciplinary action.

The principal or designee shall verify compliance with the attendance regulation.

53. VIDEO SURVEILLANCE

The Hart District believes that the health, welfare, and safety of all students, staff, and visitors to district property are of paramount importance. The District also recognizes the need to protect District facilities and equipment from vandalism and theft. Accordingly, the District has installed surveillance cameras on District school campuses. Cameras have been placed in visible outdoor areas, school buses, and in other indoor locations where public events occur. Cameras are not placed in any location where individuals have a reasonable expectation of privacy, including the interior of restrooms, toilet, bathroom, washroom, shower, locker room, changing area, or lavatory. The images captured by video surveillance equipment are the sole property of the Hart District and shall only be viewed by those authorized by the district administration. The images may be used in disciplinary or criminal proceedings instituted against students, employees, parents/guardians, and other individuals within the area being observed.

William S. Hart Union High School District

Prescribed Medications At School

A student required to take medications during regular school days that has been prescribed by a physician may be assisted by the district nurse, the health assistant, or other designated school personnel if the school district receives a written statement from the physician and the parent or guardian. Medication includes over-the-counter medication.

It is the practice of the Wm. S. Hart Union High School District that no employee may give medication of any nature to a child. However, under special circumstances when school attendance of a child is contingent upon uninterrupted medication necessitating a dose during the school day, and when the physician having responsibility for the medical care of the child makes a specific recommendation, an exception may be made. In such a case the following procedures must be followed:

1. Deliver to the school a medication form or written statement from the physician detailing the method, amount, and time schedules the specified medication is to be taken.
2. Provide a written statement from the parent or legal guardian requesting the school district to assist the student according to the physician's statement.
3. Assure that each medication is in its original container, clearly labeled, with the pupil's full name, the physician's name and phone number, the name of the medication, dosage, schedule, and date of expiration of this prescription.
4. Inform the school when any medication change is made. This includes a change in the type or nature of medication, as well as a change in the dosage of medication.
5. Deliver to the school nurse or health assistant only the medication to be administered. The parent or guardian should carefully monitor the amount of medication which is sent to school, and when that medication is running low, should make arrangements to replace it.
6. If appropriate and approved by the district nurse, provide a self-administration medication form or written statement from the parent/legal guardian and physician which authorizes the student's self-administration of an emergency medication.

Under no circumstances will school personnel be responsible for obtaining medication for any student. This procedure was established to protect your child and to avoid the sharing of medication among pupils.

Please direct questions to your school principal or to the school district nurse, Christine Amstutz, RN MN, at 259-0033, Ext.368.

INDEX

Advanced Placement Examination Fees, 10
Aids Prevention Education, 10
Allowed Absences, 7, 8
Alternative Schools, 12
Asbestos Abatement, 13
Attendance Options, 7
Career Counseling, 9
Cell Phones, 12
Child Abuse Prevention Training Program, 10
Child Health and Disabilities Prevention Program, 11
College Admission Requirements and Higher Education Information, 14
Confidential Medical Service, 11
Curriculum Prospectus, 10
Directory Information, 9
Discrimination, 13
Disease Control, 11
Drug Education, 6
Drug, Alcohol, Tobacco Possession or Use, 6
Eligibility for Extra-Curricular and Co-Co-Curricular Activities, 27 – 30
Emergencies, 11
Family Nutrition Education Service Act, 13
Foster/Homeless Youth, 26
General Dress Code, 11, 12
Hazing, 6
Health, Family, Sex Education, 10
High School Exit Exam, 14
Human Reproduction, 10
Individual Instruction Temporary Disability, 11
Insurance, 13
Liability for Loss or Damage, 13
Medication, 11
Notice of Open Campus During High School Lunch, 13
Notification of Law Enforcement, 5
Pesticide Products, 14, 15
Physicals, 11
Prescribed Medications at School, 31
Problem Resolution and Complaints, 20
Records, 8
Rehabilitation Act of 1973, 1974, 504, 12
Release of Pupil to Peach Officer, 5
Religious Instruction, 10
Safe Campus, back cover
School Accountability Report Card (SARC), 14
School Uniforms, 11
Sexual Harassment 5, 6
Sexually Transmitted Disease Education, 10
Special Education, 20 – 26
Student Discipline, 3, 4
Student Use of Bicycles, 7
Student Use of Technology, 9, 10
Suspension and Parents Attendance Requirement, 4
Temporary Disability, 11
Transportation, 7
Uniform Complaint Procedures, 15 – 20
Video Surveillance, 30

IMPORTANT

Please read...

SAFE CAMPUS

The William S. Hart Union High School District does not tolerate the possession of any firearm, knife, explosive or other dangerous object on any campus.

Under no circumstance is a student to bring to school any weapon or dangerous object. This prohibition includes loaded or unloaded firearms, antique or collectors firearms, facsimile guns, toy guns, any kind of BB or pellet gun, stun gun, any knife (including pocket knives) or sharpened object, explosives (including firecrackers), or any other dangerous object. A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose. **Students are prohibited from possessing tear gas or tear gas weapons, such as pepper spray, on campus or at school activities.**

Any gang activity or intimidation of others is **STRICTLY FORBIDDEN**.

Students may **NOT** carry weapons for the purpose of protection or because they wish to show the object to a friend. Students should not hold anything illegal for a friend, even if it is only for a few seconds.

Students violating these rules are subject to **EXPULSION** from the District and **ARREST** by law enforcement officers.

School Rules are enforced when students are on their way to and from school, as well as when they are off campus during school hours.

In accordance with Governing Board policy, individual schools that have a gang presence may include school-wide dress codes that prohibit the presence of gang-related apparel at school or school activities (AR 5136). Schools are authorized to adopt dress code policies which require students to wear a school-wide uniform (BP 5132). Parents are encouraged to acquaint themselves with what is considered gang-related apparel in your child's school.

Parents are encouraged to talk with students about this policy.