

OPENING DAY PACKET 2017-18



MUROC
JOINT UNIFIED SCHOOL DISTRICT

www.muroc.k12.ca.us

MUROC JOINT UNIFIED SCHOOL DISTRICT

2017-18 STUDENT CALENDAR

(180 Student Instruction Days)
Student Attendance Days are shaded

2017							2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
JULY							JANUARY						
						1							
2	3	4H	5	6	7	8		1H	2H	3H	4H	5H	6
9	10	11	12	13	14	15	7	8	9	10C	11	12	13
16	17	18	19	20	21	22	14	15H	16	17C	18	19	20
23	24	25	26	27	28	29	21	22	23	24C	25	26	27
30	31						28	29	30	31C			
AUGUST							FEBRUARY						
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7C	8	9	10
13	14	15	16	17	18	19	11	12	13	14C	15	16H	17
20	21	22	23C	24	25	26	18	19H	20	21C	22	23	24
27	28	29	30C	31			25	26	27	28C			
SEPTEMBER							MARCH						
					1	2					1	2	3
3	4H	5	6C	7	8	9	4	5	6	7C	8	9	10
10	11	12	13C	14	15	16	11	12	13	14C	15	16Q	17
17	18	19	20C	21	22	23	18	19	20	21C	22	23	24
24	25	26	27C	28	29	30	25	26	27	28C	29	30	31
OCTOBER							APRIL						
1	2	3	4C	5	6	7	1	2H	3H	4H	5H	6H	7
8	9H	10	11C	12	13Q	14	8	9	10	11C	12	13	14
15	16	17	18C	19	20	21	15	16	17	18C	19	20	21
22	23EM	24EM	25C EM	26EM	27EM	28	22	23	24	25C	26	27	28
29	30	31					29	30					
NOVEMBER							MAY						
			1C	2	3	4			1	2C	3	4	5
5	6	7	8C	9	10H	11	6	7	8	9C	10	11	12
12	13	14	15C	16	17M	18	13	14	15	16C	17	18	19
19	20H	21H	22H	23H	24H	25	20	21	22	23C	24	25	26
26	27	28	29C	30			27	28H	29	30C	31		
DECEMBER							JUNE						
					1	2							1
3	4	5	6C	7	8	9	3	4SM	5SM	6C SM	7M	8S	9
10	11	12	13C	14	15SM	16	10	11S	12	13	14	15	16
17	18SM	19SM	20C MQ	21H	22H	23	17	18	19	20	21	22	23
24	25H	26H	27H	28H	29H	30	24	25	26	27	28	29	30
31													

H = HOLIDAYS (Observed)

Labor Day	September 4	Martin Luther King Day	January 15
Columbus Day	October 9	Lincoln's Birthday	February 16
Veterans Day	November 10	Presidents' Day	February 19
Thanksgiving Break	November 20-24	Spring Break	April 2-6
Winter Break	December 21-January 7	Memorial Day	May 28

LEGEND

<i>C = Collaboration Wednesdays</i>	<i>H = Holidays/No School for Students</i>	<i>M = District-wide Minimum Days</i>	<i>Last Day of School</i>
<i>EM = Elementary Minimum Days</i>	<i>Q = End of Quarters for Student Grades</i>	<i>S = Extra Student Attendance Days</i>	<i>June 7, 2018</i>
<i>SM = Secondary Minimum Days</i>	<i>S = Extra Student Attendance Days</i>	<i>(if needed for inclement weather)</i>	
<i>First Day of School</i>			
<i>August 21, 2017</i>			

Board Adoption Date: March 8, 2017

TABLE OF CONTENTS

Page

ATTENDANCE

School Attendance.....	1
Absences	1
Absence for Justifiable Personal Reasons	1
Absence for Religious Purposes.....	2
No Grade Reduction or Loss of Academic Credit	2
Transitional Kindergarten.....	2
Alternative Schools and Programs.....	2
Independent Study Program.....	2
Intradistrict Attendance	2
Open Enrollment Act.....	2
Interdistrict Transfer Agreements.....	2
Attendance Based on Parent/Guardian Employment	2
Attendance Where Caregiver Resides.....	2
Individualized Instruction	2
Students in Hospitals Outside of School District.....	3
Home Schooling.....	3
High School Students Leaving School at Lunch Time	3

SCHOOL RULES/DISCIPLINE

School Rules.....	3
Suspension and Expulsion.....	3
Sexual Harassment.....	4
Bullying	4
Parent/Guardian Responsibility	5
Drug-Free Environment	5
Student Dress	5
Student Search	5
Notification of District Policy and Procedures for Searches.....	5
Release of Student to Peace Officer.....	5
Involuntary Transfer of a Student Convicted of a Violent Felony or Misdemeanor	6
BP 5131, District Policy on Conduct	7
BP 5145.7, District Policy on Sexual Harassment	9
BP 5145.3, District Policy on Nondiscrimination/Harassment.....	10
BP 5131.2, District Policy on Bullying.....	12
BP/AR 3513.3, District Policy on Tobacco-Free Schools	14
BP 5131.62, District Policy of Tobacco.....	16
BP 5131.6, District Policy on Alcohol and Other Drugs	18
AR 5132, District Policy on Student Dress and Grooming.....	19
BP 5145.12, District Policy on Search and Seizure	20
BP 5116.2, Involuntary Student Transfers	21

STUDENT MEAL PROGRAM

Free and Reduced Meals.....	22
Meal Accounts	22
Meal Account Refunds.....	22
Special Military Situations	22
Food Substitutions for Allergies, Disabilities or Religious Reasons.....	23
Application for Free and Reduced Priced Meals.....	26

STUDENT SERVICES

Services to Disabled Students	27
Limited English Proficient Students	27
Prospectus of School Curriculum.....	27
Child Abuse Reporting	27

HEALTH/SAFETY SERVICES

Kindergarten and First Grade Physical Examination	27
Oral Health Assessment	27
Immunizations.....	27
Control of Communicable Disease	27
Physical Examinations at School.....	28
Sight and Hearing Test	28
Vision Appraisal	28
Scoliosis Screening.....	29
Dental Fluoride Treatment	29
Assistance with Medication; Epinephrine; Use of Sunscreen Permitted.....	29
Insurance for Students and Athletes.....	29
School Safety Plans.....	29
Parents Role in Emergency Procedures.....	29
School Pesticide Notice	30
Management Plan for Asbestos-containing Material	30
Confidential Medical Services Without Parental Consent.....	30
Instruction in Comprehensive Sexual Health Education and HIV Prevention and Assessments Related to Student Health Behaviors	31
Type 2 Diabetes.....	31
Concussion/Head Injury during Athletic Activity.....	31
Authorization for any Medication Taken During School Hours Form	32
School Pesticide Notice/Chemical Sensitivity Registry.....	34
Type 2 Diabetes Information Sheet	35
Concussion Information Sheet.....	37

EXEMPTIONS AND PARENTAL RIGHTS

Parental Rights: Educational Empowerment Act of 1998	39
Other Parental Rights	39
Parent Right to Review Teacher Qualifications	39
Excused from Instruction Due to Religious Beliefs	40
Dissection of Animals.....	40
Privacy Policy.....	40
Tests on Personal Beliefs	40
BP 5145.1, District Privacy Policy.....	41

SCHOOL RECORDS AND ACHIEVEMENTS

Student Records	42
Standards of Proficiency in Basic Skills	42
Standardized, Norm-referenced Achievement Tests	42
Promotion, Acceleration and/or Retention	42
School Accountability Report Card	42
Release of Directory Information	42
Release of Information to Military Recruiters.....	43
California High School Exit Exam	43
California High School Proficiency Exam.....	43
Advanced Placement and International Baccalaureate Exam Fees.....	43
Vocational Guidance.....	43
Career Technical Education (CTE)	43
College Entrance Requirements	43
BP 5123, District Policy on Promotion/Acceleration/Retention	45

DUE PROCESS PROTECTIONS AND COMPLAINTS

Complaints	46
Complaints Regarding Discrimination and the Education of Handicapped Students	46
Uniform Complaint Procedures.....	46
Williams Uniform Complaint Procedures	47
AR 1312.3, Uniform Complaint Procedures.....	48

MISCELLANEOUS

Local Control and Accountability Plan 54
Student Use of Technology..... 54
Fees and Charges 54
Homeless Youth Education..... 54
Waiver of Local Graduation Requirements 54
Work Permits 55
Sex Offender Information "Megan's Law" 55
Parent/Staff Notification Service 55
Further Information Available..... 55
BP 6163.4, District Policy on Student Use of Technology 56
AR 3260, District Policy on Fees and Charges 58

TRANSPORTATION SERVICES

Transportation Safety Information..... 59
Rules and Regulations for Riding the School Bus 60
Guidelines for Bus Behavior on District Trips 61
District Bus Stops..... 62
School Bus Danger Zones 63

OTHER

Acknowledgement of Receipt/Release of Directory Information..... 66

Dear Parents and Guardians:

This document is the "Opening Day Packet" which informs parents/guardians of their rights and responsibilities as required by Section 48980 of the Education Code and provides additional useful information about MJUSD operations. Please take a moment of your time to carefully review the attached information and share it with your child. As required by Education Code Section 48982, **please sign and return the last page (page 66) acknowledging that you have received and reviewed these materials.**

This annual notice and any midyear updates also appear on the District's website: www.muoc.k12.ca.us, by clicking on "Programs." Parents/guardians are invited to log on and check there for further information.

DISTRICT AND SCHOOL PHONE NUMBERS:

District Office	North Edwards	760-769-4821 or 661-258-4178
Boron Junior-Senior High (7-12)	Boron	760-762-5121
Branch Elementary (K-6)	Edwards	661-258-4418
Desert Junior-Senior High (7-12)	Edwards	661-258-4411
West Boron Elementary (K-6)	Boron	760-762-5430

ATTENDANCE

SCHOOL ATTENDANCE: Students are expected to be in class and to report to class on time. Specific tardy policies are available at each school.

ABSENCES: The state has some very strict rules to follow in determining what absences are considered "excused" and "unexcused." However, as a result of SB 727, excused absences will no longer be reported as apportionable attendance. **THE SCHOOL DISTRICT REQUESTS THAT ALL APPOINTMENTS AND OTHER ABSENCES BE SCHEDULED OUTSIDE OF THE SCHOOL DAY AS MUCH AS POSSIBLE SO THAT THE DISTRICT DOES NOT LOSE FUNDING.**

- a. **Excused Absences:** Students absent for any of the following causes are considered excused, but will **NOT** be included in the ADA computation:
- (1) illness;
 - (2) quarantine under the direction of a city or county health officer;
 - (3) medical, dental, optometric or chiropractic appointments, including confidential medical services;
 - (4) attendance of funeral services of a member of his/her immediate family (*immediate family members include the mother, father, grandmother, grandfather, or a grandchild of the student or of the spouse of the student, brother, sister, son, son-in-law, daughter, daughter-in-law, spouse or any relative living in the immediate household of the student*) so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California;
 - (5) jury duty, in a manner provided for by law;
 - (6) attendance at certain student education conferences;
 - (7) for the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Such absences will be granted for a period of time to be determined at the discretion of the Superintendent of the District;
 - (8) For the purpose of attending his/her naturalization ceremony to become a United States citizen.
- The above reasons do not apply to summer school, adult schools and classes, regional occupational centers and programs (ROC/P's) other than students concurrently enrolled. Excused absences do not apply to full-time independent study students. [E.C. 46010]
- b. **Unexcused Absences:** Any absence other than those identified as "excused" in above paragraphs will be marked "unexcused."

ABSENCE FOR JUSTIFIABLE PERSONAL REASONS: A student shall be excused from school for justifiable personal reasons, including but not limited to, appearance in court, attendance at religious retreats, observance of a holiday or ceremony of his/her religion or an employment conference. The parent/guardian must submit a request in writing for approval by the principal or designated representative pursuant to uniform standards established by the Governing Board. A student shall also be excused from school when he/she is the custodial parent of a child who is ill or has a

medical appointment during school hours. Students can be excused for compulsory attendance purposes, but funding for that student will not be provided for each day of non-attendance. [E.C. 48205]

ABSENCE FOR RELIGIOUS PURPOSES: With the written consent of their parent/guardian, students may be excused from school in order to participate in religious exercises or to receive moral and religious instruction for not more than sixty (60) minutes per week. Such absences are limited to four (4) days per month. [E.C. 46014]

NO GRADE REDUCTION OR LOSS OF ACADEMIC CREDIT: No student shall have his/her grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time. [E.C. 48980(j)]

TRANSITIONAL KINDERGARTEN: The district offers a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond. The district's transitional kindergarten shall be the first year of a two-year kindergarten program.

The district's transitional kindergarten program shall admit children whose fifth birthday lies between September 2 and December 2. (Ed Code 48000)

ALTERNATIVE SCHOOLS AND PROGRAMS: California state law authorizes all school districts to provide for alternative schools or programs. Alternative schools and programs provided by the Muroc Joint Unified School District are the Regional Occupational Program and Independent Study Program.

INDEPENDENT STUDY PROGRAM: In order to keep up with school work if a student is going to be out-of-district, Independent Study may be an option. Parents/guardians should consult their student's school.

INTRADISTRICT ATTENDANCE: Students who reside within District boundaries may apply for enrollment in any District school. Such requests are routinely approved if space permits. The District does not provide transportation outside each school's normal attendance area. [E.C. 35160.5, 48980]

OPEN ENROLLMENT ACT: A parent whose child is attending a District school on the Open Enrollment List and who wishes to have his/her child attend another school within the District must apply using the District's Intradistrict Open Enrollment policy. [E.C. 48350]

INTERDISTRICT TRANSFER AGREEMENTS: Two or more districts may enter into an agreement for the interdistrict transfer of students. The agreement must specify the terms and conditions under which transfers are permitted. For more information please contact the District Office at 760-769-4821 ext. 1221. If either district denies an interdistrict transfer request, you may appeal the decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. If such a situation arises, you will be advised of the applicable timelines and of your student's enrollment status pending the appeal.

ATTENDANCE BASED ON PARENT/GUARDIAN EMPLOYMENT: A student may have the option of attending school in the district where one or both of the parents/guardians of the student is employed within the boundaries of the district for at least ten (10) hours during the school week. If a parent/guardian elects to apply for admission because they are employed within our district boundaries, they should complete and submit to the Muroc Joint Unified School District the *Residency Based on Employment Application & Agreement* form (available in school offices and on the District's website: www.muroc.k12.ca.us by clicking on "District Forms"). [E.C. 48204]

ATTENDANCE WHERE CAREGIVER RESIDES: If a student lives in the home of a caregiving adult, as defined by law, the student may attend the school district in which that residence is located. Execution of an affidavit (*Caregiver's Affidavit form available in school offices*) under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that the student lives in the caregiver's home. [E.C. 48204(f), 48980(e)]

INDIVIDUALIZED INSTRUCTION: A student with a temporary disability, which makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable, shall receive individual instruction provided by the district in which the student is deemed to reside. [E.C. 48206.3]

STUDENTS IN HOSPITALS OUTSIDE OF SCHOOL DISTRICT: A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the student's parent/guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. *[E.C. 48207]*

It is the primary responsibility of the parent/guardian of a student with a temporary disability to notify the school district that the student now resides in the district where the hospital is located pursuant to §48207. That district, when possible, will provide that student an individualized instruction, within five (5) working days of receipt of the notification, and within five (5) working days of the commencement of the individualized instruction, provide the previous school district with notice that the student shall no longer be counted by that district for ADA purposes. *[E.C. 48208]*

HOME SCHOOLING: A parent/guardian who teaches exclusively his/her own child/children must file a private school affidavit pursuant to Education Code Section 33190. Students receiving instruction in this manner are not eligible to participate in California Interscholastic Federation (CIF) competition, i.e. high school sports programs. CIF rules require students to be enrolled full time (minimum 20 units) at the school for which they are competing.

HIGH SCHOOL STUDENTS LEAVING SCHOOL AT LUNCH TIME: At each high school's discretion, the District permits an open campus policy at lunch time for high school students. Neither the District nor any officer or employee shall be liable for the conduct or safety of any student who leaves the grounds pursuant to this section. The student's parent/guardian assumes the liability for the actions of the student while they are off campus during the lunch period. *[E.C. 44808.5]*

SCHOOL RULES/DISCIPLINE

SCHOOL RULES: All schools have available rules regarding student discipline. You will soon be reviewing those rules with your child and signing a return form that you have read the rules together. *[E.C. 48915]*

SUSPENSION AND EXPULSION: A student shall not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the student is enrolled determines that the student has:

- a. (1) caused, attempted to cause, or threatened to cause, physical injury to another person;
(2) willfully used force or violence upon the person of another, except in self-defense; *[E.C. 48900(a)]*
- b. possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee; *[E.C. 48900(b)]*
- c. unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind; *[E.C. 48900(c)]*
- d. unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and either sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as a controlled substance, alcoholic beverage, or intoxicant; *[E.C. 48900(d)]*
- e. committed or attempted to commit robbery or extortion; *[E.C. 48900(e)]*
- f. caused or attempted to cause damage to school property or private property; *[E.C. 48900(f)]*
- g. stolen or attempted to steal school property or private property; *[E.C. 48900(g)]*
- h. possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel (this restriction does not prohibit a student from using or possessing his/her own prescription products); *[E.C. 48900(h)]*
- i. committed an obscene act or engaged in habitual profanity or vulgarity; *[E.C. 48900(i)]*
- j. unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code; *[E.C. 48900(j)]*
- 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; *[E.C. 48900(k)]*
- l. knowingly received stolen school property or private property; *[E.C. 48900(l)]*
- m. possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm; *[E.C. 48900(m)]*
- n. committed or attempted to commit a sexual assault as defined in Penal Code Section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code Section 243.4; *[E.C. 48900(n)]*

- o. harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness and/or retaliating against that student for being a witness; [E.C. 48900(o)]
- p. unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma; [E.C. 48900(p)]
- q. engaged in, or attempted to engage in, hazing ("hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student) (for purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events); [E.C. 48900(q)]
- r. engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act, as defined in Education Section 32261, subdivisions (f) and (g), directed specifically toward a student or school personnel; [E.C. 48900(r)]
- s. committed sexual harassment as defined in Education Code 212.5; [E.C. 48900.2]
- t. caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code; or [E.C. 48900.3]
- u. intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. [E.C. 48900.4]

As used in this section, "school property" includes, but is not limited to, electronic files and databases.

No student shall be suspended or expelled for any of the acts enumerated in this section unless that act is related to school activity or school attendance. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: [E.C. 48900(s)]

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

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against a student who is truant, tardy, or otherwise absent from school.

Each suspension is limited to five (5) consecutive school days. An informal conference is required in order for the student to have an opportunity to present his/her side. There is provision for suspension without a conference in an emergency situation. The principal is required to make a reasonable effort to contact the student's parent/guardian in person or by telephone. The principal, or designee, shall provide written notice to the parent/guardian in a timely manner. The law requires the parent/guardian to attend a conference with the school official. The student and/or the parent/guardian have the right to request a meeting with the Superintendent to appeal the suspension on the basis of determining whether the principal had sufficient evidence for the suspension. The records shall be destroyed if there were no grounds for the suspension. The suspended student may make up work missed. Suspension or expulsion on the first offense is limited only to acts involving danger or disruption. The parent/guardian is to be notified of the right to meet with the Governing Board, inspect all pertinent documents prior to expulsion, and the availability of periodic review if expulsion occurs. If expulsion is ordered by the Board, there is the ability to appeal to the County Board to review the expulsion process. [E.C. 48900 et al.]

SEXUAL HARASSMENT: The District takes allegation of sexual harassment seriously. Students in grades 4-12 may be suspended or expelled for engaging in sexual harassment. A copy of the policy is enclosed. (BP 5145.7; page 9)

BULLYING: The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. A copy of the policy is enclosed. (BP 5131.2; pages 12-13)

PARENT/GUARDIAN RESPONSIBILITY: A parent/guardian is liable for all the damages caused by the willful misconduct of his/her minor child which result in death or injury to other students, school personnel or school property. The parent/guardian is also liable for any school property loaned to the student and willfully not returned. The parent's liability may be as much as \$10,000 in damages and another maximum of the same amount for payment of a reward, if any. We expect these amounts to be indexed and rise annually. The District may withhold grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of monetary damages. [E.C. 48904, Civil Code 1714.1]

If a student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, the student's parent/guardian may be required to attend a portion of a school day in their student's classroom. [E.C. 48900.1]

DRUG-FREE ENVIRONMENT: Because the use of tobacco, alcohol and other drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences, the Muroc Joint Unified School District Governing Board intends to keep District schools tobacco, alcohol and drug free. Every effort will be made to reduce the chances that our students will begin or continue using tobacco, alcohol and other drugs. A prevention program that includes instruction, intervention, recovering student support and enforcement/discipline will be implemented. The Governing Board recognizes that effectively keeping schools tobacco, alcohol and drug free is a cooperative effort between schools, home and the community. The District will fully enforce all aspects of the tobacco-free, alcohol and other drugs policies adopted by the Governing Board. A copy of the policy is enclosed. (BP/AR 3513.3, BP 5131.62, BP 5131.6; pages 14-18)

STUDENT DRESS: 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.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Specific dress codes are included in each school's site handbook. A copy of the policy is enclosed. (AR 5132; page 19)

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

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

Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances. A copy of the policy is enclosed. (BP 5145.12; page 20)

NOTIFICATION OF DISTRICT POLICY AND PROCEDURES FOR SEARCHES: All vehicles parked on Muroc Joint Unified School District property are subject to random search without reasonable suspicion per California Vehicle Code Section 21113(b). In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or board policy.

Per Board Policy and Administrative Regulation 5145.12 students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks are subject to random searches.

RELEASE OF STUDENT TO PEACE OFFICER: When a school official releases a minor student from school to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent/guardian or responsible relative of the minor, except when a minor has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer shall notify the parent or responsible relative that the

child is in custody and the place where the child is being held, unless the child would be endangered by disclosure of the place. Parents may be notified by a school official if their child is going to be questioned at school by a peace officer. [E.C. 48906]

INVOLUNTARY TRANSFER OF A STUDENT CONVICTED OF A VIOLENT FELONY OR MISDEMEANOR WHERE VICTIM ENROLLED AT SAME SCHOOL: Pursuant to Board Policy, a student perpetrator who has been convicted of a violent felony or a misdemeanor involving a firearm may be involuntarily transferred to another school site if the victim of the offense is enrolled at the same school as the perpetrator. District policy provides that (i) the school first attempt to resolve their conflict using restorative justice or counseling, if the victim will participate; (ii) the student perpetrator be notified of his/her right to request a meeting with the school principal before the principal makes a recommendation; (iii) the Superintendent or his/her designee make a recommendation to the governing board; and (iv) the board deliberate in closed session as may be necessary to maintain the confidentiality of student information. The board's decision will be final. (BP 5116.2; page 21)

BP 5131, DISTRICT POLICY ON CONDUCT

BP 5145.7, DISTRICT POLICY ON SEXUAL HARASSMENT

BP 5145.3, DISTRICT POLICY ON NONDISCRIMINATION/HARASSMENT

BP 5131.2, DISTRICT POLICY ON BULLYING

BP/AR 3513.3, TOBACCO-FREE SCHOOLS

BP 5131.62, TOBACCO

BP 5131.6, ALCOHOL AND OTHER DRUGS

AR 5132, DISTRICT POLICY ON STUDENT DRESS AND GROOMING

BP 5145.12, DISTRICT POLICY ON SEARCH AND SEIZURE

BP 5116.2, INVOLUNTARY STUDENT TRANSFERS

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

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats;
2. discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption;
3. conduct that disrupts the orderly classroom or school environment;
4. willful defiance of staff's authority;
5. damage to or theft of property belonging to students, staff, or the district;
The District shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. obscene acts or use of profane, vulgar, or abusive language;
7. possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;
8. possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose;
Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, students shall obtain permission from the principal or designee.
9. use of a cellular/digital telephone, pager, or other mobile communications device during instructional time;
Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.
10. plagiarism or dishonesty on school work or tests;
11. inappropriate attire;
12. tardiness or unexcused absence from school;
13. failure to remain on school premises in accordance with school rules.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Governing Board Adoption: 5/8/13

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at a school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in District complaint processes.

Instruction/Information

The Superintendent or designee shall ensure that all District students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. what acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence;
2. a clear message that students do not have to endure sexual harassment;
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained;
4. information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made;
5. information about the rights of students and parents/guardians to file a criminal complaint, as applicable.

Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in the schools.

Governing Board Adoption: 5/8/13

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent of Instruction
Muroc Joint Unified School District
17100 Foothill Avenue, North Edwards, California 93523
760-769-4821 or 661-258-4356

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Governing Board Adoption: 5/8/13

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Governing Board Adoption: 5/8/13

MJUSD POLICY ON TOBACCO-FREE SCHOOLS

BP 3513.3

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (*Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083*)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (*Health and Safety Code 104495*)

Governing Board Adoption: 8/13/14

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (*Health and Safety Code 104420*)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (*Health and Safety Code 104420*)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (*Labor Code 6404.5*)

(8/14)

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (*Education Code 48900, 48901*)

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (*Education Code 48900*)

Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. (*Health and Safety Code 104420*)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

Governing Board Adoption: 8/13/14

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep District schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

The Superintendent or designee shall develop a comprehensive prevention and intervention program that includes instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parent/guardians and coordination with appropriate community agencies and organizations.

The Superintendent or designee shall clearly communicate to all students, staff and parent/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

The Board expects staff to conduct themselves in accordance with the District's philosophy related to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The District shall provide preventative instruction which helps students avoid the use of alcohol and other drugs. Comprehensive, age-appropriate K-12 instruction shall address the legal, social, personal and health consequences of drug and alcohol use, promote a sense of individual responsibility, and inform students about effective techniques for resisting peer pressure to use alcohol and other drugs.

All instructional and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use when such use is illegal.

Teachers shall be trained to answer students' questions related to alcohol and drugs and to help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

Intervention, Referral and Recovering Student Support

The Board believes that effective interventions should be available to assist students who use alcohol or other drugs. School staff, students and parent/guardians shall be informed about signs and symptoms that may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling and rehabilitation for students and their family members. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy and administrative regulations.

Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulations. Such students also may be referred to an appropriate rehabilitation program.

Governing Board Adoption: 6/13/01

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Footwear must be safe and appropriate for indoor or outdoor physical activity.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh, sagging or bagging pants, and sleeveless undershirts are prohibited.
5. Spandex-type shorts or leggings must be worn with an outer garment.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

The school principal or designee shall enforce the Student Dress and Grooming policy. School staff is expected to help monitor dress code policies and standards.

(5/13)

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the District's policy and administrative regulation and other legal issues, as appropriate.

Individual Searches

School officials may search any individual student, his/her property, or District property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or District property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (*Education Code 49050*)

Searches of individual students shall be conducted in the presence of at least two District employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the District. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the District may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Governing Board Approval: 3/18/09

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (*Education Code 48929*)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (*Education Code 48929*)

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. (*Education Code 48980*)

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (*Education Code 48432.5*)
2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (*Education Code 48662*)

Governing Board Adoption: 9/13/17

STUDENT MEAL PROGRAM

FREE AND REDUCED MEALS: All students who were approved for free or reduced tickets will be reinstated for up to four (4) weeks or until the time when their new application is processed. All students must file a new application each school year. Students who were approved in the prior year must submit an application by September 20, 2017, or their benefits may be terminated. An application for free or reduced meals is included on page 26. Applications may also be downloaded by visiting the District webpage at www.muroc.k12.ca.us and clicking on "Food Services." An approved application is good for both the School Breakfast Program and the National School Lunch Program.

MEAL ACCOUNTS: A meal account has been established for each student in the District. **It is the Parents Responsibility to check and keep track of your students Account Balances.** Parents/guardians may add money to their student's meal account at the school office, the Food Services office, or directly with the school cafeteria cashier. Parents/guardians may check balances and also add funds to their student's account by visiting <http://www.mealpay.com>. Parents/ guardians may find it advantageous to purchase meals in weekly or monthly blocks if their student buys breakfast or lunch at school on a regular basis. Students may purchase breakfast, lunch, or ala-carte items with funds in their meal account. Please contact the Food Services office if you do not wish to allow your student to purchase ala-carte items with the funds in their meal account. **There will be NO Charging allowed.** School lunch and breakfast prices are listed below (Milk = .35¢):

Combined Breakfast and Lunch Prices				
School	Daily	Weekly (5 days)	Monthly (20 days)	Semester (86 days)
Junior-Senior High	\$4.75	\$23.75	\$95.00	\$408.50
Elementary	\$4.75	\$23.75	\$95.00	\$408.50
Reduced Rate	70¢	\$3.50	\$14.00	\$60.20
School Lunch Prices				
School	Daily	Weekly (5 days)	Monthly (20 days)	Semester (86 days)
Adult	\$3.75	\$18.75	\$75.00	\$322.50
Junior-Senior High	\$3.00	\$15.00	\$60.00	\$258.00
Elementary	\$3.00	\$15.00	\$60.00	\$258.00
Reduced Rate	40¢	\$2.00	\$8.00	\$34.40
School Breakfast Prices				
	Daily	Weekly (5 days)	Monthly (20 days)	Semester (86 days)
Adult	\$2.25	\$11.25	\$45.00	\$193.50
K-12	\$1.75	\$8.75	\$35.00	\$150.50
Reduced Rate	30¢	\$1.50	\$6.00	\$25.80

School lunch prices are subject to change upon Board approval at any time during the school year. All meal account purchases are kept on record with the school cashier and debited only when the student purchases a meal. Students may pay cash daily. Adults may purchase a school lunch for \$3.75. Please notify your school office in advance if you wish to purchase an adult school lunch.

MEAL ACCOUNT REFUNDS: Parents/guardians may request a refund of their child's meal account by submitting a Meal Account Refund Request, which may be obtained from any school office. Any credit due on accounts at the end of the school year (June 7, 2018) will be used at the start of the 2018-19 school year. [E.C. 49510-49520]

SPECIAL MILITARY SITUATIONS: The following provisions apply to families that receive pay or benefits from the military and participate in the National School Lunch Program.

- a. The United States Department of Agriculture has issued instructions that individuals called to active duty in response to national events should be considered temporarily absent from the household. As a result, deployed military service personnel should not be included in determinations of household size and income for meal eligibility. However, if part of the individual's income is returned to the household, then that portion should be counted along with the other sources of household income. [Nutrition Services Management Bulletin No. 2-105]

- b. Housing allowances given to military families for on-base, privatized housing must not be counted in the calculation of income for the determination of eligibility for free and reduced meals and free milk. Section 4302 of the Farm Security and Rural Investment Act of 2002 excludes these benefits from income consideration.

The reason on-base, privatized housing allowances are not counted as income is that they are not actually received by military personnel and only appear on the leave and earnings statements. However, housing allowances given to military families to offset the cost of private, off-base housing must be declared, along with all other sources of income, in the statement of total family or household income. Such allowances are actual cash benefits that are received by the families and are thus considered a source of household income. *[Nutrition Services Management Bulletin No. 2-108]*

FOOD SUBSTITUTIONS FOR ALLERGIES, DISABILITIES OR RELIGIOUS REASONS: Schools are required to make substitutions in food for students who are considered to have a disability under 7 CFR part 15 b and whose disability restricts their diet. Schools may also make substitutions for students with no disability who are unable to consume the regular meal because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by FCS. Such a statement shall, in the case of a student with a disability, be signed by a physician or, in the case of a student not having a disability, by a recognized medical authority. Copies of the Medical Statement for students with disabilities and students with allergies are available at your child's school or from the Food Services office. The school is required to obtain approval from the USDA prior to substituting for religious reasons.

APPLICATION FOR FREE AND REDUCED PRICED MEALS

Dear Parent/Guardian:

The Muroc Joint Unified School District participates in the National School Lunch Program and/or School Breakfast Program by offering healthy meals every school day. Your children may qualify for free or reduced-price meals by completing the Application for Free and Reduced-Price Meals. Eligible students may receive meals at the reduced-price rate of \$0.40 for lunch and \$0.30 for breakfast. Students may buy lunch for \$3.00 and breakfast for \$1.75.

This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from CalFresh, CalWORKs, or FDPIR are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, migrant, or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

July 1, 2017–June 30, 2018

Household size	Free Eligibility Scale for Lunch, Breakfast, and Milk					Reduced-Price Eligibility Scale for Lunch and Breakfast				
	Year	Month	Twice Per Month	Every Two Weeks	Week	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 15,678	\$ 1,307	\$ 654	\$ 603	\$ 302	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	21,112	1,760	880	812	406	30,044	2,504	1,252	1,156	578
3	26,546	2,213	1,107	1,021	511	37,777	3,149	1,575	1,453	727
4	31,980	2,665	1,333	1,230	615	45,510	3,793	1,897	1,751	876
5	37,414	3,118	1,559	1,439	720	53,243	4,437	2,219	2,048	1,024
6	42,848	3,571	1,786	1,648	824	60,976	5,082	2,541	2,346	1,173
7	48,282	4,024	2,012	1,857	929	68,709	5,726	2,863	2,643	1,322
8	53,716	4,477	2,239	2,066	1,033	76,442	6,371	3,186	2,941	1,471
For each additional family member, add:										
	\$ 5,434	\$ 453	\$ 227	\$ 209	\$ 105	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will qualify for free meals, please call Trevor Walker at 760-769-4821 x 1275 or email at: twalker@muroc.k12.ca.us

3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD?

No. Complete **one** Application for Free and Reduced-Price Meals for all students in your household. We cannot approve an Application that is not complete, so be sure to fill out all required information. Return the completed Application to: Kerry Sabadin, 17100 Foothill Ave., N. Edwards, CA 93523. Call 760-769-4821 x 1223 or email at: ksabadin@muroc.k12.ca.us

4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?

No, but please read the letter carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact Kerry Sabadin, 17100 Foothill Ave., N. Edwards, CA 93523. Call 760-769-4821 x 1223 or email at: ksabadin@muroc.k12.ca.us immediately.

5. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?**
Yes, if you want to participate in the meal program. Your child's Application is only good for one school year at a time and for the first few days of the following school year. You must send in a new Application by September 20, 2017 unless the school told you that your child is eligible for the new school year. If you do not send in a new Application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
6. **I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILDREN RECEIVE FREE MEALS?**
Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please complete an Application.
7. **WILL THE INFORMATION I PROVIDE BE CHECKED?**
Yes. School officials may verify the information on the Application at any time during the school year. You may be asked to send additional information to prove your income, or current eligibility for CalFresh, CalWORKS, or FDPIR.
8. **IF I DO NOT QUALIFY NOW, MAY I APPLY LATER?**
Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.
9. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION?**
You should talk to the school officials. You may also ask for a hearing by calling or writing to: Trevor Walker, 17100 Foothill Ave., N. Edwards, CA 93523. Call 760-769-4821 x 1275 or email at: twalker@muroc.k12.ca.us
10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?**
Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
11. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?**
List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, enter on the Application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.
12. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?**
All household members must be included on the Application even if the individual does not receive income. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank, the income will be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. **WE ARE IN THE MILITARY, DO WE REPORT OUR INCOME DIFFERENTLY?**
Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. **WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?**
List any additional household members on a separate piece of paper, and attach it to your application. Contact: Kerry Sabadin 760-769-4821 x 1223 or ksabadin@muroc.k12.ca.us to receive a second application.
15. **MY FAMILY NEEDS ADDITIONAL FINANCIAL ASSISTANCE. ARE THERE OTHER PROGRAMS WE CAN APPLY FOR?**
Yes. For information on CalFresh and CalWORKS, contact your county welfare department by reviewing the CalFresh Web page at <http://www.calfresh.ca.gov/PG839.htm> or by phone at 877-847-3663. For additional assistance in your local area, contact the California referral hotline by phone at 211.

If you have other questions or need help, please contact Kerry Sabadin 760-769-4821 x 1223.

Sincerely,

Kerry A. Sabadin
District Secretary

School Year 2017-2018 / Muroc Joint Unified School District Application for Free and Reduced-Price Meals Complete **ONE** application per household.

Please read the instructions on how to apply. Print clearly with a pen. You may also print online at <http://www.muroc.k12.ca.us>. This institution is an equal opportunity provider.

California **Education Code** Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

STEP 1 – STUDENT INFORMATION

Children in **Foster Care** and children who meet the definition of **Homeless, Migrant, or Runaway** are eligible for free meals.

Print the name of EACH STUDENT (First, Middle Initial, Last)	Enter school name and grade level		Enter student's birthdate	Check the applicable box if the student is foster, homeless, migrant, or runaway.			
				Foster	Homeless	Migrant	Runaway
EXAMPLE: Joseph P Adams	Lincoln Elementary	1st	12-15-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDIPIR

Do ANY household members (child or adult) currently participate in CalFresh, CalWORKs or FDIPIR? If NO, skip STEP 2 and continue to STEP 3.

If YES, check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.	Select Program Type:	Enter Case Number:
	<input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> FDIPIR	

STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'YES' in STEP 2)

A. STUDENT INCOME: Sometimes students in the household earn income. Enter the **TOTAL GROSS** income (before deductions) in whole dollars earned by all students listed in STEP 1. Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly

Total Student Income	How Often
\$	

B. ALL OTHER HOUSEHOLD MEMBERS (including yourself): List ALL household members not listed in STEP 1, even if they do not receive income. For each household member, report the **TOTAL GROSS** income (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly

Print the name of ALL OTHER Household Members (First and Last)	Earnings from Work	How Often	Public Assistance/SSI/Child Support/Alimony	How Often	Pensions/Retirement/All Other Income	How Often
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

C. Total Household Members (Children and Adults)

D. Enter the last four digits of Social Security number (SSN) from the Primary Wage Earner or Other Adult Household Member Check the box if NO SSN

STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE

Certification: I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.

Signature of adult completing this application:

Print Name:

Date: Phone Number:

Mailing Address:

City: State: Zip:

E-mail:

DO NOT COMPLETE. SCHOOL USE ONLY

How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Total Household Income
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	\$
Total Household Size <input type="text"/> <input type="text"/>	Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Denied)
	Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway
Determining Official's Signature:	Date:
Confirming Official's Signature:	Date:
Verifying Official's Signature:	Date:

OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one):

Hispanic or Latino Not Hispanic or Latino

Race (check one or more):

American Indian or Alaskan Native Asian Black or African American

Native Hawaiian or other Pacific Islander White

STUDENT SERVICES

SERVICES TO DISABLED STUDENTS: Upon referral by a teacher, parent/guardian, student or other appropriate party, the District will set in motion the process for determining whether a student will need a program other than the regular school program. The parent/guardian participates in all deliberations and decisions. Any handicapped student for whom a Special Education placement is unavailable or inappropriate may receive services in an out-of-district facility, but only after a local IEP team meeting has been held. [E.C. 56020 et seq.]

You will be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of your student if he/she has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to, your right to examine relevant records, have an impartial hearing with an opportunity for participation by you and your counsel, and have a review procedure.

LIMITED ENGLISH PROFICIENT STUDENTS: If your child is an English learner, he/she may be offered English language development instruction targeted to their English proficiency level and designed to ensure English acquisition as rapidly and effectively as possible. Such programs are designed to be aligned with the state content standards and curriculum framework. They are based on sound instructional theory, use standard-aligned instructional materials, and will assist students in accessing the full educational program. A teacher who is assigned to provide either English language development, specially designed academic instruction in English, and/or primary language instruction to English learners, must hold an appropriate authorization from the California Teaching Commission. The district's provides a structured English immersion program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English.

PROSPECTUS OF SCHOOL CURRICULUM: The curriculum of every course offered by the schools of the District is compiled annually by each school in a prospectus which contains the titles, descriptions, and instructional aims of every course offered by each school. Each school prospectus is available for review upon request at each school site. [E.C. 49063, 49091.14]

CHILD ABUSE REPORTING: All District personnel are required by law to report any indication of suspected child abuse to the civil authorities.

HEALTH/SAFETY SERVICES

KINDERGARTEN AND FIRST GRADE PHYSICAL EXAMINATION: All kindergarten and first grade first-time school entrants must have received the health assessment prescribed by California state law before first attendance at school. The health assessment should be performed no more than six (6) months before kindergarten entry in order to meet current State legal requirements that the child has received a physical examination within eighteen (18) months before first grade entry. A parent/guardian may file annually with the school nurse/principal of the school a written statement that he/she will not consent to a physical examination of his/her child. The child shall be exempt from any physical examination. However, if a school official believes that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school official is satisfied that the condition no longer exists. [E.C. 49450]

ORAL HEALTH ASSESSMENT: California law now requires that each child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his/her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within the twelve (12) months before the child enters school also meet this requirement. If a parent/guardian is unable to take their child for this assessment, they may fill out a waiver requesting that their child be excused from this requirement. [E.C. 49452.8]

IMMUNIZATIONS: Unless certain exemptions apply, your child must have proof of up-to-date immunizations before admission to any K-12 school program is granted. To enter or transfer into public and private elementary and secondary schools (grades K-12), children under age 18 years must have immunizations as outlined below:

Vaccine	Required Doses
Polio	4 doses at any age, but... 3 doses meet requirement for ages 4-6 if at least one was given on or after 4 th birthday; 3 doses meet requirement for ages 7-17 if at least one was given on or after 2 nd birthday.

Diphtheria, Tetanus, and Pertussis	
Age 6 years and under (<i>Pertussis is required</i>) DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus)	5 doses at any age, but... 4 doses meet requirement for ages 4-6 if at least one was on or after 4 th birthday.
Age 7 years and older Td, Tdap, or DTP, DTaP or any combination of these	4 doses at any age, but... 3 doses meet requirement for ages 7-17 if at least one was given on or after 2 nd birthday. If last dose was given before 2 nd birthday, one more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	
Kindergarten	2 doses* both on or after 1 st birthday
7 th grade	2 doses* both on or after 1 st birthday
Grades 1-6 and 8-12	1 dose must be on or after 1 st birthday
Hepatitis B	
Kindergarten	3 doses at any age
Varicella***	
Kindergarten	1 dose** on or after 1 st birthday or health care provider documented varicella disease or immunity.
Out-of-state entrants (grades 1-12)	1 dose for children under 13; 2 doses are needed if immunized on or after 13 th birthday.
Tdap Booster	
7 th grade	1 dose*** on or after 7 th birthday
* Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required.	
** Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.	
*** Tdap, DTaP, or DTP given on or after 7 th birthday will meet the requirement. Td does not meet the requirement.	

If prior to January 1, 2016, a student's parent/guardian files with the district a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, then the student is exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization. The grade spans are: birth to preschool; grades K-6; and grades 7-12. Otherwise, all students entering pre-school, kindergarten or the 7th grade are required to comply with the Health and Safety Code school immunization requirements.

Special education students may nevertheless access special education and related services as required by the student's IEP.

If a student's parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the student is such, or medical circumstances relating to the child are such, that immunization is not considered safe, then the student may be exempt from the immunization requirements. The statement must indicate the specific nature and probable duration of the medical condition or circumstances including, but not limited to, family medical history, for which the physician does not recommend immunization.

Students with a timely filed exemption are allowed continued enrollment to the next grade span. However, if it is determined that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.

CONTROL OF COMMUNICABLE DISEASE: The District cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. For that purpose, the District may expend funds and permit a licensed physician or a licensed registered nurse to administer an immunizing agent to any student whose parent/guardian has consented in writing. [E.C. 49403]

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

SIGHT AND HEARING TEST: The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools unless the parent/guardian submits a written denial of consent. [E.C. 49452]

VISION APPRAISAL: Each child's vision will be checked by an authorized person between grades K-8, unless the parent/guardian presents to the school a certificate from a physician or optometrist verifying prior testing or that it violates their faith in a recognized religious belief. [E.C. 49455]

SCOLIOSIS SCREENING: If your child is enrolled in grades 7-12, and is suspected of having curvature of the spine, please notify the school office. The District may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law. [E.C. 49452.5]

DENTAL FLUORIDE TREATMENT: Pupils will be provided the opportunity to receive topical application of fluoride or other decay-inhibiting agent to their teeth. Parents/guardians or eligible pupils should submit a written request for this treatment. [Health & Safety Code 104830]

ASSISTANCE WITH MEDICATION; EPINEPHRINE; USE OF SUNSCREEN PERMITTED: The district nurse (or other designated school personnel) may assist any student who is required to take, during the regular school day, medication prescribed for him/her by a physician if the District receives a written statement from the physician detailing the method, amount and time schedule by which the medication is to be taken (*this is not the prescription instructions on the medication*) and a written statement from the student's parent/guardian requesting the District assist in administering of the medication (*see form on pages 32-33 - form also available in school offices*). Medication will be supplied in a container from the pharmacy. The first dose of a new medication/prescription must be given at least twelve (12) hours before a dose is given at school. Additionally, such unlicensed personnel will be supervised by, and provided immediate communication access to, a school nurse or physician. In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to the student.

When a child is on a continuing medication regimen, the parent/guardian must inform the nurse or school principal of the medication being taken, the current dosage, and the name of the supervising physician. The nurse may, with the consent of the parent/guardian, communicate with the physician and counsel with school personnel regarding the possible effects of the drug. [E.C. 49423, 49480]

State law now allows students with doctor authorization to carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the District receives a release of civil liability for such self-administration, and a written statement of instructions from the physician detailing the method, amount, and time schedules by which such medication is to be taken. Your child must observe universal precautions in the handling of blood and other bodily fluids. [E.C. 49423, 49423.1]

Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing. [E.C. 35183.5]

INSURANCE FOR STUDENTS AND ATHLETES: The District provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the District's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

For a nominal cost, parent/guardian may purchase the following types of insurance: (1) tackle football; (2) 24-hour accident insurance; and/or (3) illness (*medical*) insurance. **THE DISTRICT STRONGLY ADVISES PARENTS TO OBTAIN THE 24-HOUR-A-DAY COVERAGE IF YOU DO NOT CARRY ANY OTHER INSURANCE!** The District will distribute information regarding this optional coverage during the first two weeks of school. [E.C. 49472]

Students who play tackle football shall be required to produce evidence of insurance coverage for football in order to be permitted to participate in practice sessions or contests. It is the responsibility of the principal of each high school to provide each parent/guardian with written notification of this requirement and disallow students from participating until the proof of insurance is obtained.

SCHOOL SAFETY PLANS: Each school site has established a safety plan. Notice of the plan details is available to the public on request, and copies are provided to local law enforcement. [E.C. 32280 et seq.]

PARENTS ROLE IN EMERGENCY PROCEDURES: In the case of an emergency that would prohibit a parents access to their child the District has established areas at each school site for parents to receive information and direction from the school principal or designee. If you come to the school site, be aware that rallying points will be determined by the emergency services. It is very important that the public keep all access points to the school sites open for emergency vehicles.

In the event of an emergency, contact with the office staff by phone may not be available. The school district will get information to parents through the communication system as soon as information is available. Please remain calm and DO NOT take your child from the school without being instructed to do so or without notifying school personnel. This will ensure that all students are accounted for.

The following areas are established rally points for parents to receive information and instructions:

- West Boron Elementary School
 - A. Desert Lake Park grass area
 - B. Corner of Del Oro and Sage Avenue
- Boron Junior-Senior High School
 - A. Dirt lot across from the main office
 - B. Dirt lot across from the transportation office
- Branch Elementary School
 - A. Bailey Elementary School west parking lot
- Desert Junior-Senior High School
 - A. Center of Excellence parking lot

We will do all we can to protect your child and give the most accurate and up-to-date information we have as soon as possible. Thank you for your cooperation in these difficult times.

SCHOOL PESTICIDE NOTICE: Effective January 1, 2001, all school sites must notify parents annually of products that will be used for pesticide treatment:

<u>Product</u>	<u>Manufacturer</u>	<u>Product</u>	<u>Manufacturer</u>
Cy-Kick	BASF	Demand EZ	Syngenta
Maki Mini Blocks	Liphatech	Round-Up Pro-Max	Monsanto Corp.
Suspend SC	Bayer	Tengard One Shot	UPI
Termidor SC	BASF	Terro PCO	Nisus Corp.

All parents/guardians will be notified 24 hours prior to a pesticide application via the district's parental telephone notification system. We will post a "Warning- Pesticide Treated Area" Notice 24 hours prior to a pesticide application, which will remain posted for 72 hours after the application. In case of a pest control emergency, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. "Emergency Conditions" are those, which the school defines as the immediate use of pesticides, are necessary to protect health and safety.

We have enclosed a School Pesticide Notice/Chemical Sensitivity Registry to be completed by the parent/guardian for students with conditions that may be aggravated by the use of the above materials. It is the parent/guardian's responsibility to ensure the district has the most up-to-date contact information in case of emergency conditions that may require immediate application of the above products. (see form on page 34)

MANAGEMENT PLAN FOR ASBESTOS-CONTAINING MATERIAL: In 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law (Public Law 99-519). Under this law, all schools were required to inspect their buildings for the presence of friable and non-friable asbestos-containing building materials. Once these materials were identified, schools were required to prepare a management plan which outlined procedures for dealing with asbestos in school buildings. The AHERA regulation also states that schools must perform re-inspections at least once every three (3) years after implementation of the management plan. Additionally, AHERA contains amendments that require the use of accredited asbestos inspectors, management planners, project designers, abatement contractors and workers for any removal project. Muroc Joint Unified School District is in compliance with the AHERA regulations. Each of our school sites has on file an individual management plan for that site, which is available for inspection upon request. [40 C.F.R. 763.93]

CONFIDENTIAL MEDICAL SERVICES WITHOUT PARENTAL CONSENT: The California Civil Code 25.9, 34 et. seq. provides for a minor to be considered an adult when he/she is seeking advice and help in regard to birth control, venereal disease control, pregnancy, etc. It is possible for a minor to consult the local health department and arrange for contraceptives, venereal disease treatment, or even an abortion without parental consent. When a student requests information regarding birth control, venereal disease or pregnancy, the student may be referred to a health department resource. Then the student may take action as an adult to be absent from school to seek the services desired from the health department. [E.C. 46010.1]

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION AND ASSESSMENTS

RELATED TO STUDENT HEALTH BEHAVIORS AND RISKS: A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

TYPE 2 DIABETES: Pursuant to Education Code section 49452.7, a Type 2 Diabetes information sheet has been developed by the California Department of Education (*see pages 35-36*). [E.C. 49452.7]

CONCUSSION/HEAD INJURY DURING ATHLETIC ACTIVITY: The District offers an athletic program in which your child may wish to participate. By law we must provide you with information regarding concussions and head injuries. Please review with your child the information sheet (*pages 37-38*) about concussion and head injuries. You and your child must sign and date the sheet where indicated and return it to your child's school prior to your child beginning practice or competition in our athletic program.

AUTHORIZATION FOR ANY MEDICATION TAKEN DURING SCHOOL HOURS

SCHOOL PESTICIDE NOTICE/CHEMICAL SENSITIVITY REGISTRY

TYPE 2 DIABETES INFORMATION SHEET

CONCUSSION INFORMATION SHEET

Part 2: To be completed by the Physician

The child named below is under my care. It is necessary for him or her to receive the following medication during school hours.

Name of Child (Print) _____

Diagnosis for which medication is prescribed _____

Name of medication (one medication per form) _____

Dosage (Be specific, i.e., milligrams, etc.) _____

Time of day to be given _____ Frequency if 'as needed' _____

If 'as needed' describe indications and sequence orders _____

Method of administration: ORAL Liquid Tablet Inhaler **DROPS** Eye R L Ear R L Nostril R L
Topical Other _____

Precautions, reactions, or side effects _____

For Severe Allergy: If the following symptoms occur (check appropriate)

- choking hives skin rash swelling (eyes and lips) loss of voice breathing difficulty
- loss of consciousness other _____

Use: (circle one) Epi-pen Jr. or Epi-pen

Transport student to nearest emergency room

Storage and Handling Routine handling, medications in locked storage and administered by authorized school personnel
 72 hour disaster supply only Refrigeration

If Medically Necessary Child to carry, school personnel to administer Child trained to carry and self-administer (medicate)

Additional special instructions/interventions _____

Physician (Printed Name) Date Signature

Office Address Office Phone Office Fax

*****SCHOOL STAFF: Notify school nurse or district administrator if allergy or asthma is indicated under diagnosis.**

MUROC JOINT UNIFIED SCHOOL DISTRICT

17100 Foothill Avenue
North Edwards, CA 93523-3533
760-769-4821 ♦ 661-258-4178

SCHOOL PESTICIDE NOTICE

[Education Code section 17612, 48980.3]

Dear Parent/Guardian:

Effective January 1, 2001, all school sites must notify parents annually of products that will be used for pesticide treatment. We will post a "Warning - Pesticide Treated Area" notice 24 hours prior to a pesticide application, which will remain posted for 72 hours after the application. In case of a pest control emergency, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. "Emergency conditions" are those which the school defines as the immediate use of pesticides that are necessary to protect health and safety.

Certain individuals may have conditions that may be aggravated by the use of these materials. As a result, we will be establishing a registry for those students who have medical conditions that require notification in case emergency conditions require immediate application.

To have your child placed on the registry, please complete and return the following information to your child's school.

CHEMICAL SENSITIVITY REGISTRY

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Phone: _____ Date: _____

If you have any questions regarding this information, you may contact Jeremeh Job, Director of Facilities, Operations, Planning & Transportation at 760-762-5882. Thank you.

TYPE 2 DIABETES INFORMATION

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents/guardians of incoming seventh grade students. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Description

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

References

[American Diabetes Association Clinical Journal](#) (Outside Source)

[Helping Children with Diabetes Succeed: A Guide for School Personnel](#) (PDF; Outside Source)

[KidsHealth](#) (Outside Source)

[Mayo Clinic](#) (Outside Source)

[National Library of Medicine \(NLM\) and National Institutes of Health's \(NIH\) MedLine](#) (Outside Source)

[US Centers for Disease Control and Prevention](#) (Outside Source)

**Muroc Joint Unified School District
Concussion Information Sheet**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|--|--|
| <ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns | <ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment |
|--|--|

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Muroc Joint Unified School District
Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day."

and

"A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

Student-Athlete Name (Print)

Student-Athlete Signature

Date

Parent or Legal Guardian (Print)

Parent or Legal Guardian Signature

Date

EXEMPTIONS AND PARENTAL RIGHTS

PARENTAL RIGHTS: EDUCATIONAL EMPOWERMENT ACT OF 1998: The Education Empowerment Act of 1998 establishes various rights for parents/guardians, in addition to other rights identified in this document. The rights of parents/guardians include the following:

- a. **Inspection of Instructional Materials:** All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, audio and video recordings, and software shall be compiled and stored by the classroom instructor and made available promptly for parent/guardian inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.
- b. **Observation of School Activities:** Parents/guardians have the right to observe instruction and other school activities that involve their child in accordance with procedures determined by the governing board of the school district to ensure the safety of students and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents/guardians shall be considered by the governing board of this school district. Upon written request by the parent/guardian, school officials shall arrange for the observation of the requested class or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.
- c. **Consent for Evaluations:** A student may not be tested for a behavioral, mental, or emotional evaluation without the informed written consent of the parent/guardian.
- d. **Affirmation or Disavowal of Beliefs:** A student may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve students of any obligation to complete regular classroom assignments.
- e. **Health Component of any Program or Class:** Parents/guardians may exempt students from the health component of any course or class if that instruction conflicts with a parent's/guardian's religious training or beliefs.

OTHER PARENTAL RIGHTS: The rights of parents/guardians of students include the rights identified below. Parents/guardians have the right:

- a. to observe in their child's classroom (upon reasonable notice);
- b. to meet with their child's teacher and the school principal (upon reasonable notice);
- c. to volunteer their time and resources at the school;
- d. to be notified on a timely basis if their child is absent from school without permission;
- e. to be notified concerning their child's classroom and standardized test performance;
- f. to request a specific school and teacher and to receive a response from the school district (this does not obligate the school district to grant the request);
- g. to have a safe learning environment for their child;
- h. to examine curriculum materials of their child's class;
- i. to be informed of their child's progress and appropriate school personnel to contact in the event of problems;
- j. to access student records for their child, including records possessed by a vendor under contract with the District to provide online services or products;
- k. to receive information concerning expectations for student learning;
- l. to be informed in advance about school rules, policies, dress codes and procedures for visiting the school;
- m. to receive information about any psychological testing of their child and to deny permission for such testing;
- n. to participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership; and
- o. to question, and receive an answer regarding, items in their child's record that appear inaccurate, misleading, or that invade privacy.

PARENT RIGHT TO REVIEW TEACHER QUALIFICATIONS: A parent/guardian has the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows a parent/guardian to ask for certain information about their child's classroom teacher and requires the District to give them this information in a timely manner should they ask for it. Specifically, a parent/guardian has the right to ask for the following information about each of their child's classroom teachers: (a) whether the California Commission on Teacher Credentialing has licensed or qualified the teacher for the grades and subjects he/she teaches; (b) whether the California Commission on Teacher Credentialing has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances; (c) the teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; or (d) whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. In addition, the parent/guardian must be notified if their child is taught by a teacher who is not "highly qualified" for four (4) consecutive weeks. [*"No Child Left Behind Act of 2001" §1111*]

EXCUSED FROM INSTRUCTION DUE TO RELIGIOUS BELIEFS: Whenever any part of the instruction in health or family life education conflicts with the religious training and beliefs or personal moral conviction of a parent/guardian, or those of their child, the student may be excused from such instruction upon the written request of the parent/guardian. [E.C. 51240]

DISSECTION OF ANIMALS: Your child may participate in a course during this year that utilizes live or dead animals or animal parts to help your child obtain knowledge, information, or experience required in the course. If a student chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing the student an alternate avenue for obtaining the information required by the class. The school will need a signed note from the parent/guardian indicating their child's objection. [E.C. 32255-32255.6]

PRIVACY POLICY: Federal law requires parents be informed of the District's current privacy policy and dates of any activities related to surveys. A copy of the District's privacy policy is enclosed for your review (see page 41). [*"No Child Left Behind Act of 2001" §1061*]

TESTS ON PERSONAL BELIEFS: No test, questionnaire, survey or examination containing any questions about a student's or his/her parent/guardian's personal beliefs or practices in sex, family life, morality and religion shall be administered to any student in grades K-12 unless the parent/guardian of the student is notified in writing and gives written permission for the student to take such test, questionnaire, survey or examination. [E.C. 51513, 60614]

BP 5145.1, DISTRICT PRIVACY POLICY

The Governing Board recognizes that personal beliefs are a private matter. Without the written notice and written consent of a parent/guardian, no student shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion. (*Education Code 51513*)

As required by law, school counselors shall respect the confidentiality of any personal information disclosed by students twelve (12) years of age or older during the course of educational counseling. Personal information given to a counselor by the parent/guardian of a student twelve (12) or older shall also be kept confidential and included in the student's record only with the parent/guardian's written consent. Exceptions shall be made only as provided by law:

1. in discussion with health care providers, certain psychotherapists, or the school nurse, solely when referring the student for treatment;
2. as required by law when reporting child abuse or neglect;
3. to the principal or parent/guardian when the counselor believes it necessary to avert a clear and present danger to the health, safety, or welfare of the student, parent/guardian, other students, school staff or community members;
4. to the principal, parent/guardian, other persons outside the school and other persons as necessary inside the school when the student says that a crime will be or has been committed involving the likelihood of personal injury or significant property loss;
5. when the student, twelve (12) years of age or older, has read and signed a waiver naming one (1) or more persons to whom information may be reported (the waiver must be kept in the student's file);
6. to law enforcement agencies when required by court order to aid in a criminal investigation, or when ordered to testify in administrative or judicial proceedings.

In any case, the counselor shall not disclose information to parent/guardian when having any cause to believe that this disclosure would endanger the health, safety or welfare of the student.

Governing Board Adoption: 6/13/01

SCHOOL RECORDS AND ACHIEVEMENTS

STUDENT RECORDS: Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. The parent/guardian has a right to review, inspect, and question all written files and data at a mutually convenient time during the regular school day and receive a copy of the records at a nominal fee. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for who you provide care. If you are fourteen (14) years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent. California law does not permit the release of original records to the parent/guardian.

The District maintains as a permanent record the name, enrollment, birth and residence statistics, sex, dates of attendance, subjects and grades, immunizations and high school graduation records for each student. The District maintains an interim record of parental notes, health, admission to and progress in Special Education programs, and application for work permits. The District also maintains permitted student records of family composition, staff ratings, test scores, disciplinary reports, behavior observations, and verification of student absences.

The school principal is responsible for the maintenance of the records at each school site. The Director of Special Education is responsible for Special Education records.

Other provisions of the law permit access to non-directory information in student records without parental or adult student consent to school officials and employees with legitimate educational interest as defined in District policy; to out-of-district schools to which the student is transferring; to specified federal and state educational administrators; to prospective grantors of student financial aid; to specified state and local law enforcement agencies; to service providers who provide online educational software and/or services that are part of the District's educational program; to appropriate persons concerned with the health and safety of students or others in case of emergency.

As specified by law, the school maintains a record of all persons or agencies requesting or reviewing information from the student record. All other requests for student information by individuals, agencies, or organizations will **NOT** be honored without a written statement, signed by the parent/guardian or adult student authorizing its release. Parent/guardian or students over 16 years of age or having completed the tenth grade may obtain copies of student records.

The District periodically reviews student records and destroys material no longer required in accordance with state law. Various original records or copies of those records shall be retained permanently by the District. *[E.C. 49063, 49070]*

STANDARDS OF PROFICIENCY IN BASIC SKILLS: In order to graduate from a Muroc Joint Unified School District high school, a student must have a satisfactory score on each of the skill area tests in the District's Proficiency Test. Students will also be tested in the 6th and 8th grades to determine progress toward District proficiencies. *[E.C. 51215]*

STANDARDIZED, NORM-REFERENCED ACHIEVEMENT TESTS: The District is required to report each student's individual score, in writing, to the student's parent/guardian. The written report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the District. The written report may be included with the mailing of the next student report card. Nothing in this section shall be construed to require teachers to prepare individualized explanations of each student's test score. The District invites parents to contact appropriate school personnel for further explanation or information regarding how the parent/guardian can best assist the school and the student in improving the student's performance. *[E.C. 60722]*

PROMOTION, ACCELERATION AND/OR RETENTION: The District's policy on promotion, acceleration and/or retention of students is enclosed for your information *(BP 5123; page 45)*.

SCHOOL ACCOUNTABILITY REPORT CARD: The School Accountability Report Card is available at each school office on request and accessible online at www.muroc.k12.ca.us by clicking on "SARCs." This contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals. *[E.C. 35256]*

RELEASE OF DIRECTORY INFORMATION: The law allows schools to release directory information to certain persons or organizations. Sometimes activities involve the collection, disclosure, or use of personal or directory information for the purpose of marketing or selling that information (e.g., purchase and sale of school yearbooks, school photography, and graduation attire). District staff may administer or distribute to students a survey instrument that is designed for the purpose of collecting personal information for marketing or sale, provided that the instrument is administered in accordance with law. Directory information may include a student's name, address, telephone information, electronic mail address, photograph, student ID number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended

by the student. If a parent/guardian wishes that the District withhold any of this information, they may contact the school principal. Directory information will not be released regarding a student identified as a homeless child or youth unless a parent, or student accorded parental rights, has provided written consent that directory information may be released.

RELEASE OF INFORMATION TO MILITARY RECRUITERS: Federal law requires school districts receiving assistance under the No Child Left Behind Act to provide military recruiters the same access to secondary school students as is provided to post secondary educational institutions or to prospective employers. Parents/guardians may request that the District not release their student's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent/guardian wishes to deny access to this information (*see form on page 64*). [20 U.S.C. 7908]

CALIFORNIA HIGH SCHOOL EXIT EXAM: The administration of the California High School Exit Examination, and the requirement that each student completing grade 12 successfully pass the high school exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school, has been suspended for the 2015-16, 2016-17, and 2017-18 school years.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM: The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing and mathematics skills taught in public schools. Eligible students who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A student who receives a Certificate of Proficiency may, with verified approval from the parent/guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all coursework required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>. [5 C.C.R. 11523]

ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE EXAM FEES: Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please contact the Academic Advisor for more information. [E.C. 52244]

VOCATIONAL GUIDANCE: All students receive counseling on differentiated careers and vocational or higher education opportunities. A student's parent/guardian may participate in counseling sessions and decisions prior to career counseling and course selection commencing with course selection for grades 7-12. The school agrees that it will not unlawfully discriminate against its students on the basis of race, color, national origin, sex or handicap in making available opportunities in any vocational education programs offered by Muroc Joint Unified School District.

CAREER TECHNICAL EDUCATION (CTE): The California Department of Education defines "career technical education" as a program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers. Career technical education (CTE) includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs. The Internet address for the portion of the CDE Web Site where students can learn more about CTE is www.cde.ca.gov/ci/ct/. Please contact your student's high school counseling office to meet with academic advisors to help them choose courses at their school that will meet college admission requirements or enroll in CTE, or both.

COLLEGE ENTRANCE REQUIREMENTS: In addition to the rights described in Education Code sections 51100-51102, students and parents/guardians have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education.

Students and parents/guardians need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The requirements listed below are submitted by the Regents of the University of California and are, generally, the most rigorous:

- a. History/Social Science: two years, including one year of world history, cultures, and historical geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
- b. English: four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature.
- c. Mathematics: three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- d. Laboratory Science: two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry and physics.
- e. Language Other Than English: two years of the same language other than English.
- f. Visual & Performing Arts: one year, including dance, drama/theater, music or visual art.

- g. College Preparatory Elective: one year (two semesters), chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "g" electives.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Your student's high school counseling office can provide the testing dates and locations. For more information about college and career opportunities for California students, you may visit the University of California web site at www.universityofcalifornia.edu/, the California State University web site at www.calstate.edu/, or CaliforniaColleges.edu, the official source for college and career planning in California, at www.CaliforniaColleges.edu/. If you have questions regarding UC or CSU college admission requirements, you may contact the Intersegmental Relations Office at 916-323-6398. [C.C. 51229]

BP 5123, DISTRICT POLICY ON PROMOTION/ACCELERATION/RETENTION

The Governing Board expects students to progress through each grade level within one (1) school year. To accomplish this, instruction should accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies when needed. Parent notification as to student progress shall occur in a timely manner.

Promotion

Students shall progress through the grade levels by demonstrating growth in learning and meeting the grade-level standards of expected student achievement.

Progress toward high school graduation shall be based on the student's ability to pass the courses necessary to earn the required number of credits and on his/her ability to pass the statewide high school exit examination.

Acceleration

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's maturity level, social and emotional growth, and essential factors shall be taken into consideration in making a determination to accelerate a student.

Retention

Students who should be retained and who are at risk of being retained in accordance with Board policy, administrative regulations, and legal mandates shall be identified as early as possible in the school year. Students shall be identified on the basis of grades and other indicators of academic achievement appropriate for specific grade levels.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, and/or summer school programs (if available).

A student with exceptional needs is eligible for differential promotional requirements when a duly seated Individualized Education Program team determines that the diagnosed hardship is sufficient to preclude that student from meeting the regular promotional requirements. Differential promotional requirements may then be specified in the Individualized Education Plan (IEP) of any student enrolled in a special education program.

Decisions regarding the promotion or retention of English Learners require special considerations. With the passage of Proposition 227, State law now allows programs to be designed primarily to teach English learner students English first and academic content second. It is inappropriate to retain English Learners who have failed to meet academic standards in areas in which they have been provided only limited instruction.

The Student Study Team shall be responsible for the promotion/retention decision. The team shall consist of the student's teacher(s), administrator, one (1) other teacher who does not work with the student, the district psychologist, and an academic advisor (for grades 7 & 8). A student who has not met the described criteria above shall be retained unless the Student Review Team determines in writing that retention is not an appropriate intervention for the student's deficiencies. The written determination shall specify the reasons retention is not appropriate and include recommendations for interventions that, in the team's opinion, will assist the student in meeting the promotion criteria. If summer school is available as an option and if the team's recommended intervention is summer school, then the student's retention will be reassessed after completion of summer school. The summer school teacher's evaluation must be discussed with the team and the parent prior to any final decision.

The team's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulations, and legal mandates. The burden shall be on the appealing party to show why the team's decision should be overruled.

Governing Board Adoption: 5/11/11

DUE PROCESS PROTECTION AND COMPLAINTS

COMPLAINTS: If a parent/guardian has a complaint about a teacher, instructional material, or any other operation of the District, they should follow the District complaint procedure. The District complaint procedure requires the complainant to speak to the person at the lowest level to resolve the issue. If not resolved, then the supervisor or administrator is brought into the concern first on an informal verbal level, and later in a formal level with the complaint in writing on a District Complaint Form. The complaint form must be picked up from the school site administrator. The complaint, if not resolved, can then be appealed to the District Superintendent, and if still not resolved, to the Board of Trustees for final resolution.

Students who feel their rights under the sex discrimination policy or any other school policy or rule have been violated should report the concern to their teacher (*elementary school*) or counselor (*junior-senior high school*). If the problem is not solved at this level, the student should follow the District complaint procedure that is available in the school office.

SAFE PLACE TO LEARN ACT AND COMPLAINTS REGARDING DISCRIMINATION AND THE EDUCATION OF HANDICAPPED STUDENTS: The Muroc Joint Unified School District is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The District prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8 and 34 CFR 106.9

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the District will address each situation on a case-by-case basis in accordance with law and board policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contact the site administrator. Each such situation will be addressed on a case-by-case basis and in accordance with the law and board policy.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. [*E.C. 260, et seq., and the above cited federal statutes*]

Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the District Section 504 Coordinator or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Superintendent, Title IX Coordinator
17100 Foothill Avenue
North Edwards, CA 93523

Assistant Superintendent of Instruction
17100 Foothill Avenue
North Edwards, CA 93523

UNIFORM COMPLAINT PROCEDURES: The Muroc Joint Unified School District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs, and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of such laws and regulations. The Uniform Complaint Policy may also be used to help identify and resolve noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and any failure to provide physical education instruction for at least 200 minutes every 10 days. The UCP may also be used to resolve allegations of noncompliance with the rights of foster youth, homeless student, or a former juvenile court school student associated with waiving district-adopted local graduation requirements. The District shall make available copies of their uniform complaint procedures free of charge. It is unlawful to discriminate on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability. A copy of the policy is enclosed. (*AR 1312.3; pages 48-53*) Complaints made under this procedure shall be directed to:

Superintendent, Title IX Coordinator
17100 Foothill Avenue
North Edwards, CA 93523

Assistant Superintendent of Instruction
Section 504 Coordinator
17100 Foothill Avenue - North Edwards, CA 93523

In addition to this procedure, pursuant to Education Code 262.3, complainants have a right to appeal to the State Superintendent of Public Instruction within fifteen (15) days of receiving the District's decision. [E.C. 262.3]

The complainant may wish to direct a complaint to appropriate agencies for investigation, or consult with an attorney to determine if he/she has legal rights that may be pursued through available civil law remedies. For assistance, complainant may wish to contact agencies such as the following:

Legal Aid Foundation of Los Angeles
Education Law Unit
1550 West 8th Street
Los Angeles, CA 90017
213-487-3320

Greater Bakersfield Legal Assistance
615 California Avenue
Bakersfield, CA 93304
661-325-5043

WILLIAMS UNIFORM COMPLAINT PROCEDURES: This new legislation requires the District to investigate and resolve complaints when the complainant alleges that any of the following has occurred:

- a. **Instructional materials:** a student, including an English learner, does not have standards-aligned textbooks, does not have access to instructional materials to use at home or after school, textbooks or instructional materials are in poor or unusable condition, or student was provided photocopied sheets from only a portion of a textbook or instructional materials.
- b. **Teacher vacancy or misassignment:** a semester begins and a certificated teacher is not assigned to teach the class, or a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than twenty percent (20%) English learner students in the class, or a teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- c. **Facilities:** a condition poses an emergency or urgent threat to the health or safety of students or staff.

Filing a Complaint: A complaint alleging any condition(s) specified in items a-c above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within ten (10) working days. For more information, please contact the District Office. A complaint alleging any deficiencies specified in item d above shall be filed with a District official as designated by the Superintendent. Such complaints may be filed at the District Office or at a school site and shall be immediately forwarded to the Superintendent or designee. [E.C. 35186]

AR 1312.3, UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

District Superintendent
Muroc Joint Unified School District
17100 Foothill Avenue
North Edwards, California 93523
760-769-4821

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees and local control and accountability plan (LCAP) requirements, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
 - e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
 - f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - h. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business 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 shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
 - b. Individual remedies offered or provided to the subject of the complaint
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others

4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

(10/15)

MISCELLANEOUS

LOCAL CONTROL AND ACCOUNTABILITY PLAN: The District is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, and specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the District's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and the LCAP are adopted at the local level, the plan will be reviewed by the County Superintendent to ensure alignment of projected spending toward goals and services. The following are the eight state priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with State standards, and safe facilities;
2. Implementation of and student access to State academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The Board of Trustees is required to establish a district advisory committee (DAC) and district English learner advisory committee (DELAC) to provide advice to the Board of Trustees and the Superintendent regarding the LCAP. DACs must include parents or legal guardians of low income students, English learner students, and foster youth.

Each District is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, district must present their proposed plans to the DAC or DELAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the DAC and DELAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

District must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The District must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post the LCAP approved by the Board of Trustees, and any updates or revisions to the LCAP, on the District's website, and establish policies for filing a complaint of noncompliance under E.C. section 52075 using the uniform complaint procedures.

STUDENT USE OF TECHNOLOGY: The District has adopted board policy for student use of technology. A copy of the policy is enclosed. *(BP 6163.4; pages 56-57)*

FEES AND CHARGES: The District desires to furnish books, materials and instructional equipment as needed for the educational program. Since District needs must be met with limited available funds, the Board may charge fees when specifically authorized by law. The District shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions. A copy of the policy is enclosed. *(AR 3260; page 58)*

HOMELESS YOUTH EDUCATION: The term homeless youth means individuals who lack a fixed, regular and adequate nighttime residence, including: (a) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (b) living in motels, hotels, trailer parks, shelters, or awaiting foster care placement; (c) living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or (d) migratory children who qualify as homeless because they are children living in similar circumstances to those listed above. Homeless youth are guaranteed enrollment in school by the federal McKinney-Vento Act and California State law, and do not need to provide: proof of residency, immunization records or TB skin test results, school records, or legal guardianship papers. If you have any questions about services for homeless youth, please contact the District's Homeless Liaison, Kevin Cordes, at 760-769-4821, extension 1276. *[42 U.S. 11432]*

WAIVER OF LOCAL GRADUATION REQUIREMENTS FOR FOSTER YOUTH, HOMELESS YOUTH AND FORMER JUVENILE COURT SCHOOL PUPILS: A foster youth, homeless youth, or a former juvenile court school student who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified by the state Legislature in Education Code section 51225.3, but shall be exempt from any additional district-adopted

local graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. Additionally, such a student may, if he or she wishes, stay in high school for a fifth year in order to complete any district-adopted local graduation requirements.

WORK PERMITS: The Muroc Joint Unified School District Superintendent has authorized the Academic Advisors at Boron High School and Desert High School to issue work permits for eligible minors. Eligibility is determined according to California Education Code Sections 49110-49119. During the year when the Academic Advisors are off duty, the principals at the two high schools are authorized to issue work permits.

Muroc Joint Unified School District has no additional requirements for eligibility beyond the Education Code requirements. However, a permit to work shall not be issued until the written request from the parent, guardian, foster parent, caregiver with whom the minor resides, or residential shelter services provider, has been filed with the issuing authority. "Residential shelter services" refers to residential and other support services provided to minors by a governmental agency, a person or agency under contract with a governmental agency to provide these services, an agency receiving funding from community funds, or a licensed community care facility or crisis resolution center on a temporary or emergency basis in a facility that services only minors.

For a minor who is not enrolled in a Muroc school, the parent/guardian must include with the written request proof that the minor is enrolled in another public school district, or in a private school pursuant to Education Code Section 48222. It is the exclusive responsibility of the school district to decide whether the private entity is a private school as described in Education Code 48222. The same determination would be made regarding a parent who teaches exclusively his/her own children and who files a private school affidavit pursuant to Education Code Section 33190.

SEX OFFENDER INFORMATION - "MEGAN'S LAW": The California Department of Justice operates an internet website which lists designated registered sex offenders in California. The District does not disseminate this information, but you may visit <http://www.meganslaw.ca.gov> to learn more and find helpful information for you and your family. [Penal Code 290.4]

PARENT/STAFF NOTIFICATION SERVICE: Muroc Joint Unified School District utilizes a Parent/Staff notification service, which enables us to personally communicate with parents and staff regarding emergency situations, school events, and other important issues impacting you and your children. It allows us to send personalized voice messages to your family's home, work or cell phones, and also by e-mail.

It is important that your school has all of your current telephone numbers so that you will receive these messages. Please be aware that the Parent/Staff notification service cannot dial an extension, so be sure the numbers you include are direct lines. Be assured that all personal information will be maintained in the strictest confidence.

Important Call Delivery Notes:

1. When a call comes from the school (or district), the message recipient's caller ID will display the school (or district's) phone number.
2. When listening to a message, please be aware that background noise will cause the system to "stop and start". It is carefully calibrated to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the "mute" button on your phone.
3. If you missed any part of a message, please stay on the line and press the "*" (star) key on your phone to hear the entire message again.

FURTHER INFORMATION AVAILABLE: Further information regarding our District schools, programs, policies and procedures is available to any interested person upon request to our District Office. [E.C. 48209.13, FERPA, 34 C.F.R. 99.7(b)]

BP 6163.4, DISTRICT POLICY ON STUDENT USE OF TECHNOLOGY

AR 3260, DISTRICT POLICY ON FEES AND CHARGES

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Governing Board Adoption: 11/4/15

The district shall charge only those fees specifically authorized by law.

The following fees and charges are permissible if approved by the Governing Board:

1. Insurance for athletic team members, with an exemption for financial hardship
2. Insurance for medical or hospital service for students participating in field trips and excursions
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds
4. Student fingerprinting program
5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory
6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district
7. Home-to-school transportation and transportation between school and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average unsubsidized cost per student and so long as exemptions are made for indigent and disabled students
8. Transportation to and from summer employment programs for youth
9. Physical education uniforms
10. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies
11. Deposit for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries
12. Fees for community service classes
13. Eye safety devices, at a price not to exceed the district's actual costs
14. Actual costs of duplication for copies of public records
15. Actual costs of duplication for reproduction of the prospectus of school curriculum
16. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law
17. Fines or reimbursements for lost or damaged district property or damage to library property
18. Tuition for out-of-state and out-of-country residents
19. Adult education books, materials, and classes as specified in law
20. Child care and development services
21. Parking on school grounds

(5/13)

TRANSPORTATION SERVICES

TRANSPORTATION SAFETY INFORMATION

Title 5 of the California Code of Regulations states: **Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus, or being escorted across the street or highway.**

Muroc Joint Unified School District Policy exceeds the law regarding escorting students across the roadways. Our policy requires the driver of the school bus to escort all students kindergarten through 12th grade.

Conduct at the bus stop:

District approved school bus stops are to be considered an extension of the school grounds, and the behavior of the students should reflect that. School personnel do not supervise these areas; therefore, children should arrive no more than 10 minutes prior to the scheduled arrival of the bus. The driver's responsibility begins when the driver can identify the students. Students shall form an orderly line **at the bus stop sign**, or at least 6 feet from the edge of the roadway.

Home to school:

Students are to be at their assigned bus stop at least **three (3) minutes prior** to the scheduled arrival of the bus. Students should not approach the bus until it has come to a complete stop, and the driver has set the brake and opened the door. If a student is late to the bus stop, they are not allowed to cross the street (if bus is within a reasonable distance i.e., if driver can see the student). They **must** wait for the driver and be escorted across. This is in accordance with Title 13 of the California Code of Regulation 1227 which states: "When safe to do so, the driver will engage the red crossover lights, enter the street with a hand-held stop sign and verbally instruct the students to cross between the driver and the bus." This is the only legal way for the children to cross the street when the bus is present. The driver is the only one that can assume the responsibility of escorting students across the street.

Students must enter the bus in a safe and orderly manner. When seated, the first student should move next to the window to allow other students to be seated. If seat belts are provided on the school bus, it is the parent's responsibility to decide if their child will use them. Parents are also expected to assist in educating their child on the use of the seat belts. The driver will be responsible for assisting the child with the seat belt if requested.

Students **shall not** change seats unless directed to do so by the bus driver. After arriving at their destination, when the bus has come to a complete stop, students may exit the bus upon the direction of the driver. All large instruments or carry-on equipment must be placed in the bus storage compartments.

School to home:

Students are to use the same bus stop to and from school unless other arrangements have been made through the school. Exiting the bus must be organized to assure safety for all. Once the bus has come to a complete stop, and when safe to do so, the driver shall activate the red crossover lights. At this time, the students that are to cross the roadway shall leave their seats, following the bus driver. The students are to exit the bus, stopping at the right front corner, just forward of the bumper, **but never in front of the bus**. When it is safe, the driver will verbally instruct the student to "cross now, between me and the bus." Students are to walk straight across the street, and then continue home, out of the roadway. When the driver re-enters the bus and turns off the red crossover lights, he/she will instruct the next group (if applicable) of students to exit. Students are to exit the bus carefully, and quickly step away from the **DANGER ZONES** of the bus (see attached). They are to walk directly to their home, stay out of the roadway, and remember to cross only at the corners, or use the crosswalk.

In accordance with California State Law, School Evacuation Drills will be held at each school site and all children in attendance that day will actively participate. It is important that you as the parent/guardian work with the school district, the individual school sites, and the bus drivers, to assure the safety of the children being transported on the school bus. Attached you will find a copy of the Rules and Regulations for Riding the Bus, Guidelines for Bus Behavior on District Trips, a list of bus stops by name and number, and a copy of the **DANGER ZONES** of the bus. **PLEASE**, review all of the above information with your children, and sign and return the bottom portion of the bus rules provided in this packet to the bus driver. If you have any questions or would like more information, please contact:

Jeremeh Job, Director of Facilities, Operations, Planning & Transportation
Muroc Joint Unified School District
26653 Prospect Street, Boron, CA 93516
Telephone: 760-762-5882 ♦ Fax: 760-762-1102

MUROC JOINT UNIFIED SCHOOL DISTRICT
RULES AND REGULATIONS FOR RIDING THE SCHOOL BUS

Muroc Joint Unified School District is pleased to transport the students of our district. Students shall obey the following:

1. The driver is in full charge of the bus and the students, and has the same authority of a classroom teacher. Students must obey the driver promptly and courteously.
2. Students must be on time at the bus stop and should not stand or play on the roadway while waiting for the bus.
3. Remain seated, facing forward at all times and keep the aisles clear.
4. Do not change seats unless directed by the bus driver.
5. Keep head and arms inside the bus at all times.
6. No glass containers are allowed on the bus.
7. No eating, drinking, or use of tobacco or drugs on the bus.
8. Do not bring any weapons or dangerous objects on the school bus, including balloons or pets.
9. Do not damage or vandalize the school bus.
10. Conduct and conversational level on bus shall be the same as rules of the classroom.
11. Students are to conduct themselves in a manner that will not distract the driver from the job of driving. Misconduct (i.e., profanity, indecent exposure, obscene gestures, fighting, etc.) will not be tolerated.

Bus Policy Procedures

It is our intention to make the district transportation a safe and orderly process for both the public and school sites to assign regular bus stops and emergency bus notes. The Transportation Department must ensure that all students are transported to their assigned bus stop. The following guidelines will define the expectation for parents/guardians to assign and change a bus stop at the beginning of and during the school year.

1. Parents/guardians must establish a regular assigned bus stop for their child to be picked up and dropped off each day.
2. **Any** changes to the regular assigned bus stop must be made in writing signed by the parent/guardian at the beginning of the school day. Notes must be in the office by **8:00 a.m.** the day of the change.
3. Phone call changes to a student's bus stop must be on an **emergency basis only**. This will be determined by the office staff at the school site. Parents/guardians must verify the authenticity of the call by giving a secure form of student information to the office staff at the time of the call.
4. If a permanent change to a student's bus stop must be made during the school year, the parent/guardian must fill out a new bus stop form and return it to the school site office.
5. Students will be picked up and dropped off at the scheduled times for each bus stop.

These changes in the administration of the bus note policy are intended to streamline the amount of last minute changes that create unnecessary work for the school site office staff, minimize the delays of bus routes, and ensure the safety of all students riding district transportation to and from school.

Violation Procedures

- ◆ 1st and 2nd offense – Warning ticket may be issued, but depending upon violation, a denial of transportation can be issued (i.e., fighting, refusing to obey driver, etc.).
- ◆ 3rd offense – After receiving two warning tickets, student will receive a denial of transportation ticket and a three school day suspension from riding the bus.
- ◆ 4th offense – Five school day suspension from riding the bus.
- ◆ 5th offense – Two week suspension from riding the bus and may result in denial of transportation for school year. ***Note: Warning tickets must be signed by parent/guardian and returned to the driver before transportation will be provided. Denial of Transportation tickets require a meeting with parent, student, school site principal, bus driver, and Director of Facilities, Operations, Planning & Transportation before transportation will be provided.***

NOTE: Discipline for minor infractions occurring after the 3rd violation will be at the discretion of the Director of Facilities, Operations, Planning & Transportation.

RETURN this portion to the bus driver:

I have reviewed the school bus rules and regulations with my child, and I understand and agree to the bus policy procedures.

Student Name

Bus Stop

Parent Signature

Date

MUROC JOINT UNIFIED SCHOOL DISTRICT
GUIDELINES FOR BUS BEHAVIOR ON DISTRICT TRIPS

The driver is in charge:

All certificated personnel and other adults are expected to cooperate in maintaining a level of behavior considered by the bus driver to be conducive to the safe operation of the bus. The driver will inform students and person(s) in charge of the safety rules and the level of behavior expected, and give those in charge the opportunity to **control student behavior**. When the passengers do not maintain the appropriate level of behavior or do not comply with the directions of the bus driver, the driver may use the following measures to obtain compliance:

- ◆ Stop the bus at a safe location and remain there until the driver deems the level of behavior is satisfactory.
- ◆ Re-arrange seating patterns.
- ◆ Warn students of temporary suspension of riding privileges.
- ◆ Issue a bus citation, which would bar students from riding the bus pending a parent conference.
- ◆ In the case of non-basic transportation, return to the point of origin, or some other appropriate location, rather than proceeding to the planned destination.
- ◆ Contact the Director of Facilities, Operations, Planning & Transportation or the Superintendent to help resolve the problem.

The driver does not have authority to:

- ◆ Take the bus anywhere which has not been authorized on the itinerary, unless in case of emergencies.
- ◆ Allow a student off the bus at a place other than a district designated bus stop.
- ◆ Permit any student to leave his/her seat while the bus is in motion.
- ◆ Permit any student to bring a live animal or insect aboard a bus.
- ◆ Converse with passenger(s) while the bus is in motion.
- ◆ Carry more passengers than the number for which the bus is rated.
- ◆ Permit any object to be carried which can cause injury if not properly secured, or in any respect interfere with the vision of the driver.

The cooperation among drivers, students, and supervising adult passengers will result in safe and enjoyable transportation.

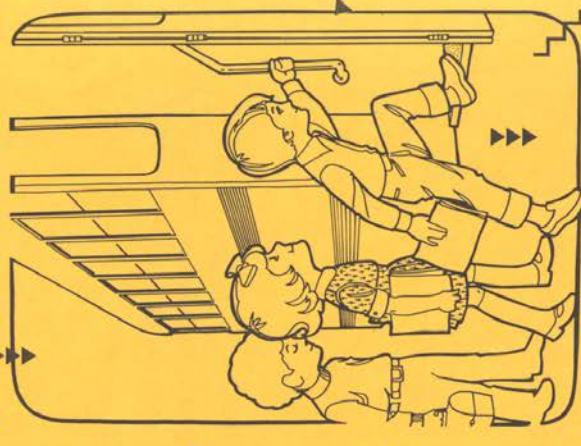
MUROC JOINT UNIFIED SCHOOL DISTRICT

DISTRICT BUS STOPS - Boron, Desert Lake, North Edwards, Aerial Acres, Kramer Junction

Stop #	Name	Stop #	Name
	Gift Outlet/Kramer Junction	41	Twenty Mule Team Road West
	Darr's Apartments	42	Juniper
	Outpost	43	Monte Vista
	"S" Curve	44	Prospect/Gardner
19	Twenty Mule Team Road/Central	46	Bellaire East
20	Jessie/Boron Avenue	47	Bellaire/Lamel
21	Jessie/Nancy	48	Mountain View
22	John/Patricia	49	Deserita/Granada
23	John/Roberta	50	Margo/Bernard
25	Jerome/Boron Avenue	51	Fran/Glendower
26	James/Cote	52	Carlo
27	Kostopoulos/Anderson	53	Flint/Lorraine
28	Nudgent/James	55	Frontage/Dunes Apartments
29	Twenty Mule Team Road East/Chevron	56	"Fountain" Mobile Home Park
30	Prospect/Boron Avenue	57	Aerial Acres
31	Roberts/Anderson	58	Glendower/Clay Mine Road
32	Nudgent/Kern	59	Edwards Cut-off
33	Frontage/Esther/Sugar Street	60	Desert Palms Mobile Home Park
34	Frontage/Osborne/Easy Street		R & R Ranch
35	Green Street		
36	Carmichael Street		
37	VFW/Boron Avenue		
38	Park Knolls #1		
39	Park Knolls #2		
40	Wesley/Nudgent		
Updated: 7/17			

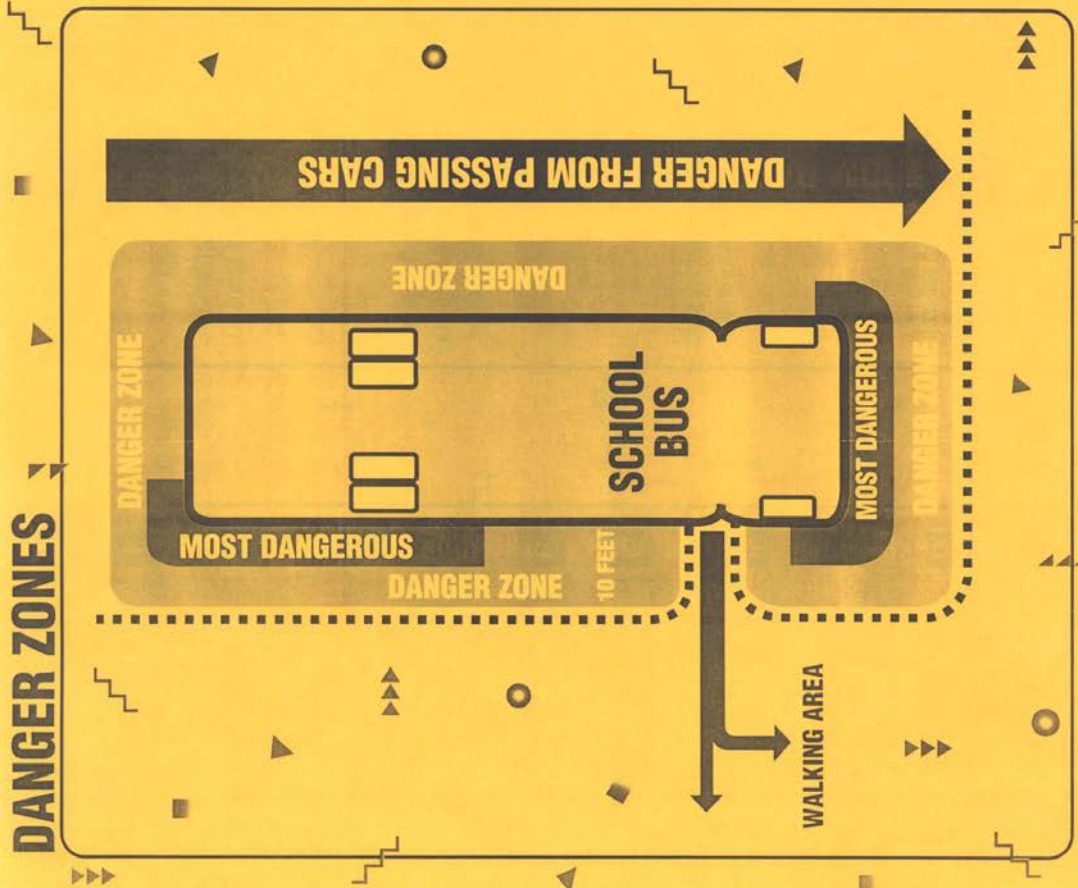
SCHOOL BUS SAFETY

RULES






 CALIFORNIA STATE AUTOMOBILE ASSOCIATION
 CALIFORNIA ASSOCIATION OF
 SCHOOL TRANSPORTATION OFFICIALS



F-486 (8-91)

INSIDE & OUT



Wait for your school bus in a safe place.



Keep your head, arms and feet inside the bus at all times.



Get on the bus in an orderly manner, use the handrail.



Never throw things in the bus. Help keep your bus clean and in good condition.



Take your seat, face forward, and remain seated at all times on the bus.



Learn emergency exits and drill procedures.



Follow the instructions of the bus driver, who is in charge at all times.



When leaving the bus, stay out of the DANGER ZONE.

REMEMBER

- 1** Leave home early enough to arrive at your school bus stop on time.
- 2** Form lines facing the direction from which the bus will approach the bus stop.
- 3** Wait back at least 6 feet from the edge of the roadway until the bus has come to a complete stop and the front door has opened.
- 4** Remain silent at all railroad grade crossings.
- 5** Be courteous to your school bus driver and to fellow passengers.
- 6** Get off the bus only at the designated stop.
- 7** Observe safety procedures and be alert for traffic after leaving the school bus.
- 8** Go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.

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PARENT ACKNOWLEDGMENT OF RECEIPT OF "OPENING DAY PACKET" INFORMATION
PLEASE RETURN TO SCHOOL BY AUGUST 25, 2017

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgement.

By signing below, I am neither giving nor withholding my consent for my child/children to participate in any program. I am merely indicating that I have received and read the attached notice regarding my rights as required by Section 48980 of the Education Code.

Date: _____

Signature of Parent/Guardian (or student if 18 years or older)

Printed Name of Student(s)

Printed Name of Parent/Guardian

Name of School

RELEASE OF DIRECTORY INFORMATION

The law allows schools to release "directory information" to certain persons or organizations. Directory information may include a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams; degrees, honors and awards received; and the most recent previous public or private school attended by the student.

Please indicate your permission for release of the following directory information by marking either "YES" or "NO" for each of the following:

- | <u>YES</u> | <u>NO</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Release of names, photos and activities to various news media, including honor roll, sports, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Release of parent or guardian name and phone number to enable persons in charge of school projects to contact you for assistance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Release information to Congressmen or other public officials who might wish to send congratulatory messages or information regarding scholarships. |
| <input type="checkbox"/> | <input type="checkbox"/> | Release information to potential employers, including scholastic record or staff recommendation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Release of name, address, scholastic records and test results of graduating seniors to private businesses, professional schools, colleges, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Release scholastic record to potential employers or recruitment representatives of private industry, federal, state or local government agencies, or the military forces of the United States. |

Date: _____

Signature of Parent/Guardian (or student if 18 years or older)

Printed Name of Student(s)

Printed Name of Parent/Guardian

Name of School