



Mission

Mt. Pleasant is committed to providing a high quality education in a safe & positive learning environment where students and parents are highly engaged. Students are provided with a rigorous, technology enhanced curriculum led by a high quality staff who validate the needs of the whole student.

Vision

Every student in the Mt. Pleasant School District is empowered to succeed in a diverse and changing society.

District Handbook & Annual Notifications 2017-2018

PLEASE FILL OUT AND RETURN THE PAGES INDICATED INSIDE THE FRONT COVER OF THIS HANDBOOK TO THE SCHOOL OFFICE AS SOON AS POSSIBLE. THESE FORMS AND LETTERS ARE REQUIRED ANNUALLY

It is important that the school office be notified immediately of any change in phone number(s) or address. The school must be able to contact parent/caregiver(s) in case of an emergency.

This Handbook is also available online at www.mpsed.org
LAB Student Support Services 7-17

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MT. PLEASANT SCHOOLS & INFORMATION

SCHOOLS	ADDRESS	ZIP	PHONE
August Boeger Middle School	1944 Flint Avenue	95148	223-3770
Mt. Pleasant Elementary.	14275 Candler Avenue	95127	258-6451
Robert Sanders Elementary	3411 Rocky Mtn. Drive	95127	258-7288
Valle Vista Elementary.	2400 Flint Avenue	95148	238-3525
Ida Jew Academies Charter	1966 Flint Avenue	95148	223-3750
DISTRICT OFFICE	3434 Marten Avenue	95148	223-3700



Department	Phone	Fax	Department	Phone	Fax
Superintendent	223-3710	223-3715	Human Resources	223-3744	223-3799
Curriculum & Instruction	223-3730	223-3715	Food Services	223-3749	238-1950
Student Support Services	223-3740	223-3742	Maintenance	223-3763	223-3735
English Learner Program	223-3785	224-3742			
After School Programs	223-3785	223-3742			

District Website: <https://mpesd.sharpschool.net/>

Facebook: <https://www.facebook.com/mpesd/?fref=ts>

GENERAL BOARD POLICY STATEMENT

The Board is committed to open and equal program access for all students except in situations where State or Federal regulations restrict access. The District provides differentiated curriculum opportunities for students with special interests and talents and access to such opportunities exists for all students. The District informs and encourages all students about special programs, and ensures that all students who participate in core programs are adequately supported.

BOARD OF EDUCATION

Mrs. Gail Tremaine	President
Mrs. Nancy Hopkins	Vice President
Mr. Darrell Koide	Clerk
Mrs. Betty Martinez	Member
Mr. Bob Ramirez	Member
Mrs. Mariann Engle	Superintendent

Board meetings are held Wednesday evenings at 6:00 p.m. Please see the District website for calendar dates.

NOTICE TO PARENTS - RIGHTS AND RESPONSIBILITIES

The California Education Code (Section 48980) requires school districts to notify parents, yearly, of their rights and responsibilities. Notification must be provided in English and the native language of parent when fifteen percent of the students enrolled at a school speak that native language as their primary language [EC 48985].

RIGHTS OF PARENTS TO INFORMATION, MUTUALLY SUPPORTIVE PARTNERSHIP BETWEEN PARENTS AND EDUCATORS

Parents and guardians have the right to be informed by the school and to participate in the education of their children, as follows; to observe classrooms as specified, within a reasonable time of their request to meet with teachers and the principal, to volunteer their time and resources, to be notified in a timely manner if their child is absent from school without permission, to receive the results of their student's performance and the performance of the school on standardized tests, to have a school environment that is safe and supportive, to examine the curriculum materials of their student's classes, to be informed of their student's progress in school, and to receive information about the academic performance standards, proficiencies or skills their student is expected to reach. [EC 48980, AB 2524, ch296]

NON-DISCRIMINATION/Harassment Policy

The Board 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. 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 or 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. 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. [EC 200-262, BP 5145.3]

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

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported 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. (Education Code 234.1)

The following position is the designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies. Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

ADA Coordinators:

Facilities: Mike Kelly, Chief Maintenance & Operations (408) 223-3723

Personnel & Affirmative Action/Title IX Coordinator for Employees: Laurie Aknin, Assistant Superintendent Personnel (408) 223-3744

Title IX Coordinator for students & 504 Coordinator: Laurie Breton, Director Student Support Services (408) 223-3740

CUSTODY ISSUES- PARENTAL

Custody disputes must be handled by the Courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when court approved restraining orders or divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation, which leaves the student's welfare in question, will be handled at the discretion of the site administrator or designee. Should any situation become a disruption to the school, law enforcement will be contacted and requested to intervene. Parents are asked to make every attempt not to involve the school in custody matters. The school will make every attempt to reach the custodial parent when any person not listed on the emergency card attempts to pick up a child.

ENGLISH LANGUAGE LEARNER EDUCATION

Parents must be informed annually of the placement of their child in a structured English Immersion program and to request a waiver. Parents may contact the school Principal regarding the process for obtaining a waiver. [EC 310,311; 5 CCR 11309]

ENGLISH LANGUAGE LEARNER ASSESSMENT TESTING

All students who are English Language Learners are required to be re-assessed annually to determine language proficiency. Parents have the right to be notified of the results of the assessment. Results are required to be given orally when there is reason to believe they may not be understood in written form. [EC52164.3]

STUDENT SUCCESS TEAM (SST)

The Student Success Team (SST) is a problem-solving committee that assists students, families, and teachers. It provides an opportunity for school staff, parents, and community agencies to present their concerns about individual students and through discussion and study, to plan a positive course of action and monitor results. The philosophy of the SST is based on the belief that the school, home, and community need to work together to assist the student. Examples of the types of support the team might recommend include: suggestions for the classroom teacher, assistance in the classroom by resource personnel, program referrals and referrals to community resources.

SPECIAL EDUCATION - STUDENTS WITH DISABILITIES AND

Students with disabilities may be eligible to receive special education services. These services are based on assessments and determined by an Individualized Education Program (IEP) team, which includes the student's parent(s). Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. To the maximum extent appropriate, students with disabilities are to be educated with their nondisabled peers in the general education environment. The general education classroom with all appropriate supplementary aids and services where the student has the greatest opportunity to be integrated with their nondisabled peers is the first

educational setting for an IEP team to consider. An IEP team should only remove a student from the general educational classroom and environment when the nature or severity of a student's disability is such that education in general classes with the use of supplemental aids and services cannot be achieved satisfactorily. Parents of school -age children who suspect their child may have a disability and who may need special education services should contact the site administrator. Parents of non-enrolled preschool-age children who suspect their child may have a disability and may be eligible for special education services should contact Student Support Services at 408 406-7977. Further information concerning special education programs and services is provided in the District's publication

STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities. Discrimination, harassment, intimidation, and/or bullying on the basis of their actual or perceived disability will not be tolerated. The District will promptly investigate any complaints of disability-based discrimination, harassment, intimidation and/or bullying, and take reasonable actions to stop future incidents.

The District has specific responsibilities related to the provision of a Free Appropriate Public Education (FAPE) to school age individuals with disabilities under Section 504. The District is required to provide a program designed to provide equal access to the educational program and activities for students with disabilities as adequately as that provided for students without disabilities. For students who are not eligible for special education services, but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Section 504 must provide nonacademic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate.

INSTRUCTIONAL USE OF ANIMALS

Pupils have the right to refrain from the harmful or destructive use of animals in their classes. A pupil's objection to participating in an educational project shall be substantiated by a note from his or her parent or guardian. The teacher of such a pupil may work with the pupil to develop and agree upon an alternative education project. The pupil shall not be discriminated against based upon his or her rights to refrain. [EC 32255]

ENROLLMENT/REGISTRATION

The parents or legal guardians of a student enrolling in the District must be present to complete the necessary enrollment papers and obtain the student's school assignment.

The following documentation is necessary to enroll:

- a. Verification of legal residency within the District. Note: Post Office Boxes are not acceptable as addresses for enrollment. *Falsification of addresses may result in the disenrollment of a student. Not Applicable to Ida Jew Academy*
- b. Verification of the appropriate inter-district transfer agreement, if applicable.
- c. Updated Student Immunization record.
- d. Clarification of student's birth date.
- e. Checkout grades and transcript from previous school when feasible.

These conditions may be waived for students that are identified as homeless or in foster care

HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

A homeless student is defined as a person between the ages of six to eighteen who lacks a fixed, regular, and adequate nighttime residence and may: Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings, Live doubled-up with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster), Live in a hotel or motel, Live in a trailer park or campsite with their family, Have been abandoned at a hospital, Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or Be a migratory or abandoned, runaway, or pushed out youth that qualifies as homeless because he/she is living in circumstances described above

Students are identified through the Student Residency Questionnaire that is required to be included in every enrollment packet. Families self-identify their current living situation. Parents can self-identify with the Residency Questionnaire at any time during the school year at the school site or directly to Student Support Services. [EC48850 & USC 11432]

STUDENT PROGRESS

The Mt. Pleasant Elementary School District has prescribed regulations requiring the evaluation of each student's achievement for each grading period. A parent conference or written report is required when it becomes evident to the

teacher that the student is in danger of failing a course. The refusal of the parent to attend the conference or to respond to the written report shall not preclude failing the pupil at the end of the grading period. [Ed. Code 49067]

GRADES

The grade given to each student shall be determined by the teacher in accordance with District Policy and Administrative Regulations, and in the absence of mistake, fraud, bad faith, or incompetence, the grade shall be final. Failure to wear standardized physical education apparel shall not adversely affect the student's grade, if the failure to wear such apparel is beyond the student's control. [EC 49066] No Student shall have his or her grade reduced or lose academic credit for any excused absence for missed assignments or tests that can reasonably be provided and completed. [EC48980(k)]

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

California has transitioned to a new state assessment program called California Assessment of Student Performance and Progress (CAASPP). The CAASPP assessment system encompasses the following:

- Smarter Balanced Summative Assessments for mathematics and English Language Arts in grades three-eight.
- California Standards Tests (CST) for Science in grades five, eight.
- California Modified Assessment (CMA) for Science in grades five, eight.
- California Alternate Performance Assessment (CAPA) for Science in grades five, eight.
- California Alternate Assessment (CAA) for all grades three through eight. CAPA eligible students in English Language Arts and mathematics.

Future changes to the State Assessment Program are anticipated as districts continue to transition to the Common Core State Standards and the Smarter Balanced system of assessments.

MIGRANT ED

The Mt. Pleasant Elementary School District offers supplemental services to the children of migratory workers under the California Migrant Education Program. Both educational and family services are provided. These services can include case management services, medical and dental screening/referrals, and a monthly food distribution program. Participation is voluntary and requires parent permission. If you think your child(ren) may be eligible for this program or if you have any questions, please call Elida Macarthur, Assistant Superintendent, at 223-3734.

TEACHER QUALIFICATIONS

The District is required to notify parents when a child has been assigned or taught by a teacher for more than four consecutive weeks by a teacher of a core academic subject who does not meet the No Child Left Behind Act of 2001, teacher qualification requirements. Please contact Human resources at 223-3744. [20 USC 6311, 34CFR 200.61]

PARENT VISITATIONS AT SCHOOL

Parents are always welcomed at our schools. We ask for a twenty-four hour notice of classroom visitations. The Principal may waive the notice requirement. The Principal or administrator will make the final decision on the time and duration of the visit. All visitors must go to the school office to register their presence on campus and to obtain a visitor's pass before going to a classroom. Unauthorized persons are prohibited from entering or remaining on school grounds. It is important that parents/guardians realize that their presence in the classroom/school as an observer has an impact on their child and the class/school in general. Visitations may not interfere with instruction. If court-restraining orders exist which limit a parent's access to visiting his/her child or receiving information about the child's school progress, it is the responsibility of the custodial parent to provide the school Principal with a copy of such an order. Special Education classes have different guidelines based on student confidentiality, disruption of services and the need for an escort. Please schedule observations in advance.

VOLUNTEERS: Parents/ Guardians

The district welcomes and appreciates volunteers in all schools. Parent/guardian volunteers enrich a child's education and provide extra assistance for staff. Opportunities also exist for committee membership at both the school and district level. The Governing Board recognizes that parent/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parent/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making and advocacy roles and activities to support learning at home. At the beginning of the school year, parents/guardians will receive additional information on volunteer opportunities. Each school will determine specific volunteer activities. Please contact your school principal for additional information. Volunteers may be asked to complete a Volunteer Form.

CIVILITY ON SCHOOL CAMPUSES AND DISTRICT FACILITIES

The District promotes mutual respect, civility and orderly conduct among MPESD employees, parents, and the public. This policy is intended to the extent possible and reasonable to maintaining orderly educational and administrative processes, keeping all educational facilities and administrative offices free from disruptions and preventing unauthorized

persons from entering school grounds. Employees of MPESD are expected to treat parents and members of the community with respect and expect the same in return.

DISRUPTION IN A PUBLIC SCHOOL OR SCHOOL MEETING

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor. The Principal may direct the person to leave the campus or facility. If that person fails to do so or if the person willfully and knowingly reenters the school within seven days after being directed to leave, he or she is guilty of a misdemeanor and shall be punished as follows:(1) Upon a first conviction, by a fine of not more than five hundred dollars (\$500), by imprisonment in the county jail for a period of not more than six months, or by both that fine and jail. [EC32210/ PC 626] The District retains the right to file charges against any individual disrupting the safe and orderly operation of the school or acting in a threatening manner towards staff or students.

PHYSICAL EDUCATION REQUIREMENT

Every student is required to take physical education unless he/she is legally exempt for health/medical reasons. State Physical Education testing is conducted in grades five and seven. Elementary students in grades 1 through 6 receive physical education instruction for a total period of time of not less than 200 minutes each 10 school days, exclusive of recess and lunch period. Parents or guardians who have any questions regarding physical education minutes should first contact their child's teacher or principal. [EC 51210(g)]

Concerns about the number of minutes of physical education beyond the response provided by the school may contact the Assistant Superintendent of Instruction, Elida MacArthur at 408 223-3783

ACADEMIC COUNSELING - SEX EQUITY IN CAREER PLANNING

Parents must be notified in advance of career counseling and course selection, commencing with grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. [EC221.5(d)]

GRADE LEVEL PROMOTION POLICY

Students who have spent a full year in Kindergarten may not be retained if the parent/guardian does not consent to a grade level retention. [EC Section 48011]. Students achieving below grade level in grades 1-8 may be retained without parent/guardian consent. No student may be retained solely on the basis of English language proficiency. No student receiving Special Education may be retained without an Individual Education Plan (IEP) recommendation. Students need to be identified at risk of being retained as early as possible in the school year. The parent/guardian shall be provided an opportunity to consult with the SST in the decision to promote or retain the student and may appeal a decision to retain. [EC 51101]

CLASSROOM MATERIALS POLICY

Board approved core content area textbooks for all K-8 students are provided. Public informational hearings are held as new programs are adopted. When parents have a concern regarding supplemental classroom materials, the following process allows for their input: 1) the parent discusses nature of concern with the teacher. If the issue remains unresolved, 2) the parent completes a Request for Reconsideration of Instructional Materials and submits it to the Principal. 3) The Principal speaks with the appropriate personnel. If the parent concerns are not resolved at the site, the Principal forwards the parent request form to the Assistant Superintendent of Instructional Services. The Assistant Superintendent appoints a Designee that includes parents to review the questioned materials. Recommendations are reported to the Assistant Superintendent and the Board of Education for final resolution. [EC 48302]

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

Each school annually completes a School Accountability Report Card (SARC). The SARC contains information for parents regarding, school performance, teacher assignments, school materials, student attendance, and school safety. The SARC can be obtained through the district website, Parents may also request a copy of the SARC by contacting the school. [ED 35256, 35258]

COMPUTER AND INTERNET ACCESS-

Students will be learning about and using computers, the Internet and e-mail. Students and parents must sign a Use Agreement, the Agreement states that the student understands the guidelines for the treatment and use of computers, the Internet and e-mail account. Access to the school's computers, internal network and the Internet is a privilege, not a right. It is the student's responsibility to follow the guidelines, acting in a way that is polite, responsible, ethical and legal. Students who do not follow the school's guidelines are subject to a partial or total loss of their computer privileges and school discipline.

PARENT ORGANIZATIONS - DISTRICT COMMITTEES

*** SCHOOL SITE COUNCIL (SSC)**

The SSC is a decision making group of parents, community members and school staff at each school site. SSC members are elected by their peers, parents electing parent members and staff electing staff members. The SSC is required to help

develop a *Single Plan for Student Achievement*. The council must recommend the proposed Plan to the Governing Board for approval, monitor the Plan's implementation and evaluate the results. The SSC reviews the school site budget annually and helps establish a new budget.

DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE (DELAC)

The District English Learners Advisory Committee meets to advise the District governing board regarding District goals and objectives, and to assist in developing a district plan for English Learners Education. Call 223-3783

SPECIAL EDUCATION COMMUNITY ADVISORY COMMITTEE (CAC)

The Special Education Committee members are parents of Special Education students living in our special education local plan area (SELPA) and teachers, and administrators. The CAC meets monthly to review the effectiveness of Special Education Programs, plan training and review the Local Plan. Call 223-3740 for further information.

DISTRICT LCAP COMMITTEE - LCAP Committee meets during the school year to monitor the implementation of the District's Local Control Accountability Plan (LCAP) and advise on the annual updates. Call 223-3783 for further information.

HEALTHY YOUTH ACT- COMPREHENSIVE HEALTH/HIV/AIDS PREVENTION ACT

A parent or guardian of a student has a right to excuse his or her child from all or part of the comprehensive sexual health education, HIV prevention education and assessments related to that education through a passive consent ("opt-out") process. To opt-out the parent/guardian must state their request in writing to the District. A School District shall allow the parent/guardian to inspect any written or audiovisual educational material used in comprehensive sexual health education and HIV prevention education. A parent or guardian during inspection may make copies at the parent/guardian's student's school of any written educational material that will be distributed to students, if it is not copyrighted and has been or will be presented by an outside speaker. If a parent elects to make copies the school may charge up to ten cents ((\$.10) per page.

Comprehensive sexual health education or HIV prevention education will be taught by outside consultants. Parent/guardians will be notified in writing of the name of the consultant and dates instruction is to be provided at least 14 days before the instruction is delivered. Parent/guardians have the right to request a copy of the Healthy Youth Act.

Notwithstanding Section 51513, anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex, may be administered to any student in grades 7 to 8. A parent/guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent ("opt-out") process. Parents/ guardians shall be notified in writing that this test, questionnaire or survey is to be administered, given the opportunity to review the test, questionnaire or survey, notified of their right to excuse their child from the test, questionnaire, or survey and informed that in order to excuse their child they must state their request in writing to the school district.

A 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 in student health behaviors and risks if the schools has received a written request from the student's parent/guardian excusing the student from participation. A student may not be subject to disciplinary action, academic penalty or other sanctions if the pupil's parent or guardian excuses he or she from participation. 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 activity shall be made available to any student whose parent/guardian has requested that he or she not receive the instruction or participate in the test or survey.

WILLIAMS UNIFORM COMPLAINTS-

Education Code (EC) 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

Pursuant to EC 35186 there should be:

- Sufficient adopted textbooks and instructional materials. That means that each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
- School Facilities must be clean, safe, and maintained in good repair
- No teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teachers should have the proper credential to teach the class, including the certification to teach English learners if present.

If these items are not present a complaint may be filed. The procedures for filing a complaint are posted in each classroom and at mpesd.org.

MOVING OUT OF THE DISTRICT

When parents move, they must inform the school as soon as possible. Verification of new address must be provided. For parents who move out of Mt. Pleasant School District boundaries an approved inter-district transfer will be required in order to allow a student to continue attending school in the Mt. Pleasant School District. Students without an approved transfer will be dropped from enrollment within ten days.

SCHOOL ENROLLMENT and TRANSFER WITHIN MPESD *(Does not apply to Ida Jew Academy)*

Students will be assigned to their requested school, including their resident school, on a space available, first come, first served basis at the discretion of the principal. If space is not available, the student will be placed at another school within the District. Parents of elementary students who are attending District schools will be permitted to apply for a transfer from one school to another. Transfer request forms are available at each school.

TRANSFERS - OTHER

- Voluntary adjustment transfer when there is a compelling reason to do so for extenuating personal or social problems.
- Voluntary transfer to a school with an Academic Language Acquisition English Learners Program.
- Involuntary Administrative transfer for disciplinary reasons.

TRANSFERS – OUT OF DISTRICT /INTERDISTRICT

Students may apply to transfer to another school district for last year privilege (grades 5 or 8), specific program offering not available in Mt. Pleasant School District (K-8), parental employment (K-5), or child care (K-5). Applications are available through the Superintendent's office.

STUDENT RECORDS:

Student records include enrollment forms, grades, interventions, assessments, and health and discipline information and are maintained in the School Office in each student's cumulative file. The Principal is the Official responsible for maintenance of records. Student records are confidential and fall under the FERPA guidelines. [EC 49064,49076,49091.14]

Access Without Written Consent

School personnel with legitimate educational interests, schools of intended enrollment, specified Federal and State educational administrators, and those who provide financial aid are entitled to access student records without parental consent. Access may also be obtained without parental consent in response to a court order. [Ed. Codes 49076, 49077,49078]

Charge for Records

The school district shall charge \$.05 cents for each page copied at a parent's request and \$2.00 for each transcript.

Directory Information

Directory information includes one or more of the following items: Student's name, address, date and place of birth, 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 school attended by the student. Parent may deny release of directory information by notifying District [Ed. Code 49073]

Right to Challenge Records

A natural parent; an adoptive parent; legal guardian; adult student; or if the parents are divorced or legally separated only the parent having legal custody of the pupil, may challenge the content of a record, offer a written response/rebuttal to a record or consent to release the record to others. Any challenge to records must be submitted in writing to the School Principal. A parent changing school records must show that records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on personal observation by the names person with the time and place noted, 5) misleading, 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA).

Right To Release Information

Either parent may give written consent to release student information. Both parents should be notified.

Inspection of Records

Parents, legal guardians or adult students have a right to review their own or child's pupil records. Pupil records are available for review during regular school hours. Requests for access should be directed in writing to the Principal, and must be granted within five business days from the date of the request. In the case of separated or divorced parents, both parents shall have equal access to inspect school records, unless there is a current restraining order specifically preventing records access. A restraining order preventing access to the student does not prevent access to records. [Ed. Code 49069. Ed. Code. 49061]

Maintenance of Records

A log shall be maintained for each student's record that lists all persons or organizations requesting or receiving information from that record. Requests to access the log should be directed to the school Principal. [EC 49064]

Release of Records

A school district may permit access to student records by a specific person if the parent has filed written authorization specifying which records to be released and identifying the person to whom the records may be released. The recipient must be notified that further transmission of records is prohibited. The consent notice shall be permanently kept with the pupil's record file. [EC 49075]

Release of Statistical Data

A school district may release statistical data when this would be in the best interests of student provided that no student is identified. [EC 49074]

Transfer of Records

Any school district requesting transfer of a student's records for the purpose of enrollment shall notify the parent of his/her right to receive a copy of the record or to challenge the content of the request. [EC 49068]

FOOD SERVICES BREAKFAST & LUNCH PROGRAM

The District takes part in the National School Lunch and Breakfast programs. Meals are served every school day. Applications for Free and Reduced Price Meals are inserted in the front of this packet. Applications are also available in the school office or at the District Office Food Service Department. **Only One** application per family/household is needed. Please complete, sign and return the application as soon as possible to the Cafeteria Manager. More detailed information on how to apply and the Income Eligibility Guideline are located on the application. If you have any questions please contact: Food Services at 223-3713 or 223-3749

PARENTAL FINANCIAL LIABILITY

While a student is accountable for his/her willful acts of misconduct, parents are financially responsible for damage and injury caused by their child's misconduct. Whenever a student damages, defaces or steals any school district property the parents or guardians of that student shall be liable for restitution. This same liability will prevail even if the damage or loss was not intentional, but resulted from other negative or inappropriate behavior not acceptable on District property. The parent or guardian of a student shall be liable to the school district for all property belonging to the district loaned to the student and not returned upon demand. Parents may be held financially liable for damages up to \$10,000 and shall also be liable for the amount of any reward not exceeding \$10,000. [Ed. Code 48904]

RESTITUTION FOR LOST OR DESTROYED PROPERTY

Student grades, diplomas, and transcripts may be withheld from students and parents when a student has damaged, destroyed or not returned loaned property of the District and restitution has not been made. The records are withheld from the student and parent, but cannot be withheld from a requesting school. [EC 48904]

STUDENTS' SAFETY BEFORE AND AFTER SCHOOL

For the safety of students, parents may not drop students off at school prior to 30 minutes before the start of school, unless the student is involved in a supervised school program. Parents are to arrange to have their student picked up right after school, unless the student is involved in a regular school program or is staying at the request of school personnel. It is the school's responsibility to contact the parent when the school wishes to have the student remain after school. Parents who routinely fail to meet this responsibility will be notified by the school, and may be reported to the appropriate community agency. In case of emergency, children should be encouraged to go directly to the school office at any time before or after school.

CHILD ABUSE COMPLAINT GUIDELINES

School personnel are required to immediately report cases of suspected child abuse or neglect to Children's Protective Service. Staff may not investigate to confirm the suspicion. Both the staff name and the report are confidential and cannot be disclosed except to authorized agencies. Failure to report is a misdemeanor punishable by imprisonment not to exceed 6 months, or a fine not to exceed \$1,000.00 or both. [PC11166]. Staff is trained annually in their reporting responsibilities. A parent of a pupil has the right to file a complaint against a school district employee or other person that they suspect has engaged in child abuse. The parent or guardian may notify the site administrator (if appropriate) and then must file a verbal or written complaint with the local child protective agency and school district or County Office of Education. [EC 33308.1]

California law defines child abuse as any of the following:

- child is physically injured by other than accidental means.
- child is subjected to willful cruelty or unjustifiable punishment.
- child is abused or exploited sexually.
- child is neglected, not provided adequate food, clothing, shelter, medical care or supervision.

EMERGENCY AND SAFETY PROCEDURES

During school hours, if an emergency is declared, all students and staff will be required to remain at school or an alternate safe site under the supervision of District personnel until:

1. Regular dismissal time and released only then if it is considered safe,

OR

- Released to an adult authorized by the parent or legal guardian whose name appears on the child's emergency card and can provide photo identification, once it has been determined safe to release students.

If students are on their way to school by bus, they will be brought to school.

SAFETY AND EMERGENCY PREPAREDNESS PLANS

Each school site has a School Safety and Emergency Preparedness Plan. Copies are available at each school site in the Office and Library and are posted on the school website. Fire drills or emergency drills are conducted monthly. The Site Emergency Plans are reviewed and revised annually. [Ed. Code 35291.5]

EMERGENCIES AND “LOCKDOWN” PROCEDURES

The safety of students and staff are of the highest importance. Each school has a Plan to deal with emergencies and provide a safe and secure environment. A “Lockdown alert” refers to a set of school lockdown procedures to protect students and staff from a potentially violent situation. A Lockdown may be called for incidents occurring on or near a school campus directed by the police or school staff. In the event of a lockdown situation, students will be kept safe inside their classrooms or evacuated off site until the threat or possible threat has been resolved. If your child is in a school lockdown situation you will not be able to gain access to the school or your child until the incident has been resolved and it is safe to release students. A “Shelter in Place” refers to a set of lockdown procedures to protect students and staff in response to a possible external threat, or police action. Classroom instruction may continue inside the classroom. Each school conducts “lockdown” drills annually.

MARRIED/PREGNANT AND PARENTING STUDENTS

The District recognizes that early marriage; pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The District desires to support male and female expectant and parenting students to attain strong academic and parenting skills and to promote the healthy development of their children. Married, expectant and parenting students shall have the same educational and extracurricular opportunities as all students. Participation in special programs or schools shall be voluntary. For school-related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of students who are 18, even if the marriage has been dissolved. (Family Code 7002)

Expectant and Parenting Students

The District is committed to providing to expectant and parenting students and their children a comprehensive, continuous, community-linked program that reflects the cultural and linguistic diversity of the community. The Superintendent or designee shall collaborate with the County Superintendent of Schools and other community agencies and organizations to ensure that appropriate educational and related support services are available to meet the needs of expectant and parenting students their children. Expectant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student and/or child. [EC 54745]

In addition to providing a quality education program for expectant and parenting students, the district's program shall provide parenting education and life skills instruction, special school nutrition supplements for pregnant and lactating students, and a child care and development program on or near the school site for the children of enrolled students. The district's program may provide other support services authorized as necessary to meet the needs of students and their children. [EC 54745]

STUDENT HEALTH

A part-time Health Clerk serves each school. No medical staff is available. The Health Clerk provides, first aid care for ill and injured students, and medication administration in accordance with doctor's orders. The goal of the District's Health Services is to promote optimal health through the provision of basic school health services and monitoring of required immunizations.

STUDENT RELEASE

During school hours, students may only be released to a parent listed on the birth certificate/guardianship/custody documents or those individuals listed on the emergency card. Any Individual signing out a student must provide photo identification matching the name listed on the emergency card or documents.

INSURANCE- MEDICAL OR HOSPITAL SERVICES

The school district does not carry medical or accident insurance for individual students. Parents are responsible for emergency medical costs beyond first aid provided at the school site. Student accident insurance is available for purchase from a variety of insurance agencies. Information is available in the school offices. If emergency medical or dental treatment is needed and the parent or listed emergency contact(s) cannot be reached, 911 will be called. The school district is not responsible for charges incurred as a result of 911 calls or ambulance transfers. [EC 49472]

FOOTHILL COMMUNITY HEALTH CENTER:

Foothill Health Center, a local community Health Clinic, is collaborating with the District to provide health and dental screenings, immunizations, counseling services and access to other health services to our school sites. Foothill also assists families with applying for insurance coverage. Fliers and enrollment forms are available in each school office.

COUNSELING SERVICES

Counseling services are provided at each school sites. A counselor may see a student the first time without parent consent. Written parent/guardian permission is required for a student to participate in supplementary counseling services, unless an exception is justified under law. California Law provides that parent/guardian permission may not be required for a student over the age of 12 when the following conditions are present: 1) the child may present a danger of harm to himself/herself or others or is the alleged victim of child abuse. 2) Involvement of the parent/guardian would be detrimental to the welfare of the child. Parents, students and school staff may refer students for counseling services by contacting the student's teacher or Principal.

SPECIAL HEALTH NEEDS

If your child has an allergy or health condition, please notify the Office as soon as possible including all necessary health information. Please update the Office with any changes throughout the year.

ADMINISTRATION OF MEDICATION

Any student who is required to take medication during the school day, may do so in accordance with District Policy, under the supervision of the Health Clerk, provided a "Medication Administration" form has been completed and signed by both the physician and parent. This form can be obtained from the school health office or district website. Medication to be taken at school must be supplied by the parent in the original container with the student's name, medication, dosage and directions clearly indicated. This includes over-the counter medications such as aspirin. All medication must be stored in the health office. No medication will be stored or dispensed without written authorization from the physician and parent. Parents of a student on continuing medication for a non-episodic condition must inform designated school personnel of the medication being taken, dosage and name of the prescribing physician. Students needing to self-administer auto-injectable epinephrine at school or those with severe asthma or diabetic conditions must complete the same forms but may, if prescribed, carry their medication/inhaler if done so responsibly. [EC 49480 & 49423.1] Please notify the office immediately if any medication is needed for a life threatening condition.

CONFIDENTIAL MEDICAL SERVICES

Students in grades 7 through 12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

HEALTH CHECKUPS AND PHYSICAL EXAMINATIONS

California law requires that all children have a physical examination within eighteen months before entering the first grade. Call your school Health Office for information and referrals regarding a possible free Child Health Disability Program (CHDP) exam. Parental waivers are available under certain conditions. [Health and Safety Code 324.2, 325.5]

PHYSICAL EXAMINATIONS

Physical Examinations may not be given to a student whose parent has filed an objection. The student may be sent home if, for good reasons, he/she is believed to be suffering from a recognized contagious or infectious disease. [EC 49451]

IMMUNIZATIONS

California School Immunization law requires that pupils entering a California school provide a written immunization record showing the date (month and year) of each immunization. Any parent who fails to submit the required immunization information shall have two weeks to submit the updated immunization record before being excluded from school. Parents who need assistance getting immunizations may contact their school site for referrals and assistance. Immunizations may only be waived due to medical reasons verified in accordance with the law by a licensed physician.

HEALTH SCREENING

Vision:	Grades TK, K or 1, 3, 5, 8	Color Vision:	Grades K or 1
Hearing:	Grades TK, K or 1, 2, 5 and 8	Scoliosis:	Grade 7

All students are screened at the grade levels listed above. Parents will be notified and referred for further follow-up only when a problem is identified. Parents may submit a written request for exemption from any of the above health screenings. All students receiving Special Education services are screened annually.

ILLNESS

For the safety and protection of all, we ask that you not send your student to school with any contagious illness. If a student is at school with any of the below symptoms, the parent/guardian will be called to pick up the student. Under certain circumstances, you may be asked to consult a physician and to provide a written note from your doctor verifying illness or releasing the student from treatment.

- | | |
|--|--|
| * Productive cough and yellow or green nasal discharge | * Eyes that are red, swollen, crusting or draining |
| * Untreated, draining ears or earache | * Diarrhea |
| * Childhood communicable disease-notify school | * Vomiting |

* Rash

* Head lice in the hair.

- Fever (over 100 degrees) - in some children, a lower temperature represents a fever. Student must be free of fever and/or diarrhea for 24 hours and holding down liquids to return to school.

FLU

In the event of a flu outbreak, the District will follow the direction of the Santa Clara Public Health Department. Parents should take precautionary measures such as teaching students to wash hands frequently, cough in their sleeves instead of hands and to not share food or drinks. Parents may want to arrange in advance for childcare in the case of illness or school closure.

AUTHORIZATION TO PROVIDE EPINEPHRINE AUTO INJECTORS –

Trained personnel may provide medical aid to persons suffering from a life threatening anaphylactic reaction using a epinephrine auto-injectors. Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials or unknown causes. The epinephrine auto-injector delivers a pre-measured, sterile, injection of epinephrine through the skin. [EC 49414]

HEAD LICE PREVENTION

Head lice (pediculosis) are a common childhood condition and continues to be a problem in our schools. Please assist us in keeping this problem under control. The following are recommended:

1. Check your child's head periodically for live lice or nits(eggs). Check carefully in bright light as the nits are tiny and difficult to see. If you do not know what they look like the school health clerk can assist you,
2. Obtain the Health Department pamphlet from the school health clerk or contact the Health Department at 918-4770 for information;
3. Treat your child as recommended by the Health Department and remove all nits (eggs) before your child returns to school. **A child with lice will not be allowed to stay in school.**
4. Each child who has been found to have lice is to be brought to the school office and her/her hair checked by school staff **prior to returning to class.**
5. If the school receives a report of a child having lice, all classmates will also be checked for lice. If parents are notified that a classmate of their child has lice, please check your child's hair daily for two weeks. This will help catch an infestation so it can be treated early.
6. Do not treat your child with lice medication unless you are notified that your child has lice or you see the lice/nits in your child's hair. The medication does not prevent lice. **Medication does not remove nits**, nits must be removed by hand..
7. The head lice removal process should be completed immediately and students should be ready to return to school within three days. Absences beyond that time period are considered unexcused and truancy laws will apply.

ORAL HEALTH SCREENING REQUIREMENT

A parent of a student, while enrolled in kindergarten in a public school, or while enrolled in first grade if the student was not previously enrolled in kindergarten, must no later than May 31 of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to school entry. [EC 49452.8]

SEXUAL HARASSMENT POLICY

The Board prohibits sexual harassment of students at school or at 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. Any student who is the victim or witnesses to an act of sexual harassment is encouraged to report the incident to school staff. 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 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. 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 4-8, 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. 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. [EC 231.5; 5 CCR 4917, 4964]

SEXUAL HARASSMENT- Student:

Prohibited behavior includes, but is not limited to, unwelcome sexual advances, verbal, visual or physical conduct of a sexual nature when: Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress. Submission to or rejection of the conduct by an individual is used as the basis

for academic or employment decisions affecting the individual. The conduct had the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school. [Education Code 212.5] Types of conduct which are prohibited in the district and which may constitute sexual harassment include: Unwelcome leering, sexual flirtations or propositions, Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, Graphic verbal comments about an individual's body, or overly personal conversation, Sexual jokes, stories, drawings, pictures or gestures, Spreading sexual rumors, Touching an individual's body or clothes in a sexual way. Displaying sexually suggestive objects in the educational environment, any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint. The Principal or designee shall take appropriate actions to reinforce the districts sexual harassment policy. These actions may include: Removing vulgar or offending graffiti, providing staff in-service and student instruction or counseling and taking appropriate disciplinary action as needed.

CELL PHONE POSSESSION AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices shall be turned off during class time and at any time directed by a school staff, and may not disrupt the educational program or any school activity. If a disruption occurs staff shall direct the student to turn off the device and/or confiscate it. If confiscated staff may return it at the end of the school period/day or keep it until the administrator has consulted with the student's parent and/or the parent retrieves the device. A student who violates this policy may be prohibited from possessing a personal electronic device at school or school related events and may be subject to school discipline. Use of cell phones, cameras or video to promote violence or illegal activities may result in suspension or expulsion. Students who engage in inappropriate use, access or sharing of personal, school or individual electronic data will be subject to disciplinary action. Inappropriate electronic communication which is demeaning, harassing, bullying or teasing based upon **sex, race, ethnicity, religion, disability, sexual orientation or perceived sexual orientation** will be subject to disciplinary action. Students are prohibited from using a cell phone's camera and/or video functions at all times while on campus, at a school activity, or while under the supervision of school staff. The school may also share the cell phone with the police if necessary. If reasonable suspicion exists that laws or school rules were violated, the school administrator has the right to search a student's cell phone. Failure to submit to the reasonable search of a cell phone or other electronic device will result in disciplinary action and confiscation of the item.

LOST OR CONFISCATED ITEMS

Mt. Pleasant School District shall not assume responsibility for theft, loss or damage to any items, electronic or otherwise confiscated, i.e., phones, gaming devices, etc. Parents allowing a student to bring a cell phone or other electronic device accept the financial responsibility of such items that are lost, damaged or stolen.

CLOSED CAMPUS

It is the policy of the Board of Education that all school campuses are closed for all students. A student must have permission from the school office when leaving the campus. Students leaving campus without permission will be subject to disciplinary action.

VEHICLE CONTROL

School administrators establish all necessary regulations pertaining to the operation of all vehicles on school campus including school parking lots. All vehicle operators must obey regular traffic laws as well as posted regulations or verbal directions given by school personnel. Bicycles, skateboards and other wheeled vehicles must be: ridden in safe area and walked on campus. State law requires that all students wear properly fitted and fastened bike helmets to and from school when riding their bicycles. Skateboards, in-line skates or roller skates may not be ridden on campus.[VC 21212]

TRANSPORTATION CONDUCT FOR BUSSING AND FIELD TRIPS

Protect your riding privileges by following these rules at all times while on board the bus:

1. Obey and cooperate with the bus driver at all times. He/she is authorized to assign seats.
2. Behave with respect on the bus.
3. Help keep the bus clean; eating, drinking, and gum chewing are not permitted on the bus.
4. Remain seated until the bus arrives at the stop and the bus door is opened.
5. Keep head, arms, hands and legs to self and inside the bus.
6. The following is not permitted on a school bus: animals, glass containers, balloons, skateboards, scooters, radios, electronic devices(including headsets), laser pointers, large items including sporting equipment.

MEGAN'S LAW- Release of Sex offender Information

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect your family and frequently asked questions. [Penal Code 290(LA)(1)(1), HSC 120440]

SMOKE/TOBACCO FREE DISTRICT

Smoking and the use of tobacco products, including electronic or vapor devices, by all persons is prohibited on school district property. This shall include school buildings, grounds, school owned vehicles and school sponsored events off campus.

PEST MANAGEMENT

To obtain a copy of all pesticide products and expected use at the school facility during the year, please contact, Mike Kelly, Director of Maintenance and Operations via e-mail at: mkelly@mountpleasant.k12.ca.us or by phone at 223-3763. Parents seeking information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code, can do so by accessing the Department's website at www.cdpr.ca.gov. [EC 17612]

TOBACCO, ALCOHOL, AND ILLICIT DRUGS

The Board recognizes that there may be students who use alcohol and other drugs and can benefit from intervention. The Board supports qualified intervention programs that include the involvement of students, parents and community agencies. Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is harmful, and has serious social and legal consequences, it is the policy of the Board of Education to keep district schools free of all tobacco products, including electronic cigarettes and vapor pens, alcohol and other drugs. Students found in possession of tobacco products, alcohol, illicit drugs shall receive discipline and may be recommended for expulsion. The District shall provide preventive instruction, which helps students to avoid the use of alcohol or other drugs

STUDENT ATTENDANCE

ATTENDANCE REGULATIONS

Student attendance is essential to benefit from the educational program. Parents are required to call school **each day** of a student's absence. Parents have **ten school days** to verify the reason for their child's absence. If verification has not been received within this ten-day period, the absence will be considered unexcused and cannot be changed. Students ages 6 through 15, are required by law to attend school full-time. A student who is absent without valid excuse on 3 full days, tardy or absent for more than any 30-minute period on 3 occasions in one school year, or any combination, is legally truant.

Verification of student absences is accepted only from parents or guardians, either by note or by telephone. The principal may require a note from the physician if your child is absent more than 3 consecutive days. If a child is absent more than 10% of the possible school days, the student will be considered chronic absentee and a doctor's note may also be required for **every** future absence. Each case will be considered individually and parents will be notified. Lack of compliance may result in referral to SARB or the District Attorney for truancy proceedings. [EC 48260]

STUDENT ATTENDANCE CHART 1 TYPES OF ABSENCES

EXCUSED ABSENCES (EXCUSED BY STATE LAW)	WARRANTED ABSENCES (EXCUSED CONDITIONALLY)	UNEXCUSED ABSENCES (SUBJECT TO TRUANCY LAWS)
<ol style="list-style-type: none">1. Illness- A doctor's note may be required for extended or repeated illnesses.2. Quarantine-directed by doctor.3. Medical, dental, optometric or chiropractic appointments.4. Attending the funeral services of an immediate family member, if the service is conducted within the state, one day of excused absence provided by State law and up to three days if the service is conducted out-of-state.5. Exclusion from school to obtain required immunizations if the absence is not more than five days.6. Approved participation in a school co-curricular activity in which the student represents the school or district .	<ol style="list-style-type: none">1. Observation of a holiday or a Ceremony of the student's religion. Prior written approval from the Principal is required2. Court appearances as a defendant or as a subpoenaed witness.3. Absences while the student is in Juvenile Hall, Children's Shelter or other facility4. Additional days, in excess of State authorized absences, to attend funeral services of a family member, at the discretion of the Principal5. Attending the funeral services for someone other than immediate family must be approved by the Principal.6. Administrative summons or when detained by other classified or certified personnel.7. Family emergency requiring the student's absence when approved at the discretion of the Principal. Such decision shall be made in advance.	<ol style="list-style-type: none">1. The missing of class or school without an excused or warranted reason, whether student or parent initiated.2. Any absence which has not been verified by the close of the school attendance office on the tenth school day of attendance following absence.3. Absences for which advanced approval is necessary and approval was not obtained before the absence.4. Unless approved in advance, the failure of a student to be in the assigned classroom when the tardy bell has rung constitutes an unexcused tardy.5. A 30-minute tardy to the assigned classroom shall be considered an unexcused absence.6. Family vacations

Most schools have policies for perfect attendance requiring a student to be present 100% of the time to receive Perfect Attendance awards. Please review your School's Handbook for details.

CONSEQUENCES OF ABSENTEEISM- CHART 2

SCHOOL SITE CONSEQUENCES	DISTRICT LEVEL CONSEQUENCES
<p>Teacher May: 1. Assign work 2. Refer to Administration</p> <p>Administration May: 1. Assign to work detail as a student selected option to other consequences. 2. Declare student a legal truant. 3. Assign in-house suspension or detention. 4. Assign Saturday School. 5. Restrict from extra-curricular and promotion exercises. 6. Recommend retention in same grade for elementary and middle school levels. 7. Request to have parent provide doctor excuse on each and every day of the student's absence. 8. Request to have parent deliver or pick up the student to or from the classroom or the school.</p>	<p>1 Administratively transfer student within the District. 2. Declare student a habitual truant. 3. Referral to SARB (Student Attendance Review) * Refer parents to the district Attorney for prosecution. * Refer parent to Juvenile Probation Department for lack of parental care in maintaining the student's regular and punctual attendance. 4. Refer parents to Small Claims court for recovery of lost state revenue to the District due to the student's unexcused absences. 5. Assignment to an alternative program outside the district. 6. Assignment to non-school hours of school site community service.</p>

AVOIDING ABSENCES

The Mt. Pleasant School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. The District also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate the more a student will learn and the greater amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families that plan vacations around traditional holiday periods and thereby minimize student absences.

SATURDAY SCHOOL

Students with unexcused absences may be required to attend school on a Saturday to make up absences. Saturday school is offered four times with teacher directed instruction.

MAKE-UP WORK

A student has the right to make up work for an excused or warranted absence without penalty. Work must be completed within a reasonable time frame. If a student is suspended, work may be made up at the school site's discretion [EC48205(b)]

ALTERNATIVE ATTENDANCE PROGRAMS:

INDEPENDENT STUDY

Mt. Pleasant provides for a short-term Independent Studies program for students who are unable to attend school due to family emergencies and other circumstances. This program is implemented and monitored from individual school sites. The program is only available for a minimum of five days consecutive absences for eligible students. This program is only available at the Principal's discretion and may be based on student's academic progress. [EC 48980b]

HOME/HOSPITAL INSTRUCTION- Temporary Disabilities

Home instruction is provided to students who are unable to attend regular classes due to a temporary non-contagious medical disability, which prevents school attendance for a limited period of time. medical disability. Referrals are made through the school secretary. Physician verification is required, including duration of services. The school district where student is confined to a medical facility, regardless of the location of the parent's residence, is responsible for providing the home teacher. For information contact school secretary. [EC 48206.3]

OTHER ALTERNATIVE SCHOOLS

Students may be placed in an alternative school operated by another district for purposes of discipline, safety or attendance.

EXEMPTIONS FROM SCHOOL ATTENDANCE

An exemption, such as a reduced schedule, may be granted when circumstances make student non-attendance or part-time attendance advisable. If a student's attendance at school is inadvisable because of mental or physical conditions, an exemption may be granted upon presentation of satisfactory evidence of the condition. Exemption is

non-punitive, and may be initiated by a parent only when exemption is in the best interest of the student. Only the school SST/ 504 accommodation team can approve an exemption.

HOME STUDY/SCHOOLING

Parents who choose to educate their children within the family at home may contact the Santa Clara County Office of Education at 408 453-6500 to apply for a teaching waiver. This is not a district-sanctioned program.

EXCLUSIONS FROM SCHOOL ATTENDANCE

A student who has significant filthy or vicious habits, or children suffering from contagious or infectious disease may be excluded from school. A student whose mental disability would be detrimental to the welfare of other students may be excluded from school. Students who do not have state required immunizations must be excluded. [EC 48211, 48213, 49451, 48123, Health and Safety Code Section 3380-89, Chapter 7]

BEHAVIOR GUIDELINES:

COMPLIANCE

All students shall comply with the regulations, pursue the required course of study and comply with the authority of the School staff. Willful defiance of the valid authority of supervisors, teachers or administrators constitutes good cause for school discipline. School staff shall hold students accountable for good conduct to and from school, on the playgrounds during recesses, and at school activities. [EC44807]

GENERAL STUDENT EXPECTATIONS

Students are expected to respect themselves, others and others' property. School rules and regulations are established to maintain an atmosphere and environment conducive to learning. Those students who fail to comply with established rules and regulations will face disciplinary actions. Participation or attendance at extracurricular activities is considered part of the educational program. Participants carry responsibilities as representatives of their school and community. All rules and regulations of student conduct also apply to all extracurricular/co-curricular activities and conduct to and from school. Following an incident the site administrator will complete an investigation, including interviewing the parties involved. If a student is in violation of the school rules consequences may be imposed and parents notified. Restorative practices may also be utilized. The following chart indicates the common behavioral problem areas, their brief explanations, and the general type(s) of disciplinary action that may apply to each of the areas. This is not intended to be a comprehensive list covering all possible problem areas or disciplinary actions taken by school officials. All actions, including those not listed below, will be taken in accordance with established school board policies or state laws.

RESTORATIVE PRACTICES

Restorative practices are strategies designed to build healthy relationships between students and the school community. Restorative practices are methods to address and prevent conflicts or "wrong doings". Restorative practices allow students who have committed harm to take responsibility for his/her actions and to return to the school community. Each school site will share their restorative practices utilized in their handbook, assemblies and back to school nights. *Adapted from 'Restorative Practices: A Guide for Educators*

BEHAVIOR VIOLATIONS: OTHER MEANS OF CORRECTION WILL BE ATTEMPTED PRIOR TO SCHOOL REMOVAL UNLESS A SAFETY VIOLATION HAS OCCURRED

<u>PROBLEM AREA EC 49800</u>	<u>EXPLANATION</u>	<u>POSSIBLE DISCIPLINARY ACTION</u>
AIDING OR ABETTING	Assisting, encouraging, supporting others in the act of violating school rules or inflicting harm. to another	Parent involvement, suspension, restorative practices, alternate school site, expulsion,
ASSAULT/BATTERY (a1)	Willfully engage in or threaten any act which causes or might cause serious physical injury to another person.	Suspension, alternate school site or program, expulsion, report to police.
WEAPONS/INJURIOUS OBJECTS (IMITATION OR OTHERWISE), EXPLOSIVES, LASER POINTERS(b)	Possession or use of a gun, a knife, or any object which might be used to inflict bodily injury to another person. This includes laser pointers and toy weapons.	Restorative practices, suspension, expulsion, report to police.
EXTORTION/ROBBERY (e)	The solicitation of money, or something of value, in return for protection, or in connection with a threat to inflict harm.	Restorative practices, suspension, expulsion, report to police.
ARSON (f)	Starting or helping set a fire on a school campus	Suspension, expulsion, report to police, restorative practices,.
EXPLOSIVE DEVICES/PEPPER SPRAY (b)	The use, possession, or sale of any explosive device	Suspension, expulsion, report to police.
POSSESSION, USE OR SALE	Use, possession, or sale of drugs,	Parent involvement, restorative

OF DRUGS, ALCOHOL OR PARAPHERNALIA (d) (j) (c) (p)	narcotics, alcohol or other controlled substances.	practices, suspension, alternate school site or program, expulsion, report to police
FIGHTING (a)	Mutual combat not resulting in serious physical injury	Informal talk, conference, alternate school site, suspension, expulsion
SEXUAL HARRASSMENT	Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. Creates an intimidating environment.	Informal talk, conference, parent involvement, suspension, expulsion, alternate school site.
HATE VIOLENCE (4-8 grade)	Actions committed because of the victim's race, color, religion, nationality, ancestry, disability or real or perceived sexual orientation.	Conference, restorative practices, Parent involvement, suspension, expulsion, report to police.
DISORDERLY CONDUCT, INCLUDING PROFANITY, VERBAL ABUSE, AND OBSCENE BEHAVIOR (4-8 grade)	Conduct or behavior which is disruptive to the orderly educational procedure of the school; vulgarity or acts which are considered obscene	Restorative practices, office referral, conference, suspension, parent involvement, alternate school site program, expulsion.
UNEXCUSED ABSENCE OR TRUANCIES	Any absence which has not been excused both by a parent or legal guardian and approved by the appropriate school official	Parent conference, detention, alternate school site program, SARB referral, referral to District Attorney, written parent notice, truancy citations.
DEFIANCE OF AUTHORITY (K) (4-8)	Refusal to comply with reasonable requests of school personnel.	Informal talk, restorative practices, office referral, detention, suspension, parent involvement, alternative school site or program, expulsion.
TARDINESS	Arriving late to school or class.	Informal talk, restorative practices, detention, parent involvement, office referral, Saturday School.
UNIFORM DRESS CODE	Not complying with the District uniform policy. No student is permitted to attend school if his/her appearance is disruptive to the operation of school.	Informal talk, conference, restorative practices, detention, suspension.
GANG BEHAVIOR/ATTIRE	Engaging in behavior (writings, hand signals, intimidation, "stare downs", etc.) or wearing attire (caps, shirts, etc) or symbols (notebooks,	Informal talk, office referral, restorative practices, detention, suspension, parent involvement, alternative school site or program, expulsion.
BUS MISCONDUCT	Not following bus rules.	Parent involvement, loss of privilege to use school bus.
FORGERY	Writing and using the signature or initials of another person.	Restorative practices, detention, suspension.
CHEATING	Using or allowing use of unauthorized material other than the student's own, to complete tests or class assignments and claiming that the work was original.	Informal talk, restorative practices, detention, no credit for the assignment or test, parent involvement, suspension, drop from class.
GAMBLING	Participation in games of chance for the purpose of exchanging money or something of value.	Informal talk, restorative practices, parent involvement, suspension, expulsion.
THEFT/POSSESSION OF STOLEN PROPERTY (g) (l)	Taking or attempting to take property that does not belong to oneself, or possession of stolen property.	Informal talk, restorative practices, conference, parent involvement, suspension, expulsion, restitution, report to police..
SMOKING/USE OF TOBACCO (h)	Use or possession of any tobacco products including electronic cigarettes and vapor pens	Informal talk, restorative practices, conference, parent involvement, detention, suspension, alternate school site, Saturday School

DESTRUCTION OR DEFACEMENT/ VANDALISM OF SCHOOL PROPERTY (f)	Destroying, damaging or mutilating property or materials belonging to school, school personnel or other persons	Informal talk, conference, restorative practices, suspension, expulsion, restitution, report to police, alternate school site.
INAPPROPRIATE INTERNET USE	Any use of Internet for purposes other than those specified by the school.	Informal talk, restorative practices, conference, suspension, expulsion
TERRORISTIC THREATS	Any threat to commit a crime that would result in serious injury or damage. Even if there is no intent.	Threat Team investigation, restorative practices, intervention, suspension, expulsion, report to police.
HARRASSMENT, THREATS OR INTIMIDATION (O)	Engages in harassment, threats or intimidation directed towards students or staff that creates substantial disorder, invades the rights of others and creates an intimidating or hostile educational environment.	Informal talk, restorative practices, conference, parent involvement, suspension or expulsion
BULLYING, CYBERBULLYING & HARRASSENT (r)	Any willful conduct directed at a specific person which seriously alarms, annoys or harasses the other person and involves the imbalance of real or perceived power among those involved. including conduct by means of an electronic act, cell phone, messaging, social media, etc...	Informal talk, restorative practices, conference, contract, parent involvement, suspension or expulsion

BULLYING, HARRASSMENT & INTIMIDATION

Bullying, harassment and intimidation are aggressive (or mean) behaviors that individuals do to intimidate and demean others. When people tease or harass, they mean to hurt others' feelings, intimidate or embarrass the other person. This includes but is not limited to person to person, with groups, electronic devices and Internet. Examples, name calling, threats, spreading rumors, purposely leaving someone out, inappropriate touching, other physical harassment such as shoving, or not letting someone pass. Harassment is against the law. Depending upon the incident notification of the authorities is one of several consequences. Issues of teasing, bullying and harassment seriously, if your child is having issues with teasing or bullying please contact the school Principal. Forms to report bullying are available in the school office and on the district website.

STUDENT THREATS

Threats on our school campuses are taken very seriously. A standard procedure for responding to ALL student threats of violence called "threat assessment" will be used. When a student communicates a threat to harm someone, a threat assessment team will do an assessment to determine how serious the threat is and what can be done to prevent the threat from being carried out. Our purpose is to prevent violence and find better ways to solve problems. The team will investigate threats, quickly resolve the "transient" threats, and take further action to deal with the "substantive" and serious threats. What is a threat? A threat is any expression of intent to harm someone. Threats may be spoken, written or expressed in some other way such as through gestures. Possession of a weapon will be investigated as a threat. If your student knows of someone making a threat it is important to contact the school principal. Help teach your student that there is a difference between "snitching" and trying to prevent an act of violence. If your student makes a threat or is the target of a "serious" threat, we will contact you, advise you of our response and seek your support and assistance in resolving the threat.

CORPORAL PUNISHMENT

Corporal Punishment, defined as the deliberate infliction of physical pain as a disciplinary measure, is prohibited by State law and District policy. An amount of force that is reasonable and necessary for a person employed by the District to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment. [EC 49001]

HAZING

It is a crime to engage in hazing activities. In addition, any student who participates in hazing, or any act that causes or is likely to cause personal humiliation or disgrace will be referred for suspension and/or expulsion.[EC 32051-48900q]

SEARCHES

Searches of backpacks, bags, purses, and lockers may be made during the school year to insure the safety of students may be conducted by the Principal or Designee. Searches may be conducted when there is a reasonable suspicion that a student possesses items in violation of the law or school rules. School Officials may search cell phones if there is reason

to believe that the student has engaged in bullying or other prohibited activities impacting the school site. Items, including cell phones may be confiscated. Any illegal substances, drug paraphernalia, weapons or other objects that may be injurious to the student or to others that are confiscated shall be turned over to the police. It is the student and parents' responsibility to make sure there are no inappropriate items brought to school. [EC 49050 & New Jersey V TLO, 1985]

DISCIPLINE

The District has established the following procedures to ensure that students receive due process when they are subject to disciplinary action.

RECESS RESTRICTION

Recess restriction (detention) limits the free time allotted to a student whether such recess be in the morning or afternoon, at the lunch period, or any snack period for disciplinary purposes, Students shall not be restricted from eating lunch nor from taking care of personal hygiene needs.

AFTER SCHOOL DETENTION

A student may be detained after school for up to one hour after the close of classes for disciplinary action. When a student is detained every effort shall be made to notify the parents in advance.

EXPULSION HEARINGS

In the event a student is recommended for expulsion from the District, he or she is entitled to a hearing and, advance written notice of the rights and responsibilities enumerated in Education Code section 48918. Written notice of these due process rights shall be provided at least 10 days in advance of the date set for hearing. [EC 48918]

GENERAL SUSPENSION

Each school site shall consider suspension from school only when other means of correction have not been successful or where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process. This comprises sufficient prior warning to students and parents of the consequences of misconduct.

Suspension: the temporary removal of a student from class instruction for adjustment or disciplinary reasons. In all cases of suspension, the student must receive due process including an investigation and follow school procedures for positive interventions.

DUE PROCESS

Disciplinary action will be preceded by an investigation, a conference between the principal or designee and student, in which the student shall be informed of the reason for the action, the evidence against him, and be given the opportunity to present his or her defense. At the time of suspension, a school employee will make a reasonable effort to contact the student's parent by telephone. The parent will be given written notice of the suspension. While on suspension from school, the pupil is not to loiter on or about any school grounds at any time, nor to attend any Mt. Pleasant School District activity at any time. Violation may result in further disciplinary action. [E C 48900 (p)]

AUTHORITY TO SUSPEND

- * A Teacher may suspend a student from class for the day of the suspension and the following school day.[EC 48910]
- * The Principal/designee may suspend a student from class or the school campus for a period not to exceed five days.
- * The Superintendent or his/her designee may extend a student's suspension pending final Board decision of a recommendation for expulsion.
- * A Special Education student being considered for expulsion may be suspended for up to ten days pending assessment and an IEP Team meeting.

NOTIFICATION

The teacher who imposes a classroom suspension shall provide due process, follow all district and site procedures and immediately report any removal in writing using the site form to the Site administrator. The site administrator shall log all suspensions by teachers in the student information system.

PARENT NOTIFICATION

By Teacher: The teacher shall ask the parent to attend a parent-teacher conference regarding the suspension as soon as possible. [EC 48910]

By Administrator: A school employee shall make a reasonable effort to conference with the student's parent or guardian in person or by telephone at the time of the suspension. [ED. CODE 48911 (d)]A written notice shall be sent to the parent or guardian.

Grounds for Suspension: No student shall be suspended from school unless the principal/principal designee of the school in which the student is enrolled determines that the student has violated one or more of the following provisions of Education Code 48900(A-M) or 48900.2, 48900.3, 48900.4 or 48900.7. In addition, State law requires that District to report certain offenses to law enforcement authorities. [EC §48902]

SUSPENSION OR EXPULSION DURING SCHOOL ACTIVITY/ATTENDANCE

A pupil may be suspended or expelled for violation of school rules on any school campus at any time of the day or night, regardless of the school district of jurisdiction.

APPEAL PROCESS

A student or the student's parents may appeal to the Superintendent or his/her designee those disciplinary actions, other than expulsion, imposed upon a student for his/her school related acts of misconduct. Appeals must be made first in writing at the school level, and should be directed to the Principal. The Principal will attempt to resolve the appeal with a written response within ten school days. After appeal at the school level, if further appeal is desired, the appeal should be made at District level, and should be directed to the District Superintendent/Superintendent's Designee for resolution with a written response within fifteen school days. If the appeal is denied, the parent may place a written rebuttal to the action in the student's file.

EXPULSION

Expulsion is the involuntary removal of a student from all schools and programs of the School District for an extended period of time for acts of specified misconduct. Final action is taken only by vote of the Board of Education. While under expulsion, a student cannot enroll in another California school district without approval of that district's Board of Education. Certain expelled students may enroll only in Juvenile Court Schools, County Community Schools during the duration of the expulsion. The governing board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the governing board's determination as to whether the pupil has satisfactorily completed the rehabilitation program. [EC 48917]

MANDATORY EXPULSION

Under the mandatory provision of Education Code 48915(c), a student who has committed one or more of the following acts must be recommended for expulsion and the Board of Education must expel the student.

1. Possessing, selling or otherwise furnishing a firearm,
2. Brandishing a knife,
3. Unlawfully selling a controlled substance (drug)
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive

MANDATORY RECOMMENDATION FOR EXPULSION

Under the mandatory provision of Education Code 48915(a), a student who has committed one of the following acts of misconduct must be recommended for expulsion unless particular circumstances render it inappropriate.

1. Causing serious physical injury to another person, except in self-defense;
2. Robbery or extortion
3. Possession of a controlled substance (drug)
4. Possession of any knife, explosive, or other dangerous object including "look alike" weapons;
5. Assault or battery upon a school employee

EXPULSION MAY BE RECOMMENDED

In accordance with Education Code 48915 and by direction of the Board of Education, a student may be considered for expulsion for committing any act not listed in Category I or Category II and enumerated in Education Code sections 48915, 48900.2, 48900.3, 48900.4, or 48900

ADDITIONAL REPORTING REQUIRED BY STATE LAW

The following offenses require school personnel, by law, to file a report to the police or a legal agency:

- * An assault upon any person with a deadly weapon or by force likely to produce great bodily injury. [EC 48902]
- * A non-accidentally inflicted physical injury upon a student or adult by another student or person, which requires medical attention beyond the level of school-applied first aid. [PC 11166]
- * Actual or suspected sexual abuse, physical abuse or neglect of any child. A report must be made to a child protection agency. (PC 11166)
- * An attack or assault on, or the menacing of, any school employee by a student.[EC 44014]
- * A directly communicated threat by a student or any person to inflict unlawful injury upon the person or property of a school employee to keep the employee from fulfilling any official duty or for having fulfilled any official duty.
- * Possession of any controlled substance, drug paraphernalia, alcoholic beverages or intoxicants. [EC 48900(c)]
- * Acts of school misconduct in violation of court imposed conditions or probation. [EC 48267]
- * Truancy of any student under court ordered mandatory attendance.
- * Guns, weapons or dangerous objects on campus. [EC 48900(b)]

WILLFUL FORCE OR VIOLENCE - REPORTING

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a student each suspension or expulsion of that student for the commission of any offenses in EC 48900(a-o), 48900.2, 48900.3, 48900.4, 48915(a)(1 -5), or 48915(c)(1 -4), 48900.8.

APPEARANCE/DRESS CODE/ SCHOOL UNIFORM

The Mt. Pleasant Elementary School District is committed to ensuring our schools are safe and free of gangs and where learning is the focus. Therefore, no shade of red or blue clothing, accessory, backpack, or jewelry, other than the navy blue school uniform, is permitted on campus. All clothing must be size appropriate (not too baggy, too tight, too short or too revealing). Students must adhere to the following uniform policies:

PANTS Grades K-5 & Ida Jew Navy Blue

*Twill slacks, shorts, or capris

*Not banded

Grades 6-8th Khaki (tan)

*Neatly hemmed

*Sweatpants in Grade K-5 only

PANTS MUST BE WORN ON OR ABOVE THE NATURAL HIP LINE NO SAGGING

TOPS Grades K-5th White or Forest Green

*Polo shirt with collar

*Turtle neck or mock neck

Grades 6-8th White or Navy

*Blouse with collar (K-5)

*Long or short sleeved

Individual School Spirit Shirts: Each site administrator will determine when ***Spirit Shirts*** may be worn.

*If an undershirt /tee shirt is worn, it must be **white** and free of logos or designs and be **tucked in.**

*Polo shirts must be long enough to cover the top of the pant pocket. **Not too long, tight or baggy**

SKIRT Grades K-5th & Ida Jew Navy Blue

*Pleated, plain or skirts

Grades 6-8th

*No shorter than fingertip length

SWEATSHIRT

Grade K-5th Forest Green

*Hooded or non-hooded

*School logo or plain

Hoods may not be worn in the classroom

MPAS or Walden West Sweatshirts-Must be size appropriate-not too big or too small.

Site administrators will determine when spirit shirts, Walden West, MPAS or Washington D.C. sweatshirts may be worn.

ALL CLOTHES MUST BE SIZE APPROPRIATE. Tight fitting or baggy clothes are not permitted. No baggy pants, shorts, etc. No short shorts or mini-skirts, tank tops, tube tops, or spaghetti straps. **This applies to non-uniform days also.**

JACKETS

*Solid color Jackets with team logos or other advertisements are not permitted.

BELTS

*Plain black, brown, or white

*Belts must be size appropriate

*Buckles should be plain.

*Belts may not have studs, sparkles, or other decoration.

SOCKS *White brown or black.

*One pair of socks may be worn

*Tights may be worn

SHOES *Solid white, brown or black

*Enclosed toes and heels

*Shoes must be tied.

Students must also have appropriate shoes for P.E. Grades 6-8

HAIR

*Hair should be clean and neatly groomed.

*Hairspray or mousse containers are not allowed at school

Hair styles should be appropriate in length and color; not distracting to other students or disruptive to the learning process. Calls home will be made to make the necessary arrangements to correct the situation.

MAKE-UP, PERFUME, GROOMING PRODUCTS

*Make up is not appropriate for the K-5 setting.

*Spray deodorant or perfumes are not allowed at school

JEWELRY

- * Long earrings and large hoops are not permitted.
- * Jewelry that may offend community sensibilities is not allowed.
- * Students with body piercings (lip, eyebrow, nose, tongue, etc.) are not permitted to wear jewelry in those piercings to school.
 - *Chain wallets are not permitted.

HATS, SUNGLASSES, AND ACCESSORIES

- * Head coverings may be worn on school grounds only for protection from weather or religious reasons.
- * Head coverings or hair decorations that are gang-like in nature or color are not allowed including bandanas.
- * Sunglasses may not be worn at school.
- * Accessories that interfere with learning or present a safety threat are not allowed.

BACKPACKS Grades 6-8

*** Black, brown, white, or dark green**

- * Backpacks must be solid color.
 - * Patches are not permitted.
- * Backpacks with print fabric, cartoon characters, or other logos are not appropriate for junior high school and are not permitted.
- * Backpacks are to be free from all writing or drawings except the student’s name written one time neatly.

BACKPACKS Grades K-5

- * Backpacks that are solid in color, (except red or navy/powder blue), with print fabric, cartoon characters, or other logos are appropriate the elementary grades.
- * Backpacks are to be free from all writing or drawings except the student’s name written one time neatly.
- * Patches, keys chains, etc. are not permitted.
- * Backpacks with innapropriate writing or drawings may be spray painted by the school.

DRESS CODE/ NON-UNIFORM DAY GUIDELINES: These days are identified by the school administration. On non-uniform days, students must dress within acceptable standards of cleanliness and modesty. All clothing should be clean, neat, in good repair, non-distracting, non-offensive and safe for school activities. Students who violate the non-uniform guidelines will call home to get the appropriate clothing. Students who are ineligible for the non-uniform day and do not wear their school uniforms will also call home to have their uniform brought to school.

The following items are not permitted:

- * Skirts and shorts that do not reach your fingertips when arms are at their sides.
- * Low cut tank tops or shirts, vests and jackets with large or gaping arm holes.
- * Crop tops, bare midriff blouses, cut-offs, or see-through jerseys
- * Straps less than 1 inch wide
- * Revealing clothing that is distracting or disruptive to the learning process.
- * Clothes, jewelry, or pins that advertise products that are illegal or off limits to minors, or that may offend community sensibilities and/or interfere with students doing their best work.
- * Sandals, flipflops, or high-heeled shoes.
- * Tattoos(even temporary) or any visible piercings
- * No Red or Blue clothing or items with insignias from non-school clubs, organizations, or gangs. [EC 35183,35183.5]

DRESS CODE VIOLATIONS

Students who are not in uniform are considered not ready to learn. Parents will be notified to bring the uniform to school. Students with specific medical needs related to the uniform must notify the office and have a doctor’s note on file. Consequences may include: *Lunch and/or recess detention *A warning letter * Exclusion from non-uniform days *Other action based on individual needs

PLEASE NOTE: Mt. Pleasant School District Administrators reserve the right to modify or change the dress code policy as necessary to insure the safety of the students and the quality of instruction.

PARENT WAIVER (Not Applicable to Ida Jew) Parents/ Guardians may request a uniform waiver. Waivers are available at the district office and a meeting with the administration is requested to discuss the waiver and dress code. Students that have a uniform waiver must still adhere to the dress code guidelines listed above.

Every student, has the right to be educated in a safe and respectful environment. Every educator has the right to teach in an atmosphere free from disruption. To this end, the district has adopted a school wide Positive Behavior Intervention and Support (PBIS) /BEST program.

BEST is based on research that indicates that the most effective discipline systems use strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to be successful.

Each school will develop a positive behavior approach that includes: explicitly teaching school rules and expectations; positively reinforcing appropriate student behavior; classroom behavior plans using effective classroom management routines; providing early intervention and support strategies for misconduct; and appropriate use of meaningful consequences.

All stakeholders have responsibilities in assuring a safe and positive environment for learning.

STUDENT RESPONSIBILITIES

Students are expected to learn and follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers.

1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.

3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

1. Support the implementation of the school's Behavioral Plan.
2. Be familiar with and review the School Rules and expectations with their children.
3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
4. If misconduct escalates, parent/caregivers will cooperate with the school as a collaborative partner to address student's needs.
5. Send the student to school prepared for work--with books, pencil, homework, and in uniform or in compliance with the dress code.
6. Insure that the student attends school regularly and is on time.

TEACHER RESPONSIBILITIES

Each teacher has a fundamental role in supporting a positive classroom and school. This includes utilizing effective positive classroom management strategies to create an environment conducive to learning and prevent misconduct. The teacher is responsible for:

1. Defining, teaching, and reviewing classroom and school behavioral expectations and school rules.
2. Developing and communicating a positive Classroom Management Plan.
3. Acknowledging and reinforcing appropriate student behavior.
4. Working with families to reinforce appropriate behavior (communicating through meetings, phoning, and emailing).
5. Addressing, responding and reporting any acts of bullying or harassment.
6. Reporting significant misbehavior to the school administrator for a student who engages in ongoing misconduct, despite appropriate interventions.

PRINCIPAL RESPONSIBILITIES

School administrators, in collaboration with instructional staff and community support, are responsible for establishing a caring school climate and safe environment by:

1. Ensuring that behavioral expectations and school rules will be taught, enforced and communicated to students, parents/caregivers, staff and community.
2. Ensuring that ongoing accurate data are inputted into the district student data base for all students.
3. Providing necessary support for staff and parents/caregivers in maintaining an environment conducive to learning.
4. Collaborating and partnering with after-school programs and outside agencies when appropriate.
5. Assembling an ongoing collaborative team at the school (e.g. Student Study Teams) with appropriate staff and the parent/caregiver(s) to address behaviors for students who engage in ongoing misconduct, despite appropriate interventions.

DISTRICT RESPONSIBILITIES

Supporting a positive school culture, and developing appropriate student discipline practices are district priorities. District staff play an active supportive role and are responsible for:

1. Ensuring alignment and ongoing training of all district offices, programs, policies and schools in the successful implementation of BEST: initiatives with the *Positive School Climate Policy*.
2. Regularly identifying, developing, maintaining and coaching prevention and intervention activities consistent with BEST PBIS.
3. Analyzing data, monitoring, and evaluating school practices in order to address situations where practices need to be strengthened.
4. Assisting sites in the use of data in developing school-wide positive behavior interventions & support (PBIS).

PROTECTING AND RESPECTING PRIVACY IN A DIGITAL WORLD- FROM COMMON SENSE MEDIA <http://www.common sense media.org/>

WHAT'S THE ISSUE?

Our kids live in a culture of sharing that has forever changed the concept of privacy. In a world where everyone is connected and anything created online can be copied, pasted, and sent to thousands of people in a heartbeat, privacy starts to mean something different than simply guarding personal or private information. Each time your child fills out a profile without privacy controls, comments on something, posts a video, or texts a picture of themselves to friends, they potentially broadcast themselves to the world.

WHY DOES IT MATTER?

Digital life is both public and permanent. Everything our kids do online creates digital footprints that migrate and persist. Something that happens on the spur of the moment – a funny picture, an angry post – can resurface years later. And if kids aren't careful, their reputations can be harmed. Your child may think he or she just sent something to a friend – but that friend can send it to a friend's friend, who can send it to their friends' friends, and so on. That's how secrets become headlines and how false information spreads fast and furiously. The stakes only increase when we remember that all of this takes place in front of a huge, invisible audience. Kids' deepest secrets can be shared with thousands of people they've never even met.

COMMON SENSE SAYS

Help kids think long term. Everything leaves a digital footprint. Whatever gets created may never go away. If they don't want to see it tomorrow, they'd better not post or text it today. Explain to them that nothing is really private online – no matter what they think. Privacy settings aren't infallible. Others can pass on information that is supposed to be private. It's up to kids to protect themselves by thinking twice before they post anything that could damage their reputation or that someone else could use to embarrass or hurt them.

Teach kids to keep personal information private. Help kids define which information is important for them to keep private when they're online. To start, we recommend that kids not share their addresses, phone numbers, or birth dates.

Make sure your kids use privacy settings on their social network pages. Encourage kids to think carefully about the nature of their relationships (close friends, family, acquaintances, strangers) and adjust their privacy settings accordingly.

Remind kids to protect their friends' privacy. Passing along a rumor or identifying someone in a picture (called "tagging") affects other people's privacy. If your kids are tagged in friends' photos, they can ask to have the photos or the tags removed. But beyond that, there's not too much they can do.

Remind kids that the Golden Rule applies online. What goes around comes around. If kids spread a rumor or talk poorly about someone, they can't assume that what they post will stay private. Whatever negative things they say can and probably will come back to haunt them, in more ways than they can imagine.

Mt. Pleasant School District
BULLYING BEHAVIOR/HARASSMENT PREVENTION AND INTERVENTION PLAN

The Mt. Pleasant School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Mt. Pleasant School District Staff will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation exclusion or manipulation.

The Mt. Pleasant School District expects students and/or staff to immediately address and report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur or are made aware of such an incident. Each complaint of bullying should be promptly investigated according to site procedures. This policy applies to students on school grounds, while they are traveling to and from school or a school-sponsored activity. This policy also applies to incidents of cyber bullying.

To ensure bullying does not occur on school campuses, the Mt. Pleasant School District will provide staff development training in prevention of bullying and help cultivate acceptance and understanding in all students and staff to develop each school's ability to maintain a safe and healthy learning environment.

The Mt. Pleasant School District teachers will discuss this policy with students in ways appropriate to their ages. Teachers will assure all students that they need not endure any form of bullying or harassment and should not be either victims or bystanders to bullying. Students who bully others are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school has a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. The Student Code of Conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the principal or designee.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the District handbook and/or information packet

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff is expected to immediately intervene when they see a bullying incident occur.

People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Procedures for Investigating and Responding to Bullying Incidents

Reporting

The Site Principal shall establish and publicize to students, staff, and community how to report incidents of bullying and actions that may be taken. The process for receiving and investigating instances of bullying of any kind, as defined within this policy, includes complaints of discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics. School personnel who witness such acts of bullying as defined within this policy shall take immediate steps to intervene. Complaints of bullying shall be investigated and resolved in accordance with site-level investigation

Reporting any act of bullying:

The principal/designee is responsible for receiving oral or written complaints alleging bullying or harassment. Reporting forms are available in the school office and on each school's website under the Parents tab.

Students may report complaints of bullying to any school employee. Any such reports of bullying allegations must be forwarded, in writing, to the principal/designee. Any member of the school community who may have credible information about an act of bullying that may have taken place may file a report of bullying either as a witness or a victim.

Any student (or a parent or guardian on behalf of the complainant who is a minor) who believes he/she is a victim of

bullying, has witnessed an act of bullying, or has knowledge of any incidents involving acts of bullying are strongly encouraged to report the incidents to a school official.

The Principal/designee(s) shall document in writing all complaints regarding bullying to ensure that incidents of bullying, or any other infractions, are appropriately addressed in a timely manner, whether the original report of bullying is made verbally or in writing.

Anonymous reports of bullying may be made to the appropriate school official. School officials should develop and publicize a system in which students, employees, volunteers, parents/guardians can make an anonymous report of bullying.

The principal/designee and/or Investigative Designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. School officials should investigate all complaints and reports of harassment, whether or not the complaint is in writing.

CYBER BULLYING

What is cyber bullying?

Cyber bullying is harassing other individuals through communication technologies such as the Internet, emails, chat rooms, cell phones, on-line journals/blog sites and instant messages.

How is cyber bullying different than "traditional" forms of bullying?

In traditional forms of bullying victims know their bullies. When youth are cyber bullied they receive messages from individuals anonymously or from individuals with electronic aliases. A victim's cyber bully can be his/her best friend. Traditional bullying typically occurred at school or on the way to and from the school ground. Victims of cyber bullying often cannot hide from their bullies, and they can be victimized in their own home 24 hours a day, 7 days a week - wherever and whenever they access their electronic equipment.

How pervasive is the problem?

It is difficult to assess the extent of the problem because this is a relatively new phenomenon in the U.S. Most of the available research has been conducted in England, Australia, New Zealand, and Canada - countries that have been impacted by cyber bullying for several years. Data from England shows that 1 in 3 children between the ages of 7 and 11 have their own mobile phones, and a 2002 British survey found that one in four youth, aged 11 to 19 has been threatened, including death threats, via their computers or cell phones.

What are some examples of the cyber bullying?

The most popular form of cyber bullying is nasty text messages sent via cell phones. Children or adults who are harassed by cell phone can receive up to 50 messages a day (the phone's mailbox limit). Other uses of cell phones include taking a picture with a camera phone and then posting the picture where hundreds or thousands of others can view it. Several incidents have occurred where students have been in a locker room, shower, or bathroom and a picture was taken of them and posted to an Internet site. Another example of cyber bullying includes on-line voting booths that allow students to vote for the ugliest, fattest, or dumbest boy/girl at a given school. People can also be bullied through instant messages that are delivered to their home computer when they log on to use the Internet or check email.

Why should I be concerned?

Research on traditional bullying indicates there are both short and long-term consequences on victims such as, low self-esteem, depression, illness, anxiety, absenteeism, and thoughts of suicide. Although research about how victims and bullies are impacted by cyber bullying is still being conducted, preliminary data suggests that cyber bullying may have more devastating effects than traditional counterpart. Cyber bullying also impacts schools. Although incidents that happen in cyber space may occur off school campus, the effects are seen and felt in the school's climate. Cyber bullying incidents that go unaddressed can escalate and be the cause of legal concerns for schools or school systems.

What can be done?

First and foremost, parents, teachers, law enforcement, and other concerned adults need to be aware of the technology young people are using and the dangers that the various forms of communication can present. Adults should also be aware of the impact that bullying can have on young people and where one can turn for help should their child be involved with cyber bullying.

Tips for children

- Be careful of whom you give your number or on-line address.
- Never give out your password!
- Do not respond to messages from people you do not know.

- Do not respond to electronic bullying messages.
- Save or print harassing messages.
- Report harassment to parents and school officials.
- Never meet on-line acquaintances without an adult present.
- Change your on-line account or cell phone accounts if necessary.
- Don't send any message or picture that you would not want your parents or strangers to see.

Tips for parents

- Talk with children about the threat of on-line or electronic bullies.
- Place the computer in a familiar place where its use can be monitored.
- Watch your children's reactions when email, instant messages or texts come in.
- Consider purchasing software that records instant messages.
- Monitor your child's text messages, email and social networking sites on the computer and other electronic devices
- Know whom to contact if your child is involved in cyber bullying.

Tips for educators

- Educate teachers and students about the seriousness of the problem.
- Amend anti-bullying policies to include electronic bullying.
- Teachers should discuss Internet safety with their students.
- Educate parents about cyber bullying and who they should contact if their child is involved in a bullying incident.

For more information visit the following sites:

For victims: www.bullying.org

General information: www.cyberbullying.ca or www.media-awareness.ca

For more information contact the Public Health Department's
Violence Prevention Program, 408.494.7844

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints, which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may 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 sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

Policy Adopted: December 14, 2016

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
 - Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Refer to the section in the handbook entitled, "Challenges to Pupil Record Information" for further details.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. [§99.31(a)(1)]
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. [§99.31(a)(3) and 99.35]

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [§99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. [§99.31(a)(5)]
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [§99.31(a)(6)]
- To accrediting organizations to carry out their accrediting functions. [§99.31(a)(7)]
- To parents of an eligible student if the student is a dependent for IRS tax purposes. [§99.31(a)(8)]
- To comply with a judicial order or lawfully issued subpoena. [§99.31(a)(9)] To appropriate officials in connection with a health or safety emergency, subject to §99.36. [§99.31(a)(10)]
- Information the school has designated as "directory information" under §99.37. [§99.31(a)(11)]

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The primary purpose of directory information is to allow the school or school district to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists; and
- Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want your school or school district to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school. Any and all of the following items of directory information relating to a pupil may be released to a designated recipient unless a written request is on file to withhold its release as indicated in the Information Release Form submitted to the school.

- Name
- Address
- Date of birth
- Dates of attendance (e.g., by academic year or semester)
- Current and most previous school(s) attended
- Degrees and awards received