



McClellan High School

*Center Joint Unified School District
8725 Watt Avenue, Antelope CA 95843*

Telephone (916) 338-6440

Fax (916) 338-7535

*Principal
David French*

**ENROLLMENT CANNOT BE PROCESSED UNTIL ALL
PAPERWORK IS RECEIVED.**

Student Name

Grade Level

REGISTRATION CHECKLIST

It is the responsibility of the student's parent/guardian to provide all requested information. Please use this as your checklist to ensure that all information is submitted.

- **Completed withdrawal form and copy of transcript.**
- **Immunization record.**
- **Proof of residency in the Center Joint Unified School District. This proof of residency (utility bill or rental/homeowners contract) must show your address in the District and have your name on it. Post office boxes are not acceptable.**
- **Foster Care assignment form when applicable.**
- **Caregivers Form for students living with persons other than parent or legal guardian. (Available from office staff).**
- **Residence statement when student and parent are living with another family in Center District. (If you live with someone in this district, we require a statement by the person with whom you live as well as proof of residency for that person).**
- **Completed enrollment packet.**

Last Name		First Name		Middle Name	Grade	Birthdate (MM/DD/YYYY)	
Student's Address					Student's Home Phone		
Parent/Guardian 1 (Who Student Lives With)							
Name		Relationship			Cell Phone		
Employer					Work Phone		
Birthdate		CDL			Home Phone		
Signature					Email		
Parent/Guardian 2							
Name		Relationship			Cell Phone		
Employer					Work Phone		
Birthdate		CDL			Home Phone		
Signature					Email		
Siblings Attending C.J.U.S.D.					<i>For Office Use:</i>		
IF PARENT OR GUARDIAN CANNOT BE REACHED:					Overflow		
					Intradistrict		
					Interdistrict		
					From: (school name)		
Emergency Contact 1				Relationship			
Name							
Address							
Cell Phone		Home Phone		Work Phone			
Emergency Contact 2				Relationship			
Name							
Address							
Cell Phone		Home Phone		Work Phone			
Emergency Contact 3				Relationship			
Name							
Address							
Cell Phone		Home Phone		Work Phone			
Doctor Name		Phone		Medical ID#			
Health Insurance Co.							
MEDICATIONS				ALLERGIES			
KNOWN HEALTH PROBLEMS							
In case of accident or sudden illness, when a parent or guardian is unavailable, I authorize a school representative to obtain medical care for my child, including necessary transportation. I further authorize the doctor listed to provide the care or treatment that he/she considers necessary. If the physician designated on this form is unavailable, I authorize such care and to be performed by any licensed doctor or surgeon selected by the school representative.							
PARENT/GUARDIAN SIGNATURE					DATE		

McClellan High School
Parent Involvement Policy



We invite involvement by all stakeholders. Parents and guardians can contact their children's teachers regarding opportunities to help with individual classes. Parents and guardians wishing to give input into school policies and programs can contact our office to meet with the principal. We have a School Site Council made up of staff, students, and parents. We also have parents and guardians representing our school in district advisory committees. All community members are invited to the school board meetings, held the third Wednesday of each month in the school year. For more information about any of these opportunities, please call our office at (916) 338-6440.

To keep parents and guardians informed, our school uses a variety of methods of contact. We send out a periodic newsletter with school-related articles and a list of upcoming events. We also post a calendar of events on our school website, <http://mhs.centerusd.org/>. Parents and guardians may view student grades through our Homelink portal. Information about this can be found on our website or by contacting our office. Our office and teachers maintain contact with parents through phone and email, and through automated phone, email, and text messages. We welcome parents and guardians to drop in our office at any time, and to arrange meetings with teachers and classroom visitations with 24-hour notice to confirm availability.

To help us stay in contact with you, please fill out the questions below:

What is the best phone number to call to reach you? _____

If you use e-mail what is your email address? _____

What is the best way to contact you? _____

Do you know what information can be accessed in Homelink? (Circle one) **YES** **NO**

Are you able to or do you know how to log in to Homelink? (Circle one) **YES** **NO**

If yes, how often do you check your student's grades? _____

If no, what can we do to help you set up an account and access your student's grades? _____

Would you be willing to attend free trainings on Homelink and Google Classroom?

(Circle one) **YES** **NO**

If so, when would be the best time to hold these workshops? _____

Do you know your child's plans for after high school? (Circle one) **YES** **NO**

What could we do to help you communicate more effectively with your student about his/her education? _____

McClellan High School
SCHOOL-PARENT-STUDENT COMPACT



Mission Statement: McClellan students will achieve academic and personal success and become responsible, productive citizens. They will develop knowledge and skills that will prepare them for success in a variety of post-graduation options and in their adult lives.

Motto: Developing integrity, responsibility, and respect - for now and for the future.

School Responsibilities

The staff of McClellan High School will support students and parents in the following ways:

- Treat all students, parents, and other staff with fairness and respect.
- Create a safe, caring environment for learning.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards.
- Facilitate parent-teacher conferences during which we will discuss student achievement, behavior, and progress toward graduation standards.
- Give parents access to their children's grades and attendance online and provide report cards at the end of every trimester.
- Make ourselves available to parents who wish to email, phone, or visit on campus.
- Invite parents to volunteer and participate in their child's classes and extracurricular activities, and to observe classroom activities.

Parent Responsibilities

As a parent, I will support my child's learning in the following ways:

- Treat all school staff, students, parents and my own child with fairness and respect.
- Make sure my child has adequate nutrition and rest each day.
- Ask my child about his/her education regularly and demonstrate a positive attitude toward education.
- Make sure my child is on time to school each day. If my child is absent, I will call the school within 48 hours to explain the absence.
- I will check grades online with my child at least once a week.
- Answer or return any phone calls from the school and attend any school meetings regarding my child.
- Check my phone messages, email, and post office mail regularly for any communications from the school or district.
- If possible, volunteer to help my child's school where it is needed.

Student Responsibilities

As a student, I will share the responsibility to complete my education and achieve the State's high standards in the following ways:

- Treat all school staff, other students, and parents with fairness and respect.
- Eat properly and sleep long enough to be able to succeed at school.
- Strive to maintain 0 absences, 0 missing assignments, and grades above 70%.
- Come to school on time every day unless I am ill, and be on time to each class.
- Come to school with all the materials I need to be successful.
- Complete all assignments to the best of my abilities.
- Listen, learn, and contribute positively while at school.
- Take responsibility for my actions and speech, and the results they produce.
- Follow all school rules.
- Learn from my mistakes, ask questions when I do not understand, and refuse to quit when things become difficult.

Principal
McClellan High School

Parent(s)

Student



McClellan High School

DEVELOPING INTEGRITY, RESPONSIBILITY, AND RESPECT – FOR NOW AND FOR THE FUTURE

8725 Watt Avenue
Antelope, CA 95843

Phone: (916) 338-6440
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McClellan High School Student Handbook Acknowledgment

I have read and understand the MHS Student Handbook.
I have discussed any question I had with school
administration.

I understand that I am accountable to know the
information contained in this handbook.

If I am subject to discipline, “I don’t know” is not a valid
argument and will not be considered when determining
consequences.

Student name (please print) _____

Student signature _____ Date _____

David L. French
Principal

Carla Guerguy
Counselor

Teri Shoup
Secretary



MC CLELLAN HIGH SCHOOL

8725 Watt Avenue | Antelope, CA 95843 | (916) 338-6440

ATTENDANCE POLICY

As an absent student what do you do?

Regular attendance is necessary to get good grades. Letters will be mailed home informing your parents of excessive absences. Baseline for all students is attendance at school 90% of the time for all classes. Truancy or unexcused absences that drop the student below the 90% baseline will place the student at risk of failure for any affected class. For example, a **4th** truancy and/or unexcused absence in any class will result in a failing grade in that class for that particular grading period.

How do you clear an absence?

- 1) **You must clear all absences within two (2) days, including the first day of absence.** For example, if you are absent on Monday, August 13th, you must clear the absence by Wednesday, August 15th, *even if you don't return to school until the next week.* If you don't clear it, the absence becomes a **truancy or unexcused absence, with the student further not able to "make-up" the time.**
- 2) **Absence can be cleared** by a parent phone call to the attendance office or a parent note to be delivered **to the school office.** The school office number is **338-6440.** **Call anytime during the day, leaving a message if unable to speak directly with Teri Shoup or Linda Jones.**
- 3) **Check your attendance record with each of your teachers for each class you are enrolled.**
- 4) **Clearing your absence must be completed by 3:00 pm two (2) days after your absence, or it will become an automatic truancy or unexcused absence.**
- 5) **If you cut any class(es) , the absence(es) can not be cleared.**
- 6) If you are detained by a teacher, nurse, Counselor or an administrator and are late to class, get a pass to class from this person. It is your responsibility to give the pass to the teacher of your next class.
- 6) **Students must check out of the main office before leaving school for any reason.** If a student leaves without permission, an automatic truancy will be given. **No one can excuse the student after the absence.**
- 7) If you have a question about your total number of absences (cleared and uncleared), you may request a printout from the main office or from any of your teachers.
- 8) **Final reminder:** Clear all absences, attend school on a regular basis, 90% of the time.



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Use of Films and Media at McClellan High School

Center Joint Unified School District board policy states:

Instructional materials will relate directly to the lesson objectives from district approved courses of study and state approved curriculum frameworks and related lists of state approved instructional materials.

Instructional materials will be developmentally appropriate for the age and maturity level of the students.

Instructional materials will be used as part of a well-planned lesson and curriculum unit that clearly describe the learning activities linked to the video/film/television program, the assessment activities that will be used, and the relationship of these activities to the overall goals and objectives of the course/curriculum.

Several courses at McClellan High School involve the use of films as a part of the curriculum. Students may view films as part of their classes in English, Math, Science, Social Studies, PE, and Electives. Parental permission is required for any film not having a “G” rating or not designed specifically for instruction.

To limit the number of movie permission slips required throughout the school year, this is a general form to give permission for your child to watch any film rated PG or PG-13 in his or her classes here at McClellan. You may request information about movies used in a specific class from the teacher. Students who do not return a movie permission form will not be allowed to watch with their class and will be given an alternative assignment.

Note that any film rated R will require a separate permission slip. No movies rated NC-17 or X will be shown.

_____ I give permission for my child to view unrated movies and/or movies rated PG or PG-13 in classes at McClellan High School. I understand that I may request information about specific movies shown in classes from the teachers.

Student Name: _____

Parent Signature: _____ Date: _____

David L. French
Principal

Carla Guerguy
Counselor

Teri Shoup
Secretary

<p>McClellan High School</p> <p>BASIC WRITTEN ORIENTATION OVERVIEW</p>

The purpose of this written orientation overview is for the student, parent and staff to be aware of and accept the conditions for the student to be successful at McClellan High School.

S T U D E N T

- I agree to be on time (school begins at 8:30 am) and be in all classes except when excused by a parent/guardian or staff member.
- I agree to work bell-to-bell and stay focused on my daily assigned classes to reach my goal of graduating with my class; all work is done in class, which means **no homework assigned during days of suspension**; all class work to be made up upon return from suspension.
- I understand that if I am truant, or have continued tardies, I will receive increased disciplinary consequences, which could include suspension and a parent conference.
- I understand that if I am not successfully working towards graduation from McClellan High School, I will be subject to parent conferences, Student Study Team meetings, and/or placement into the Success class as initial steps of intervention, and/or detention.

• P A R E N T

- I agree to support my child in their educational program, which may include making up credits, as they work towards graduating with their class, as well detention.
- I agree that regular attendance in all classes is necessary for my child to be successful.
- I agree to excuse my child's absences if they are ill, have a medical or dental appointment, or have a family emergency, and to call McClellan High School (338-6440) within **48 hours** of the absence to inform staff of the absence.
- I understand that if my child is not successfully working towards graduation from McClellan High School, they will be subject to parent conferences, Student Study Team meetings, or placement into the Success class as initial steps of intervention.
- I agree to monitor my child's academic progress using the online **Homelink** program.

S T A F F

- We agree to do everything we can to help all students reach their academic goals and graduate on time.
- We agree to inform the parent/guardian of their child's truancies and excessive tardies.
- We agree to help encourage all students to be participating members of the McClellan High School student body.
- We agree to support and respect all students in the McClellan High School family environment on a daily basis.

Student Signature

Date

Parent Signature

Date



McClellan High School

DEVELOPING INTEGRITY, RESPONSIBILITY, AND RESPECT – FOR NOW AND FOR THE FUTURE

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McClellan High School Records Release Form

Student's Name:	
Date of Birth:	
Last Grade Enrolled at School	

This student has enrolled at our school, in the Center Joint Unified School District. We are requesting the previous school of attendance:

School:	
Address:	
City, State Zip Code:	
Phone Number:	
Fax Number:	

Please release the following to:

**McClellan High School
8725 Watt Ave.
Antelope, CA 95843**

- ☐ Cumulative File
- ☐ Transfer Grades
- ☐ Official Transcript (**Please fax unofficial**)
- ☐ Immunization Records (**Please fax**)
- ☐ Discipline Records/ Assertive Discipline (**Please fax ASAP**)
- ☐ Special Education Records
- ☐ 504 Documentation

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McClellan High School

Center Joint Unified School District
8725 Watt Avenue, Antelope CA 95843

Telephone (916) 338-6440

Fax (916) 338-7535

ANNUAL RESIDENCE VERIFICATION FORM

This Form Is Required Annually For Each Student Attending McClellan High School

As Parent and/or legal guardian of:

Student's Name

Grade

Date of birth

I attest that the following information is true and accurate. I also understand that any changes of address must be reported to the school's Attendance Secretary.
Please print clearly.

Parent/Guardian Name: _____

Student Name: _____

Student Address: _____

Parent/Guardian Signature: _____

Parent/Guardian must provide the school office with a current copy of one of the following forms of residence verification:

Must include name of parent/guardian & location of service.

- | | | | |
|---|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Cable bill | <input type="checkbox"/> Phone bill | <input type="checkbox"/> Water bill | <input type="checkbox"/> Lease Agreement |
| <input type="checkbox"/> P G & E bill | <input type="checkbox"/> Garbage bill | <input type="checkbox"/> SMUD bill | <input type="checkbox"/> Other |
| <input type="checkbox"/> Copy of escrow/home ownership papers | | | |

☐ Check here if not a District resident. An inter-district agreement must be on file.

Center Joint Unified School District

Rules for Accepted Use of Computers and Computer Networks

This document will be kept on file for the duration of your child's education in Center Joint Unified School District

- When you use the school computers and the school's computer service, you agree to follow:
 - The directions of teachers and school staff,
 - Rules of the school and school district,
 - Rules of any computer network you access, and,
 - You agree to be considerate and respectful of other users.
- Use of school computers and access to the Internet is a privilege. If you do not follow the rules you may be disciplined, and you may lose computer privileges.
- Use of school computers and the school's computer network (including student's own devices) for school-related education and research only, Do not use school computers or networks for personal or commercial activities.
- Use of the Internet does not create any expectation of privacy. The District reserves the right to search any information sent, received, or stored in any format.
- Changes may be made only to documents you create.
- Do not produce, distribute, access, post, submit, publish, display, use or store information which is:
 - Unlawful;
 - Private or confidential;
 - Copyright protected (this includes but is not restricted to pictures, music and videos);
 - Harmful, threatening, disruptive, abusive, or denigrates others;
 - Obscene, pornographic, sexually explicit, or contains inappropriate language;
 - Harassing or disparaging of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
 - Encourages the use of drugs, alcohol or tobacco;
 - Interferes with or disrupts the work of others; or,
 - Causes congestion or damage to systems or networks.
- The student in whose name an online Google service account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned. This account will be valid as long as the student attends Center Joint Unified School District.
- Student use of district computers to access social networking sites is prohibited.

E-mail Etiquette

- Give only your address for communication. Never give out personal information such as your home address, telephone number, or other personally identifiable information.
- Protect the privacy of others. Never give out personal information about anyone.
- Check your E-mail frequently, and delete unwanted messages.
- End E-mail messages with your name, school name, Center Joint Unified School District, and your Internet address (no more than 4 lines allowed).

The undersigned understand and will abide by these rules for use of computers and computer networks within Center Joint Unified School District. The undersigned agrees not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The undersigned agrees to indemnify and hold harmless the district and district personnel for any damages or costs incurred. The undersigned realize that a violation of these rules may result in a loss of computer privileges. If you do not want your student to access the Internet, you must make that request in writing to the principal of the school your student attends. **This completed form must be on file within the District before access to school's computers and the network can be granted.**

Student _____ **Date** _____

Parent _____ **Date** _____

CENTER UNIFIED SCHOOL DISTRICT

Residence Questionnaire

This information will be used to determine if you qualify for any additional assistance under the McKinney-Vento Act of 2001

Your Name: _____ Date: _____ Phone Number: _____

Grade: _____ School: _____

Parent/Guardian: _____ Phone: _____

Best Adult Contact Person: _____ Phone: _____

Where are you currently living? (Check one box only)

1. ☐ My family and I are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
2. ☐ Living in a motel, hotel, trailer park, or camping grounds due to lack of alternative adequate accommodations.
3. ☐ Living in emergency or transitional shelters.
4. ☐ In a foster care placement.
Social Worker's Name and Phone Number: _____

5. ☐ I am not in the physical custody of a parent/guardian.
 - ☐ I am not in the physical custody of a parent/guardian due to my personal choice.
 - ☐ I have runaway from my parent/guardian and am living in a runaway shelter, abandoned building, car, on the streets, or in other inadequate housing.
 - ☐ I am not in the physical custody of a parent/guardian due to being denied housing by my family.
 - ☐ I am a school-aged unwed mother living in a home for unwed mothers because I have no other housing available.
6. ☐ None of the above applies.

If you marked box 5 or 6, you do not need to complete the rest of this form. Please turn in the form as is.

If you marked one of boxes 1 through 4, please complete the table below for all other children under age 18 in the family.

Child's Name	Birth Date	School (if school aged)	Grade	Teacher/Counselor

Thank you for taking the time to fill out this form. Someone from the CJUSD Family Resource Center will be contacting you by phone as soon as possible. We look forward to working with you to help you be successful in school! If you have any questions regarding this form, please call the Family Resource Center at (916) 338-6387.

Distribution: CJUSD Family Resource Center

Information for School-Aged Youth



If you live in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling in a new school or arranging to continue in your former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Tell your teachers anything that you think they need to know to help you in school.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts:

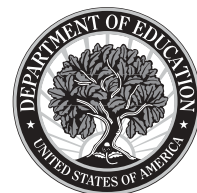
Alyson Collier (916) 338-6387
3401 Scotland Drive, Antelope, CA 95843

State Coordinator:

Leanne Wheeler (916) 319-0383
1430 N Street, 6th Floor, Suite 6208
Sacramento, CA 95814

If you need further assistance, call the
National Center for Homeless Education
at the toll-free HelpLine number:

1-800-308-2145



Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

HEALTH HISTORY FORM

Student's Last Name _____ First Name _____ Middle _____
DOB _____ Male _____ Female _____
Address _____ Phone _____
Father's Name _____ Employer _____ Phone _____
Mother's Name _____ Employer _____ Phone _____
Doctor _____ Address _____ Phone _____

If there are any limitations to physical activity, please explain and also attach a doctor's note with diagnosis and specific limitations. This should be updated as necessary.

If your child is on medication at home, please list and explain. In order for medication to be given at school, parent's written permission and doctor's order and instructions are required. A form for this may be obtained at your school office.

Please Check and Comment on the Following:

Asthma _____ Medication _____
Diabetes _____ Medication _____
Hypoglycemia _____
Epilepsy _____ Frequency _____
Heart Problems _____
Allergies _____
Ear Problems _____ Frequency _____
Fainting Attacks _____ Frequency _____
Other _____

Medical History of Diseases: _____ DATE _____

Chicken Pox _____
Tuberculosis _____
Other _____

PLEASE COMMENT:

Wears Glasses _____

When Worn_____

Date of Last Exam_____

Surgery or Hospitalization_____

Reason_____

Please list any other health information that will be

helpful:_____

I hereby acknowledge that the above information is correct.

Signed_____ (Parent or Guardian) Date_____

IT IS IMPORTANT FOR SCHOOL PERSONNEL TO BE AWARE OF THESE CONDITION

McClellan High School

Google Chromebook

Rules, Regulations & Agreements

As part of our shift to common core and more technologically interactive classrooms, students will be using Chromebooks to complete assignments in their classes. In order to use the Chromebook for required class activities, you must be responsible for adhering to these rules and policies at all times. Remember, the device is the property of Center Joint Unified School District, not your personal device.

Violation of these regulations can result in loss of the device:

1. You will be assigned a specific Chromebook to use. Only use the device that is assigned to you; do not let other students use or borrow your device.
2. Do not place books or other items on top of the device
3. Never leave your device unattended.
4. Shutdown and sign out completely before returning the Chromebook to the charging cart. Do not plug the device in when you return it.
5. Students should not personalize their devices in any way. This includes decals, screen savers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher (devices will be periodically checked for illicit downloads).
6. Only use the device for school work.
7. Follow the teacher's instructions about labeling documents prior to sharing or printing.
8. If you notice that something is wrong with the device, report to your teacher immediately.
9. No food or drinks allowed around the devices.

Follow all CJUSD policies and school rules pertaining to the use of technology, given the following important notes:

1. DO NOT force anything into the ports and slots on the side of the Chromebook
2. DO NOT jerk, drop or slam closed the cover of the laptop computer
3. DO NOT carry your Chromebook by the screen
4. Make sure you carry/hold your Chromebook properly and securely
5. DO NOT put the Chromebook on the floor or on any unstable surface
6. DO NOT leave your Chromebook unattended
7. DO NOT throw the Chromebook, or mistreat it

Students must:

1. Respect and protect their own privacy and the privacy of others
2. Use only their assigned accounts
3. Keep personal information such as: name, address, phone number, etc., offline; Keep passwords secret
4. Have permission to photograph, videotape and post images or videos of people to the Internet.
5. Respect and protect the integrity, availability, and security of all electronic resources
6. Observe all network security practices; Conserve, protect, and share these resources with other students and Internet users

CJUSD isn't responsible for damages to personal technologies or electronic communication devices. Treat digital technologies with care, report any damages, security risks or violations immediately

1. Respect and protect the copyrighted/intellectual property of others; Cite all sources appropriately
2. Follow all copyright laws
3. Use electronic communication devices appropriately to assure academic integrity
4. Respect and practice the principles of community
5. Communicate only in ways that are kind, responsible, respectful and lawful
6. Use electronic communication devices for schoolwork only
7. CJUSD email should be used for schoolwork only
8. Report threatening or offensive materials to a teacher or administrator

Software:

1. Google Apps for Education
2. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
3. All work is stored in the cloud
4. Chrome Web Apps and Extensions
5. Students are not allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store without permission.
6. Inappropriate material will result in disciplinary action.
7. Some web apps will be available to use when the Chromebook is not connected to the Internet.

The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.

1. Students are responsible for good behavior while using school e-mail, just as they are in a classroom or a school hallway.
2. Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
3. Students are responsible for messages sent from their accounts.
4. Students should not share their passwords.
5. Students should not give out personal information over email, including home telephone numbers or home addresses.
6. Students will not use email to bully, harass, or threaten other students or individuals
7. Students will report any unusual activities such as "spam" communications, obscene email, and attempts by adults to lure them into dangerous behaviors to a teacher or administrator.
8. Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.
9. Email accounts are filtered and messages written containing inappropriate language or content will be flagged.
10. Student email is provided by the district and is district property. CJUSD reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.

11. Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions.

If necessary, CJUSD, at its discretion, may close the accounts at any time. Responsible Use Cyber Bullying is bullying which is carried out through an Internet service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person.

Any form of cyber bullying will not be tolerated under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, or inform their teacher quietly, if needed. Students will not access chat-rooms or social networking sites and will not give out any personal details over the Internet.

No Expectation of Privacy: Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.

The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software: Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Content Filter: The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district.

Appropriate Uses and Digital Citizenship School-issued Chromebooks should be used for educational purposes and students are to adhere to the CJUSD AUP and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not cause obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

I agree to abide by the conditions of the **Google Chromebook Rules, Regulations & Agreements** (sign below).

Student Signature and Date

Signature

Date

Parent Signature and Date

Signature

Date

CENTER JOINT UNIFIED SCHOOL DISTRICT
8408 Watt Avenue
Antelope, CA 95843-9116
(916) 338-6400
www.centerusd.org

**EDUCATIONAL CODE REGULATIONS RELATED TO
RIGHTS OF PARENTS OR GUARDIANS OF MINOR PUPILS**

(Revised 04-15-15)

Educational Code Regulations Related to Rights of Parents or Guardians of Minor Pupils must be provided to parents/guardians. Pursuant to Education Code 48980, notifications will be sent at the beginning of each academic year and will include a request that the parent/guardian sign the notice and return it to the school. Parents desiring more information regarding Education Codes may contact the District Office at the above address.

HIGH SCHOOL EXIT EXAM (E.C. 48980, 60850, AR 6162.52)

Commencing with the 2005-2006 school year, each pupil completing the 12th grade will be required to pass the state high school exit exam as a condition of graduation.

INTEGRATED PEST MANAGEMENT (E.C. 17612, 48980.3; AR3514.2)

When pesticides are applied at school sites, warning notices must be posted at least 24 hours in advance. For a schedule of application and a list of ingredients of each pesticide, please call the Assistant Superintendent of Maintenance and Operations, 338-6417. Persons requesting a schedule of application will receive a 72 hour advance notice.

RIGHT TO REFRAIN FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS (E.C. 32255-32255.6, 48980, AR 5145.8)

Except as otherwise provided in Section 32255.6, any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his/her teacher regarding this objection. If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, the teacher may work with the pupil to develop and agree upon an alternative education project for the purpose of providing the pupil an alternative avenue for obtaining the knowledge, information, or experience required by the course of study in question.

SCHOOL ACCOUNTABILITY REPORT CARD (EC 35256, BP 0510)

The governing board of each school district shall develop and cause to be implemented for each school in the school district a School Accountability Report Card.

DISTRICT AND SITE DISCIPLINE RULES (EC 35291, 48980, BP 5144, 5144.1)

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the school under its jurisdiction.

REQUIRED PARENTAL ATTENDANCE (48900.1, BP 5144.1, AR 5144.1)

The Center Joint Unified Board of Trustees believes that parental involvement plays an important role in the resolution of classroom behavior problems. Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee.

The principal of each school shall take steps to insure that all rules pertaining to the discipline of pupils are communicated to continuing students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

ABSENCES FOR RELIGIOUS PURPOSES (EC 46014, 48980, BP 5113, AR 5113)

Permissive absence may be granted for governing board approved religious exercises or instruction upon receipt of written permission from parents.

ABSENCES FOR JUSTIFIABLE PERSONAL REASONS (EC 48205, 48980, BP 5113, AR 5113)

Students receive an excused absence when they are absent from school for: (1) personal illness or injury of the student; (2) death in the immediate family (one (1) day in state, three (3) days out of state); (3) justifiable personal reasons, including but not limited to personal medical or dental appointments, an appearance in court, observance of a holiday or ceremony of his/her religion.

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time.

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC 46010.1, BP 5113)

Students in grades 7-12 shall not be absent from school without their parents/guardians knowledge or consent except in cases of medical emergency or confidential medical appointment.

HOMEWORK/MAKEUP WORK (EC 48205, 48980, AR 6154)

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

INSTRUCTION FOR STUDENTS WITH TEMPORARY DISABILITIES (EC 48980, 48206.3, 48207, 48208, AR 6183)

Any parent may request a home teacher for a child who will be confined to the home for a period of two weeks or more. Documentation by a physician is required prior to home teaching.

IMMUNIZATION OF PUPILS (EC 48980, 49403, BP 5141.31)

The county office of education or the governing board of the district of attendance shall exclude any pupil of the district who has not been immunized properly pursuant to Chapter 1 (commencing with Section 120325) of Part 2 Division 105 of the Health and Safety Code. The district may, in cooperation with local health services for the prevention and control of communicable disease, permit a licensed physician to administer immunizing agents to pupils whose parents have consented in writing to each immunization.

INTRADISTRICT OPEN ENROLLMENT AND ATTENDANCE OPTIONS (EC 48980, AR 5116.1, 5111.1, 5117)

The governing board desires to provide options that meet the diverse needs, potential and interests of district students and shall annually review enrollment options. Students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student.

EMPLOYMENT-BASED ATTENDANCE (EC 48980, AR 5111.12)

District residency status may be granted to an elementary grade student if the student's parent/guardian works within the district boundaries. Proof of the parent/guardian's employment within the district shall be required prior to initial enrollment.

SEXUAL HARASSMENT (EC 48980, 5 CCR 4917, 231.5, AR 5145.7)

The Center Joint Unified School District Board of Trustees shall not tolerate, and prohibits unlawful sexual harassment of or by any student by anyone in or from the district. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

MINIMUM DAYS (EC 48980, BP 6111)

Each school calendar shall show the beginning and ending school dates, legal and local holidays, orientation meeting days, minimum days, vacation periods, and other pertinent dates.

STUDENT ACCESS TO THE INTERNET (EC 48980, AR 6163.4)

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

STUDENT RECORDS AND PARENT RIGHTS (EC 49063, 49069, 20 USC1232g, 34 CFR 99.7, AR 5125)

Pupil records containing information on student achievement and health are maintained in the school office under the responsibility of the principal. A log of persons and organizations requesting or receiving information from the student's file is kept in the school office. Parents may inspect and review student records during regular school hours within five days of submitting a personal request to the school office. The school principal will establish an appointed time and present the materials to the parent or guardian. Other than parents or guardians, only school officials and employees with legitimate educational interest as defined in board policy shall be allowed access to the pupil records.

AVAILABILITY OF COURSE PROSPECTUS (EC 49063, 49091.14, AR 5125, 5020)

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

CHALLENGE, REVIEW AND EXPUNGING OF RECORDS (EC 49063, AR 5125, 5125.3)

School districts shall notify parents in writing of their rights with regard to the availability of the following specific information: (1) the types of pupil records and information contained therein which are directly related to students and maintained by the institution; (2) the policies of the institution for reviewing and expunging those records; (3) the right of the parent to access pupil records; and the procedures for challenging the content of pupil records.

RELEASE OF DIRECTORY INFORMATION (EC 49063, 49073, 20 USC 1232g, 34 CFR 99.37, AR 5125.1)

The district shall adopt a policy identifying those categories of directory information which may be released. The district shall determine which individuals, officials, or organizations may receive directory information. No directory information shall be released regarding any pupil when a parent has notified the school district that such information shall not be released.

ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPILS (EC 49423, 49480, 48980, BP 5141.21)

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the physician's instructions.

Parents are required to inform the school if a child is on a continuing program of medication as follows:

The parent or legal guardian of any public school pupil on a continuing program of medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdoses.

PHYSICAL EXAMINATIONS (EC 49451, 48980, 20 USC 1232h, BP 5141.3)

A child may be exempt from physical examination whenever the parents file an annual written statement with the school principal stating they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child shall be excluded from school attendance.

INSURANCE PLAN (EC 49472, 48980, BP 5143)

The district will provide insurance at no cost for students participating in school-sponsored athletic contests, and will provide opportunity for purchase of insurance for the student by the parents for accidents to, at, or from school.

FREE AND REDUCED PRICE MEALS (EC 49520, 48980, 42 USC 1758, 7 CFR 245.5, BP 3553)

The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. The funds shall be allocated to the school districts in such a manner that priority shall be given to providing free meals to the neediest children.

HEALTH FAMILY LIFE SEX EDUCATION / INSTRUCTION ON AIDS/AIDS PREVENTION (EC 51938, 48980, AR 6142.1)

Parents shall be notified in writing prior to any instruction or class in which human reproductive organs and their functions or processes are described, illustrated, or discussed. Materials may be reviewed by the parents prior to instruction. Should any part of health family life sex education conflict with religious beliefs and training or personal moral convictions of the parent or guardian, the child shall be excused from that part of the instruction upon written parental request.

The school district shall ensure that all pupils in grades 7 to 12, inclusive, receive AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in junior high or middle school and once in high school. The required AIDS prevention instruction shall accurately reflect the latest information and recommendation from the United States, Surgeon General, Federal Center for Disease Control, and the National Academy of Sciences, and shall include the following: (1) information on the nature of AIDS and its effects on the human body; (2) information on how the human immunodeficiency virus (HIV) is and is not transmitted, including information on activities that present the highest risk of HIV infection; (3) discussion of methods to reduce the risk of HIV infection; (4) discussion of the public health issues associated with AIDS; (5) information on local resources for HIV testing and medical care; (6) development of refusal skills to assist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities; and (7) discussion about societal views on AIDS, including stereotypes and myths regarding persons with AIDS.

VISION, HEARING SCREENING (EC 49456, BP 5141.3)

Periodic vision and hearing screens have been scheduled by the district. If the parent wishes their child not to be tested, they may request exemption in writing to the school office.

SPECIAL EDUCATION PLACEMENT (EC 56301, BP 6164.4)

Parents have the rights to special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment.

California law requires school districts to make special programs available to certain exceptional pupils. If facilities or services are not available or cannot be reasonably provided, the district may arrange for a neighboring district to provide the special program. If a pupil is physically handicapped, mentally or severely mentally retarded, or multiple-handicapped and the district cannot provide a program, it must make a specified payment towards the tuition of such pupils who are eligible and who are enrolled in a public or private nonsectarian school or agency that offers the necessary special education facilities, services, and meets certain education requirements.

ALTERNATIVE SCHOOL (EC 58501, 48980, BP 6181)

Center Joint Unified School District provides for an alternative school which is operated in a manner designed to: (1) maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy; (2) recognize that the best learning takes place when the student learns because of his desire to learn; (3) maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests; (4) maximize the opportunity for the students, teachers, and parents to cooperatively develop the learning process and its subject matter, and (5) maximize the opportunity for the student, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

NON-DISCRIMINATION (34 CFR 104.8, 106.9, BP 0410, AR 6178)

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

SUPERVISED SUSPENSION CLASSROOM (EC 48911.1, AR 5144.1)

A Pupil suspended from a school for any of the reasons enumerated in Sections 48900 and 48900.2 may be assigned, by the principal or the principal's designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the campus, pupils or staff, or if an action to expel the pupil has not been initiated.

CIVIL LAW REMEDIES (EC 262.3 AR 1312.3)

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

AVAILABILITY OF MANAGEMENT REGARDING ASBESTOS (40 CFR 763.93 763.84, AR 3514) The District has made available to each school site a complete 3-year re-evaluation and management plan for asbestos-containing material in school buildings.

ADVANCED PLACEMENT EXAM FEES (ED 48980, 52244, AR 6141.5)

Notification of availability of state funds to cover costs of advanced placement exam fees.

RIGHT OF PARENTS TO INSPECT INSTRUCTIONAL MATERIALS:

See Availability of Course Prospectus

ADMINISTRATION OF STUDENT SURVEYS, HEALTH EXAMINATIONS AND COLLECTION OF PERSONAL INFORMATION FOR MARKETING PURPOSES (20 USC 1232h, AR5022, BP 6162.8)

The Board prohibits staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing.

PARENTS' RIGHT TO REQUEST INFORMATION RE: QUALIFICATIONS OF CHILD'S TEACHER AND PARAPROFESSIONAL (20 USC 6311, 34 CFR 200.61, AR 4112.24, AR4222)

Parents or guardians can request information on the professional qualifications of their child's teacher, and paraprofessional.

TOBACCO-FREE SCHOOLS (Health Safety 104420, BP3513.3)

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

USE OF DRUG-DETECTION DOGS (BP5131.6, 5144, 5144.1)

In an effort to keep schools free of drugs, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board Policy. The dogs may sniff the air around desks or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within the close proximity of any students.

RECLASSIFICATION/REDISGNATION OF ENGLISH LEARNERS (ED 313; 5 CCR 11303; AR 6174)

An English Learner student who has been determined to be Reclassified as Fluent English Proficient; the parent or guardian shall be notified regarding the process for reclassifying. The parents/guardians have the opportunity to participate in that process.

ENGLISH LEARNER PARENT NOTIFICATION OF OFFICIAL CELDT RESULTS AND PROGRAM PARTICIPATION (ED 52164.1; ED 52164.3; 5 CCR 11511.5; AR6174)

Parents/guardians of English Learners and Fluent English Proficient students are notified in writing of their child's assessment results in English and their home language (if available). Parent's notification of *Proposition 227 Requirements* are included in the Parent Notification Letter. This notification will have the student's Preliminary CELDT results attached. The Parent Notification of Official CELDT Results and Program Participation form has information of Parent Rights, Conference Request and Parent Involvement Opportunities.

TITLE III ACCOUNTABILITY REQUIREMENTS. PROGRAM IMPROVEMENT. (20 USC 6312; AR 0520.2; 20 USC 6316; AR 5116.1; AR 0520.3)

The central premise of the TITLE III Improvement Plan is that the district is responsible for increasing the education performance of its English Learners. It guides the district to provide leadership, along with the fiscal, human and technical resources, to fully implement a sound and effective instructional program for all English Learners. Parents will be notified by written notification with explanation status and how parents can involved and availability of supplemental services available.

STUDENT PARTICIPATION OF STATE ASSESSMENTS. (5 CCR 852, BP 6162.51)

The Governing Board recognizes that state achievement test results provide an indication of student progress in achieving state academic standards and may be used to promote high-quality teaching and learning. The Superintendent or designee shall administer mandatory student assessments within the California Assessment of Student Performance and Progress (CAASPP) as required by law and in accordance with Board policy and administrative regulation.

Students shall be exempted from participation only in accordance with law and administrative regulation. Option to request exemption from testing must be done in writing.

AVAILABILITY OF DENTAL FLUORIDE TREATMENT (Health Safety Code 104855).

The Governing Board of each school district and the governing authority of each private school shall distribute to each pupil's parent or guardian or responsible relative or adult who has assumed responsibility for his or her care and custody (in the case of a minor), or the pupil (if an adult), a letter which may be returned to such district or authority in which the person to receive the letter may indicate that the treatment is desired and the pupil is to receive the treatment or that the pupil is not to receive the treatment for one of the following reasons: (i) the pupil has received the treatment from a dentist, or (ii) the treatment is not desired.

UNIFORM COMPLAINT PROCEDURES

The Center Joint Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state and federal laws governing educational programs.

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures (UCP) to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.
(5 CCR 4622) AR 1312.3

The district shall investigate and seek to resolve complaints at the local level using the policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, or age or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Career/Technical, Indian Education, Migrant Education, Vocational Education, Child Care and Development Programs, Child Nutrition Programs, and Special Education Programs and Safety Planning Requirements, and Student Fees.

Complaints must be filed in writing with the following compliance officer:
David Grimes, Director of Personnel
8408 Watt Ave.
Antelope, CA 95843
916-338-6413

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with the District and a copy of the District's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. A copy of Center Joint Unified School District's UCP policy and complaint procedures shall be available free of charge.

Complete, sign, date, and return this page to your school of attendance. Thank you

The law requires it as proof that parents/guardians have been informed of their rights. Education Code 48982 requires that the district maintain an acknowledgment of receipt for each student.

Pupil Name: _____
Last Name First Name Middle Initial Birth Date
School: _____
Grade

Directory Information Release: Please check A1 or A2

- A1. No, do not include the above named student's name in any publication mailed to colleges or military groups. _____
- A2. Yes, permission is granted to release the above named student's name in any publication mailed to colleges or military groups. _____

News Media Release: please check B1 or B2

- B1. No, do not allow the above named student to be filmed and/or interviewed by television or radio (media) personnel who have permission to be on campus. _____
- B2. Yes, permission is granted for the above named student to be interviewed by television or radio (media) personnel who have permission to be on campus. _____

Internet/World Wide Web Release: Please check C1 or C2

- C1. No, do not allow the above named student's first name (last name is not allowed) and/or picture to be on a school/district sponsored/sanctioned website. _____
- C2. Yes, permission is granted for the above named student's first name and/or picture to be on a school/district sponsored/sanctioned website. _____

PARENT ACKNOWLEDGMENT

I have received the Educational Code Regulations related to rights of parents or guardians of minor pupils.

Parent/Guardian Signature _____ Date _____

7th Through 12th Grade Parents Only

I have received the Center Joint Unified School District Discipline Plan regarding inappropriate behavior and the consequences of that behavior.

Parent/Guardian Signature _____ Date _____

(Parent Notifications Revision Date: 05-7-12)

“WARNING/PESTICIDE TREATED AREA”

<u>PRODUCTS</u>	<u>EPA #</u>	<u>MANUFACTURER</u>	<u>ACTIVE INGREDIENTS</u>
1) Talstar P	279-3206	FMC	Bifentherin
2) Advion Baits	352-652,352-746	Dupont	Indoxacarb
3) Termidor SC	7969-210	BASF	Fipronil
4) EcoPco ARX	67425-15	EcoSmart Tech.	2-phenethyl Propionate Pyrethrins
5) Round Up	524-475	Monsanto	Glyphosate
6) Pendulum	241-416	BASF	Pendimethalin,N(1Ethylpropyl)-3, 4-Dimethyl,6-Dinitrobenzenamine
7) Surflan	70506-44	Prokoz	Oryzalin3,5 dinitroN-N dipropylsulfanilamide
8) Gallery	62719-658	Dow Agro Sciences	isozaben:N-[3-(1-ethyl-1-metthylpropyl)-5- isoxazoly]-2,6-dimethoxybenzamide and isomers

DATES OF APPLICATION: 9/7/15, 10/3/15-10/11/15, 11/21/15-11/29/15, 12/19/15-1/3/16, 2/8/16,2/15/16, 3/19/16-3/28/16, 5/26/16-8/1/16

POSTING ACTIVE FROM: 8/1/2013-8/1/2014

AREAS TO BE TREATED: Whole exterior foundation, spot treat interior of classrooms. Athletic Fields Weeds

REASONS FOR APPLICATION: Ants, Cockroaches, Black Widow Spiders and other Spiders, Wasps, Bees, Earwigs, Silverfish, General Weeds.

ANY QUESTIONS REGARDING THIS APPLICATION CONTACT: **EcoTech Pest Management Inc.**
(916) 515.9420

Goal

RESPONSIBILITY FOR UNIFORM COMPLAINT PROCEDURES

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code [200](#) and [220](#) and Government Code [11135](#), including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR [4610](#))

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR [4610](#))

Dissemination

Who: This document will be disseminated annually to students, employees, parents/guardians, staff, and volunteers, all District Advisory Committees and other interested parties.

How: This document will be distributed to all offices, included in the Parents Rights Packets, at General Staff Meetings, Advisory Council Meetings (School Site Council, District Advisory Committee, English Learner Advisory Committee), volunteers, etc.

Scott Loehr, Superintendent
Including Special Education
916 338-6400

*Compliance Officer
David Grimes, Director
Personnel and Student Services
916 338-6413

Craig Deason, Assistant Superintendent
Operations and Facilities
916 338-6417

Jeanne Bess, Director
Fiscal Services
916 338-6400

Alyson Collier, Coordinator
Adult Ed
916 338-6387

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Uniform Complaint Procedures



**Center Joint
Unified School**

**8408 Watt Avenue
Antelope, CA 95843
(916) 338-6400**

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

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

The complaint shall be presented to the compliance officer (Assistant Superintendent) who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)

Step 2: Mediation

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

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

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

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any (5 CCR 4631)
2. The rationale for the above disposition (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal (5 CCR 4631, 4652)
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved

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

Appeals to the California Department of Education

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

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

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation CENTER UNIFIED SCHOOL DISTRICT

Approved: June 7, 2011 Antelope, California