

# North County Joint Union School District Spring Grove School

## Student/Parent Handbook 2019-2020

**Spring Grove School**  
500 Spring Grove Road  
Hollister, CA 95023

Phone: (831) 637-3745  
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**School District Office**  
500 Spring Grove Road  
Hollister, CA 95023

Phone: (831) 637-5574  
Fax: (831) 637-0682

Website: [www.ncjUSD.k12.ca.us](http://www.ncjUSD.k12.ca.us)



### MISSION STATEMENT:

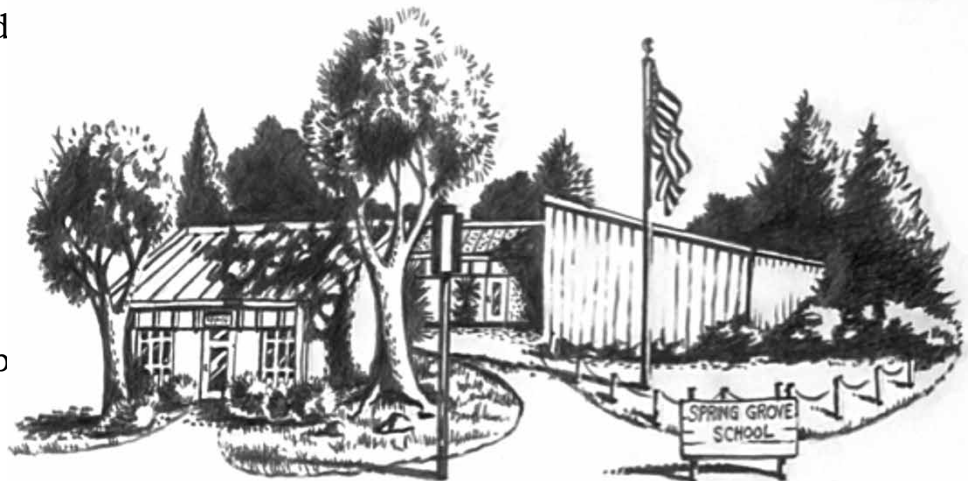
*Every Spring Grove student will receive an engaging, enriching, and rigorous educational experience using state standards-based curriculum and consistent measures of growth and support to ensure student success.*

### BOARD OF TRUSTEES:

Frank O'Connell, President  
Ted Zanella, Clerk  
Cindy King, Trustee  
Stan Pura, Trustee  
Renee Faught, Trustee

### ADMINISTRATION:

Superintendent/Principal  
Jenny Bernosky  
Assistant Principal  
Andy Parra



Please review the material in this booklet.  
Then SIGN and RETURN the acknowledgement to your school.

## ANNUAL NOTICE OF YOUR RIGHTS AND RESPONSIBILITIES

As required by law, this is to notify of your rights and responsibilities. Please take time to carefully review the information in this booklet.

If you have any questions regarding this information, please feel free to contact the District office.

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment. After your review, please sign and return to your child's school this acknowledgment indicating you have received and reviewed these materials.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren).

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## STUDENT USE OF TECHNOLOGY • ACCEPTABLE USE AGREEMENT

I have read and understand the North County Joint Union School District Policy for Student Use of Technology. I accept responsibility for the appropriate use of District computer resources, which include all computer systems, network systems, Internet and intranet web site or other data processing equipment owned by the District, as well as remote computers, or computer systems when used to access District computer resources, as outlined in the Policy. I understand that use of District computer resources in violation of the Policy will result in disciplinary action and/or the cancellation or restriction of user privileges. I agree to report any use which is in violation of the Policy to the appropriate system administrator, administrative office, or employee supervisor, as indicated in the Policy.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the North County Joint Union School District Policy for Student Use of Technology and understand its provisions and understand the responsibility my child has for the use of District computer resources.

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## MESSAGE FROM THE SUPERINTENDENT

Dear Parents and Guardians:

Welcome to the 2019-2020 school year! Spring Grove School is a great place for your child or children to get a wonderful education in an enriching environment. Our school board, administration, teachers, and staff are all dedicated to making an experience that will be long-lasting and puts the children on a path to success.

This handbook is for you and your child. This handbook discusses many procedures, policies, regulations, and services; however, no attempt has been made to include all aspects of the school's procedures. Various situations arise from time to time that will be dealt with on an individual basis in accordance with school administration and district policies and practices.

Please read this handbook and discuss it with your child. Parents/Guardians working in partnership with school personnel are better able to help their child reach his/her fullest potential. If you have any questions, please don't hesitate to call us.

At Spring Grove, student learning is our primary goal. We expect all students to take responsibility for their own actions and to attend school every day so they can benefit from the educational opportunities offered here. We expect all students in our district to excel. With the commitment and hard work of our teachers and our classified staff, and with your help and support, we know and believe every student will be successful.

We encourage you to visit the school often, meet regularly with your child's teacher, and become actively involved in our school community. We look forward to working with you during the upcoming year and are confident that by working together we will have a successful and rewarding school year.

Sincerely,

  
Superintendent/Principal

Every day counts at Spring Grove School!

### PARENT INVOLVEMENT

#### ■ How Parents/Guardians Can Help

- GET INVOLVED!
- Make your child responsible for his/her actions and behavior.
- Help your child grow towards independence and offer him/her challenging opportunities.

Remember, the teachers have many children to care for and need all the data about your child if they are to be effective in providing the right program for your child. Health problems, or situations which could affect your child's education, should be shared with the school.

There are many opportunities at Spring Grove School for parent/guardians to get involved.

- CLASSROOM VOLUNTEER: Contact your child's teacher
- LIBRARY VOLUNTEER: Contact the school librarian.
- SCHOOL OFFICE VOLUNTEER: Contact the school office.
- YARD VOLUNTEER: Contact the principal

#### ■ Communication With Parents/Guardians

The District and school value communication with parents and guardians. During the course of the school year you will receive various communications from your student(s') teachers, the school and the district. Progress reports and grades will be sent home. Parent contacts will be made by teachers and by the school

office. Back to School Night and Open House will provide the opportunities for communication with the school and staff as well as the Tiger Talks, automated phone calls, district website, parent newsletters, School Accountability Report Card (SARC).

## ■ Publications, Website, Yellow Folder

Spring Grove School Tiger Talks, the monthly newsletter, contains Superintendent and Principal messages, school news, breakfast and lunch menus, a monthly calendar of events, Parent Teachers Organization (PTO) news, as well as other pertinent information. Distribution is the first school day of the month and the Tiger Talks is sent home with students and posted on the website.

Yearbook, the school annual, contains class pictures, student and staff pictures and a pictorial of events held throughout the school year. Pre-sale of yearbooks is usually held in December and yearbook distribution is in June. Yearbooks sell out quickly so reserving one in December is recommended.

The website contains information regarding all aspects of the school community. The website will be updated on a regular basis including current issues of Tiger Talks, the school calendar and a current calendar of events. The web address is [www.ncjUSD.k12.ca.us](http://www.ncjUSD.k12.ca.us). The school/parent handbook will also be accessible on this website along with immediate school and district information.

The School Accountability Report Card (SARC) is available on the district's website. If you would like a copy, please come to the District Office.

Each student at Spring Grove School has a yellow folder that is sent home each Thursday. The purpose of the folder is to bring home important information, flyers, and work to the parents. The folder is to be returned each Friday with the student.

## ■ Back-To-School Night & Open House

Back-to-School Night is traditionally held in the fall. This is an opportunity for parents to meet teachers, discuss the curriculum and view classrooms. Notices are sent home with students, the date is posted on the marquee, published on the district's web site, and in the monthly Tiger Talks.

Open House is an opportunity for families to visit the students' classrooms to review their accomplishments for the year. Open House is held in the spring. Classroom visits are encouraged; however,

parents/guardians should make appointments with individual teachers if there is a concern regarding their student(s). The date of Open House will also be publicized by notices sent home with students, on the marquee, on the district's web site, and in the Tiger Talks.

## ■ Parent Teacher Organization (PTO)

The PTO meets once a month. Meeting dates will be decided at the beginning of the school year. All parents are welcomed and invited to participate in PTO. The PTO supports Spring Grove School both financially through fundraisers and with their time. For more information about the Parent teacher organization (PTO) call 637-3745 x 355 or check the monthly Tiger Talks for PTO news. The PTO email is [springgrovepto@yahoo.com](mailto:springgrovepto@yahoo.com) and the PTO website: [springgrovepto.com](http://springgrovepto.com)

## ■ Grade Level Parent Responsibilities

Each year we have activities and events and we encourage parents to become involved to make these a success. Below are the various events that occur and how you can be involved as a parent.

### Transtional Kindergarten - 4th grade:

- Volunteer in the classroom
- Chaperone field trips
- Provide additional supplies to the classroom
- Assist with class projects for PTO fundraisers such as the Fall Festival and Wine and Roses.

### 5th grade:

- Organize and assist in fundraising for their 6th grade science camp trip. (cost is approx. \$350 per student) Submit request for fundraisers to the principal and PTO.
- Volunteer in the classroom
- Chaperone field trips
- Provide additional supplies to the classroom
- Assist with class projects for PTO fundraisers such as the Fall Festival

As the students enter middle school (6th-8th) there is the need to build up the class funds. Each grade level has various activities that must be paid for outside of the district budget.

### 6th grade:

- Raise funds for 6th grade science camp. The trip takes place in October.
- Raise funds to support the class when they are in 7th and 8th grade.
- Chaperone dances and field trips
- Volunteer
- Provide additional supplies to the classroom
- Assist with class projects for PTO fundraisers

### 7th grade:

- Establish a parent committee to plan the graduation dance at the end of the year. (The 7th grade plans the graduation dance for the 8th graders. 7th and 8th graders attend.) The budget for the dance is \$800.00
- Raise funds to pay for the graduation dance and their 8th grade year.
- Chaperone dances and field trips
- Volunteer
- Provide additional supplies to the classroom
- Assist with class projects for PTO fundraisers
- Clean up after 8th grade graduation

### 8th grade:

- Raise funds for the 8th grade graduation decorations, last lunch, Great America Trip, Class t-shirts, class gift, and any other expenses incurred by the 8th grade class.
- Attend the graduation meetings beginning in March and sign up for committee (last lunch or graduation decorating). Parents must attend all parent graduation meetings in order to be eligible for the 2 reserved seats at graduation.
- Volunteer
- Chaperone dances and field trips
- Provide additional supplies to the classroom
- Assist with class projects for PTO fundraisers
- Submit a baby picture/message/\$ to the Yearbook chairperson early in the year
- Stay up to date on the graduation dates and information that is sent home by the Graduation Coordinator (8th grade teacher).

## ■ Code of Conduct for Parents/Guardians and Community Members

“Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.” A violation of subdivision (a) shall be punished as follows: (1) Upon the first conviction, by a fine of not less than \$500 or not more than \$1,000, or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. Education Code 44811(a)

## ■ Fingerprints/Volunteer Assistance

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child’s education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

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Federal Bureau of Investigation criminal background check through the district. A “student activity program” includes, but is not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or school booster club, such as cheer team, drill team, dance team, marching band, science camp, and theatre arts. (BP/AR 1240)

### ■ Photo Release

On occasion news media or school personnel may take photographs or other images of your child that are in the school or public interest. Unless explicitly withdrawn by the parent or guardian in writing, you assign and grant to the North County Joint Union School District the right and permission to use and publish the photographs, film, video tapes, electronic representations and/or sound recordings made of your child at Spring Grove School, and further release the North County Joint Union School District from any and all liability from such use and publication.

### ■ Visitor Passes

Although visiting and participating at Spring Grove School is encouraged, please keep in mind that it is a privilege and that safety and environment for the children takes the highest priority. Visitors are expected to adhere to the same rules and behavior standards that the students are subject to. Disruptive and non-compliant visitors will be asked to leave the campus.

All visitors to the campus (including parents/guardians) must sign in at the school office and receive a Visitor Pass before entering school grounds between the hours of 8:15 a.m. and 3 p.m. Due to liability and safety issues, siblings are not allowed in classrooms unless it is a planned family event for the school.

Students from other schools are not allowed to visit during the school day unless previous arrangements have been made with the administration at least 48 hours in advance.

Students can only be released to the parent/guardian or another designated adult listed on the student’s emergency card on file in the school office. The student must be signed out in the office by the parent/guardian or designated adult and will report to the office to be released.

### ■ Volunteer Drivers For School Activities

All volunteer drivers are required to complete the school driver registration form each year. Drivers must also provide the following documents to the school

office prior to volunteering to drive students to any school activity off the Spring Grove School campus: driver’s license, vehicle registration, proof of insurance, and state required liability limits\* Documents will be copied for school records.

### ■ Complaints

Concerns should always be addressed to your student’s teacher, who is in the best position to serve the students’ needs.

### ■ Messages

Please make every effort to give your child messages and information before your child comes to school. The front office will provide messages to students during emergency situations only.

### ■ Dogs/Animals

For the safety of our students, dogs and any other animals are not allowed on campus which includes the field at any time.

## STUDENT ACTIVITIES

### ■ Extracurricular and Co-Curricular Activities

Extracurricular and co-curricular activities are a privilege. The activities include, but are not limited to, sports, student council, dances, non-academic assemblies, drama, and music. Students must meet Academic and Behavioral Eligibility requirements to participate.

#### Academic Eligibility

- Eligibility will be determined at each semester grading period and at the mid- progress reports.
- At the end of the semester grading period, any student who receives an “F” grade or below 2.0 GPA will be ineligible until the progress report. At that time, the student may be declared eligible if all grades are “C” or above.
- At the mid semester progress report, any student with an “F” grade or below a 2.0 will be declared ineligible for the remainder of the semester.
- All participating students must maintain a 2.0 GPA with no F’s.
- Student Athletes must participate in Physical Education classes on the day of the game.

## **Academic Probation**

- A student who has received one “F” in the last semester will have to meet with the principal to determine eligibility in the first month of the new school year.
- While on Academic Probation, a student must maintain a “C” grade, or better, in all current classes.

## **Behavioral Eligibility**

- A participating student must maintain a 90% attendance rate.
- Any student suspended from school will not participate in any activities on the day(s) of suspension, and will be ineligible for activities for up to one month.
- For every day of suspension, the participant will miss one activity or game.
- Student participants may not participate on the day they have been absent from school. Exceptions may include a funeral or medical/dental appointment.
- Staff and administration retain the right to recommend suspension from participation for behavior and/or academic reasons. Final decision will be made by the school administration. The administration will notify parents when students have been declared ineligible for activities.

## **■ Field Trips**

Field trips are a privilege. Students are invited to attend field trips based on their behavior and academic progress. No student will be allowed to attend a field trip without the WRITTEN consent of the parent and/or legal guardian. Dress code is enforced for all students on field trips. Chaperones must be at least 21 years of age and approved by administration.

## **■ Dance Standards**

Attending a Spring Grove School dance is a privilege. Sixth, seventh and eighth grade students must meet the following standards to participate in evening school dances:

1. Students must meet eligibility requirements, both academic and behavioral.
2. Students must submit completely filled out and signed permission slip with signatures from both a parent/guardian and the student.
3. Student behavior, language, appearance, and

clothing must meet the same standards as stated under the Dress Code for regular school day.

4. A student’s privilege to attend the dance may be revoked by an administrator because of behavior or academic issues.
5. Students must stay in designated areas such as the gym, photo area, eating area, restrooms, etc.
6. Students may only leave school grounds with a parent/guardian or previously designated adult. Parents are asked to pick up students promptly at the end of the dances. Failure to do so could disqualify the student from future dances.

## **■ Graduation**

Graduation from Spring Grove School is a privilege that is earned by each student and conferred by the Board of Trustees upon recommendation of the teachers. Students must meet certain academic and behavioral standards. Students who are not recommended for graduation may not attend the graduation ceremony. To demonstrate that all students are equal, graduates participating in the graduation ceremony wear traditional gowns.

There are many awards that are given to those students at the graduation ceremony based on specific academic and athletic achievements, citizenship, efforts, and other criteria. Some awards are voted on by teachers and are based on the total experience the student has at Spring Grove School, so being a good citizen, a team player, well behaved, and demonstrated efforts towards academics count in all years!

## **Graduation Requirements/Ceremony**

Every student participating in graduation activities must have a cumulative 2.0 GPA with no “F’s” in the final grading period. Any student receiving a suspension from school during the last four (4) weeks of school will lose one activity for each day of suspension.

Students having more than ten (10) unexcused absences or eighteen (18) total absences may be designated ineligible for graduation activities and/or participation in the graduation ceremony. ( Extenuating circumstances may be resolved through a doctor’s note.)

## **Graduation awards**

The following awards are given out at graduation based on the requirements below.

**John McFall Award:** All students who have a 4.0

GPA for 6th-8th grade and have scored proficient or advanced on both the STAR ELA and STAR math test in the 7th grade receive this award. If no student in the class has a 4.0 GPA, the awards will go to the two students with the two top GPAs who have scored Advanced or Proficient on both STAR ELA and STAR Math tests in the 7th grade.

**8th Grade Tiger Award:** Awarded to two students who have attended Spring Grove since kindergarten and have displayed true tiger spirit. Awarded by Spring Grove NCTA.

**Gina Taliaferro Award:** The two most outstanding students who are good citizens, high academics, and are also active in extracurricular activities. The recipients must have been a student at Spring Grove School since the 6th grade. (Voted by 6-8th grade teachers.)

**Guadalupe Levine Award:** Outstanding students who are good citizens and are active in extra curricular activities. Those receiving this award are the runners-up to the Gina Taliaferro Award. (Voted on by 6th-8th grade teachers.)

**Eugenia Flores Award:** Two students who exhibit a cooperative spirit and a good work ethic. These students are usually hard workers who do not have the top grades. (Voted on by the 8th grade teachers)

**Evelyn Muro Award:** Scored proficient on the 7th grade STAR test, but grades exceed this with all A's and B's. Award chosen by 8th grade teachers and administration.

**Sylvia Graff Award:** All students who are transitioned to Fluent English Proficiency (Bi-lingual Students) while at Spring Grove School.

**Ralph Rianda Award:** 3-5 students who exhibit good citizenship and a cooperative spirit. (Voted on by the 6th-8th grade teachers.)

**Tommy Martin Award:** Outstanding male athlete who has participated in Spring Grove School sports from 6th-8th grade. (Based on a point system)

**Paul Reuter Award:** Outstanding female athlete who has participated in Spring Grove School sports from 6th-8th grade. (Based on a point system)

**Renee Faught Award:** Awarded to one 8th Grade student.

## ■ Honor Roll

4th-8th grade students are recognized for their academic achievement through honor roll. Honor roll is

given out for each of the semesters and is determined in the following manner.

Gold Honor Roll: Students who receive a 4.0 GPA or straight A's.

Silver Honor Roll: Students who receive a 3.5 to 3.99 GPA and no D's or F's.

Bronze Honor Roll: Students who receive a 3.0 to 3.49 GPA and no D's or F's.

## ■ Student Government

The Student Government Association is an organization of students, for students. Its functions are to promote school spirit, the welfare of students, to serve the school and community and to represent the students in communication with the faculty, administration, and board of trustees. Student involvement is the key to an effective student government association. Student elections are held at the end of the school year for the following school year. All student elections are governed by the Student Council By-Laws.

## ■ Library

Students are encouraged to use the library for both recreational reading and school assignments as long as a staff member is supervising the library at the time. Students are allowed to check books out for use in class and at home. Books not returned to the library, after a reasonable time, are subject to a replacement fee. Fees must be paid by the end of each semester or check out privileges could be suspended. Computers are available for use by students under the supervision of a staff member. Any student using the internet must have an "Internet Use" form, available in the beginning of the year packet, on file with the librarian. All students will have library privileges with their classes each week. Students are expected to follow the posted library rules. Failure to do so could result in exclusion from the library.

## ATTENDANCE

Regular and prompt attendance is a key factor in school success. The importance of consistent and punctual school attendance cannot be overemphasized. Please encourage your child to report to school on time every day. His/her success in school depends on his/her ability to acquire specific skills and knowledge in all classes. Attendance is the responsibility of the student and parent/guardian, but includes concern and follow-



up by classroom teachers and administration. If your child is absent from school, please call the school office at (831) 637-3745. Calls are made on a daily basis to verify absences. Your help is greatly appreciated.

Students are not to arrive at school prior to 7:45 a.m. and must leave school at their dismissal time—grades TK/K-3 at 2:15 p.m. and grades 4 -8 at 3 p.m.. There is no supervision prior to 7:45 a.m. and no supervision is available from 2:15 p.m. to 3 p.m. Students are not allowed to stay after school unless they are involved in a sanctioned after school activity or at the request of a teacher. If students are loitering on campus after the school day they will be sent to the school office. If students miss the bus they must come to the school office and call home. Students arriving late to school will be issued a tardy by their teacher. If a student must leave school early, please send a note stating the time you will be picking up your child. Students will be called to the office once the parent/guardian has arrived at school. All students arriving more than 15 minutes late or departing early must be signed out in the school office. Students will only be released to parents/guardians who have custodial responsibility. Students who have attendance, tardy or truancy issues will be referred to the San Benito County Attendance Program.

## ■ General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value. For children ages 6 to 18 years, daily school attendance is compulsory.

It is also important that you know the state only awards funding to school districts for actual attendance. The state does not fund districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without

permission. Unexcused absences result in a recorded truancy.

- A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to the pupil's illness.
  2. Due to quarantine under the direction of a county or city health officer.
  3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  5. For the purpose of jury duty in the manner provided for by law.
  6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
  7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48205.5, 48260]
- Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]

### ■ District Excusable Absences

The North County Unified School District also excuses absences for:

1. Confidential medical appointments without parental consent (grades 7 and 8).
3. Quarantine by county or city health officer.
4. Medical appointments- with written verification by a doctor if student comes in late or leaves early.
8. Participation in a school activity in which the student represents the school or district.
9. Appearance in court either as a defendant or as a subpoenaed witness.
10. Observation of a holiday or a ceremony of the student's religion.
12. Attendance at religious retreats (4 hours per semester maximum)

13. An absence while in juvenile hall, children's shelter, or other custodial facilities.
14. Suspensions which have been made up through a prescribed alternative.
15. Additional absences due to funeral, with the principal's approval.
16. Administrative summons or when detained by other school personnel.
17. Appointments with attorneys, law enforcement officers and probation officers.
18. Personal or family emergency when approved in advance by the principal.
19. Attendance at a governmental or judicial function or and organized visit to a post-graduate institution relevant to the student's current course of study, with the principal's advanced approval.

### NON-EXCUSABLE ABSENCES:

1. Family trips for pleasure or recreational reasons.
2. An absence without an excusable reason, even if initiated by a parent/guardian or parent representative.
3. An absence, which has not been verified (cleared) within five school days.
4. An absence for which advanced approval was required.
5. A non-excused tardy of more than 30 minutes to a classroom.
6. An absence requiring verification from a physician, school nurse or other qualified school personnel, which was not verified as required.

When a student has accrued absences due to illness equal to ten percent of the school days, from the day of enrollment to the current day, subsequent absences must be verified by a physician, school nurse or school personnel. Absences must be cleared daily, unless other arrangements are made with the school principal or designee.

The superintendent/principal shall implement whatever steps are lawful and appropriate to keep students in school

### Reporting EXCUSABLE ABSENCES

Excusable absences must be cleared within five school days, as follows:

1. A written note from the parent/guardian or parent representative.

2. A conversation, with school staff and the parent/guardian or parent representative.
3. A visit to the student's home by school district personnel.
4. Any reasonable method that verifies that the student was absent for the reasons stated.
5. A physician's verification.
6. Confirmation by school staff of confidential medical appointments.

## ■ Tardy Policy

Tardies will be counted cumulatively from the beginning of the school year. Students who are late to any class, including 1st period, will be given a tardy by the teacher of that class.

5th Tardy: The student's parent(s) will be contacted and the student will lose all lunch recesses for a five (5) day period.

10th Tardy: The student will lose all activities, including sports, for a one (1) month period and all recesses for a five (5) day period. The parent will be required to meet with administration to discuss the excessive tardy issue.

Each additional tardy will result in the loss of all activities, including sports for a one (1) month period and the loss of recesses for a five (5) day period.

## ■ Truancy

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: A student is truant after missing three days of school or three 30-minute periods without a valid excuse.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Interventions: Students who are habitually truant, miss a lot of school or are disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal

is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second truancy may be a written warning from a peace officer that remains in the student's records. Third truancy may result in assignment to an after-school or weekend program, a SARB, a probation officer, or district attorney program. A fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of, and as a ward of the juvenile court. Other actions may include required community service, payment of a fine of \$100, attend a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

Parent Penalties: In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

## ■ Make-Up Work

When a student is absent from school, it is the student's responsibility to make-up any homework missed during the absence. When circumstances require a student to be absent for more than three (3) days, please call the school office and make a request for assignments. At least a 24-hour notice is needed to notify teachers and collect assignments.

## ■ Independent Study

If a student needs to be absent for five (5) consecutive days, please contact the School Secretary, in the school office. The school can arrange for assignments for your student and he/she can be placed on an Independent Study Contract. All independent contracts are to be completed and turned into the School Office on the due date. Independent Study Contracts that are not returned on time will result in unexcused absences. Please contact the School Office at 637-3745, ext. 101, for additional information. In order to receive an independent study contract, the

student needs to have good attendance (90% or better) throughout the year.

## ■ Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in inter-district transfers. In some cases, the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48980, 49068, 51101; 20 USC 7912]

### Interdistrict transfers:

The Board of Trustees recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

### **Interdistrict Attendance Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student’s permit.

Upon receiving a permit for transfer into the district that has been approved by the student’s district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or

deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

## **Transportation**

The district shall not provide transportation beyond its geographical boundaries. Upon request of a student’s parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available. [BP 5117 November 2018; EC 41020, 46600-46611, 48204, 48300-48317, 48900, 48915, 48915.1, 48918, 48980, 48985, 52317; CA Constitution Article 1, Section 31]

## ■ Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, or a foster home your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver’s home. [EC 48204(a), 48980(h); FC 6550-6552]

## ■ Attendance in District in Which Parent or Guardian is Employed

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(a)(7), 48980(i)]

## ■ Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to expedited enrollment in school, attend classes and programs (pending proof of immunization), and free after-school programs. In some cases, fees are waived. The school district and each school site have complete documentation of the rights of homeless and foster

youth. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11432]

## ■ Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

## ■ Pregnant or Parenting Students

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may an excused leave for up to 8 weeks or more without having to complete school work, other requirements, or penalties. They may return to the same school and courses where they are provided time to make up work. They can attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements; or, if administration determines it's possible, they can complete requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 4600, 46015, 48200, 48980]

## ■ Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980(c)]

## ■ Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize

the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

# INSTRUCTION AND CURRICULUM

## ■ District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPR]

## ■ School Counselors

School counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. As specialists in child and adolescent development, school counselors coordinate the objectives, strategies, and activities of a comprehensive counseling program, and they serve as representatives on district and/or school guidance teams such as school attendance review boards. Counselors help students in grades 7-12 prepare for college or career planning. They guide students through all the steps including information about financial aid, academic requirements, and careers. Most counselors

are available by appointment and will meet with students and their families. [EC 48980, 49600, 51229]

### ■ **Academic and non-academic courses, classes, electives, activities, sports, and related facilities**

State and federal law require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in seventh grade counselors will meet with each student regarding course selection. Staff will not counsel students into programs, courses, or careers based on their gender or gender identity. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 49600, 48900; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

### ■ **California State Academic Standards**

Each district in California decides how they will teach and what resources they will use to reach adopted common-core academic standards. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/) or [www.corestandards.org](http://www.corestandards.org). California launched a computer-based student testing system that ties to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at [www.cde.ca.gov/ta/tg/ca/](http://www.cde.ca.gov/ta/tg/ca/). [EC 60119, 60604.5, 60615]

### ■ **LCFF and LCAP**

The LCFF (Local Control Funding Formula) changed the way the State provides money to school districts. Under this system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at [www.cde.ca.gov/fg/aa/lc/](http://www.cde.ca.gov/fg/aa/lc/).

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. The LCAP must focus on eight areas identified as State priorities:

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Anyone can comment about proposals or expenditures to the school board; at parent, student, community engagement meetings; at staff LCAP meetings; or to the district LCAP Advisory Committee. Complaints regarding LCAP may be filed anonymously or using the District Uniform Complaint Procedures. [EC 305, 47606.5, 47607.3, 52060-52076, 5 CCR 4600, 4622]

### ■ **Homeless, Migratory, Foster, Military, and Juvenile Court Youth**

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

### ■ **Language Learning Program**

The District offers a language learning program, Structured English Immersion — nearly all classroom instruction is in English. [EC 306, 310(b)(2)]

### ■ **Physical Education**

Physical Education is required by state law and is an important part of the curriculum. All students are required to participate in P.E. unless they are physically ill or injured. Any student may be excused from P.E. in case of illness if the parent/guardian sends a signed and dated note to school with the student. Students excused for an extended period of time, three (3) or

more days from participating in P.E. will be assigned to other related learning activities during P.E. A doctor's note will be required after five (5) days.

## ■ Curriculum and Personal Beliefs

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950] Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, staff teaches these classes. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at [www.leginfo.ca.gov](http://www.leginfo.ca.gov). [EC 51933, 51934, 51937-51939]

### Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The

school will need a signed note from you indicating your child's objection. [EC 32255]

### Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

### Tests/Surveys on Personal Beliefs

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving financial assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt surveys (in grades 7-12) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys, without penalty, including those seeking information to be used in marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. Notice will be sent to parents prior to such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 51938, 60614; 60615; PPRA; 34 CFR 98; ESEA]

## SCHOOL RECORDS AND STUDENT ACHIEVEMENT

### ■ Grades

For grades Transitional kindergarten-3rd grade, report cards will be sent home with the student, mailed home or given to the parent/guardian at parent/teacher conference after each semester. Progress reports will also be sent home during the year in September, October/November, February, and April. Please check for exact dates on the school calendar.

For grades 4th-8th, report cards will be mailed to the parents after each semester:

1st semester ends: December 20th

2nd semester ends: June 4th

## ■ Power School

Powerschool is an online grading program that provides parents with access to their students' grades and attendance at any time. We recommend that parents with students in grades 4th-8th request a password from the front office. Once a password has been obtained, it is recommended that parents visit Powerschool weekly to see their students' progress and contact the teacher with questions in regards to their academics. Parents have access to their 4th-8th students' grades at <http://powerschool.ncjUSD.k12.ca.us>.

## ■ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at 500 Spring Grove Rd, Hollisler, CA 95023 by staff. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You

may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [EC 51250]

## **Student Data from Social Media Websites**

School Districts may now adopt a plan to gather student information from social media websites. The Governing Board has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

## ■ Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

## ■ Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely



information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61]

### ■ **Release of Directory Information**

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information includes a student’s name, address, telephone number, email address, date of birth, dates of attendance, degrees and awards received, and the most recent previous school attended by the student. You may have the district withhold any of this information by submitting a request in writing by August 22, 2019. Written notification received after the date specified will be honored, but the student’s information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; NCLB]

### ■ **School Safety Plan**

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

## **STUDENT SERVICES**

### ■ **Spring Grove Food Program and a Second Chance Breakfast**

A breakfast program is available in the mornings from 7:45 – 8:05. The cafeteria staff takes care of the money collection for the lunch program, not the school office. Students will not be able to charge on their account once it reaches \$10.

A cash only snack program is available during both morning recesses. Healthy snacks are priced from \$.25 to \$1. Lunch money cannot be used to purchase snacks.

Hot lunch prices are available in the front office and the cafeteria.

All prices are subject to change.

The breakfast and lunch menus are sent home at the beginning of the month and are posted on the district’s web site. You may also pick up a copy of the menu in the school office. The lunch menu is announced every morning. You may pre-pay for your child’s lunch at the cafeteria window between 7:45 a.m. – 8:10 a.m. Checks written to “Spring Grove” are accepted. Please be sure to put the money in an envelope, write your child’s name and teacher name and amount enclosed.

Milk is available for purchase and sold daily in the cafeteria. Please send your child to school with the correct change.

Free and Reduced Lunch applications are available in the School Office.

### **Lunch Area Conduct**

Students will behave appropriately in the lunch area in order to assure safety. Students in the lunch area are under the authority of and directly responsible to the assigned staff and yard duty aides. Students are to:

1. Follow the directions of the cafeteria and lunch area staff.
2. Follow the rules of good citizenship at all times.
3. Remain with their class and form an orderly line outside the lunch window.
4. Sit quietly and orderly while eating lunch. Use proper table manners.
5. Check and clean the table and under the table at which you were seated.
6. Return lunch trays to proper area and dispose of all trash properly.

### **Energy Drinks**

Energy drinks are not allowed at Spring Grove School.

### ■ **Lost & Found**

The lost and found for articles of clothing, shoes, backpacks and lunch boxes is located adjacent to the lunch area. All items left on the playground, yard areas, and lunch area will be placed in the lost and found box.

THE FIRST WEDNESDAY OF EACH MONTH the box will be removed and all unclaimed items will be donated to charity. Please have your student(s) check the lost and found box if they are missing something. Small items (jewelry, cell phones, glasses, keys, etc) are brought to the school office. Have your student(s) check in the school office for smaller items.

## ■ Student Use of Technology

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

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

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

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

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

The district reserves the right to monitor student

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

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

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

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

## Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

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

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest

and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

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

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

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 November 2015; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.52]

## ■ School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at [www.ncjUSD.k12.ca.us](http://www.ncjUSD.k12.ca.us). It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

## ■ Services to Students with Disabilities

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

## ■ Pupil Fees

While there are limited exceptions, families and students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

Pupil Fees: No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student's education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform

Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal and may be filed anonymously.

[EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

## HEALTH SERVICES

The North County Joint Union School District believes parents are responsible for the health of their children. Every effort is made by the school to cooperate with parents so that your child will be healthy and happy. Please notify the school when your child has a communicable disease. Emergencies- First aid as defined as the immediate temporary care given in case of a sudden illness, will be given when necessary. A school staff member will render First Aid. To insure the health of all students and staff please pick up your child promptly if you receive a call from the school when your child is ill or injured. In the case of an emergency or serious accident, every attempt will be made to contact the parent/guardian before the student is taken to the doctor or by ambulance to the hospital. Please inform the school of changes to your telephone number (home, work, cell), work location and provide the school with the names and phone numbers of at least two (2) emergency contacts.

### ■ Immunizations

Students may not be admitted to a classroom setting in school unless he/she has been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster. Homeless and foster youth can be enrolled without proof of immunization.

It is this district's policy that there be no "conditional" admittance to schools. Documented proof that immunizations are up-to-date is required before attending school. These requirements do not apply if a note from licensed physician cites why they should not. The required immunizations are available

through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services.

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120375, 120400, 120405, 120410, 120415, 120480; EC 48216, 49403, 48852.7, 48853.5; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

### ■ Physical Examinations

For each child enrolling in the District for the first time in kindergarten or first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. You may have your child immunized at the same time that the physical examination is conducted. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

#### For immunizations, you may contact:

San Benito Health Department  
493 Fourth Street, Hollister, CA 95023  
(831) 673-5367

#### For health exams contact:

Hazel Hawkings Community Health Clinic  
930 Sunset Drive, Hollister, CA 95023 (831) 636-2664

San Benito Health Foundation  
351 Felice Dr., Hollister, CA 95023 (831) 637-5306

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious

or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

### **Kindergarten and/or First Grade Oral Health Assessment**

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed and have proof of the assessment by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. [EC 49452.8]

### **Vision, Hearing, and Scoliosis Screening**

An authorized person will check your child's vision upon enrollment and in grades 2, 5, and 8 unless the student entered the District in grade 4 or 7. Hearing tests will be conducted when your child is enrolled or first enters a District school. Females in grade 7 and males in grade 8 may be screened for scoliosis (curvature of the spine). These tests may be administered unless you annually give the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. [EC 44878, 49451, 49452, 49452.5, 49455]

### **■ Medication**

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer

to identify the need for, and administer glucagon and epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epipens at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. [EC 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

### **■ Sun Protection**

Students when outdoors can wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291, 35294.6]

### **■ Medical and Hospital Insurance for Students**

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

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

**expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]**

### **Enrollment in a Health Care Plan**

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [EC 49452.9; PPACA]

### **School-Sponsored Athletics**

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

### **■ Access to Mental Health Services**

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call San Benito Co. Behavioral Health Services at (831) 636-4020. If you are in crisis contact this number or dial 911. [EC 49428]

### **■ Drug, Alcohol, Tobacco, and Steroid Use Prevention**

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to

a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. The District has adopted no smoking policies that are not part of the TUPE program. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308; BP 3513.3]

This district may seek funding to support student programs. The district qualifies for Tobacco Use Prevention Education (TUPE) grant money. Money for the grant comes from Proposition 99 (1988) that added a 25¢ tax on each pack of cigarettes. In grades 6-12, TUPE funds support health education efforts aimed at the prevention and reduction of tobacco use by students and provide intervention and cessation services to students currently using tobacco. All recipients will adopt tobacco free district policies as well as post "Tobacco Use Is Prohibited" signs at all property entrances. [HSC 104350, 104420, 104460]

### **Marijuana (Cannabis)**

A student who unlawfully possessed, used, sold, otherwise furnished, or was under the influence of cannabis is subject to expulsion. Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding \$1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending on the amount and number of offenses, can face consequences including \$250 to \$500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

### **■ Type-2 Diabetes Information**

Type-2 diabetes is the most common form of diabetes in adults. Until recently it was rare in children; it is becoming more common, especially for overweight teens. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type-2 diabetes in his or her lifetime.

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

### **Associated Risk Factors:**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type-2 diabetes be tested for the disease. Researchers do not completely understand why some people develop type-2 diabetes and others do not. The following risk factors are associated with an increased risk:

**Being overweight:** The single greatest risk factor for is excess weight. In the U.S.; almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

**Family history of diabetes:** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

**Inactivity:** Being inactive further reduces the body's ability to respond to insulin.

**Specific racial/ethnic groups:** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type-2 diabetes.

**Puberty:** Young people in puberty are more likely to develop type-2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### **Warning Signs and Symptoms:**

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

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired

- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

### **Prevention Methods and Treatments:**

Healthy lifestyles can help prevent and treat type-2 diabetes. Eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods; make wise food choices
- Get more physical activity; increase physical activity to at least 60 minutes every day
- Take medication if diet and exercise are not enough to control the disease

The first step is to visit a doctor who can determine if a child is overweight. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type-2 diabetes).

### **Diabetes Screening Tests Available:**

**Glycated hemoglobin (A1C) test:** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

**Random (non-fasting) blood sugar test:** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

**Fasting blood sugar test:** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

**Oral glucose tolerance test:** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type-2 diabetes in children is a preventable/treatable disease and the guidance provided in this information is intended to raise awareness about this

disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

### ■ Meningitis

Meningococcal disease or Meningitis can be a life threatening infection that can be treated, but cannot always be cured. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to [www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx](http://www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx) [HSC 120395-120399]

### ■ Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [HSC 104855]

### ■ Confidential Medical Services

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

## STUDENT BEHAVIOR AND SAFETY

All pupils have the right to participate fully in the educational process, free from discrimination, harassment, violence, intimidation, and bullying. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

### ■ Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic

group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity. School site staff trained in anti-bias shall be made known. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff, 7-12 grades get information about helping LGBTQ students. Resources about bullying, intimidation, and violence are found through the District and online at [www.cde.ca.gov](http://www.cde.ca.gov), [www.cde.ca.gov/ls/ss/se/bullyres.asp](http://www.cde.ca.gov/ls/ss/se/bullyres.asp), [www.cde.ca.gov/ls/ss/se/bullyfaq.asp](http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp), [www.cde.ca.gov/ls/ss/vp/ssresources.asp](http://www.cde.ca.gov/ls/ss/vp/ssresources.asp), [www.californiahealthykids.org](http://www.californiahealthykids.org)

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 34 for assistance. [EC 200, 220, 221.51, 234, 234.1, 234.5, 51101; PC 422.55; 5 CCR 4900; BP 5131]

### ■ School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

### Passes

Students are not allowed out of the classroom during class time unless they have a pass from the teacher. This includes going to and from the restroom and school office.

### Personal Belongings, Skateboards, Roller Skates, Bicycles

CD players, MP3, iPod players or any electronic devices, radios, toys and trading cards are not allowed at school. Spring Grove School is not responsible for lost, stolen, or broken electronic devices. Knives, balloons, and water pistols are not permitted at school. If your child brings these items to school they will be confiscated and kept in the Principal's office until a parent picks them up. Any dangerous objects brought to school will result in automatic suspension. If in the event that a small pocket knife is inadvertently brought to school and the student notifies administration immediately, without showing it to other students, no disciplinary action will be taken.



## Skateboards

Skateboards and roller skates will not be allowed on campus. Skateboards brought to school will be confiscated and kept in the Principal's office and may be picked up by parents only. Shoes with the wheels built into them (heelines or the like) are not permitted at school.

## Bicycles

A bicycle parking area is provided for students. Bicycles must be parked in this area and should be locked. Students should stay away from the bicycle parking area during school hours. Bicycles must be walked on and off school grounds. Bicycle riding on campus is not permitted at any time.

## ■ **Playground/Safety Rules**

1. Students must show respect for all adults and follow directions the first time.
2. Students must stay within the playground boundaries. Designated areas are off limits.
3. Students must stay in the area where yard duty personnel can see them.
4. Students must follow the school "Hands-Off" (Keep your hands and feet to yourself!) policy. Tackle football, fighting, wrestling, and other contact sports are not allowed.
5. Students are not allowed to spin or drop off any playground equipment.
6. Students are not to kick or hit a ball against any of the buildings or to kick a ball on the blacktop area.
7. Footballs are not to be thrown or kicked on the blacktop area.
8. Children who are not students of Spring Grove School are not permitted to be on the playground during school hours.
9. Children are not to be on the playground with a parent until after all students have been dismissed at 3:00 p.m.

## ■ **Dress Code**

A safe learning environment is enhanced by each student wearing appropriate clothing that will not disrupt the classroom or the school environment. The school administration and staff will determine when clothing is inappropriate or presents a negative attitude.

## Examples of inappropriate and negative clothing

- Gang related apparel
- Hats, beanies, and visors may only be worn to school on Fridays. Students who need to wear a hat for sun protection on any school day may wear one that is available in the school office. Sweatshirt hoods may be worn outside on cold days only. Sunglasses cannot be worn in classrooms
- Strapless/spaghetti strap, racer back, see through, cut out and low cut tops or dresses (width of 2 inches for tank tops)
- Clothing that reveals undergarments
- Loose hanging or baggy pants
- Short skirts, short shorts, (must be longer than fingertips) and midriff baring tops
- Clothing advertising drugs and alcohol and weapons
- Tongue studs, nose and eyebrow rings or studs, pointed earrings, gages
- High heels, flip-flops, sandals, or backless shoes (closed toed shoes required)
- Loose baggy shirts that hide baggy pants
- Ripped or torn clothing
- Low cut tops
- Excessively tight clothing
- Writing on body or clothing with a pen/marker
- No pajama bottoms or slippers
- Spraying or dyed colors in hair (except on crazy hair day/Halloween)
- No chains, lanyards, or other items hanging from pants, shorts, skirts, or sweats

Clothing that signifies identification as part of a group, when the groups have By-Laws such as 4-H, Scouts, and are under the direct supervision of adults shall be exempt.

Students dressed inappropriately will be provided a loaner pair of shorts/shirt to wear.

Students who violate the dress code after one warning will be given a discipline referral.

## ■ **Restrooms**

Restrooms are to be used for the purpose intended. Restrooms must be kept neat and clean. Students should not litter in the restrooms. Report any vandalism to the school office immediately. Adults are to use the

restrooms in the staff lounge and the district board room. Student bathrooms are not to be used by adults.

## ■ Textbooks

Textbooks are issued without charge to all students for each class. When returned at the end of the school year, they should be in nearly the same condition as when they were issued. If a book is damaged or lost, the student (parent/guardian) will be expected to cover the cost to replace the book. 4th-8th grade students are to cover all textbooks. [EC 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5, District Rules]

## ■ Cell Phones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Use is allowed if essential to student’s health as determined by a licensed physician or surgeon. [EC 48901.5]

Upon arrival at school, students must turn all cell phones off and secure them in their backpacks and out of site until the students are dismissed for the day, and have left the school campus (outside of the green gates). North County Joint Union School District is not responsible for loss or theft of cell phones. Students violating these procedures could face disciplinary action including disciplinary referral and loss of cell phone privileges. Continued defiance of authority will result in loss of all school activities for one month and/or school suspension.

First Offense: Confiscated-student is responsible for notifying the parent. Parent/guardian must come and retrieve it.

Second Offense: Referral

Third Offense: Loss of privilege of having cell phone on campus and referral

Fourth Offense: Loss of all school activities for one (1) month and referral

## STUDENT DISCIPLINE

Spring Grove School Community is committed to providing a safe learning environment for all students, school staff and parent/guardian. Communication is very important and must be promoted between the parents, students and school staff. Each discipline level

listed below is a guideline for creating a safe learning environment at Spring Grove School.

## ■ Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents’ or guardians’ liability may be as much as \$20,300 in damages and another maximum of \$11,200 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child’s classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

## ■ Bullying

Bullying is when one child or a group of children repeatedly picks on another child – often one who is seen as more vulnerable. Bullying will not be tolerated.

### Bullying Examples

<b>Physical Aggression</b>		<b>Racist Bullying</b>
• Pushing	• Hitting	• Racial Slurs
• Grabbing	• Spitting	• Offensive Gestures
• Shoving	• Tripping	• Jokes
• Pinching	• Threats	• Offensive remarks about cultural traditions
• Physical Harm		

<b>Sexual Bullying</b>	<b>Verbal Bullying</b>
• Unwanted physical contact	• Name calling
• Sexual abusiveness	• Incessant mocking
• Inappropriate comments	• Laughing at a child’s expense

<b>Emotional Bullying</b>	<b>Cyber Bullying</b>
<ul style="list-style-type: none"> <li>• Spreading rumors</li> <li>• Isolating a child from activities</li> </ul>	<ul style="list-style-type: none"> <li>• Misuse of: <ul style="list-style-type: none"> <li>– Email</li> <li>– Instant Messaging</li> <li>– Internet Chat Rooms</li> <li>– Text Images and Messages</li> </ul> </li> </ul>

Students and/or a parent/guardian are to report all incidences of bullying to a teacher, staff member, or the principal.

Consequences: After an investigation has been conducted by the administration, the bully will be disciplined in accordance with state laws and district policies.

### ■ Impersonation on the Internet

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

### ■ Behavior Report and Disciplinary Referral Consequences

Students who receive discipline referrals may be required to attend detention during their recess or lunch period. Detention may also include Saturday School from 8 a.m. – 12 p.m. in the school library.

Behavior Report 1: Parent notification\*

Behavior Report 2: Parent notification\*

Behavior Report 3: Disciplinary Referral 1-Parent notification by the teacher and Student reprimand by administration/3 days of detention

\*We rely on consequences handed out by parents to change unsatisfactory behavior for the first two (2) Behavior Reports. Continued disruption of the educational environment will be met with disciplinary referrals with consequences handed out by the school administration.

Disciplinary Referral 1 – Parent notification by reporting staff (teacher, administration, classified staff), Three days of detention, One-week ineligibility for activities (sports, dances, etc.).

Disciplinary Referral 2 – Parent notification by administration, Five days of detention, Two weeks ineligibility for activities (sports, dances, etc.).

Disciplinary Referral 3 – Parent notification by administration, Five days of detention, One-month ineligibility for activities (sports, dances, etc.), Parent/Administrator/ student meeting.

Disciplinary Referral 4 – Parent notification by administration, Five days of detention, One-month ineligibility for activities (sports, dances, etc.), Parent/Administrator/ student meeting.

Administration has the right to determine other forms of discipline as needed, including, but not limited to: in house suspension, home suspension, behavior contract, Saturday School detention, detention in a predetermined classroom, parent shadowing of student, and other measures.

\*The behavior report count will start over at the beginning of each semester. The referrals continue throughout the year and do not start over at the beginning of each semester.

### **Level One (1) Responsibility- Parents/Classroom Teachers**

INAPPROPRIATE BEHAVIOR	PERSONS RESPONSIBLE	CONSEQUENCES
<ul style="list-style-type: none"> <li>• All minor classroom disruptions occurring occasionally, i.e., not paying attention, not working, not bringing classroom materials, speaking out, inappropriate classroom movement, etc.</li> </ul>	Teacher/Parent	<ul style="list-style-type: none"> <li>• Telephone calls between Teacher/Parent</li> <li>• Teacher generated discipline, i.e. room detention</li> <li>• Behavior Report</li> </ul>

**Level Two (2) Responsibility- Administration/Teacher/Parent**

INAPPROPRIATE BEHAVIOR	PERSONS RESPONSIBLE	CONSEQUENCES
<ul style="list-style-type: none"> <li>Discipline Referrals for issues that could not be solved at Level One (1), i.e., extensions of Level One (1) activity, defiance, disruption of class, fighting, shoving, tripping, theft, cheating, plagiarism, throwing solid objects, bus infractions, gang activity, bullying, hazing, profanity, vulgarity, etc.</li> </ul>	Administration is the prime enforcement of consequences for Level 2 with support from the teacher and parent/guardian	<ul style="list-style-type: none"> <li>Telephone calls</li> <li>Detention</li> <li>Loss of school activities</li> <li>Suspension</li> <li>Parent shadows the student's schedule</li> <li>Loss of recess (detention)</li> <li>Referral</li> <li>Behavior contract</li> <li>Referral to the Principal or Superintendent</li> </ul>

**Level Three (3) Responsibility- Administration/Teacher/Parent**

INAPPROPRIATE BEHAVIOR	PERSONS RESPONSIBLE	CONSEQUENCES
<ul style="list-style-type: none"> <li>Infractions that lead to consideration of expulsion or extended suspension, i.e., drugs, weapons, assault, use or possession of alcohol or tobacco, extensions of Level Two (2), weapon possession, sexual assault, etc.</li> </ul>	Administration is to be notified immediately. Administration is the prime enforcement of consequences with support from the teacher and parent/guardian	<ul style="list-style-type: none"> <li>Prescribed in the state education code</li> <li>Suspension</li> <li>Loss of school activities</li> <li>Behavioral contract</li> <li>Referral to the Board of Trustees for possible Expulsion</li> </ul>

**■ Grounds for Suspension or Expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
- 2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and

Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers,

administrators, school officials, or other school personnel engaged in the performance of their duties.

2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
  - (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
  - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
    - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
      - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
      - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
      - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
    - (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
      - (i) A message, text, sound, video, or image
      - (ii) A post on a social network Internet Web site, including, but not limited to:
        - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1);
        - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated;
        - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
      - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the

solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction

of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

## ■ Mandatory Suspension / Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.

5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

## ■ Transportation/Bus Rules

Students will behave appropriately as school bus passengers in order to assure safe travel. Pupils transported in a school bus are under the authority of, and directly responsible to, the bus driver.

Riding the school bus is a privilege

The following behaviors are expected from students who ride the bus:

- Be on time at their bus stop – students are advised to be at their bus stop approximately 10 minutes before the scheduled time.
- Show good manners at the bus stop. Bus stops are a part of the school jurisdiction and all school rules apply. Stay in the bus stop area and stay off private property.
- Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion. [AR 5131.1]
- Obey the bus driver.
- Follow all safety rules.

- Students are not allowed on the bus until the driver is present.
  - Any behavior that distracts the driver or annoys other riders is unacceptable.
  - No eating or drinking on the bus.
  - No animals, reptiles, rodents or insects on the bus.
  - No glass containers on the bus.
  - No lighters or matches on the bus.
  - Students may not ride with any part of their body outside the bus.
  - Students may not throw anything out of the bus windows.
  - No changing seats while the bus is in motion.
  - No defacing of any part of the bus.
  - TRANSITIONAL KINDERGARTEN/KINDERGARTEN STUDENTS – will not be dropped off at their bus stop unless a parent/guardian or designated representative over the age of 18 is at the bus stop to meet them. If parent/guardian or representative fails to be at the bus stop 3 times, bus-riding privileges may be revoked or suspended.
  - Bus drivers are required to ensure the safety of all students, which may include not dropping off students at their normal bus stop if there is a safety concern. Parents will be notified as soon as possible if a safety issue should arise.
  - Students who ride to and from school on the bus are expected to return home on the same bus & disembark at the same bus stop. UNLESS a note is received from the parents and approved by school office personnel. A copy must be made and given to the bus driver. Verbal permission over the phone will not be accepted. Please plan accordingly.
- All school rules apply for infractions occurring at bus stops and while riding on school transportation. Penalties for infractions of established rules are as follows:
- First Citation: behavior report requiring parent signature.
- Second Citation: behavior report requiring parent signature.
- Third Citation: bus riding suspension to be determined by administration and parent/administration conference.
- Fourth Citation: Bus riding suspension to be determined by administration.

Fifth Citation: bus riding suspension to be determined by administrator.

### **Citation Procedures**

- If a citation is given during the morning route, the student will report to the office immediately after he/she gets off the bus. If citation is given during the afternoon routes, the students will report to the office the following day.
- Consequences pertaining to the bus citation will take effect the following day or when the office personnel have the opportunity to notify parents of the consequences.
- Immediate suspension from riding the bus may take place for infraction of bus regulations.

### **■ Student Search**

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

### **■ Contraband Sniffing Dogs**

In an effort to keep the school free of dangerous contraband, 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. [BP 5145.12]

### **■ Release of Student to Peace Officer**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6]

## **DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES**

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender,

gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program, or activity that receives or benefits from local, state and federal financial assistance.

### **■ Nondiscrimination/Harassment**

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, 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.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.



The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address,

and prevent repetitive prohibited behavior in district schools. [BP 5145.3 February 2017; EC 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213, § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 106.8, 106.9]

### **■ Sexual Harassment**

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

The district strongly encourages 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 by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

### **Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

### Disciplinary Actions

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools. [BP 5145.7 January 2015; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; FERPA; 20 USC 1221, 1681-1688; 42 USC 1983; Title VI; Title VII; 34 CFR 106.1-106.71]

### Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying

against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, 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.

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Jennifer J. Bernosky, Superintendent/Principal  
500 Spring Grove Road  
Hollisler, CA 95023  
(831) 637-5574

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, ROP programs and centers, child development, Consolidated Categorical Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, nutrition services, special education, homeless or foster youth education options, course content, physical education, discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

## District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding LCAP or pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Those complaining (Complainants) are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a

complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235.262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

## ■ **Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities**

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

### Williams Settlement complaint procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, [www.cde.ca.gov/re/cp/uc](http://www.cde.ca.gov/re/cp/uc). The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

## MISCELLANEOUS

### ■ Management Plan for Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

### ■ Lead Poison

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children

not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will handout information to parents of district childcare or preschool programs. [HSC 105286]

### ■ Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by September 1 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at [www.ncjUSD.k12.ca.us/north\\_county/nc\\_public\\_postings.html](http://www.ncjUSD.k12.ca.us/north_county/nc_public_postings.html).

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, [www.cdpr.ca.gov](http://www.cdpr.ca.gov). [EC 17610.1, 17612, 48980; FAC 13184]

<u>Product Name</u>	<u>Active Ingredient(s)</u>
B-P 300 . . . . .	3% Pyrethrin
Delta Dust . . . . .	Deliamethrin
Masterline . . . . .	Bifenthrin
Round Up . . . . .	Glyphosate
Oust XP . . . . .	Sulfometuron Methyl
Termidor . . . . .	Fipronil
Weevil-cide . . . . .	Aluminum Phosphide

### ■ Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA, 34 CFR 99.7(b)]

# INDEX OF SECTIONS AND SUBSECTIONS

PARENT INVOLVEMENT . . . . .	3	Attendance in District in Which Parent or Guardian is Employed . . . . .	12
How Parents/Guardians Can Help . . . . .	3	Enrollment of Homeless or Foster Youth . . . . .	12
Communication With Parents/Guardians . . . . .	3	Individualized Instruction . . . . .	13
Publications, Website, Yellow Folder . . . . .	4	Minimum Days/Pupil Free Staff Development Days . . . . .	13
Back-To-School Night & Open House . . . . .	4	Notice of Alternative Schools . . . . .	13
Parent Teacher Organization (PTO) . . . . .	4	INSTRUCTION AND CURRICULUM . . . . .	13
Grade Level Parent Responsibilities . . . . .	4	District Courses . . . . .	13
Code of Conduct for Parents/Guardians and Community Members . . . . .	5	School Counselors . . . . .	13
Fingerprints/Volunteer Assistance . . . . .	5	Academic and non-academic courses, classes, electives, activities, sports, and related facilities . . . . .	14
Photo Release. . . . .	6	California State Academic Standards . . . . .	14
Visitor Passes . . . . .	6	LCFF and LCAP . . . . .	14
Volunteer Drivers For School Activities . . . . .	6	Physical Education . . . . .	14
Complaints . . . . .	6	Curriculum and Personal Beliefs. . . . .	15
Messages . . . . .	6	Dissection of Animals . . . . .	15
Dogs/Animals . . . . .	6	Excused from Instruction Due to Religious Belief . . . . .	15
STUDENT ACTIVITIES. . . . .	6	Tests/Surveys on Personal Beliefs. . . . .	15
Extracurricular and Co-Curricular Activities. . . . .	6	SCHOOL RECORDS AND STUDENT ACHIEVEMENT . . . . .	15
Academic Eligibility . . . . .	6	Grades. . . . .	15
Academic Probation. . . . .	7	Power School . . . . .	16
Behavioral Eligibility. . . . .	7	Pupil Records . . . . .	16
Field Trips . . . . .	7	Student Data from Social Media Websites. . . . .	16
Dance Standards . . . . .	7	Regulations Regarding Pupil Achievement . . . . .	16
Graduation . . . . .	7	Teacher Qualifications. . . . .	16
Graduation Requirments/Ceremony . . . . .	7	Release of Directory Information . . . . .	17
Honor Roll. . . . .	8	School Safety Plan . . . . .	17
Student Government. . . . .	8	STUDENT SERVICES . . . . .	17
Library . . . . .	8	Spring Grove Food Program and a Second Chance Breakfast . . . . .	17
ATTENDANCE . . . . .	8	Lost & Found . . . . .	17
General Absences . . . . .	9	Student Use of Technology . . . . .	18
District Excusable Absences . . . . .	10	School Accountability Report Card. . . . .	19
Tardy Policy . . . . .	11	Services to Students with Disabilities. . . . .	19
Truancy . . . . .	11	Pupil Fees . . . . .	19
Make-Up Work. . . . .	11	HEALTH SERVICES . . . . .	20
Independent Study . . . . .	11	Immunizations . . . . .	20
Attendance Options . . . . .	12	Physical Examinations . . . . .	20
Interdistrict transfers: . . . . .	12		
Attendance Where Caregiver Resides . . . . .	12		

## INDEX OF SECTIONS AND SUBSECTIONS (continued)

<p>Medication . . . . . 21</p> <p>Sun Protection . . . . . 21</p> <p>Medical and Hospital Insurance for Students . . . . . 21</p> <p>Access to Mental Health Services . . . . . 22</p> <p>Drug, Alcohol, Tobacco, and Steroid Use Prevention . . . . . 22</p> <p>Type-2 Diabetes Information . . . . . 22</p> <p>Meningitis . . . . . 24</p> <p>Fluoride Treatments . . . . . 24</p> <p>Confidential Medical Services . . . . . 24</p> <p><b>STUDENT BEHAVIOR AND SAFETY . . . . . 24</b></p> <p style="padding-left: 20px;">Safe Place to Learn . . . . . 24</p> <p style="padding-left: 20px;">School Rules . . . . . 24</p> <p style="padding-left: 40px;">Passes . . . . . 24</p> <p style="padding-left: 40px;">Personal Belongings, Skateboards, Roller Skates, Bicycles . . . . . 24</p> <p style="padding-left: 40px;">Skateboards . . . . . 25</p> <p style="padding-left: 40px;">Bicycles . . . . . 25</p> <p style="padding-left: 20px;">Playground/Safety Rules . . . . . 25</p> <p style="padding-left: 20px;">Dress Code . . . . . 25</p> <p style="padding-left: 40px;">Examples of inappropriate and negative clothing . . . . . 25</p> <p style="padding-left: 20px;">Restrooms . . . . . 25</p> <p style="padding-left: 20px;">Textbooks . . . . . 26</p> <p style="padding-left: 20px;">Cell Phones, Pagers, Electronic Signaling Devices . . . . . 26</p> <p><b>STUDENT DISCIPLINE . . . . . 26</b></p> <p style="padding-left: 20px;">Parent Responsibility . . . . . 26</p> <p style="padding-left: 20px;">Bullying . . . . . 26</p>	<p>Impersonation on the Internet . . . . . 27</p> <p>Behavior Report and Disciplinary Referral Consequences . . . . . 27</p> <p>Grounds for Suspension or Expulsion . . . . . 28</p> <p>Mandatory Suspension / Expulsion . . . . . 30</p> <p>Transportation/Bus Rules . . . . . 31</p> <p style="padding-left: 40px;">Citation Procedures . . . . . 32</p> <p>Student Search . . . . . 32</p> <p>Contraband Sniffing Dogs . . . . . 32</p> <p>Release of Student to Peace Officer . . . . . 32</p> <p><b>DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES . . . . . 32</b></p> <p style="padding-left: 20px;">Nondiscrimination/Harassment . . . . . 32</p> <p style="padding-left: 20px;">Sexual Harassment . . . . . 33</p> <p style="padding-left: 20px;">Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs . . . . . 34</p> <p style="padding-left: 20px;">Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities . . . . . 35</p> <p style="padding-left: 40px;">Williams Settlement complaint procedure . . . . . 35</p> <p><b>MISCELLANEOUS . . . . . 36</b></p> <p style="padding-left: 20px;">Management Plan for Asbestos-Containing Material . . . . . 36</p> <p style="padding-left: 20px;">Lead Poison . . . . . 36</p> <p style="padding-left: 20px;">Pesticide Use . . . . . 36</p> <p style="padding-left: 20px;">Further Information is Available . . . . . 36</p>
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The references at the end of the sections in this booklet include the following codes:

BP . . . District Board Policy	FAC . . . . . Food and Agriculture Code
AR . . . Administrative Regulation	USC . . . . . United States Code
EC . . . Education Code	CFR . . . . . Code of Federal Regulations
HSC . . Health and Safety Code	ESEA . . . . . Elementary and Secondary Education Act [20 USC 7114(D)(7)]
PC . . . Penal Code	PPRA . . . . . Pupil Privacy Rights Amendment [20 USC 1232(h)]
WIC . . Welfare and Institutions Code	FERPA . . . Family Educational Rights and Privacy Act
CCR . . California Code of Regulations	PPACA . . . Patient Protection and Affordable Care Act [PL 111-148]
CC . . . Civil Code	Title VI . . . Title VI (or VII, IX) of the Civil Rights Act of 1964 [42 USC 1981]
FC . . . Family Code	IDEA . . . . . Individuals with Disabilities Education Act
GC . . . Government Code	§ 504 . . . . . Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]
VC . . . Vehicle Code	EOA . . . . . Equal Opportunities Act [20 USC 1701]
BPC . . Business and Professions Code	

### Master Schedule 2019-2020

	Pre-K	TK/ Kindergarten	1st	2nd – 3rd	4th – 5th
Class	8:15-9:15	8:15-10:00	8:15-9:30	8:15-9:30	8:15-10:20 **
Recess	9:15-9:30	10:00-10:14	9:30-9:44	9:30-9:44	10:20-10:34
Class	9:30-10:30	10:14-10:50	9:44-10:50	9:44-11:20	10:31-11:50
Lunch		10:50-11:10	10:50-11:10	11:20-11:40	11:50-12:10
Recess	10:30-11:00 *	11:10-11:35	11:10-11:35	11:40-12:05	12:10-12:35
Class	11:00-12:15	11:35-2:15	11:35-2:15	12:05-2:15	12:35-3:00
Dismissal	12:15	2:15	2:15	2:15	3:00

	6th – 8th
1st Period	8:15-9:10
2nd Period	9:10-10:05
Recess	10:05-10:19
3rd Period	10:21-11:18
4th Period	11:20-12:17
Lunch	12:17-12:37
Recess	12:37-1:03
5th Period	1:04-2:01
6th Period	2:03-3:00
Dismissal	3:00

\* Pre-K Snack & Recess      \*\*5th Grade P.E. 8:15-9:10      \*\* 4th Grade P.E. 9:25-10:20

### Thursday Schedule 2019-2020

	Pre-K	TK/ Kindergarten	1st	2nd – 3rd	4th – 5th
Class	8:15-9:15	8:15-10:00	8:15-9:30	8:15-9:30	8:15-10:07 **
Recess	9:15-9:30	10:00-10:14	9:30-9:44	9:30-9:44	9:45-10:00
Class	9:30-10:30	10:14-10:50	9:44-10:50	9:44-11:20	10:00-11:50
Lunch		10:50-11:10	10:50-11:10	11:20-11:40	11:50-12:10
Recess	10:30-11:00 *	11:10-11:35	11:10-11:35	11:40-12:05	12:10-12:35
Class	11:00-12:15	11:35-1:00	11:35-1:00	12:05-1:00	12:35-1:00
Dismissal	12:15	1:00			1:00

	6th – 8th
1st Period	8:15-8:52
2nd Period	8:52-9:29
3rd Period	9:31-10:07
Break	10:07-10:21
4th Period	10:23-10:59
5th Period	11:01-11:37
6th Period	11:39-12:15
Lunch	12:15-12:35
Recess	12:35-1:00
Dismissal	1:00 †

\* Pre-K Snack & Recess      \*\*5th Grade P.E. 8:15-8:52      \*\* 4th Grade P.E. 8:52-9:29

† 6th-8th grade line up by class on classroom lines outside for a 1:00 dismissal

## ***A Note about/from Spring Grove PTO!***

The Spring Grove School PTO was implemented in 2003. Our mission is to foster a closer relationship between the home and school and to assist in the general welfare of the school, the children, and the community. To achieve this goal, this organization will conduct fundraising activities such as assemblies, parent education, camaraderie events, fairs, and other related activities in a safe manner.

PTO meetings are held monthly. To accommodate different schedules, we rotate morning/evening meetings each month. The PTO Calendar is on the website [www.springgrovepto.com](http://www.springgrovepto.com).

All parents and teachers are invited to join and attend. Your participation is greatly appreciated and valued.

# North County Joint Union School District – School Activity Calendar July 2019 – June 2020

• July 2019 •

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

• August 2019 •

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	##	23	24
25	26	27	28	##	30	31

• September 2019 •

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	##	13	14
15	16	17	18	##	20	21
22	23	24	25	##	27	28
29	30					

• October 2019 •

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	##	11	12
13	14	15	16	##	18	19
20	21	22	23	##	25	26
27	28	29	30	##		

• November 2019 •

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	##	15	16
17	18	19	20	##	23	
24	25	26	27	28	29	30

• December 2019 •

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	##	13	14
15	16	17	18	19	##	21
22	23	24	25	26	27	28
29	30	31				

## August 2019

- 15 First Day of School
- 16 Summer Reading Logs Due
- 26 PTO Book Fair

## September 2019

- 2 Labor Day - no school
- 11 Picture Day
- 30 Parent Conferences, 1:00 pm dismissal

## October 2019

- 1-3 Parent Conferences, 1:00 pm dismissal
- 3 6th Grade Science Camp money due
- 4 No School for students – Teacher training
- 28 Picture Re-Take Day
- 31 Halloween Parade 10:00 am

## November 2019

- 5-8 6th Grade Science Camp
- 11 Veterans' Day
- 22 Turkey Trot 9:00 am / Assembly 12:30 / Dismissal 1:00
- 25-29 School Recess / Thanksgiving Recess

## December 2019

- 20 Winter Program 9:00 am / End of 1st Semester
- 23-31 School Recess / Winter Break

## January 2020

- 1-6 School Recess / Winter Break
- 7 Students Return / Start of 2nd Semester
- 17 Awards Assembly
- 20 Martin Luther King Jr Day

## February 2020

- 3-7 Poetry Festival in class (grades 1-8)
- 14 Poetry Assembly
- 17-21 School Recess / Presidents Days

## March 2020

- 2-5 Parent Conferences, 1:00 pm dismissal

## April 2020

- 6-10 School Spring Break
- 21 CAASPP Testing starts (grades 3-8)

## May 2020

- 18-22 PTO Book Fair
- 21 Open House
- 25 Memorial Day

## June 2020

- 1 Talent Show 9:00 am
- 2 8th Grade Trip
- 3 8th Grade Last Lunch
- 4 Last Day of School / End 2nd Semester / Awards Assembly

○ First / Last Day of School

▨ Minimum Days

■ Non-School Days

## Report Cards:

Dec 20, June 4

Board Adopted 3/08/2018

• January 2020 •

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	##	17	18
19	20	21	22	##	24	25
26	27	28	29	##	31	

• February 2020 •

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	##	14	15
16	17	18	19	20	21	22
23	24	25	26	##	28	29

• March 2020 •

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	##	13	14
15	16	17	18	##	20	21
22	23	24	25	##	27	28
29	30	31				

• April 2020 •

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	##	17	18
19	20	21	22	##	24	25
26	27	28	29	##		

• May 2020 •

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	##	15	16
17	18	19	20	##	22	23
24	25	26	27	##	29	30
31						

• June 2020 •

S	M	T	W	T	F	S
				1	2	3
			4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				