

**TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT
2011-2012**

Student/Parent Handbook Signature Page

TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT HAS PREPARED THIS STUDENT/PARENT HANDBOOK TO PROVIDE PARENTS AND STUDENTS WITH INFORMATION PERTAINING TO SCHOOLS IN THE DISTRICT.

PLEASE READ THE INFORMATION CONTAINED IN THIS STUDENT/PARENT HANDBOOK AND DISCUSS IT WITH YOUR CHILD.

IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE INFORMATION, PLEASE TELEPHONE YOUR SCHOOL SITE PRINCIPAL, VICE-PRINCIPAL.

Please sign and return this page to the school

I have received and reviewed the student/parent handbook and have discussed it with my child(ren).

_____ Date
Parent/Guardian Signature

_____ Date
Student's Signature

Print Student's Name: _____

Print Name of Parent/Guardian: _____

Homeroom Teacher's Name: _____

Tobacco Free Schools Notification

The Terra Bella Union Elementary School Board prohibits the use of tobacco products at any time in district owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any instructional program, activity, or athletic event (Board Policy 3513.3). Further smoking or the use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495). Additional information is included in this handbook for reference and "If You Wish to Quit" contact listing(s).

TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT

Dear Parents:

School districts that provide school based health services have an opportunity to bill private and government insurance companies. Medi-Cal reimburses school districts through a special program called the Local Educational Agency Direct Billing Option. To continue receiving these important funds, the federal government requires that private health insurances be billed for services provided to students covered by those companies. The School District will continue to provide health services at **NO COST** to the families.

Student Name: _____ Student gender: M F

Birthdate: _____ Social Security Number: _____

Does this student have health insurance coverage? Please check applicable boxes

Medi-Cal Health Families Other Insurance Military No coverage

If your child has medical insurance, please fill out the following insurance information.

Member/Subscriber Name: _____ Member's Date of Birth _____

Member's relationship to student: _____ Member ID# _____

Full name of Insurance Company _____ Phone# _____

Insurance Address: _____ City, State, Zip _____

Name of Employer: _____ Work Phone #: _____

Work Address: _____ City, State, Zip Code _____

I authorize release of information by the school district to my health insurance carrier to process any health related claims.

Signature of Parent/Guardian Print Name of Parent/Guardian Date

If you are interested in how your child might be eligible for low or no cost health insurance through California Healthy Families & Medi-Cal programs, please call 535-4451

Please return this form to the school office.

TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT

PARENTAL AUTHORIZATION AND ACKNOWLEDGMENT OF EXTRA-CURRICULAR ACTIVITY

I, _____, the parent/guardian of _____ authorize my son/daughter to participate in the extra curricular program, i.e. athletics, band offered by the Terra Bella UESD, hereafter referred to as the "District".

I fully understand that the District does not provide or make available medical and hospital services for any of its students participating in extra-curricular activity, including, but not limited to his/her participation in practice sessions, travel in and from competitions, and participation in competitions.

Furthermore, I shall pay the cost for any medical and hospital services which may be required for my son/daughter while he/she is a participant in any extra-curricular activity program offered by the District and shall defend, indemnify, and hold harmless the District in any suit which may be brought against the District for the costs of such services, including attorney fees.

I understand that I may purchase insurance for medical and hospital services for any injuries incurred by my son/daughter during the course of participation in extra-curricular programs.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Student's Signature	Date
_____	_____
Coach/Faculty Advisor Signature	Date

DRUG/ALCOHOL CONTRACT EXTRA-CURRICULAR ACTIVITIES

I understand that my participation in extra-curricular activities in the Terra Bella UESD is a privilege based on my adherence to the district's alcohol and drug policy.

I have read and agree to abide by every aspect of the policy realizing that I am representative of our school as a participant in extra-curricular activities such as sports, music, student government, or any other performing group representing my school.

I understand that in addition to academic eligibility requirements for students participating in competitive and performing activities. I will be exposed to refrain from using, possessing, or being under the influence of alcohol and other drugs at all times. This includes evening, weekends, holidays, on or off the school campus and during the entire term of my activity.

I make this promise thoughtfully, with full knowledge of the weight of the decision and the moral responsibility I have to carry it out regardless of the pressure of my peers.

Student's Signature _____ Date: _____

I support my son/daughter in this decision and promise to do all I can to keep drugs and alcohol out of the hands of young people.

Parent/Guardian _____ Date: _____

EMERGENCY DATA:

Name: _____ DOB: _____

Address: _____ Phone: _____

Father's Name: _____ Home Phone: _____ Work Phone _____

Mother's Name: _____ Home Phone: _____ Work Phone _____

Legal Guardian: _____ Home Phone: _____ Work Phone _____

(Continued)

Other person or persons to contact if parents or guardian are not available

Name: _____ Home Phone: _____ Work Phone _____

Name: _____ Home Phone: _____ Work Phone _____

Physician's Name: _____ Work Phone: _____

Are you allergic to any medication NO YES

Male _____ Female _____

Name of Nearest Relative to contact in case of Emergency Name: _____

Phone: _____ Address: _____

Medical Insurance Information:

1. _____ Policy Number _____

2. _____ Policy Number _____

If an emergency should arise which requires immediate medical attention, and I/Guardian are unable to give consent or the nearest relative cannot be contacted, you are authorized to initiate whatever steps are needed to protect my child's health.

Parent/Guardian Signature: _____

History of any of the following:

	Asthma		Kidney Trouble		Plant Allergies		Medication Allergies		Insect Bite Allergies *
	Epilepsy		Diabetic		Convulsions		Food Allergies *		Rheumatic Fever
	Heart Trouble		Fainting Spell		Nose Bleeds		Sinus Infections		OTHER *
	Cramps		Appendicitis		Bronchitis		Hernia		

* Please specify and indicate how to treat reaction:

Please List ALL medications the child is presently taking:

Name of Medication	Dosage	Times Taken	Name of Medication	Dosage	Times Taken

Remarks and any special instructions:

Date of Last Tetanus injection _____

Date of Last Medical Exam _____

Wear glasses or contacts? Yes No

Wear braces? Yes No

Terra Bella Union Elementary School District
Terra Bella, CA 93270

Treatment of Life Threatening Anaphylaxis

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medication, latex materials, and exercise or in rare cases by unknown causes. This is a life threatening allergic condition requiring immediate treatment. Administering **epinephrine** to students during a medical emergency may help to insure the student's health and safety at school. Tulare County Office of Education has adopted a protocol for giving life saving epinephrine to students in need of such treatment.

The Terra Bella Union Elementary School District Staff is to administer the EpiPen(**epinephrine**) emergency treatment to my child, _____, in the event that he/she experiences a severe, life threatening anaphylactic (allergic) reaction during school hours or during school related activities.

Please circle one: YES / NO

Signature: _____
Parent/Guardian

Date: _____

Terra Bella Union Elementary School District



Student/Parent Handbook
2011-2012

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Terra Bella Union Elementary School District Family-School Compact

Our District philosophy is that families, students and school/district staff should work in partnership to help each student reach his/her potential. As partners we agree to the following:

As a student I will:

- Believe that I can learn and will learn.
 - Read for at least 30 minutes, five days a week.
 - Come to class on time, ready to learn and with assignments completed.
 - Set aside time to complete my homework.
 - Know and follow my school and class rules.
 - Follow my school's dress code.
 - Regularly talk to my parents and my teachers about my progress in school.
 - Respect my family, school, classmates, and school/district staff.
-

As a parent/guardian or family member I will:

- Talk to my child regularly about the value of education.
 - Monitor television viewing and make sure that my child reads every day.
 - Make sure that my child attends school every day, is on time, and has his/her assignments completed.
 - Support the school's discipline and dress code.
 - Monitor my child's progress in school.
 - Make every effort to attend school events such as parent/teacher conferences, Back-to-School Night, and Open House.
 - Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
 - Participate in shared decision making with school/district staff and other families for the benefit of students.
 - Respect the school, staff, students, and families.
-

As a teacher I will:

- Communicate high expectations for every student.
 - Endeavor to motivate my students to learn.
 - Teach and involve students in classes that are interesting and challenging and instruction will be consistent with standards of the District and the State of California.
 - Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
 - Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
 - Communicate regularly with families about their child's progress in school.
 - Provide assistance to families on what they can do to support their child's learning.
 - Participate in shared decision making with school/district staff and other families for the benefit of students.
 - Respect the school, staff, students, and families.
-

Terra Bella Union Elementary School District
9121 Road 240 - Terra Bella, CA 93270 – (559) 535-4451 – FAX (559) 535-0314

We would like to welcome you to another exciting school year. The entire staff is dedicated to making the Terra Bella Union Elementary School District “*A safe place to learn and grow.*” The Terra Bella Union Elementary School District has two schools, Terra Bella Elementary and Carl F. Smith Middle School.

Communication between home and school is essential if our school is to meet the needs of the children and the community. This handbook is intended to familiarize you with our schools. Please read this handbook with your child. *Please feel free to call us at 535-4451 if you have any questions.*

Frank H. Betry
Superintendent

Carl F. Smith Middle School
23825 Ave. 92, Terra Bella, CA 93270
(559) 535-4451 Option 3
Administrative Staff:
 Guadalupe Roman –Principal
 Kathy Conrad – Secretary

Terra Bella Elementary School
9364 Road 238, Terra Bella, CA 93270
(559) 535-4451 Option 1
Administrative Staff:
 Juan Flores – Principal
 Angie Sanchez - Secretary

Board of Trustees

- Mrs. Vicki Jagers President
- Mrs. Yolanda Bocanegra Clerk
- Mrs. Mariana Lopez..... Trustee
- Mr. David I. Lopez..... Trustee
- Mrs. Suzanne Lujan. Trustee

The Governing Board has scheduled regular meetings as follows:

Day and Date	Time	Location
Thursday, August 11, 2011	6:10 P.M.	CSMS Cafeteria
Thursday, September 8, 2011	6:10 P.M.	CSMS Cafeteria
Thursday, October 13, 2011	6:10 P.M.	CSMS Cafeteria
Thursday, November 10, 2011	6:10 P.M.	CSMS Cafeteria
Thursday, December 8, 2011	6:10 P.M.	CSMS Cafeteria
Thursday, January 12, 2012	6:10 P.M.	CSMS Cafeteria
Thursday, February 9, 2012	6:10 P.M.	CSMS Cafeteria
Thursday, March 8, 2012	6:10 P.M.	CSMS Cafeteria
Thursday, April 12, 2012	6:10 P.M.	CSMS Cafeteria
Thursday, May 10, 2012	6:10 P.M.	CSMS Cafeteria
Thursday, June 14, 2012	6:10 P.M.	CSMS Cafeteria

PHILOSOPHY:

The central interest of the Terra Bella Union Elementary School District is the learner, for whom the district is committed to creating a safe, supportive environment which promotes the acquisition of skills and knowledge for life long personal growth.

To this end we recognize that learning is a process that requires strong instructional leadership, quality instruction and active participation of the student and parent. While maintaining high expectations we recognize the needs of the individual and the effect that success has on the students self esteem.

Parents are teachers too:

Parents are their children's first and most influential teachers. What parents do to help their children learn is more important to academic success than how well off the family is. Parents can do many things at home to help their children succeed in school.

Conversation is important. Children learn to read, reason, and understand things better when their parents:

- Read, talk, and listen to your children,
- tell them stories, play games, share hobbies, and
- discuss news, television programs and special events.

In order to enrich the "curriculum of the home," some parents:

- Provide books, supplies, and a special place for studying,
- observe routine for meals, bedtime, and homework, and
- monitor the amount of time spent watching TV and doing after-school jobs.

Parents stay aware of their children's lives at school when they:

- discuss school events,
- help children meet deadlines, and
- talk with their children about school problems and successes.

General Information

School Day Schedules for Terra Bella Elementary and Carl F. Smith Middle School.

Grade	Regular Schedule	Wednesday Schedule
Kindergarten	10:15 a.m. – 2:25 p.m.	8:15 a.m. – 1:00 p.m.
Grades 1 st through 2 nd	8:15 a.m. – 2:25 p.m.	8:15 a.m. – 1:00 p.m.
Grade 3	8:15 a.m. – 2:35 p.m.	8:15 a.m. – 1:00 p.m.
Grades 4 th and 5 th	8:00 a.m. – 2:35 p.m.	8:00 a.m. – 1:00 p.m.
Multiage Classes	8:00 a.m. – 2:35 p.m.	8:00 a.m. – 1:00 p.m.
Grades 6 th through 8 th	8:15 a.m. – 3:00 p.m.	8:15 a.m. – 3:00 p.m. except last Wednesday of month 8:15 a.m. – 1:20 p.m.

Arrival Time

Terra Bella Elementary:

Students are to arrive on campus no earlier than 7:45 a.m. There are no provisions for supervision prior to that time. Students eating breakfast may arrive, and report directly to the cafeteria, at 7:30 a.m. Students arriving earlier than the designated time will be requested to return home and return at the appropriate time.

Kindergarten students are to arrive no earlier than 10:10 a.m. on regular schedule days.

Carl F. Smith Middle School:

Students are to arrive on campus no earlier than 8:05 a.m. There are no provisions for supervision prior to that time. Students arriving earlier than the designated time will be requested to return home and return at the appropriate time. Approximately every last Wednesday of the month, students will have 1:15 p.m. early dismissal from school.

Release of Students During School Hours

1. Any student authorized to go home for lunch by the parents must have a note on file in the office. Students are to go directly home or to the person responsible for him/her.
2. All other students will remain on the school grounds and will report to the cafeteria with the class for either a sack lunch or hot lunch. Students are not allowed to go to a friend's home for lunch.
3. Under no circumstances should a student leave the campus at noon except to go home for lunch. Students are not allowed to go downtown and eat.
4. If for any reason a child must leave school during school hours, a release slip must be obtained from the student office. The student's parent or guardian must sign the student out in the student office.
5. For the protection of all, pupils will not be released during school hours to persons other than their parents, legal guardians, or person(s) listed on their emergency card.

Lunch and Breakfast Programs

The Terra Bella Union School District provides lunches and breakfast at no cost to the student.

TERRA BELLA UNION ELEMENTARY SCHOOL DISTRICT STUDENT INTERNET USER AGREEMENT

Your child will have access to the Internet. In class, we will be visiting sites around the world, and searching for data on the World Wide Web. Terra Bella Union Elementary School District has gone to some effort to prevent the access of unacceptable materials through our computer system. One safeguard includes the use of a filtering program to help stop objectionable material. Another safeguard involves the training of our students. The students are coached regarding their responsibility in the use of the Internet. In addition, all student access will be in the presence of an adult, either a teacher or aide. Finally, no students will be allowed access without written permission from their parents/guardians.

However, it is possible that all of our efforts will still allow some material which is unacceptable to be accessed. Students will be counseled to immediately leave any site that shows material that is not acceptable. If students deliberately attempt to access materials that are unacceptable, they may lose the privilege of using the Internet and computers in the Terra Bella Union Elementary School District. (Education Code 48980 (h))

Student Internet User Agreement

As an Internet user, you are expected to follow these rules:

- ❖ **BE POLITE:** Never send, or encourage others to send abusive messages.
- ❖ **USE APPROPRIATE LANGUAGE:** You are a representative of the Terra Bella Union Elementary School District on the World Wide Web. Never swear or use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- ❖ **PRIVACY:** Never reveal any address, phone number, or personal information.
- ❖ **CONCERNING E-MAIL:** You must sign YOUR name to any message you send.
- ❖ **ACCOUNTABILITY:** You will lose your Internet and possibly your computer privileges if you use the Internet inappropriately. This includes any attempt to inappropriately access student or administrative data at our sites (hacking).

Personal responsibility: I will accept personal responsibility for reporting any misuse of the network to my teacher or system administrator. Misuse can come in many forms, but is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described: (1) The use of another organizations' networks or computing resources must comply with rules appropriate to that network. (2) Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. (3) The use of commercial activities by for-profit institutions is generally not acceptable. (4) Use of product advertisement or political lobbying is also prohibited.

The use of the assigned network account must be in support of education and research and with the educational goals and objectives of the Terra Bella Union School District. I am personally responsible for this provision at all times when using the electronic information service.

Immunizations

Upon enrollment, students must present evidence of full immunization against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella as documented by a physician, nurse, or clinic in a manner prescribed by the State Department of Health Services. Students who are seven years old or older shall not be required to be immunized against pertussis or mumps. (Health and Safety Code 120335)

Upon enrollment, children entering school or a child care and development program at the kindergarten level or below shall also present evidence of immunization against hepatitis B. Children who have not reached the age of four years, six months shall also present evidence of immunization against haemophilus influenza type B. (Health and Safety Code 120335)

Upon enrollment, persons entered into California public or private schools at the kindergarten level or above, after July 1, 2001, shall be required to be immunized against varicella also known as chickenpox. (Health and Safety Code 120335)

The Terra Bella Union Elementary School District shall not unconditionally admit any pupil to the 7th grade level, nor unconditionally advance any pupil to the 7th grade level unless the pupil has been fully immunized against hepatitis B. (Health and Safety Code 120335). A new California law now requires students to be vaccinated against whooping cough. **For the 2011-2012 school year only, all students entering 7th through 12th grades will need proof of an adolescent whooping cough booster shot (Tdap) before starting school. Thereafter, in future school years, only students entering 7th grade will need proof of an adolescent whooping cough booster shot (Tdap) before starting school.** By law, students who do not have proof of receiving a Tdap booster shot will not be able to start school until proof is provided to the school. (The tetanus-diphtheria booster shot, Td, will not meet the requirement.)

Additional immunization may be required in accordance with California statutes.

Any student without the required evidence of immunization shall be excluded from school until the immunization is obtained or until the student presents a letter of affidavit of exemption from his/her parent/guardian or physician. Exemption is allowed when the parent/guardian states in writing that immunization is contrary to his/her beliefs. Exemption is also allowed to the extent indicated by a physician's written statement describing the medical condition of the child and the probable duration of the medical condition or circumstances which contraindicate immunization. (Health and Safety Code 120365, 120370, 120375)

The District may conditionally admit a child with documentation from a physician that:

1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission, or
2. He/she has a temporary exemption from immunization for medical reasons.
(Code of Regulations, Title 17, Section 6000)

Continued attendance after conditional admission shall depend upon the student receiving the remaining required immunizations according to schedule or when his/her temporary exemption ends. (Code of Regulations, Title 17, Sections 6000, 6020, 6035)

In accordance with law, the District Superintendent or designee shall notify parents/guardians of the rights of students and parents/guardians relating to immunizations. (Education Code 46010.5, 48980)

(cf. 5145.6 – Parental Notifications)

When admission has been denied because of lack of immunization, the District Superintendent or designee shall notify the parent/guardian that he/she has two weeks in which to supply evidence of proper immunization or an

appropriate letter of exemption. This notice shall refer the parent/guardian to the child's usual source of medical care. (Education Code 46010.5) If no usual source of medical care exists, the parent/guardian shall be referred to the County Health Department. (Education Code 46010.5)

The governing board of any school district may permit a licensed physician and surgeon, or a health care practitioner (including a physician assistant, nurse practitioner, registered nurse, licensed vocational nurse or nursing student who is acting under the supervision of a registered nurse as provided by law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil whose parent or guardian has consented in writing prior to administration of the immunizing agent. (Education Code 49403) Immunizations shall not be given without parental consent.

Oral Health Assessment for Grades K-1

No later than May 31 of the relevant school year, the parent/guardian of a kindergarten student, or first-grade student who was not previously enrolled in kindergarten in a public school, shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment. The parent/guardian shall submit to the Superintendent or designee a California Department of Education standardized form which has been completed and signed by the dental health professional. (Education Code 49452.8)

Type 2 Diabetes Information

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is provided to parents and guardians. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Description

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

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

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

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

Risk Factors Associated with Type 2 Diabetes

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

Risk Factors

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

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

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

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

Type 2 Diabetes Prevention Methods and Treatments

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

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

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

Types of Diabetes Screening Tests That Are Available

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

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

References

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

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

[KidsHealth](#) (Outside Source)

[Mayo Clinic](#) (Outside Source)

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

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

School Telephones

The school's telephone is to be used by students for appropriate business only. Students should obtain permission from appropriate school personnel **before** using school telephones.

Attendance

Good attendance is necessary for making continuous learning possible. To give your child the best education possible, please plan shopping trips, visits, and vacations for times when school is not in session.

When students are absent for any reason, parents should contact the school in person or by telephone to verify the absence. Calls to verify absences should be made the day of the absence. All student absences must be verified by parents by telephone, in person, or in writing.

Letters for excessive absences and/or tardies will be mailed to parents as needed. If tardies or absences become a problem, your student may be asked to attend After School Detention. Parents of students with excessive absences or tardies may be required to attend a School Attendance Review Board hearing to give cause for the excessive absences or tardies.

When a student returns to school after an illness or injury and is to be excused from Physical Education activities, please send a note signed by the parent or legal guardian. Excuses beyond three days require a note from your doctor.

Tardies

Students arriving late are a disruption to class and the educational process. Please see that your child arrives at school on time.

Medication at School

Any medication required during school hours must be kept in the nurse's office for the protection of all students. Parents should have their physician fill out and sign a "Medication in School" form and forward it to the school nurse. A copy of the "Medication in School" form can be obtained from the school nurse.

THE SCHOOL CANNOT GIVE ANY MEDICATION TO STUDENTS UNLESS A "MEDICATION IN SCHOOL" FORM IS ON FILE IN THE NURSES OFFICE.

Medical and Dental Appointments

All attempts should be made to schedule doctor and dentist appointments at times when school is not in session. When this is not possible, parents should notify the school office by telephone or in writing as to the date and time of the appointment. Parents should come to the office to sign students out when their child is picked up and in when their child returns to school. Students are expected to return to school promptly after their appointment to minimize lost instructional time.

Tobacco-Free Schools

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5131.62 - Tobacco)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

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

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Students and staff wishing to quit the use of tobacco products or smoking may seek help from the school nurse. Community members may refer to the resources listed below available if you wish to quit:

Public Health Organizations

There are many government agencies and nonprofit organizations that offer free (or low-cost) information about smoking and help with quitting, you can connect with them by telephone or email, or visit their websites.

The American Cancer Society (ACS)

(type "guide to quitting smoking" in the search box)

The ACS is a national, community-based volunteer health organization that works to prevent cancer and save lives. The Society offers information, news and support to help you quit.

Telephone: 1-800-227-2345

American Heart Association (AHA)

(type "smoking cessation" in the search box)

Another national voluntary health organization, the AHA's goal is to prevent and reduce the health damage caused by heart and blood vessel diseases and stroke.

Telephone: 1-800-242-8721

American Lung Association (ALA)

The ALA is a volunteer organization that fights lung diseases, with special emphasis on asthma, tobacco control, and environmental health.

Telephone: 1-800-586-4872

Centers for Disease Control and Prevention (CDC)

The CDC is the lead federal agency responsible for protecting the health and safety of Americans. Through its Tobacco Information and Prevention Source site, you can access quitting guides and tips, news and research on smoking, and tobacco-related initiatives and events.

Telephone: 1-800-311-3435

National Cancer Institute (NCI)

Part of the National Institutes of Health, the NCI is the primary federal agency for cancer research and training. Its website includes information on the effects of smoking, how to quit, and ongoing research on tobacco.

Telephone: 1-800-422-6237

National Heart, Lung, and Blood Institute (NHLBI)

The NHLBI conducts and supports research on diseases and disorders involving the heart, blood vessels, lungs and blood. Search its website (under "smoking") to find out how quitting helps your heart, and to get advice on quitting for smokers of all ages and backgrounds.

Telephone: 1-800-575-9355

National Institutes of Health

The world's premier medical research organization, the NIH houses 19 separate health institutes as well as the National Library of Medicine.

Telephone: 1-301-496-4000

National Women's Health Information Center (NWHIC)

A special project of the U.S. Department of Health and Human Services' Office on Women's Health, the NWHIC provides health information especially for women—including a searchable database of health topics. Check its "breath of fresh air" section for quitting information and resources.

Telephone: 1-800-994-9662

U.S. Department of Health and Human Services (HHS)

The HHS offers information on all kinds of health, safety and wellness topics, including information and links to smoking cessation guides and research.

Telephone: 1-877-696-6775

U.S. Surgeon General

The nation's leading spokesperson on public health, the Surgeon General oversees the U.S. Public Health Service. Website resources include tools to help you and your doctor discuss quitting methods, the "You Can Quit Smoking" Consumer Kit (in English and Spanish), *Tobacco Cessation Guidelines* and *Health Consequences of Smoking*.

Telephone: 1-877-696-6775

Accident Insurance Medical & Hospital Services Not Provided

The Terra Bella Union School District does not provide medical/hospital services or primary accident insurance for students. All students who participate in school sports must provide their own insurance and must show proof of insurance before participating in any sports activity.

EMERGENCY PROCEDURE CARDS – IMPORTANT

EMERGENCY PROCEDURE CARDS MUST BE FILLED OUT BY PARENTS AND SIGNED. THE PARENT OR ADULT DESIGNATED ON THE EMERGENCY CARD WILL BE CONTACTED IN CASE OF ILLNESS OR EMERGENCY. PLEASE SHOW A TELEPHONE NUMBER OF THE PERSON THE SCHOOL CAN REACH WHILE SCHOOL IS IN SESSION.

Lost and Found

All lost and found items should be turned in to the student office. If your child is missing a sweater, coat, etc., encourage him/her to check with the student office.

School Pictures

Students are photographed in the fall. The photographer offers parents the opportunity to purchase photographic packages of their children. Notices are sent to parents prior to the date scheduled.

Messages

Please make every effort to give your child all messages and information before school begins.

Library Books

The library at Terra Bella Elementary School is for the use of the students of our District. Students should return the library books on time and in good condition. Failure to return books in good condition may result in the student having to pay for the damaged book.

The library, housed on the Carl Smith Middle School campus, is a branch of the **Tulare County Library System**. **All students must have a Tulare County Library card before they will be allowed to check books out of this library.** Damaged or lost books are the responsibility of the student. Students should return the library books on time. Failure to return books on time, in good condition, will result in fines being levied by the Tulare County Public Library. Failure to pay fines will result in the loss of library privileges.

Bringing Personal Items to School

If a student has an article that he/she would like to share, student must obtain permission from the teacher before bringing to school. Games & electronic entertainment devices, and electronic communicating devices, and sports cards are to be left at home. Only needed money should be brought to school. The money should be kept in a safe pocket, lunch pail or given to the teacher for safekeeping. **The school is not responsible for any item, which is brought from home and is lost, damaged, or stolen at school.**

Conduct

The Governing Board believes that all students have the right to a public education in a positive environment free from disruptions that interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the Board, parents, students, teachers and the administration be cognizant of their responsibilities related to student conduct.

Governing Board

The Board is responsible for prescribing rules for the government and discipline of the schools under its jurisdiction. The Board holds the certificated personnel responsible for the proper conduct and control of students under their charge within the behavioral guidelines established by the Board in conjunction with the administration. The Board shall provide all reasonable support to certificated personnel with respect to student conduct and discipline.

Superintendent

The Superintendent shall establish the necessary procedures to implement and enforce the Board's discipline policy. He/She shall notify the parents/guardians of all students of the availability of the district's policy and procedures related to conduct and discipline.

School Principal

The school principal shall initiate and enforce a set of school rules, in keeping with district policy and regulation, which facilitate effective learning and promote attitudes and habits of good citizenship.

School rules shall be communicated by the principal to continuing students at the beginning of the fall semester and to transfer students at the time of their enrollment. (Education Code 35291)

The principal shall support the classroom in his/her efforts to promote improved and acceptable behavior in students.

Teachers

Teachers shall conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning.

Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.

Parents

Parents are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/Guardians shall be held liable for misconduct of students, which leads to the death or injury to any student or to any person employed by or volunteering for the school district. Parents/Guardians are also liable for defacement, injury or loss of any district property belonging to the district. Penalties shall be those specified in law.

(cf. 5131.5 – Vandalism)

Students

Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the Board. All students shall comply with the regulations of the school district, comply with the course of study and submit to the authority of the teachers and administration of the schools.

(Education Code 48908)

Students should have the freedom and be encouraged to express their individuality of any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program. Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative programs, discipline, suspension, exclusion or expulsion.

(cf. 5112.2 – Exclusions)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension/Expulsion/Due Process)

Student Conduct

All Students are expected to demonstrate respect for the school, teachers, other students, district staff, and themselves. Terra Bella Elementary School and Carl F. Smith Middle School are places for learning. There are five basic principles that make up our District's *Code of Conduct*. These principles are outlined in the District's *Code of Conduct* as follows:

Code of Conduct

1. Follow Directions

2. Think Before You Act - Be Safe

3. Take Care of Our School

4. Keep Hands, Feet & Objects to Yourself

5. Use Only Kind Words

Specific classroom and playground rules are derived from these five principles.

Fighting, biting, or spitting will not be tolerated! Choosing to do so will result in automatic administrative referral and appropriate disciplinary action that could include suspension from school.

Student Rules

1. Follow Directions

- Toys and electronic entertainment devices are to be kept at home.
- Take care of your office business as soon as you arrive on campus.
- No gum, candy or sunflower seeds allowed on the school grounds or buses.
- Restrooms should be used properly and as soon as students are dismissed from the classroom or cafeteria.

2. Think Before You Act – Be Safe

- Students are not to leave the grounds before school starts. Once a student has arrived (walking, bus delivery, parent delivery) he/she is not to leave without permission. Students should not leave to meet a friend, go to the store, etc.
- Students are not to leave the playground unless they obtain permission from the duty person.
- Always walk while on the sidewalks. Limit running to appropriate play areas.
- Touch football only.
- Fighting will not be tolerated – immediate administrative referral will result.
- Remember to use crosswalks when crossing the street.
- School entry and exit is to be via the front of the school.
- All running, throwing, and kicking activities should be done in designated areas only!

3. Take Care of Our School

- The grass is for your enjoyment. But, please use the sidewalks when possible, and near corners and “high wear” areas.
- Do not litter or deface school property.
- Help keep the campus “looking good”.

4. Keep Hands, Feet and Objects To Yourself

5. Use Only Kind Words

Students are accountable to these rules coming to and going from school. All rules apply at all school functions including dances, sports activities, while being transported on vehicles provided by the District, etc.

School Bus Drivers**Authority**

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road.

(Code of Regulations, Title 5, Section 14103)

Whenever he/she determines that it is unsafe to continue operating the bus, the school bus driver shall pull off the road at the first safe place and wait until it is safe to proceed.

(cf. 3543 – Transportation Safety and Emergencies)

(cf. 5131.1 – Bus Conduct)

Qualifications and Training

All school bus drivers employed by the district for the transportation of students shall possess, at a minimum:

1. A valid license for the appropriate class of vehicle, issued by the State Department of Motor Vehicles. (Vehicle Code 12517)
2. Certified completion of the first aid test administered by the California Highway Patrol, or a current first aide certificate issued by the American Red Cross, or by an organization whose first aide training program is at least equivalent as determined by the Emergency Medical Services Authority. (Vehicle Code 12522)
3. A current medical certificate as required by law. (Vehicle Code 12517.2)
4. A California special driver certificate valid for driving a school bus. (Vehicle Code 12517)

All school bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to district policies and regulations relating to student transportation.

School bus drivers shall receive instruction in the proper securement of mobile seating devices in the bus. (Education Code 56221)

(cf. 3541.2 – Transportation for Students with Disabilities)

School bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.

(cf. 4112.42 – Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated.

(Vehicle Code 1808.8)

Responsibilities

The school bus driver's major responsibility is to safely transport students to and from school activities.

Except in an emergency, drivers shall not require any student to leave the bus in route between home and school or other destinations.

Drivers shall stop to load or unload students only at a school bus stop designated by the Superintendent or designee or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

When students need to cross a highway or private road where the bus is stopped and traffic is not controlled by a traffic officer or official traffic control signal, the driver shall: (Vehicle Code 22112)

1. Check for approaching traffic in all directions; when it is safe, activate the flashing red light signal system and the stop signal arm, if supplied.
2. Before opening the door, ensure that the flashing red signal lights and stop signal arm are activated and that it is safe to exit the bus.
3. Escort all students in grades pre-kindergarten through eight across the highway or private road, using an approved hand-held "STOP" sign while so doing.
4. Require all students to walk in front of the bus as they cross the road or highway.
5. Ensure that all students who need to cross the road or highway have crossed safely and that all other unloaded students are a safe distance from the bus before setting the bus in motion.

Bus drivers shall operate red and amber bus lights and signal arms in accordance with law. The Superintendent or designee shall notify drivers whenever the district designates a stop that presents unique traffic hazards meriting use of the flashing red lights even when no students are crossing the roadway. Such stops shall be so designated only with the approval of local traffic engineering authorities.

School bus drivers shall report to the transportation supervisor on the following:

1. Recurring and serious student misbehavior.
2. Parental and student complaints.
3. All accidents involving students or school vehicles.
4. All traffic violations which endanger students.
5. Consistently late school dismissals which cause transportation delays. (Such occurrences must also be brought to the attention of the school principal.)
6. Overload.

Drivers shall report all school bus accidents immediately to the California Highway Patrol, the district, and the driver's employer (if other than district). Code of Regulations, Title 13, Section 1219

Student Discipline (District Provided Transportation)

It is expected that all students follow the *Student Rules* while riding any District provided transportation. Bus riders are subject to the following discipline procedure for rules violations on District provided transportation.

First referral:	Sent to office//Parent Contact.
Second referral:	1-day Suspension from the bus.
Third referral:	5-day suspension from the bus.
Fourth referral:	10-day suspension from the bus.
Fifth referral:	15-day suspension from the bus.
Sixth referral:	20-day suspension from the bus.
Seventh referral:	Loss of bus privilege for the rest of the school year.

Severe infractions will be subject to further disciplinary action in accordance with District policies and regulations.

Student Discipline (District Provided Transportation)

Legal Reference:

EDUCATION CODE

39833 Operating bus in violation of order or regulation or without operator's qualification.

40080-4009.0 Specialized vehicle driver training courses.

56221 Adoption of policies.

VEHICLE CODE

1808.8 Dismissal for safety-related cause.

2570-2575 Transportation of school pupils.

12517 School bus and pupil activity bus drivers qualifications; certificates; fees.

12517.2 Medical report; physical examination.

12522 First aid examination for school bus driver

13376 Driver certificates; revocation or suspension; sex offense prosecution.

22112 School bus signal.

25257 School bus; flashing light signal system.

25257.2 School bus used for transportation of developmentally disabled person.

34501.6 School bus; reduced visibility.

34508.5 Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

CODE OF REGULATIONS, TITLE 13

1202 General provisions

1219 School bus regulations

1227 School bus stops

CODE OF FEDERAL REGULATIONS, TITLE 49

517.222 Federal motor vehicle safety standard #222

(9/90 12/92 5/95)

Terra Bella Union School District

Dress and Grooming

The Governing Board believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process.

(cf. 4119.22 – Dress and Grooming)

(cf. 5145.2 – Freedom of Speech/Expression)

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

(cf. 5144 – Discipline)

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

(cf. 5136 – Gangs)

Uniforms

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff, and parents/guardians at a district school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

The Superintendent or designee shall establish procedure whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide.

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Staying After School

If your child is to stay after school, for any reason, every effort will be made to contact parents first. If the school is unable to make contact, a Notification of After School Assignment will be sent home with the student. Parents are to read and sign the form. Students will stay after school the following day. If students, who ride the bus, are assigned after-school detention, it is the responsibility of the parent to provide transportation home.

Withdrawal From School

If it becomes necessary for a student to transfer to another school, parents should come into the student office to complete a transfer request. All school property (textbooks, library books, etc.) must be returned prior to transferring. The student's school records will be sent directly to the new school upon request by the new school administrator.

Communicable Disease Control

Pupils who have communicable diseases are not permitted to attend school. The school should be notified as soon as possible by the parents of incidents of such communicable disease. The pupil will be readmitted to school when the danger of transmitting the disease no longer exists.

Visitors

Student's visitors (cousins, younger brothers, sisters, or other relatives) are not permitted. Any person coming onto the school grounds during school hours must first report to the office and secure permission to be on the grounds and/or to conduct any business and/or see any teacher or pupil. This law applies to any person, parent, salesman, or police officer.

STUDENTS

BP 5145.7 (a)

Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

(cf. 4188 – Suspension/Disciplinary Action)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 – Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Legal Reference:

EDUCATION CODE

200-240 Prohibition of discrimination on the basis of sex, especially:

212.5 Sexual Harassment

212.6 Sexual Harassment Policy

230 Particular Practices

48980 Notice of beginning of term

(Revised 2/93)

Terra Bella Union School District

Sexual Harassment

Prohibited sexual harassment includes but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (Education Code 212.5)

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

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

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

Notifications (Sexual Harassment)

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each year. (Educational Code 48980)
2. Be displayed in a prominent location near each school principal's office.

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)
4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)

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

1. Removal of vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

Revised 2/93

Terra Bella Union School District

District Suspension/Expulsion

Students may be subject to suspension or expulsion for committing any of the acts listed below and shall be suspended and/or expelled when so required by law:

1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Education Code 48900.a)
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a certificated school employee, with the principal's or designee's concurrence. (Education Code.b)

(cf. 5131.7 – Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900.c)

(cf. 5131.6 – Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcoholic beverage, or intoxicant. (Education Code 48900.d)
5. Committed or attempted to commit robbery or extortion. (Education Code 48900.e)
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900.f)
7. Stole or attempted to steal school property or private property. (Education Code 4800.g)
8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900.h)
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900.i)
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health Safety Code 11014.5. (Education Code 48900.j)

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900.k)
12. Knowingly received stolen school property or private property. (Education Code 48900.l)
13. Possessed an imitation firearm, ie. A replica of a firearm that is so substantially similar in physical properties to an existing firearm to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900.m)
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, Penal Code 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900.n)
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. (Education Code 48900.o)
16. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2) (cf. 5145.7 – Sexual Harassment)
17. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 48900.3
18. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating as intimidating or hostile educational environment. (Education Code 48900)

(cf. 5145.3 –Nondiscrimination/Harassment)

COMMUNITY RELATIONS

What if I have a problem or concern?

From time-to-time you or your child may experience a problem or wish to state a concern or complaint. The following informal procedure should help resolve most issues.

1. Contact your child's teacher for an appointment to discuss the matter.
2. If you do not feel the matter has been resolved or if the incident does not pertain to the teacher, please contact the principal.
3. If the issue continues to be unresolved, please contact the superintendent.

Should the informal procedure fail to successfully resolve the issue of concern, the following formal policy should be utilized.

1. The issue of concern is presented to the Superintendent as a written statement. This statement shall be clear, concise, state the circumstances, the decisions rendered at the informal level and the specific remedy sought.

1.1 The superintendent will communicate his/her written decision on the matter within (10)working days of receipt of the written statement of concern.

2. If the parent is not satisfied with the disposition of the complaint at level I, or no written decision has been rendered within the specified ten (10) day time period, the parent may forward the written statement to the Board of Trustees. The written appeal statement shall include the written statement submitted to the Superintendent, the Superintendent's decision and the reason for appeal. This may be done at any time not to exceed twenty (20) days after the level I decision has been received, or the ten-(10) day period for such a decision has expired.

2.1 Within twenty (20) days the Board of Trustees will meet with the parent. Within ten (10) days of such a meeting, the Board of Trustees or its designee shall communicate a written decision regarding the matter to the parent.

The decision of the Board of Trustees shall be final.

NOTICE OF PARENTAL RIGHTS

The following is a list of the rights you have as a parent or guardian of a child in public school. The rights listed are granted by federal or state laws, regulations and court decisions.

A. Student Discipline and Attendance: You have the right as a parent:

1. To obtain a copy of the Governing Board's rules and regulations on student discipline. (Education Code 35291)
2. To be informed that you may be required to attend your child's class if he/she is suspended for unruly or disruptive conduct. (Education Code 48900.1, 48914)
3. To apply for enrollment of your child in a district on which you are employed, however, the district may have the right to deny the application under certain conditions. (Education Code 48204.b)
4. To request information about enrollment in alternative schools. (Education Code 58501)
5. To excuse your child from school for justifiable personal reasons upon written notice and approval by the principal or designated representative. Personal reasons may include attendance at a religious retreat, not to exceed four hours per semester, and the observance of a religious holiday or ceremony. (Education Code 48205)
6. To receive the District's written policy on sexual harassment as it relates to students. (Education Code 212.6)
7. To receive notification of all current statutory attendance options and local attendance options. Parents will receive a written description of all options for meeting residency requirements for school attendance, all programmatic options offered within the local attendance areas, and any special programmatic options available on both an inter-district and intra-district basis. The notice will include a description of the procedure for application for alternative attendance areas or programs, an application form for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. See attachments. (Education Code 48980 j).
8. To be informed that a student with a temporary disability who is in a hospital or other residential facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located, pursuant to Education Code § 48207. Once the parent has notified the District in which the hospital is located of the student's presence in the qualifying hospital, the District has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five days. (Education Code 48208.)

B. Student Health: You Have the Right as a parent:

1. To be informed that school authorities will notify students in grades 7 and 8 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. (Education Code 46010.1)
2. To be informed that your child must be immunized against certain diseases before being admitted to school, unless exempted for medical or religious reasons. (Education Code 48216)
3. To request assistance in administering medication to your child during school hours. Such assistance requires your written authorization and that of a physician detailing the method, amount, and time schedule for taking the medication. (Education Code 49423)
4. To exempt your child from any physical examination upon your written notification. However, where there is good reason to believe that your child is suffering from a recognized contagious or infectious disease, your child will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. (Education Code 49451)
5. To purchase insurance for medical and hospital services for your child's injuries while participating in athletic activities since the District does not provide such medical and hospital services. (Education Code 49471)
6. To be informed of your obligation to notify appropriate school personnel (e.g., school nurse or designated employee) of your child's continuing medication regimen for a non-episodic condition. With your consent, the school nurse may communicate with your child's physician and may counsel school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. (Education Code 49480)
7. (a) Notwithstanding Section 49422, any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements identified in subdivision (b).
 - (b) (1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.
 - (2) In order for a pupil to carry and self-administer prescription auto-injectable epinephrine pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.
 - (3) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- (c) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses auto-injectable epinephrine in a manner other than as prescribed. (Education Code 48980, 49423, and 49423.1)

C. Student Records: You Have the Right as a Parent:

1. To be notified of the District's policies concerning student records maintained by the District. (Education Code 49063;34 C.F.R. Part 99.7)
2. To know that your child's right to privacy prohibits the release of confidential information in your child's records to individuals other than yourself, or certain authorized individuals. (Education Code 49060 et seq.)
3. To consent to disclosure of personally identifiable information contained in your child's records, except to the extent disclosure without consent is permitted by law (e.g., court order, subpoena). (Education Code 49076 et seq.)
4. To review and inspect your child's school records during regular school hours.
5. To receive a copy of any information in your child's records at a reasonable cost per page. (Education Code 49068)
6. To request that information which you believe to be inaccurate or inappropriate, be removed from your child's records. (Education Code 49068)
7. To file a complaint with the United States Department of Health, Education, and Welfare concerning alleged failure by the district to comply with the requirements of the General Education Provisions Act. (20 U.S.C 1232 (e))
To file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. (34 Code of Federal Regulations (C.F.R.) Part 99.7.)

The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605)

8. Transfer of Suspension and Expulsion Disciplinary Records. The District will forward student records, including suspension and/or expulsion disciplinary records, to other schools that have requested the records and in which the student seeks or intends to enroll. (FERPA, 34 C.F.R. Part 99.7 and 99.34 (a)(ii).)
9. To be informed that the District will notify your child's teacher(s), in confidence, if your child has caused or attempted to cause serious bodily injury to another person. The information provided the teacher(s) will be based on any written records that the District maintains or receives from a law enforcement agency regarding your child. (Education Code 49079)

D. Student Instruction: You Have the Right as a Parent:

1. To substantiate your child's moral objection to dissecting, destroying or otherwise harming animals as part of an education project. Teachers of courses utilizing dead animal parts will inform students of their right to object to participate in a particular project involving the harmful or destructive use of animals. Your written note attesting to your child's objection may, at the teacher's option, entitle your child to participation in an alternative education project or to be excused from the project altogether. (Education Code 32255, et sequ.)
2. To have your child with a temporary disability receive individual instruction if attendance at School is impossible or inadvisable. Individual instruction may be provided at your child's home, in a hospital or other residential health facility. (Education Code 48206.3, et seq. and 48208)
3. To be informed of District programs for students with exceptional needs, including your right to have your child placed in an "appropriate" program, and to be consulted about the assessment and placement of your child. Students with exceptional needs have a right to a free appropriate public education. (Education Code 56000, et seq.)
4. To excuse your child from taking part in training in health, family life education and sex education instruction which conflicts with your religious training, beliefs and moral convictions or those of your child. (Education Code 51240)

5. To be informed, in writing, of sex education classes offered by the District and of your opportunity to inspect and review all instructional material to be used in such classes.

You may request, in writing, that your child be excused from these classes. Your request will be honored for the current school year but may be withdrawn by you at any time. We note that this notice does not apply to human reproductive organs that may appear in physiology, biology, zoology, general science, personal hygiene, or health textbooks, adopted pursuant to law.

All pupils in grades 7-12, inclusive, shall receive comprehensive sexual health education and HIV/AIDS prevention education from trained instructors at least once in junior high/middle school and once in high school.

At the beginning of each school year, or at the time of enrollment, the parent or guardian of each pupil shall be notified about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall include all of the following:

1. Advise the parent or guardian that written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
2. Advise the parent or guardian whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel or by outside consultants.
3. Information explaining the parent's or guardian's right to request a copy of Chapter 5.6 of the Education Code (commencing with Section 51930 et seq.).
4. Advise the parent or guardian that the parent or guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education.

Anonymous, voluntary and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupils' attitudes concerning or practices relating to sex may be administered to pupils in grades 7-12. Parents or guardians shall be notified in writing and given the opportunity to review such tests, questionnaires and surveys.

A parent or guardian has the right to excuse his or her child from all or part of the above.

A pupil shall not be subject to disciplinary action, academic penalty, or other sanction if the parent/guardian does not permit the pupil to receive the instruction. While the instruction is being delivered, an alternative educational activity shall be made available to those pupils whose parent/guardian have requested that they not receive the instruction. (Education Code 51934, 51938, and 51939))

6. To have a conference when a teacher has determined and informed you that your child is in danger of failing a course. (Education Code 49063 and 49067)

Social Promotion and Retention – California has been addressing the issue of student accountability for the past several years. Too many students are not successful in elementary and middle schools because their reading, math, and language arts skills are not sufficient to allow them to complete class work satisfactorily. These students are non-proficient students or students who have not mastered grade level skills. Many non-proficient students were socially promoted from one grade level to the next, as teachers and parents hoped that with time, the student would learn the necessary grade level skills. Unfortunately, this did not happen. Students often fell further and further behind. Even when students showed growth, many remained below grade level. New laws now require school districts to address the serious issue of the non-proficient student. AB 1626, Pupil Promotion and Retention, requires all school districts to establish a promotion and retention policy, based on students' achievement of grade level standards. Additionally, AB 1639 requires school districts to offer supplemental instruction to students in grades 2 through 8 with low reading, writing or math achievement.

7. Personal Beliefs/Political Affiliations/Behavior/Close Family Relationships

No test, questionnaire, survey, or examination which has questions about your or your child's beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) shall be administered without prior notification and written permission of the parent or guardian. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation. (Education Code 51513)

and 60614 and 20 U.S.C 1232h(a) and (b)). Additional notice shall be provided within a reasonable period of time after any substantive change to such policy(20USC, 1232h).

8. To request a meeting to review instructional materials and discuss the curriculum of your student's course. (Education Code 49063 (k) and 49091.14 and No Child Left Behind Act, 20 U.S.C 1232h (c) and (d))
9. To request information regarding the professional qualifications of your child's teacher and paraprofessional. (No Child Left Behind Act, 20 U.S.C. 6311.)
10. To be notified, at least once, in advance of career counseling and course selection commencing with course selection for grade 7 so that you may participate in the counseling sessions and decisions. (Ed. Code § 221.5 (d).)
11. To be notified of minimum days or staff development days. (Ed. Code §48980 (c).)

12. To be notified of **Course of Study – Sexual Bias**

Elementary and secondary (high) schools shall offer classes and courses, including nonacademic and elective classes and courses, without regard to the sex of the pupil enrolled in these classes and courses. A school district may not prohibit a pupil from enrolling and may not require a pupil of one sex to enroll in any class or course on the basis of the sex of the pupil. *(d) A school counselor, teacher, instructor, administrator, or aide may not, on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from that offered to a pupil of the opposite sex or, in counseling a pupil, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled... The parents or legal guardian of a pupil shall be notified in a general manner at least once in the manner prescribed by Section 48980, in advance of career counseling and course selection commencing with course selection for grade 7 so that they may participate in the counseling sessions and decisions. (e) Participation in a particular physical education activity or sport, if required of pupils of one sex, shall be available to pupils of each sex. (Ed. Code § 221.5)*

E. Miscellaneous:

1. Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, prohibits discrimination on the basis of race, color, religion, ancestry, ethnic group identification, marital or parental status, physical or mental disability, national origin, gender, or sexual orientation, or the perception of one or more of such characteristics or lack of English skills in federally financed education programs or activities. The District does not discriminate in admissions or access to its programs or activities. Any questions or concerns concerning noncompliance can be directed to your school principal. (Education Code 220 & 48985, 34 C.F.R. 100.3, 100.6, 106.9, 104.8, 106.9, U.S.C 1681-1688, 6311-6312, 42, U.S.C 12101-12213, 794, C.G.C 12940)
2. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against qualified handicapped persons in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Please contact the District Program Coordinator with any questions. (34 C.F.R. 104.8; 28 C.F.R. 35.106)
3. Title 5 of the California Code of Regulations requires districts to adopt and provide Uniform Complaint Procedures to assist you with questions regarding your rights. These procedures are attached. (C.C.R., Title 5, 4622, 4652, 4671)

Williams Uniform Complaint - Chapter 5.1 of Title 5 of the California Code of Regulations requires districts to adopt and provide procedures to assist you with questions regarding your rights, for modifications, as necessary, to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment.

4. You may request a copy of the School Accountability Report Card which is issued annually for each school in the District. School Accountability Report Cards are available for viewing and download from the District Website at <http://www.tbuesd.org/district.htm>.

5. The asbestos management plan for each school shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. In addition, staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 C.F.R. 763.93)
6. You may request to review the complete list of names of all pesticide products expected to be applied at the school facility during the upcoming school year and identify the active ingredient or ingredients in each pesticide product and the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulations (www.cdpr.ca.gov) pursuant to Section 13184 of the Food and Agriculture Code and may contain other information deemed necessary by the school district designee. (Education Code 48980.3 and Education Code 17612)

Enclosures: Alternative School Notice
 District's Uniform Complaint Procedure
 District's Sexual Harassment Policy

Alternative Schools: "Notice of Alternative Schools" (Education Code 58501)

California law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative schools 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 teacher(s) 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 that 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 information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

(Stats. 1976, c. 1010, Sec. 2. Amended by Stats. 1981, c. 469 Sec. 3)

*Terra Bella Union Elementary School District
2011-2012*

**ANNUAL NOTIFICATION OF
THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Terra Bella Union Elementary School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Terra Bella Union Elementary School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in *[customize to identify only those programs in your LEA]* Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical And Technical Education And Training Programs, Child Care And Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Name/Title: Frank H. Betry, Superintendent
Address: 9121 Road 240, Terra Bella, CA 93270
Telephone: (559) 535-4451 Option 4

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

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

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

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

A copy of the Terra Bella Union Elementary School District's UCP policy and complaint procedures shall be available free of charge.

Approved 01-10-2011

**ELEMENTARY AND SECONDARY EDUCATION ACT
NO CHILD LEFT BEHIND ACT, 2001**

PARENT NOTICE/INFORMATION REQUIREMENTS

Summary

Notices and information must be provided to parents in an “understandable and uniform format, and to the extent practicable, provided in a language that parents can understand.

All Parents:

- Must be informed of their right to request information regarding their child’s teacher. Once requested, this must be provided in a timely manner.
- Must receive notification if a teacher who is not highly qualified is teaching their child.
- Must receive annual academic results.
- Must be informed of each student enrolled in a school identified for improvement, corrective action, or restructuring, including information on option to transfer student, with transportation provided, to another school.
- Must be provided at least annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress.
- Must be provided access to the parental involvement policy of their school.
- Must be invited to an annual meeting that will inform them of their school’s participation in programs funded under the No Child Left Behind Act.
- Must be provided with a description of curriculum, assessment, and proficiency levels students are expected to meet.
- Must be provided district and school information and reports.
- Must be notified annually of board policies relating to student privacy and parental access to information.

All Parents of Limited English Proficient Students:

- Must be provided notice of failure of program to meet annual measurable achievement objective.
- Must be provided notice of opportunities for attending meetings.
- Must be provided information on how they can be involved in education of their child.
- Must be given access to a school-wide Comprehensive Plan.
- Must be notified of their students’ continuing placement in a language development program.
- Must be notified of initial placement of students in a language instruction program.
- Must be informed of their right to remove their child from a language instruction program and their options of choosing another program.

Terra Bella Union Elementary School District Parent Involvement Policy

Inclusive of all categorical and non categorical programs

The Terra Bella Union Elementary School District staff recognizes that parent/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Principal or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to do so through public forums and written communication. A copy will be distributed in the Student Handbook and at the first parent meeting of the year.

Parent involvement will be effected by the following means:

An annual meeting will be held in the fall of each school year to inform parents of their school's participation in categorical programs and non-categorical programs, to explain the requirements, and their right to be involved. Every effort will be made to hold meetings most convenient for the parents of the participating children. Notices in English and Spanish will be sent home prior to the meetings. In addition the Joint School Site Council will review and approve the Consolidate Application Part I and II.

Meetings will be schedule to best meet the needs of the parents. Child care will be provided for meetings. Evening meetings will be scheduled when ever possible to meet the needs of the community. A minimum of nine parent meetings are scheduled through out the year to provide opportunities for the exchange of information.

Parents will participate in an organized, ongoing, and timely way in the planning, review and improvement of categorical programs, including the school parental involvement policy and the and joint development of the school wide program plan. The joint School Site Council shall serve as the parent input committee. These meetings are open to the public and held four times a year on the second Thursday of the month: September, November, February and April.

Parents of participating children are provided:

Timely information: Notification of upcoming events and meetings are sent out at least one week in advance with a second follow up notification. Notices are sent in the appropriate languages to facilitate understanding. Further clarification can be accessed by contacting the Student Office.

School performance profiles are sent annually to parents of participating children. The CELDT notification takes place in the Fall. The STAR notification is in late summer. The results are mailed to the parents. In addition, students receive report cards each trimester, parent conferences area held in the Fall with follow up conferences as needed. Parents can set up conferences with teachers at their convenience through out the year.

Individual student assessment results are reviewed at Parent /Teacher Conferences, teachers review CELDT, CST's, Report Cards which include reading levels based on the Ekwal and notify parents if their child is at risk of failure.

A description and explanation of the curriculum takes place at Back to School Night. The Core Curriculum and Grade Level expectancies are distributed and explained at Back to School Night and Parent Teacher Conference Time. Teachers review the expectations and promotion/retention policy with the parents. Additional copies are available in the Student Office.

A minimum of nine parent meetings are scheduled through out the year to inform and involve parents in their child's education. These meetings are planned to involve parents in sharing experiences, formulating suggestions and decision making in relationship to the education of their children. Dates, times, and locations are published in a timely manner.

Every effort is made to respond in a timely manner to the suggestions by parents. The office staff has an "open door" policy to encourage parent participation.

NCLB School-Family Compact for Title I Part A Students

School-Parent Compacts are a part of a major theme and new emphasis of the ESEA to link Schools, parents and communities in order to meet the educational needs of the children with whom they are involved. It builds on the belief that school-community links are critical to creating environments where all children can reach high standards. These links are encouraged by the School-Family Parent Compact for High Student Performance—designed to increase the sharing of responsibility between families and schools for the high performance of students. The Terra Bella Union Elementary School District’s School-Family Parent Compact for High Student Performance is developed jointly with the parents of participating children in the Title I Part A Programs. It is annually reviewed by the School Site Council and at annual meeting of the parents of participating students.

NCLB: Building Capacity for Involvement for Parents of Participating Students

III. BUILDING CAPACITY FOR INVOLVEMENT

To support partnerships among schools, parents, and communities that will improve student achievement, both the Terra Bella Elementary School, the Carl F. Smith Middle School, and the Terra Bella School District are committed to building the capacity of parents and school staff for strong parental involvement by:

- Providing assistance to participating parents in understanding the National Education Goals, State content and performance standards, State and local assessment, and Title I, part A requirements; monitoring their children’s progress, working with educators to improve the performance of their children; and providing information on how parents can participate in decisions relating to the education of their children: Annual parent meetings are scheduled for dissemination of information and opportunities for parental feedback. In addition there are parent conferences, CELDT Notification, STAR Notification, report cards, progress reports, and Trimester summaries of local assessments.
- Providing material and training, such needed literacy training, not other wise available, and training to help parents work with their children to improve their children’s achievement: The March Parent Title 1 Part A Meeting will set a calendar for the remainder of the year and the upcoming year. An author has already been schedule for May to demonstrate how to read to your children.

Educating teachers, pupil services personnel, principals, and staff, with the assistance of parents on how to reach out to, communicate with, and work with parents as equal partners, coordinate and implement parent programs, and build ties between home and school: Annually a survey requesting parent input on how they can help is sent out in the fall. An input session is an ongoing part of each parent meeting. The SSC, ELAC and DLAC Committees are an ongoing forum for parent input.

- To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student achievement, the Terra Bella Elementary School and Terra Bella School District offer the following:
- Pay reasonable and necessary expenses associated with local parental involvement activities: child care, mileage and conference fees
- Train and support parents in their roles as committee members: ELAC, DLAC, SSC and others as appropriate.
- To ensure effective parental involvement and to support a school-parent –community partnership, Terra Bella Elementary and Terra Bella School District shall provide such other reasonable support for parental involvement activities under Title I, Part A as parents may request.

Accessibility

To the extent practicable, the Terra Bella School District and Terra Bella Elementary School will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including provide information and school profiles in a language and form that such parents understand.

The following are ways that Terra Bella Elementary School promotes parental participation by the parents of students with limited English proficiency:

- home visits and telephone calls by those who speak the home language;
- family literacy programs that bring parents into the school community to strengthen their role in improving the education of their children;
- and to serve a s interpreters at school functions;
- preparing school notices and school newsletters in the home language, when possible.

Appropriate accommodations and modifications are available for parents with disabilities when they contact the student office and make their needs known beyond the following:

- Handicapped accessible bathrooms and buildings;
- A lift for stage access;
- An adult sized wheel chair.

Professional Development

Both the certificated and classified staffs meet NCLB highly qualified requirements. Terra Bella Union Elementary School District provides high quality professional development that supports the State Standards. All teaching staff has completed or are targeted to complete the AB466 training in math and reading. The administrators have completed AB 75 section I training. All teaching staff are LDS, BCLAD or CLAD certified. Teachers are in-serviced on the State adopted series at the time of adoption with follow up sessions as needed. The PAR committee authorizes money for substitutes so the teachers can observe in local classrooms or other school districts to increase their effectiveness with Title I students. Parents are invited to participate in Part A professional development activities when participation is appropriate.

On going in service that supports the implementation of the State standards is a high priority at the Terra Bella Union Elementary School District.

FOGGY DAY SCHEDULE

MEDIA WILL ANNOUNCE FOGGY DAY SCHEDULE FOR THE TERRA BELLA UNION SCHOOL DISTRICT BY INDICATING ONE OF THE PLANS LISTED BELOW, USING ONLY THE LETTER DESIGNATION SUCH AS PLAN “A” – “B” – “C”, PARENTS AND STUDENTS SHOULD BE FAMILIAR WITH THESE PLANS.

PLAN A

WHEN THIS ANNOUNCEMENT IS MADE IT WILL INDICATE:

- Ground fog exists in certain isolated areas throughout the Terra Bella School District.
 - Parents are urged to use caution in determining how those conditions affect their student’s method of getting to and from school.
 - Bus Runs will be delayed approximately one hour.
 - Classes will start on regular schedules for those students who walk.
-

PLAN B

WHEN THIS ANNOUNCEMENT IS MADE IT WILL INDICATE:

- All bus transportation will be delayed by 1-2 hours.
 - Classes will start on regular schedule for those students who walk.
 - Changes, if necessary, will be announced at approximately 8:30 a.m.
-

PLAN C

WHEN THIS ANNOUNCEMENT IS MADE IT WILL INDICATE:

- All morning bus routes will be cancelled.
 - Classes will start on regular schedule for those students who walk.
 - Changes, if necessary, will be announced at approximately 8:30 a.m.
-

RADIO AND TELEVISION STATIONS USED TO ANNOUNCE PLANS ARE AS FOLLOWS:

ENGLISH

Television:

*KVPT TV Channel 18
*KMPH Channel 26
*KSEE TV Channel 24
*KFSN TV Channel 30
*KJEO TV Channel 47

Radio:

*KBOS Radio 95 FM
*KGEN Radio 1370 AM
*KJUGG AM
*KRDU 1130 AM/ 98.9 FM
*KSEQ 97 FM

SPANISH

*KFTV Canal 21

*Maquina Musical 100.5 FM
*Radio Campesina 90.5 FM