

**McGrath Elementary**  
21501 Deputy Jake Drive  
Newhall, CA 91321  
661.291.4090

**Meadows Elementary**  
25577 N. Fedala Road  
Valencia, CA 91355  
661.291.4050

**Newhall Elementary**  
24607 Walnut Street  
Newhall, CA 91321  
661.291.4010

**Oak Hills Elementary**  
26730 Old Rock Road  
Valencia, CA 91355  
661.291.4100

**Old Orchard Elementary**  
25141 N. Avenida Rondel  
Valencia, CA 91355  
661.291.4040

**Peachland Elementary**  
24800 Peachland Avenue  
Newhall, CA 91321  
661.291.4020

**Pico Canyon Elementary**  
25255 Pico Canyon Road  
Stevenson Ranch, CA 91381  
661.291.4080

**Stevenson Ranch Elementary**  
25820 N. Carroll Lane  
Stevenson Ranch, CA 91381  
661.291.4070

**Valencia Valley Elementary**  
23601 Carrizo Drive  
Valencia, CA 91355  
661.291.4060

**Wiley Canyon Elementary**  
24240 W. La Glorita Circle  
Newhall, CA 91321  
661.291.4030

**District Office**  
25375 Orchard Village Road  
Suite 200  
Valencia, CA 91355  
661.291.4000

# **Parent-Student Handbook**

## **2021-2022**

### **Policies, Rules, Rights & Responsibilities**



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**NEWHALL SCHOOL DISTRICT**

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August 2021

Dear Parents and Guardians:

Welcome to the 2021-2022 school year and our planned aspirations of a return to business as usual in the Newhall School District. After a year of so many unknowns for students, staff, and families, we are ready to embark on a year focused on student engagement, social emotional wrap-around supports, and high quality academic instruction for **ALL STUDENTS**. We spent this spring gathering your feedback for a revamped and improved Local Control and Accountability Plan (LCAP) with three primary goals outlined below:



- Goal 1:** Inspire students for a limitless future by ensuring that all learning environments are equitable, inclusive, and safe.
- Goal 2:** Maximize student learning by investing in exceptional staff, purposeful instructional programs, and high-quality facilities that are student-centered.
- Goal 3:** Utilize 21st century communication and partnerships by providing resources and supports to meet the diverse and dynamic needs of our students, staff and community.

We continue to be committed to our District’s Vision, **Empowering Every Child Every Day**. With this at the forefront of all that we do, we are confident that our students will be inspired to come to school each day to collaborative with their peers while tackling rigorous real-world problems. Our focus on the Arts (visual, instrumental, and performance) is still what sets us apart from other districts.

In this booklet, you will find useful information about the Newhall School District along with your rights as a stakeholder in our district. Keep this booklet in a safe place for reference throughout the year. If you have any additional questions, please contact your school or the District Office at (661) 291.4000. The success of our students is dependent the strength of our partnership with each of our families. We look forward to an amazing year ahead. Do not forget to follow us on Facebook, Instagram, and Twitter @newhallsd.

Sincerely,

Jeff Pelzel, Superintendent of Schools

The references at the end of the sections in this booklet include the following codes:

- |                                     |  |
|-------------------------------------|--|
| BP . . District Board Policy        | FAC . . . . .Food and Agriculture Code                                 |
| AR . . Administrative Regulation    | USC . . . . .United States Code  |
| EC . . Education Code               | CFR . . . . .Code of Federal Regulations                               |
| HSC. Health and Safety Code         | ESEA . . . .Elementary and Secondary Education Act                     |
| PC . . Penal Code                   | PPRA . . . .Pupil Privacy Rights Amendment                             |
| WIC. Welfare and Institutions Code  | FERPA . . .Family Educational Rights and Privacy Act                   |
| CCR. California Code of Regulations | PPACA . . .Patient Protection and Affordable Care Act                  |
| CC . . Civil Code                   | Title VI . . .Title VI (or VII, or IX) of the Civil Rights Act of 1964 |
| FC . . Family Code                  | IDEA . . . . .Individuals with Disabilities Education Act              |
| GC . . Government Code              | § 504 . . . . .Section 504 of the Rehabilitation Act of 1973           |
| VC . . Vehicle Code                 | EOA . . . . .Equal Opportunities Act                                   |
| BPC. Business and Professions Code  | CIF . . . . .California Interscholastic Federation                     |

## FAMILY INVOLVEMENT

Parents and guardians are encouraged to become involved in the formal education of their children. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998 and Education Code Section 51101 as follows:

**Classroom Observing:** Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

**Teacher Conferencing:** Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

**Volunteering:** Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

**Student Testing:** Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests.

**Safe School Environment:** Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

**Curriculum Materials:** Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

**Student Academic Progress:** Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

**Student Records:** Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

**Standards:** Parents have the right to receive information regarding the academic standards their child is expected to meet.

**Councils and Committees:** Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

**Parent Involvement:** Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed.

### ***Explanation of Your Rights and Responsibilities***

*This Parent and Student Handbook contains important information about laws related to public schools and your rights and responsibilities as a parent. This includes laws pertaining to the federal law No Child Left Behind.*

*The handbook also contains useful information to help parents guide their child's education.*

*Additional information is available on the District's website.*

*These notices include forms that will: allow you to withhold your child's participation in sex education, restrict viewing of some movies shown in class, prevent your child's photo from being taken for public release, acknowledge receipt of this booklet, and control Internet use.*

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Online Information: Find a wealth of information about the district at [www.newhallschooldistrict.com](http://www.newhallschooldistrict.com). Plus, see the great things that are happening every day in the Newhall School District by finding and following us on Facebook.

## ATTENDANCE

### ■ Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in intra- and inter-district transfers. In some cases, the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48204.7, 48206.3, 48300, 48301, 48306, 48853.5, 48980, 49068, 51101; 20 USC 7912]

#### 1. Intradistrict Open Enrollment:

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of District students and parents/guardians, while also maximizing the efficient use of District facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among District schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within District boundaries may apply to enroll their child in any District school, regardless of the location of their residence within the District. The Board shall annually review this policy.

### Enrollment Priorities

No student currently residing within a school’s attendance area shall be displaced by another student transferring from outside the attendance area.

The Superintendent or designee shall grant priority for the enrollment of a student in a District school outside of the student’s attendance area, if the student:

1. Is enrolled in a District school designated by the California Department of Education (CDE) as “persistently dangerous”;
2. Is a victim of a violent crime while on school grounds;
3. Is a victim of an act of bullying committed by another District student, as determined through an investigation following the parent/guardian’s submission of a written complaint with the school, District, or local law enforcement agency. If the District school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intraDistrict transfer request for another District school;
4. Is currently enrolled in a District school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families;
5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a District school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances,

the Superintendent or designee must have received either:

- a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor;
  - b. A court order, including a temporary restraining order and injunction.
6. Has a parent/guardian whose primary place of employment is that school.

### **Application and Selection Process**

In order to ensure that priorities for enrollment in District schools are implemented in accordance with law, applications for intra-District open enrollment shall be submitted during the application window dates of the school year preceding the school year for which the transfer is requested. The application window dates will be determined annually and parents will be notified.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

Except for the enrollment priorities listed above, for all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a first come, first served basis selection process to determine which students shall be admitted whenever the a District school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic performance. However, existing entrance criteria may be used for enrolling students in a specialized school or program, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility

for, or placement in, programs for gifted and talented students.

### **Transportation**

The District shall not be obligated to provide transportation for students who attend school outside their attendance area, unless required by law.

However, upon parent/guardian request, the District shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a District school outside the student's attendance area is a result of being a victim of bullying. [BP 5116.1 May 2020; EC 200, 234.1, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 8300-48316, 48980; 5 CCR 11992-11994; 20 USC 6311, 6313, 7912]

### **2. Interdistrict transfers:**

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

### **Interdistrict Attendance Permits**

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

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

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

## **Transportation**

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

### **Limits on Student Transfers Out of the District to a School District of Choice**

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. [BP 5117 December 2013; EC 41020, 46600-46611, 48204, 48300-48316, 48350-48361, 48900, 48915, 48915.1, 48918, 48980, 52317]

### **3. Attendance Where Caregiver Resides:**

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

### **4. Attendance in District Where Parent / Guardian is Employed**

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

### **5. Special Enrollment Allowances for Some Categories of Students:**

There are enrollment provisions for some students living in the District including foster, homeless, migratory, or military children: 1) they stay enrolled at their school of origin outside the District, 2) their Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. In some cases, they also have rights to expedited enrollment in school, to attend classes and programs (pending proof of immunization), to after-school programs, and fee waivers. The school district and each school site have complete documentation of the rights of homeless, foster, migratory, military, and other special categories of students. [EC 48204, 48204.7, 48645.3, 48850-48859, 48853.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11431-11435, 11432]

### **Student Immigrant and Religious Rights**

All school age children must be admitted to California Public Schools and be offered all programs accessible to other students. School districts cannot ask about a student's immigrant (or migratory) or religious status. The state Attorney General has information about "know your rights": <https://oag.ca.gov/immigrant/rights>. Immigrant students are still considered residents of their current school district even if parents are

deported or are being held in custody. [EC 200, 220, 234.1]

## ■ General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school; teach your child to be on time and that school attendance is an important family value. Daily school attendance improves student achievement. Children ages 6 to 18 years must attend every school day.

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

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

A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48205.5, 48260]

Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]

## ■ Emergency School Closure

Schools may close in the case of a natural disaster such as an earthquake, a fire, a flood, or an epidemic/pandemic like COVID-19. School officials rely on the expertise and advice of public health and safety officials in these decisions. Other means of delivering instruction will be used as possible.

## ■ Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were

known at press time are printed in the calendar in this booklet. [EC 48980]

## ■ Leaving School

The NSD School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [EC 44808.5]

## ■ Transportation and Safety

Our goal is to provide the safest, most reliable transportation service possible for your child. The transportation of your child involves the combined efforts of the Wm. S. Hart Union High School District and Newhall School District staff, Storer Transportation, and you as the parent or guardian. Your cooperation is needed to ensure a reliable, safe, and efficient school bus service.

The Wm. S. Hart and Newhall School Districts determine the transportation requirements and policies for school transportation. We contract with Storer Transportation to fulfill these needs. Both Districts and Storer Transportation have prepared this information to acquaint you with the rules and regulations covering your child's school transportation.

### Bus Pick-up Procedure

Pick-up time given to parents/guardian is the bus departure time from the student's designated stop. Please have the student ready for pick up at least five (5) minutes prior to the scheduled time. Buses must operate on a schedule so children arrive at their school sites on time. Buses will depart from the designated pick up location at the exact departure time. A bus will not be sent back to pick up a child who is not ready on time.

The parent/guardian is responsible for assisting the student from the home to the bus. The bus driver may not leave the bus except to operate the lift gate for students in wheelchairs,

or to escort students across the street. It is the bus driver's responsibility to load and unload the students and to ensure that wheelchairs, car seats, and all seat belts are secured and fastened.

If your child misses the bus or you take your child to school, you need to contact the bus company to inform them that your child needs transportation going home. The phone number is (661) 288-0400.

### **Bus Drop off procedure**

A designated person must receive your student when the bus arrives at the scheduled drop off location, unless you have a release on file. Any person who wishes to receive your child other than the parent or guardian, must be listed on the Transportation Release from Responsibility Form. If the designated person is unable to meet the bus, the parents must make arrangements for another person (listed on the release form) to meet the bus when it arrives.

It is the parents responsibility to be at the designated drop off location every day the student rides the bus. In the event that a responsible person is not present to receive your child, we will attempt to contact individuals listed on the release form to receive the student.

IF NO ONE IS AVAILABLE to meet your child, we will have to contact the appropriate law enforcement agency or the Department of Children and Family Services (DCFS). In the event that DCFS and/or law enforcement have to be contacted, transportation privileges may be discontinued.

Due to the number of medically fragile students, children not attending due to illness, teacher in service days and minimum days, the afternoon drop off time may vary. The Transportation Department is unable to guarantee a specific drop off time on a daily basis. A responsible person should be available to receive your child at the time he/she is dismissed from school.

### **Bus Stops**

Students are transported to and from their designated bus stop. Pick up or release of a student cannot be made in any area determined to be unsafe and is not a designated stop. Safety always takes precedence over other criteria. Students are required to follow all bus rules when walking to and from their bus stop and while waiting for the bus.

Each student is assigned to a specific bus route and may be assigned to a particular seat. State law requires that no student be permitted to leave the bus at a point other than his/her designated stop. Parents or guardians must not make private arrangements with the bus driver. All changes must be cleared through the District Transportation Office.

Drivers are required to follow established routes. They may not make changes in these routes unless authorized by the District Transportation Office. Please do not request the driver to change routes or stops.

### **Bus Schedules**

Prior to the beginning of each school year, parents/guardians will be notified by the transportation provider of their child's morning pick up schedules. Please note that buses, routes, and times may need to be changed throughout the school year to accommodate new students. Parents/guardians will be notified of time changes.

### **Minimum Day Transportation**

Your child's school minimum day transportation will be provided at designated bell times on all days where minimum day transportation is provided.

### **School Bus Safety Zones**

School buses are the safest mode of transportation for school students in the United States. However, school buses can be dangerous and we must follow some very important rules when around a school bus.

At no time should anyone go under a school bus. If something is dropped or goes under the school bus, the school bus driver is the only person who is allowed to retrieve the item.

Students, parents and school personnel should stay away from the front, rear and sides of a school bus. The only time a person should be closer than 12 feet to the school bus is when the school bus is stopped and the doors are open or when loading luggage when approved by the driver.

### **Bus Rules for Students**

- 1 Passengers shall obey bus driver's and bus aide's instructions at all times.
- 2 Passengers shall sit facing forward with their feet and legs kept out of the aisle.
- 3 Passengers shall remain seated, until the bus comes to a complete stop.
- 4 To avoid possible injury, passengers must keep heads, arms and legs inside the bus at all times.
5. Obscene language or gestures directed at the bus driver, aide, other students, or the general public is not permitted.
6. The following are not permissible on the bus:
  - a. Loud talking, yelling or screaming, profane or expletive language;
  - c. Eating, drinking or gum chewing;
  - d. Glass containers;
  - e. Animals, insects, and reptiles;
  - f. Large, bulky items. In no instance shall aisles, doors, steps or emergency exits be blocked.
  - g. Balloons that may potentially be a hazard, e.g. latex/mylar.
6. Passengers shall not throw any object inside or from the bus.
7. The use of any form of electronics is subject for approval by the Director of Transportation, on a case-by-case basis.

8. Transportation will not be provided if a student is soiled, sick, or unsafe to transport.

Depending on the severity of the offense, an automatic denial of bus riding privileges may be imposed for the following:

- a. Fighting, biting or spitting;
- b. Vandalism to the bus or private property;
- c. Exiting the bus through a window or emergency exit (except during an emergency);
- d. Any weapons or hazardous items brought on the school bus.
- e. Any matches, cigarettes, vaping equipment and/or controlled substances brought on the school bus.
- f. Any time school, transportation and/or public authorities must be dispatched to a bus due to a student (s) misconduct.
- g. Threatening driver/aide and other students.

**REMEMBER** – The bus driver has a high degree of responsibility. So do the passengers! Advise your child to help the bus driver(s) so your child may have a safe and pleasant trip! Thank You!

### **Bus Suspension Policy**

The bus driver and/or bus aide, through the bus incident process, will report students who are disruptive and/or exhibiting dangerous behavior, including, but not limited to, infraction of the bus rules of the District. Any student may receive the maximum suspension and/or be denied bus transportation if it is determined that he/she created a safety hazard on the bus. The Transportation Director will make the determination of the suspension.

Students will receive a verbal warning by the bus driver or bus aide, and a transportation referral will be completed and sent to the parent/guardian with a copy of the bus rules. Continuing misconduct will result in the procedures outlined below:

1st Incident: Written warning.

2nd Incident: Written warning.

3rd Incident: Student may be denied bus riding privileges.

4th Incident: Student may be denied bus riding privileges for an extended period.

## **Transportation Emergency Information**

It is important that you, as the parent/guardian, update emergency information. Additions or changes to your current emergency form cannot be done over the phone. You must contact the transportation department. These forms need to be updated every 12 months to assure transportation services.

## **School Site Responsibilities**

Every school site that receives students who ride the bus will have appropriate school staff available prior to the start of school. School staff should meet every bus to receive students and maintain safety in the school bus unloading area. After school, school staff should assist students in getting on the correct bus and maintain a safe loading area.

## **Safety Vests and Wheelchairs**

Students who are physically unable to sit safely secured by a seat belt may be transported in a safety vest or wheelchair. All new wheelchairs used for the purpose of transporting students are required to be inspected by a school bus safety officer prior to use. Parents should consult with transportation prior to the purchase of a wheelchair to ensure it meets minimum safety requirements. Wheelchairs shall be equipped with brakes and seat belt properly maintained by the owner of the chair. Velcro fasteners shall not be the sole source of restraint on a wheelchair. All wheelchair tires and brakes must be maintained so as to prevent the wheels from moving when the brakes are applied.

Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place. Wheelchairs shall be

turned off while being transported on the school bus. Batteries used to propel electric wheelchairs shall be both leak-resistant and spill-resistant or shall be placed in a leak-resistant container. Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident.

Any wheelchair which does not meet these minimum requirements shall not be transported. It is the parent's responsibility to provide all equipment which meet minimum safety requirements.

## **Red Light Crossing**

In most cases your students will be picked up and dropped off at their school of residence or a central location. Due to some one-way roads and other circumstances, a student may be required to cross the street. In all cases where students have to cross the street, they will be escorted by the bus driver with the use of the red crossing lights on the school bus, or as required by law or District policy.

The driver will turn on the red lights and exit the bus in front of the student to be crossed. The student will wait on the curb in front of the bus until the driver walks to the center of the roadway, stops traffic, and asks the student to cross the street. The student must walk, not run, all the way across the street before the driver can return to the bus and turn off the red crossover lights.

## **School Bus Accidents**

We have an excellent record regarding accidents. If any accident involving a school bus occurs, no matter how minor, it must be reported and a law enforcement officer must respond to the scene. It is common for the bus to be delayed an hour or more.

When an accident occurs, it is the districts and bus company's responsibility to determine if there are any injuries and the extent of the damages. They will notify the proper authorities, including the California Highway Patrol and the emergency medical personnel (if needed). The district

and bus company will notify the parents upon determining the names of the children on board, the extent of the injuries (if any), the location of the accident, and a description of the accident.

### **Consecutive Absences**

Failure to ride the bus for five (5) consecutive days may be cause for suspension of transportation services unless the Transportation Office is notified in advance.

### **Illness**

Please notify transportation dispatch by telephone prior to the pick up time whenever you are not sending your child to school. The phone number for transportation dispatch is (661) 288-0400.

At no time shall students with live lice and/or nit infestation be allowed to be transported. In all situations parents will be required to transport the student home from school once a student has been determined to be infected. Additionally, all students must be returned to the school by the parents and be checked and cleared by the school nurse prior to the reinstatement of transportation services.

### **Medication and Emergency Medical Information**

For safety, medications are not allowed on the school bus. All medication that needs to be administered at school must be taken to school by the parent.

Please notify the District Transportation Office of any medical conditions (seizures, asthma, allergy to bees stings, etc.) your child may suffer from. The District Transportation Office will maintain the information in accordance with HIPPA regulations. Each driver has been trained in Basic First Aid and CPR. Emergency Medical Personnel will be contacted in case of a medical emergency.

### **Address Change**

Transportation will pick up and return your child to his/her bus stop. Requests for alternative

addresses will be considered on a case-by-case basis. Only one agreed upon pick up and one drop off location can be accommodated. Addresses must be the same day to day.

You must notify the District Transportation Office of permanent changes in your child's address, pick up or drop off locations at least five (5) working days before the change is to be effective.

### **Lost Articles**

Parents assume all responsibility for all items brought on the school bus. Please label all personal items sent to school. Storer Transportation and the District assume no responsibility for any lost or stolen articles.

### **School Bus Equipment and Driver Qualifications**

To assure use of safe equipment, all school buses are inspected daily by the bus driver and annually by the California Highway Patrol. In addition, each vehicle must be certified so that it meets all applicable regulations and laws relating to pupil transportation in the State of California. In addition, all buses are equipped with two-way radios.

The District Transportation Office requires all school bus drivers to attend regularly scheduled safety meetings and in-service training sessions to improve their skills in transporting students. In addition, state law requires that each driver must: have a valid School Bus Drivers Certificate, have First Aid and CPR training from the American Red Cross, pass a physical examination, and obtain traffic and criminal clearance and participate in drug and alcohol testing.

### **■ Individualized Instruction**

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days

of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

## ■ Unexcused Absences (truancy)

When a student misses school without an excuse they are considered truant, and the school will notify the parent/guardian. The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. A student is classified as;

Truant: after missing three days of school or three 30-minute periods without a valid excuse

Habitual Truant: if they are truant three or more times in a school year and an effort is made to meet with parents

Chronic Truant: if they miss 10 percent or more of the school days in a school year.

Early intervention and cooperation between the school and the family is the best way to support student learning. A student who is truant can be referred to a student attendance review board (SARB), a community service program, the county probation department, or to the district attorney. Through these programs the student can be given guidance toward improving attendance. The goal is to intervene before a student enters the juvenile justice system or drops out of school. Parents are urged to use community services identified by the school or District, a SARB, the District Attorney, or Probation department. Students and parents face penalties as defined in Education Code, Welfare and Institutions Code, and Penal Code.

Parent Penalties: First conviction – up to \$100 fine; Second conviction – up to \$250 fine; Third

conviction – up to \$500 fine. Parents of chronically truant elementary students face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred to community resources. Parents may also have to attend classes at the student’s school for a day and/or personally deliver their child to school every day. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

## ■ Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located. At this time, NSD does not offer any alternative education programs.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the NSD administrative office of

this district, and the principal’s office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

## INSTRUCTION AND CURRICULUM

### ■ District Courses

The District maintains curriculum for all classes. Parents/Guradians have the right to review all curricular materials. [EC 49091.14, 51101; PPRA; ne]

### ■ School Counselors

School counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. Counseling related to academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities will be available to all students without regard to their gender or gender identity, the gender listed in their records, or any protected group as listed under “Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs” on page 36. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 48980, 49600, 48900, 51229; GC 11135; Title VI, Title IX; § 504; CIF 300D]

### ■ California State Academic Standards

Each district in California decides how they will teach and what resources they will use to reach adopted common-core academic standards. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/) or [www.corestandards.org](http://www.corestandards.org).

## California Assessment of Student Performance and Progress (CAASPP)

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes. The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

### Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

### California Science Tests (CAST)

The computer-based CAST measures students’ achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

### California Alternate Assessments (CAAs)

Only eligible students — students whose individualized education program (IEP) identifies the use of alternate assessments — may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics

are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade 10, 11, or 12) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2021.

### **California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. More information about the CAASPP can be found at [www.cde.ca.gov/ta/tg/ca/](http://www.cde.ca.gov/ta/tg/ca/). [EC 60119, 60604.5, 60615]

### **English Language Proficiency Assessments for California**

California transformed from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017-2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

### **Physical Fitness Test**

The physical fitness test for students in California schools is the FitnessGram®. The main

goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

### **■ LCFF and LCAP**

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

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

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

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

## Language Acquisition Programs

Language acquisition programs are designed to ensure that English learners acquire English as rapidly and effectively as possible. They provide instruction based on the state-adopted academic content standards, including English language development (ELD) standards. District language learning programs offered include:

Dual Language Immersion – offered at one school site; classrooms are composed of English speakers and foreign language students.

Structured English Immersion – offered at every school site; nearly all classroom instruction is in English.

Parents/Guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Parents/Guardians may submit written or verbal requests for the establishment of a language acquisition program in addition to the program available. Schools in which the parents/guardians of 30 pupils or more per school or 20 pupils or more in any grade request a language acquisition program are required to offer such a program to the extent possible. Please contact the District office or your school principal for more information. [EC 306, 310; 5 CCR 11310]

Parents/Guardians have a right to opt their child(ren) out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. [20 USC 6312(e)(3)(A)(viii)]

## ■ Curriculum and Personal Beliefs

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an

excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950]

## Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include nutrition and physical activity, growth, development and sexual health, and mental/emotional health. You will be notified before such instruction. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker. You have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, staff teaches these classes. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at [www.leginfo.ca.gov](http://www.leginfo.ca.gov). [EC 51933-51939]

Newhall School District provides age-appropriate material on developmental changes related to puberty in 5th grade only. This presentation also discusses healthy preteen habits like good nutrition, regular exercise, appropriate hygiene, adequate sleep, healthy peer relationships, and the importance of communication with trusted adults. Parents may preview this material and may opt their children out of this presentation.

## Dissection of Animals

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

information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255-32255.6]

There are no classes in the Newhall School District where students dissect animals as part of the curriculum.

### Tests/Surveys on Personal Beliefs

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

## **SCHOOL RECORDS AND STUDENT ACHIEVEMENT**

### **■ Pupil Records**

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, inspect, and get copies of school records within five business days of a written or oral request or before any meeting regarding an individualized education plan (IEP) or a hearing. Those records are confidential, and

privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances, information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at each school site by administrative staff. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made free of charge. The records can be changed to reflect a legal change of name and/or gender of a student or a former student with proper documentation. You also have the right to file a written request with the superintendent challenging the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, a comment not based on personal observation with time and date noted, misleading information, or a violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have

a different view, your view can be included in the student’s record. [EC 8484.1, 49060, 49062.5, 49063, 49068, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

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

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

### **Regulations Regarding Pupil Achievement**

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

### **Teacher Qualifications**

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61; ne]

### **Release of Directory Information**

The law allows schools to release “directory information” to certain persons or organizations. Directory information includes student’s name, address, telephone number, and email address.

You may have the district withhold any of this information by submitting a request in writing. Written notification received after the date specified will be honored, but the student’s information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA; ne]

### **School Safety Plan**

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

## **STUDENT SERVICES**

### **Student Meal Program**

The District’s Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Students may pay for meals on a per-meal basis or parents/guardians may pay for meals in advance. Program information will come from the Santa Clara Valley Schools Food Services Agency (SCVSFSA) about paying for meals, managing your child(ren)’s accounts, and the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a); ne]

## ■ Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

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

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

### Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors.

To enforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

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

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access. [BP 6163.4 June 2012; EC 51006, 51007, 51870-51874, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.520]

The Acceptable Use Agreement to be signed by students and their parent/guardian is an insert in the First-Day Packet. In addition, if using a district device at home or in another location, the parent/guardian shall monitor and guide the student's activity, including, but not limited to supervising what websites and applications the student accesses.

### Cyberbullying

The district may provide students with

instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee may also file a complaint with the Internet site or service to have the material removed.

## ■ School Accountability Report Card

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

## ■ Fingerprinting Program

Pupils may participate in a voluntary fingerprinting program. Written parent/guardian consent shall be required, and all reports containing the pupil's fingerprints shall be provided to the parent/guardian. [EC 32390]

## ■ Services to Students with Disabilities

If you have reason to believe your child (ages 0

through 21 years) has a disability requiring special services or accommodations, contact the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

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

## ■ Pupil Fees

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

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

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

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

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging fees or deposits. Exceptions include, but are not limited to, transportation to non-essential activities, non-essential events

where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal and may be filed anonymously.

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

## HEALTH SERVICES

### ■ Health Guidelines

The Newhall School District nurses would like to inform you of some health information for your child.

#### Illness and Emergencies During School

First aid will be provided as needed at the school site. School personnel may not diagnose illness or injury. Injured or ill students must be picked up by a parent/guardian or an adult who is authorized on the student's emergency card. Please submit a new emergency card every year and whenever there are changes with current phone numbers, in case we need to reach you regarding the health of your child. Please include phone numbers for family and friends who live locally, and would be able to promptly pick your child up from school should they become ill.

#### Recommendations for Staying Home from School and Reasons Your Child Will Be Sent Home from School

Mild illness is common among children and does not usually constitute a reason for excluding children from their usual school activities.

However, children with the following illnesses or symptoms may pose a risk to their classmates and teachers and should not be sent to school or will be sent home from school. Promptly notify the school if your child has an illness which could be spread to other students.

1. Temperature of 100 degrees F or above
2. Diarrhea
3. Vomiting
4. Pain which does not subside after 15 minutes rest.
5. Illness that prevents the child from participating comfortably in program activities
6. Flu symptoms, accompanied by fever
7. Rash with fever or behavior change, until a physician has determined the illness not to be contagious
8. Pink Eye (conjunctivitis) or red eye with discharge until examined by a physician and approved for readmission with treatment
9. Any communicable disease
10. Please refer to current LA County Public Health Illness Guidelines regarding COVID-19. For questions regarding these guidelines, please contact one of our District Nurses.

#### Access to Health Care

If you have difficulty accessing health care for your child, please feel free to contact the District nurses at (661) 291-4184. We can assist with local resources.

#### Casts, Splints, Crutches

Students who have casts, splints, crutches etc. will be kept in the quiet area during recess to avoid further injury. Please bring a note from your doctor regarding any specific restrictions and when they are released to full activities again.

Please feel free to call your child's school site or the District Nurses if you have any questions at (661) 291-4184.

#### Automatic External Defibrillators (AEDs)

The Newhall School District has (1) one

automatic external defibrillator (AED) in every school. Per AED regulations, all staff at every site receive annual information that describes Sudden Cardiac Arrest, the school’s Emergency Response Plan, and the proper use of the approved AED. In addition, site-specific handouts that illustrate the location of each AED, step-by-step instructions

relative to the use of the AED, and information about who they can contact if they want to voluntarily take AED/CPR training is distributed to staff. If you would like additional information, please do not hesitate to contact the District Office.

## ■ Guide to Required Immunizations

To enter or transfer into public and private elementary and secondary schools (grades transitional kindergarten through 12), children under age 18 years must have immunizations as outlined below:

GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION <sup>1, 2, 3</sup>				
K-12 Admission	4 Polio <sup>4</sup>	5 DTaP <sup>5</sup>	3 Hep B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella
(7th-12th) <sup>8</sup>	1 Tdap				
7th Grade Advancement <sup>9, 10</sup>	1 Tdap <sup>8</sup>			2 Varicella	

- Requirements for K-12 admission also apply to transfer pupils.
- Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
- Any vaccine administered four or fewer days prior to the minimum required age is valid.
- Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.
- Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.
- For seventh grade admission, refer to Health and Safety Code section 120335, subdivision (c).
- Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.
- For 7th-12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.
- For children in ungraded schools, pupils 12 years and older are subject to the seventh grade advancement requirements.
- The varicella requirement for seventh grade advancement expires after June 30, 2025. Medical exemption documentation may be used for a child who had chickenpox disease that was documented by a physician.

Students are not required to have immunizations for entry if they attend a home-based private school or an independent study program and do not receive any classroom-based instruction.

### Medical Exemptions from Immunizations

These requirements do not apply if a form from licensed physician cites why they should not. The physician submits the standardized electronic form directly to the California Immunization Registry (CAIR) and to the school for exemption; this is the only form the school will accept. The form will include physician information, the child’s name and their school, the parent’s/guardian’s name, and the specific basis for and duration of the exemption.

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

Forms submitted prior to January 1, 2020 and exemptions based on beliefs opposed to immunization submitted prior to January 1, 2016 are valid until the pupil enrolls in the next grade span (through preschool, grades K-6, grades 7-12). Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120372, 120372.05; EC 48216]

## ■ Physical Examinations

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

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

Northeast Valley Health Corp  
23763 Valencia Blvd, Valencia, CA 91355  
(661) 287-1551

Northeast Valley Health Corp  
23413 Lyons Avenue, Valencia, CA 91355  
(661) 593-7500

Northeast Valley Health Corp,  
Santa Clarita Health Center  
18533 Soledad Canyon Rd  
Canyon Country, CA 91321  
(661) 673-8800

Samuel Dixon Family Health Center,  
Newhall Facility  
23772 Newhall Avenue, Newhall, CA 91321  
(661) 291-1777

Samuel Dixon Family Health Center,  
Canyon Country Facility  
27225 Camp Plenty Rd, Ste 2  
Canyon Country, CA 91351  
(661) 424-1220

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

## Transitional Kindergarten, Kindergarten, and/or First Grade Oral Health Assessment

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

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

## Vision and Hearing

The State of California mandates periodic vision and hearing screening for school children.

We routinely screen vision for grades TK, Kinder, 2, and 5, and hearing for grades 1, 2, and 5. Color vision is tested for all first grade boys. Teachers may also refer students for these screenings as indicated. Parents/guardians will be notified if the student fails any of the screenings. If you would like to refer your child to participate in screening, please send a letter to the health office of your school. If you wish to exempt your child from vision or hearing screening, please notify the health office at your child's school. California state law requires a parent who wishes to exempt their child from screening to present a report from a physician or optometrist with the results of their recent vision or hearing test. [EC 44878, 49451, 49452, 49455; ne]

## ■ Medication

It is the policy of the Newhall School District that no employee may give medication of any nature to a child. An exception can be made based on the specific recommendation of a physician. In such a case, the following procedure must be followed:

1. A Newhall School District medication permission form must be completed and signed by the physician and parent or guardian, detailing the amount, method, and time schedule the specified medication is to be taken.
2. Each medication is to be in the original container, clearly labeled with the pupil's full name, the physician's name and phone number, the name of the medication, dosage, schedule, and date of expiration of the prescription.
3. Students are not permitted to possess or use controlled substances within the school's jurisdiction, except when administered by a school employee under the conditions described in this letter. The parent or legal guardian is responsible for delivering medications to the school office and picking up medications from the school office. Under California law, students may carry their own

asthma inhaler and/or epi-pen with the appropriate authorization. Contact the District Nurse for authorization forms.

4. Any change in long-term medication (dosage/time/drug) must be immediately reported to the school. The medication permission form must be updated by parent and physician. Parents/guardians who elect to discontinue medication prescribed in the school setting must provide the school with written and signed notice or an order from the prescribing physician. They must immediately pick up the medication from the school office.
5. Whenever possible, parents are encouraged to enlist the physician's cooperation to work out a schedule which will eliminate the necessity of administering medication at school.
6. Medication authorizations must be renewed for each school year.

In addition to prescription drugs, medications include vitamins, herbal preparations, cold pills, Tylenol, aspirin and other over-the-counter preparations. A parent who wants a child to have any medication not covered by a medication permission form must come to school and dispense the medication in person.

This policy was established to protect your child and to avoid the sharing of medication among children. **NO EXCEPTIONS WILL BE MADE.** Please direct any further questions to the Newhall School District Nurse at (661) 291-4184. [EC 49414, 49414.5, 49423, 49423.1, 49480]

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

## ■ Sun Protection

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

## ■ Strong Scents; Essential Oils, Perfume, etc.

Please do not send your child to school wearing strong-smelling perfumes or essential oils. Many students have asthma and other health conditions which makes them sensitive to strong scents. If students come to school wearing strong scents, and other students' health appears compromised, parents will be called to pick their student up at school.

## ■ Medical and Hospital Insurance for Students

Parents may insure their child(ren) while on school grounds or in school buildings during the time their child is required to be there because of attendance during a regular school day; while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. Three companies that offer fairly inexpensive student insurance policies:

Myers-Stevens & Toohy & Co, Inc.  
Student Insurance plans  
(800) 827-4695, [www.myers-stevens.com](http://www.myers-stevens.com)

or Pacific Educators  
2808 E. Katella Avenue, Suite 101  
Orange, CA 92867  
(800) 722-3365, [www.PEinsurance.com](http://www.PEinsurance.com)

or Student Insurance  
10801 National Blvd, Suite 603  
Los Angeles, CA 90064  
(310) 826-5688, (310) 826-1601 FAX  
(800) 367-5830  
[www.studentinsuranceagency.com](http://www.studentinsuranceagency.com)

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or**

**federally sponsored health insurance programs. Information about these programs may be obtained by calling Covered California (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [EC 49471]**

The district DOES NOT provide insurance on individual students. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

## ■ Access to Mental Health Services

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call Los Angeles Co. Mental Health Services at (213) 738-4601. If you are in crisis contact this number or dial 911. [EC 49428]

## Suicide Prevention

Suicide is a leading cause of death among youth and personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). Information about district programs and services and links to community and statewide resources are available on the District's website at [www.newhallschooldistrict.com](http://www.newhallschooldistrict.com). [EC 215, 234.5, 234.6, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP pending]

## ■ Schools Free of Tobacco, Alcohol, and Drugs

The Board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies

to promote student health and well-being. The District strives for a school environment free of these substances and has prevention and intervention programs. There may be programs through the District or in the community to support students' cessation from use of tobacco, alcohol, or drugs. For more information please contact the school/district nurse or a school administrator. [EC 51202-51203, 51260-51269; HSC 104420, 11999-11999.3; PC 13864]

## ■ Fluoride Treatments

Children may be eligible for fluoride treatments through a program organized through the school district. Parents must sign a consent for their child to be treated by a licensed dentist, and will receive a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [HSC 104855; ne]

## STUDENT BEHAVIOR

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

## ■ School Rules

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

## ■ Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and

bullying at all school sites or at any school sponsored activity. School site staff trained in anti-bias shall be made known to students. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.newhallschooldistrict.com](http://www.newhallschooldistrict.com) and online at [www.cde.ca.gov](http://www.cde.ca.gov), [www.cde.ca.gov/lr/ss/se/bullyfaq.asp](http://www.cde.ca.gov/lr/ss/se/bullyfaq.asp), [www.cde.ca.gov/lr/ss/se/bullyres.asp](http://www.cde.ca.gov/lr/ss/se/bullyres.asp), [www.cde.ca.gov/lr/ss/vp/ssresources.asp](http://www.cde.ca.gov/lr/ss/vp/ssresources.asp), [www.californiahealthykids.net](http://www.californiahealthykids.net).

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 36 for assistance. [CE 200, 215, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234, 234.1, 234.4, 234.5, 234.6, 51101, 66250, 66260.6, 66270; CP 422.55, 422.6; 5 CCR 4900; BP 5131.2; ne]

## ■ Digital Communication Devices

Districts may regulate the possession or use of any cellphone, smartphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Students cannot be stopped from using such a device when: there is an emergency; there is a perceived threat of danger; when a teacher or administrator has said it is acceptable; or if it is part of an individualized education program (IEP). Possession or use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5, 48901.7]

Newhall School District does not allow students to wear electronic devices such as Smartwatches, Gizmos and Vtech watches while

on campus during school unless it is required in a student's IEP. Students may wear these devices to and from school. Wearable electronic devices, like a cellphone can be used as a listening and/or recording device which is not allowed. Education Code prohibits the use by any person, including a pupil, of any electronic listening device in any elementary or secondary school classroom. [EC 51512]

## ■ Dress and Grooming

While on campus, or while attending any school-sponsored event, pupils shall be dressed and groomed in a manner which does not distract or interfere with the educational environment. Parents have the primary responsibility for assuring that pupils are properly attired. The District desires to keep the school environment free from the harmful influence of groups which advocate substance abuse, violence, criminal activity, or disruptive behavior. The Board finds that regulations prohibiting pupils from wearing gang-related apparel are necessary for the health and safety of the school environment. Accordingly, the school sites may adapt dress codes as part of their comprehensive school safety plan, prohibiting apparel that, if displayed on a school campus, could reasonably be determined to threaten the health or safety of the school environment.

In recognition of this, the District has adopted this regulation relative to the dress and the appearance of pupils:

### Basic Dress Guidelines

1. Closed-toe shoes must be worn at all times, except for medical necessity. A substantial sole is required and an enclosed heel is strongly recommended. For example, strapless sandals are not acceptable.
2. Extremely brief garments such as short shorts, halter tops, bare midriffs, tube tops, net tops, oversized tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.

3. Hats may not be worn indoors, except for medical necessity. Hair nets, bandannas, hats with recognized gang symbols or Old English lettering or identifiable gang-related hair ornamentations are not allowed.
4. Garments or jewelry with slogans or pictures promoting the use of drugs or alcohol, substance abuse, vandalism, graffiti, violence, or profanity will not be allowed.
5. Garments with suggestive, obscene, or sexually explicit statements or pictures will not be allowed.
6. Garments must be fitted. Pants must stay up at the waist without the use of a belt and/or suspenders.
7. Combat boots, combat-type boots, or steel-tipped shoes will not be allowed.
8. All garments must be neat, clean and mended. Garments which are intentionally cut off, ragged, or torn will not be allowed.
9. Dangling earrings or other jewelry which may present a safety hazard will not be allowed.
10. Underwear must be completely covered by outer clothing.
11. Gang clothing and insignia shall be identified in accordance with the most recent information available from the local law enforcement agency. The wearing of gang signs, insignia, and distinctive modes of dress or grooming that promote gang identification will not be allowed.
12. Hair shall be cleaned and neatly groomed.

### **Enforcement**

- 1st Offense: Parent/Guardian will be called. Pupil may be sent home to change into acceptable clothing
- 2nd Offense: Same as first offense.
- 3rd Offense: Pupil will be suspended from school for one day.

## DISCIPLINE

### ■ Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$21,200 in damages and another maximum of \$11,700 as adjusted annually by the California Department of Education for payment of a reward, if any. With a few exceptions, the school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

### ■ Drugs, Alcohol, and Tobacco

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; a student 18 or older can be imprisoned for up to six (6) months and/or be fined up to \$1,000. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is

illegal and can lead to a \$75 fine or 30 hours of community service except for members of the military.

Except for members of the military, possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or thirty (30) hours of community service. Possession of approved tobacco cessation aids is not prohibited. A "tobacco product" is any product made or derived from tobacco or nicotine that is intended for human consumption, including an electronic device that delivers nicotine (commonly known as "e-cigarettes" or "vaping"). [EC 48900, 48901; HSC 11357, 11357.5, 11361, 11362.1, 11362.3, 104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814]

### ■ Impersonation on the Internet

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

### ■ Grounds for Suspension or Expulsion

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is

- concurrent in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
  - (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
  - (e) Committed or attempted to commit robbery or extortion.
  - (f) Caused or attempted to cause damage to school property or private property.
  - (g) Stole or attempted to steal school property or private property.
  - (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
  - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  - (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
  - (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
  - (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
  - (l) Knowingly received stolen school property or private property.
  - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a

witness or retaliating against that pupil for being a witness, or both.

- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in

or benefit from the services, activities, or privileges provided by a school.

- (2) (A) “Electronic act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - (i) A message, text, sound, video, or image
  - (ii) A post on a social network internet website, including, but not limited to: (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (iii) (I) An act of cyber sexual bullying; (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation

or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act;

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may

be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w)(1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices,

trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. [EC 35291, 48900, 48901.1, 48910]

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

Homework shall be provided for a student suspended for two (2) or more days upon request. Such homework turned in on time that cannot be graded in time, will not be included in the calculation of the pupil's grade in the class. [EC 48913.5]

## ■ **Mandatory Suspension / Expulsion**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

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

avoirdupois ounce of marijuana, other than concentrated cannabis.

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

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

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

## ■ **Student Search**

The school principal or designee may search the person of a student, the student's property, vehicle, and District property under the student's control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Searches may be announced or unannounced, and the District may use drug-sniffing dogs if available. Employees shall not

conduct strip searches or body cavity searches of any student. [EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10]

## ■ Release of a Student to a Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6; WIC 305]

## PROTECTIONS, COMPLAINTS AND PROCEDURES

The District is primarily responsible for compliance with local, state, and federal laws and regulations; has policies and procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, and complaints alleging violation of laws governing educational programs, activities, and pupil fees. Employees, students, parents or guardians, school and district advisory committee members, appropriate private school officials and other interested parties are advised of the district policies and how to file a complaint if they so desire.

## ■ Nondiscrimination/Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification,

age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

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

The Superintendent or designee shall facilitate students' access to the educational program by

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

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

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

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, for five (5) years to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 August 2018; EC 200-

262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC, 1714.1; PC, 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213, § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 106.8, 106.9]

## **■ Sexual Harassment**

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

The District strongly encourages students who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the District’s Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 – Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the District's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the District's web site, and including it in student and staff handbooks. All District staff shall be trained regarding the policy.

### **Instruction/Information**

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

1. What acts and behavior constitute inappropriate touching and/or comments or other communications (sexual harassment), including the fact that sexual harassment could occur between two or more individuals and could involve sexual violence;
2. A clear message that students do not have to endure sexual harassment under any circumstance;
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained;
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved;
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students;
6. Information about the District's procedures for

investigating complaints and the person(s) to whom a report of sexual harassment should be made;

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues;
8. A clear message that, when needed, the District will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-6, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

### **Record-Keeping**

In accordance with law and District policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in District schools. [BP 5145.7 January 2021; EC 200-262.4C 8900C 48900.2C 48904C 48980C 48985; CC 51.9C 1714.1; GC 12950.1; 5CCR 4600-4687C 4900-4965; FERPA; 20 USC 1092C 1681-1688; 34 USC 12291; 42 USC 1983; Title VI; Title VII; 34 CFRC 106.1-106.82]

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

The district prohibits the following, and shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

District is committed to equal opportunity for all individuals in education and in employment. The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.newhallschooldistrict.com](http://www.newhallschooldistrict.com). You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or if you believe your or your child(ren) have been subjected to the above and wish

to file a complaint, please contact the District official responsible for compliance with Title V, Title VI, Title IX, § 504, and Uniform Complaints. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Amanda Montemayor, Assistant  
Superintendent of Human Resources  
25375 Orchard Village Road  
Valencia, CA 91355 (661) 291-4000

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234 et seq., 234.6, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI; Title VII; Title IX; § 504; IDEA; 34 CFR 106.9]

## District's Uniform Complaint Process

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

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

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.

4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results, you then have 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

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

American Civil Liberties Act 504: Office of Civil Rights

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

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

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

General Education: this school district

Health and Safety/Child Development: Department of Social Services

Student Records: Family Policy Compliance Office (FPCO), Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC

235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

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

Parents should use the District Uniform Complaint Procedure, to identify and resolve any deficiencies regarding instructional materials, facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 8235.5, 35186; ne]

### Williams Settlement complaint procedure

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

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.

5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

## MISCELLANEOUS

### ■ Child Custody

Either parent of a student in Newhall schools, upon showing proper identification, may check the child out of school, or otherwise make decisions regarding the health, education and welfare of the child. NSD allows either parent to access their child's school records, including medical records in the school's possession.

If a court has made order(s) restricting or limiting a parent's rights to visitation or custody of a child and/or access to information about the child, it is the obligation of both parents to immediately provide a legible copy of the court stamped order, signed by the judge, to each child's school site. One parent's oral or written assertion, without confirmation by a signed court order, are insufficient reasons for the school to deny the other parent access to the child and/or the child's records.

Parents are requested to avoid involving school personnel in child custody disputes. If a parent is uncertain as to whether the school has

current information regarding child custody, he or she should contact their child's school site to verify the school has been provided with legible copies of the most recent court orders. [FC 3010, 3025]

## ■ Asbestos-Containing Material

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

These documents are available for your inspection. They are located at the Facilities Office at 22245 Placerita Canyon Road, Newhall, CA 91321. Please call (661) 291-6700 at least five (5) days in advance if you wish to make an appointment to review these documents.

## ■ Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. Only fully certified pesticides can be used on school grounds. The identification includes the name and active ingredients. The school's Integrated Pest Management Plan (IPM) is updated by July 31 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at [www.newhallschooldistrict.com](http://www.newhallschooldistrict.com).

If, in any given situation, non-chemical methods of pest management are ineffective and it is deemed necessary to use a pesticide during the school year, the area of application will be placarded in advance, as required by law. The pesticides we will be using are TERMIDOR SC and DEMAND CS; with active ingredients Fipronil and Lambda-Cyhalothrin, respectively. To get additional information on this pesticide, you can visit the California Department of Pesticide Regulation's website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

<u>Product Name</u>	<u>Active Ingredient(s)</u>
Termidor SC . . . . .	Fipronil
Demand CS . . . . .	Lambda-cyhalothrin

Additionally, a registry of parents or guardians who wish to be personally notified of any pesticide applied at their child's school will be kept by the District. Those listed on this registry will be notified by mail at least 72 hours before pesticides are applied. If you would like to be added to this registry, please request so in writing and mail it to:

Newhall School District,  
Maintenance and Operations  
25375 Orchard Village Road, Suite 200  
Valencia, CA 91355

Be sure to include your complete mailing address. If you have any questions, please contact Fred Palmer, Director of Maintenance, Facilities and Operations at (661) 291-6700. [EC 17610.1, 17612, 48980; FAC 13184; ne]

## ■ Further Information is Available

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

**NEWHALL SCHOOL DISTRICT**  
COLLABORATE | INNOVATE | PERSEVERE | EXCEL

Find a wealth of information about the district, including a "Parent FAQ" tab on the NSD website at:  
[www.newhallschooldistrict.com](http://www.newhallschooldistrict.com)

See the great things happening every day in the Newhall School District by finding and following us at:

 [www.facebook.com/  
NewhallSchoolDistrict/](http://www.facebook.com/NewhallSchoolDistrict/)

 [@newhallsd](https://www.instagram.com/newhallsd)

 [@newhallsd](https://twitter.com/newhallsd)

# NEWHALL SCHOOL DISTRICT | DISTRITO ESCOLAR NEWHALL

## STUDENT CALENDAR | 2021-2022 | CALENDARIO ESTUDIANTIL

		August 2021 Agosto						
		S	M	T	W	Th	F	S
School Offices Open	4	1	2	3	4	5	6	7
Back to School Night	11	8	9	10	11	12	13	14
First day for students (minimum day)	12	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				

**Primer día para estudiantes (día mínimo)**

		January 2022 Enero						
		S	M	T	W	Th	F	S
Winter Break (no school)	1-7							1
Return to Classes	10	2	3	4	5	6	7	8
Martin Luther King Jr. Day (Holiday)	17	9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					

**Receso de Invierno (habrá no clases)**  
**Regresar a clases**  
**Día de Martin Luther King Jr. (Feriado)**

		September 2021 Septiembre						
		S	M	T	W	Th	F	S
Labor Day (Holiday)	6				1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30		

**Día de los Trabajadores (Feriado)**

		February 2022 Febrero						
		S	M	T	W	Th	F	S
Lincoln's Day (Holiday)	18			1	2	3	4	5
Presidents Day (Holiday)	21	6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28					

**Día de Lincoln (Feriado)**  
**Día de los Presidentes (Feriado)**

		October 2021 Octubre						
		S	M	T	W	Th	F	S
Fall Break (no school)	1 & 4					1	2	
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						

**Receso de Otoño (habrá no clases)**

		March 2022 Marzo						
		S	M	T	W	Th	F	S
Parent Conferences (minimum days)	28-30			1	2	3	4	5
Spring Break (no school)	31	6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		

**Conferencias de Padres (días mínimos)**  
**Receso de Primavera (habrá no clases)**

		November 2021 Noviembre						
		S	M	T	W	Th	F	S
Veterans Day (Holiday)	11							
Parent Conferences (minimum day)	18	1	2	3	4	5	6	
Parent Conferences (no school)	19	7	8	9	10	11	12	13
Thanksgiving Recess (no school)	22-26	14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				

**Día de los Veteranos (Feriado)**  
**Conferencias de Padres (día mínimo)**  
**Conferencias de Padres (habrá no clases)**  
**Receso de Acción de Gracias (habrá no clases)**

		April 2022 Abril						
		S	M	T	W	Th	F	S
Spring Break (no school)	1-8						1	2
Return to Classes	11	3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30

**Receso de Primavera (habrá no clases)**  
**Regresar a clases**

		December 2021 Diciembre						
		S	M	T	W	Th	F	S
Winter Break (no school)	17-31							
		1	2	3	4			
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	

**Receso de Invierno (habrá no clases)**

		May 2022 Mayo						
		S	M	T	W	Th	F	S
Open House (minimum day)	5						1	2
Memorial Day (Holiday)	30	3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30

**Casa Abierta (día mínimo)**  
**Día de Conmemoración (Feriado)**

Date to Note  Fecha a Notar  
 Holiday / Non School Day  Feriado / Día No Habrá Clases  
 Minimum Day  Día Mínimo

**Calendar dates are subject to change.**  
**Please see the District's website for current information.**

		June 2022 Junio						
		S	M	T	W	Th	F	S
Last Day of School (minimum day)	10							
		1	2	3	4			
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30		

**Último día de clases (día mínimo)**