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# Annual Notice of Rights and Responsibilities 2017-2018

**Goleta Union School District  
Pupil Services  
401 N. Fairview Ave.  
Goleta, CA 93117  
805-681-1200**

**Donna Lewis  
Superintendent**

**Dr. Margaret A. Saleh  
Assistant Superintendent  
Pupil Services**

[www.goleta.k12](http://www.goleta.k12)



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**Goleta Union School District**  
**2017-2018 School Calendar**

August 23  
First Day of School

September 4  
Labor Day  
Schools and Offices Closed

October 16  
Student Minimum Day  
12:00 pm Dismissal

November 10  
Veteran's Day Observed  
Schools and Offices Closed

November 13 - 17  
Parent Teacher Conferences  
12:00 pm Dismissal

November 20 - 24  
Thanksgiving Holiday  
Schools Closed  
(Offices Closed Nov. 23 & 24)

December 18 - January 1  
Winter Recess Schools Closed  
(Offices Closed Dec. 22, 25, 29 & Jan. 1)

January 15  
Martin Luther King Jr. Holiday  
Schools and Offices Closed

January 25  
Student Minimum Day  
12:00 pm Dismissal

February 16 & 19  
Lincoln's Birthday, President's Day  
Schools and Offices Closed

March 13 - 16  
Parent Teacher Conferences  
Regular Dismissal Times

March 26 – April 2  
Spring Recess  
Schools Closed

May 28  
Memorial Day  
Schools and Offices Closed

June 8  
Last Day of School

**Conference Days**

Classes will be dismissed early for individual Parent-Teacher conferences from November 13-17, 2017.

**Field Trips**

Field trips may be offered as part of the instructional program. If you give permission for your child to go on field trips during the 2017-2018 school year, please indicate your consent on the "Permission to Participate in Field Trips" portion of the Emergency Card/Parent Consent form in this packet of information.

## **ATTENDANCE**

### **Absences**

It is essential that your child attend school, even if for part of a day, before or after appointments. Other attendance requirements rely on excused and unexcused tallies. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

1. Notwithstanding E.C. 48205, a pupil shall be excused from school when the absence is:
  - A. Due to his or her illness.
  - B. Due to quarantine under the direction of a county or city health officer.
  - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - D. For the purpose of attending the funeral services of a member of the 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 conducted outside California.
  - E. For the purpose of jury duty in the manner provided for by law.
  - F. 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 his or her religion, attendance at religious retreats, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been 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.
  - G. Participation in religious instruction or exercises in accordance with district policy.
  - H. 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.
2. 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 any 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.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [E.C. 46014, 48205]

### **Attendance Options**

Districts may accept the transfer of students residing outside the District's attendance area. It is the intent of the Legislature that district governing boards annually share the opportunity for existing school choices and review enrollment options available to their pupils. The Goleta Union School District currently provides comprehensive educational programs for school age children enrolled in kindergarten through sixth grade at nine individual school campuses. We also offer the Goleta Family School, which is located on the Foothill campus. This program provides an alternative environment in which students learn at their own pace in a non-competitive, multi-grade environment. Applications for this program are available at Foothill School for Goleta District residents.

California state law authorizes all school districts to provide 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/her desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently, or may result in whole or in part from a presentation by his/her teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world including, but not limited to, the community in which the school is located.

In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county Superintendent of schools, the administrative office of this District, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested

persons to request the governing board of the district to establish alternative school programs in each district. [E.C. 58501]

### **Minimum Days/Pupil-Free Staff Development Days**

Prior to minimum days or staff development days, we will give you as many days' notice as possible. The dates that were known at press time are printed in this booklet. [E.C. 48980(c)]

### **Parental Consequences for Non-Attendance**

Any parent or guardian who fails to ensure their student's attendance may be guilty of infraction and can be punished as follows: \$100 for first conviction; \$250 for second conviction; \$500 for third conviction. Rather than a fine, a parent or guardian may be placed in a parent education or counseling program; \$1,000 for willful violation of a court order directing that the student must be enrolled in a school program. [E.C. 48293]

### **Pupils in Hospitals Outside of School District**

If, due to a temporary disability, your child is in a hospital or other residential health facility that is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both districts where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48208]

### **Release of Students to Persons Other than Parents/Guardians**

Students will be released only to a parent or guardian and to those adults whose names appear on the emergency card, unless there is a note signed by the parent/guardian stating otherwise. In cases where child custody has been given to only one parent, the most recent copy of the custody order MUST be on file in the school.

## **CELL PHONES, PAGERS, ELECTRONIC SIGNALING DEVICES, EMAILS, PERSONAL COMPUTERS, AND TEXT MESSAGING**

Districts may regulate the possession or use of any cell phone, 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, anytime that a disruption occurs due to student's electronic use. [E.C. 48901.5]

Except with prior consent for health reasons, from the principal or designee, students shall not use on school campus personal electronic signaling devices including, but not limited to, pagers, cellular/digital telephones for voice usage, digital imaging, or text messaging or other mobile communications devices such as digital media players, personal digital assistants (PDAs), portable music players, portable game consoles, cameras, digital scanners, and laptop computers.

If a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall contact parents and the principal. If a student's use of a cell phone, text messaging, email, or any other electronic communication causes any school disruption, the student may be disciplined. For details, please see Board Policy 5131 at [gamutonline.net](http://gamutonline.net).

## **COMPLAINTS AND DUE PROCESS PROTECTIONS**

The District is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

### **Complaints Regarding Discrimination, Exceptional Needs Students, Categorical Programs, Federally Funded Programs**

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile,

or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

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 educational program. He/she shall report his/her findings and recommendations to the Board after each review.

The District is committed to equal opportunity for all individuals in education. It is District policy to afford all persons in public schools regardless of his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) their age, disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities in the educational institutions of the state. The District shall promote programs that ensure non-discrimination practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following Complaint Officer(s) to receive and investigate all complaints and ensure District compliance with law:

Dr. Margaret A. Saleh, Assistant Superintendent  
401 N. Fairview Avenue, Goleta, CA 93117  
(805) 681-1200 x220

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Nondiscrimination in District Programs and Activities, Harassment, Sexual Harassment, Bullying, Fees and Charges, Claims and actions against the District, Local Control and Accountability Plan (LCAP), Free and Reduced Price Meals, Nutrition Program Compliance, Child Abuse Prevention and Reporting, Child Care and Development, Individualized Education Program, Title I Programs, Education for English Language Learners, Migrant Education Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Peer Assistance and Review, School Safety and Violence Prevention Act, Nutrition Services, Special Education, Discrimination, Harassment, Bullying, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [(12/10/2014 BP 1312.3)]E.C. 234, 260 et seq., 56501; Penal Code 422.55; Title IX of the Education Amendments of 1972; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9; Title VI of the Civil Rights Act of 1974; Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); 5 CCR 4622]

### **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, school safety planning requirements in the No Child Left Behind Act, 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 may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [E.C. 56500.2]

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 unless the complainant agrees 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 Complaint Officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results, the complainant then has 15 days to appeal to the California Department of Education (CDE). The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
8. 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 and the United States Department of Health, Education & Welfare

**Health and Safety/Child Development** – Department of Social Services

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

[20 USC 7114(D)(7) (No Child Left Behind); 34 CFR 300.510-511, 300.513; E.C. 262.3, 48985, 56800-56865, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4632]

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

Parents should use the District's Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, teacher vacancies or misassignments, and instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12. [E.C. 35186, 37254, 52378]

### **Williams Settlement Complaint Procedure**

Forms are available at the school but the form need not be used to make a complaint. 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 working 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 the 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 working days of receipt.
7. Within 45 working days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform Superintendent of resolution in the same time frame.
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 public records. [E.C. 35186, 48985]

### **Complaints Concerning District Employees**

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations, which permit the public to submit complaints against District employees in an appropriate way.



## **CURRICULUM**

### **Excused from Instruction Due to Religious Belief**

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

### **Parent/Guardian Notification and Excuse**

At the beginning of each school year, or at the time of a student's enrollment, parents/guardians shall be notified about instruction in sexual health education and HIV/AIDS awareness education. The notice shall advise parents/guardians:

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV/AIDS awareness education are available for inspection.
2. That parents/guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS awareness education.
3. That parents/guardians have a right to request a copy of Education Code 51930-51939.
4. Whether the sexual health or HIV/AIDS awareness education will be taught by District personnel or outside consultants.

If the District chooses to use outside consultants or to hold an assembly with guest speakers to teach sexual health or HIV/AIDS awareness education, the notification shall include:

- a. The date of the instruction.
- b. The name of the organization or affiliation of each guest speaker.
- c. Information stating the right of the parent/guardian to request a copy of Education Code 51930-51939.
- d. Outside consultant's material will be accurate and age appropriate.

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the District shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 calendar days before the instruction is given. [E.C. 51938]

Upon written request, a parent/guardian may excuse his/her child from participating in sexual health or HIV/AIDS awareness education. Students so excused by their parents/guardians shall be given an alternative educational activity. [E.C. 51240, 51939]

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. [E.C. 51939; BP 6142.1(a)(b); E.C. 48980, 51938]

### **Sexual Health and HIV/AIDS Awareness Instruction**

The Governing Board recognizes that accurate information about family life and human sexuality provides a pupil with the knowledge and skills necessary to protect his or her sexual and reproductive health. The Board also recognizes that Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) pose a public health crisis and that awareness education is a necessary component to this instruction.

The District's curriculum shall be based on medically accurate and factual information and shall help students understand the biological, psychological, social, moral, and ethical aspects of human sexuality. The District's program shall comply with the requirements of law and administrative regulation and shall respect the rights of parent/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

## **DISCIPLINE, SEARCH AND SEIZURE, AND SUSPENSION**

### **Parent/Guardian Responsibility**

Parents or guardians are liable for all damages caused by the willful misconduct of their minor children, which result in death or injury to other students, school personnel, or damage to school property. Parents/Guardians are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages, and another maximum of \$10,000 for payment of a reward, if any. The 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 the school day in your child's classroom. [E.C. 48900.1, 48904; Civil Code 1714.1]

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

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

## **Search and Seizure**

### **Students**

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

### **Individual Searches**

School officials may search individual students, his/her property, or District property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks student vehicles parked on District property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or District property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. [E.C. 49050]

Searches of individual students shall be conducted in the presence of at least two District employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. [cf. 5145.11 - Questioning and Apprehension]

### **Searches of Multiple Student Lockers/Desks**

All student lockers and desks are the property of the District. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

### **Suspension and 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:

- (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 concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
 (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (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, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation and transmission originated on or off the school site, 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, or image.
    - (ii) A post on a social network Internet Web site, including, but not limited to:
      - Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - 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.
      - 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.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be

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

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

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any District school, or within any other school district, at any time, including, but not limited to, the following: [E.C. 48900]

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under the administrative regulation including, but not limited to, counseling and an anger management program. [E.C. 48900(u)]

### **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 a 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 possession 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.
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 by subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

## **FOOD SERVICE**

### **Breakfast and Lunch**

Breakfast is served from 7:30 a.m. to 8:10 a.m. at Brandon, El Camino, Ellwood, Foothill, Hollister, Isla Vista, Kellogg, and La Patera. There is no breakfast service at Mountain View Elementary.

Breakfast Prices:	Full Pay \$1.50	Lunch Prices:	Full Pay \$3.00
	Reduced - No Charge		Reduced - \$.40
	Free – No Charge		Free – No Charge
	Adult Meal \$2.25		Adult Meal \$3.50
			Milk only \$.25

### **Free and Reduced Meal Applications**

A new Application must be submitted each school year. Last year's status will expire the first week of October. The Free and Reduced Application is included in this student packet. Please turn the Application into your school office manager as soon as possible. All information is kept confidential when processing a Free and Reduced Meal Application and when serving meals to our students.

GUSD is a separate school district, unrelated to Santa Barbara Unified School District (SBUSD). *You must submit a separate application to SBUSD if you have older children attending that District.*

### **Meal Payments**

Pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com)

Click on "Sign up today". You can view the transactions in your student's account for free. Each credit card or debit card payment will be charged a \$1.95 processing fee. You can pay for multiple students with one payment.

Payments are also accepted daily at all schools. You may pay with cash or a check for any amount and it will be placed in your student's account. If you send cash with your child, please place it in a sealed envelope and write your child's complete name, grade, and teacher's name on the envelope. If you are sending a check, please write your child's full name in the memo box.

### **Emergency Meals**

Please keep your child's lunch account funded. If the negative balance is greater than \$25.00 for full-pay status students, an EMERGENCY MEAL will be provided to your child. This meal includes cheese, crackers, full salad bar, fruit and milk. There will be no charge for this meal.

## **HARASSMENT, INTIMIDATION, THREATS, AND BULLYING**

Students who harass other students shall be subject to appropriate discipline up to and including counseling, suspension and/or expulsion. This includes retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process.

### **Intimidation and Threats**

Sections 48900, 48900.2 and 48900.4 of the California Education Code stipulate that any student who has intentionally engaged in threats, or intimidation, directed against a pupil or group of pupils, shall be subject to discipline.

### **Bullying**

An act of bullying, by either an individual student or group of students, is expressly prohibited on school District property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, text messages, digital pictures or images, or web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Any student who feels that he/she is a victim of harassment, intimidation, threats, and/or bullying shall immediately contact the principal or designee. If the principal or designee has not remedied the student's concerns, he/she may file a complaint in accordance with District complaint procedures. Upon receiving a complaint of discrimination, harassment, intimidation or bullying, the Coordinator shall immediately investigate

the complaint in accordance with the District's Uniform Complaint Procedures specified in AT 1312.3 – Uniform Complaint Procedures.

### **Sexual Harassment**

The Governing Board is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in the District complaint process. [BP 5145.7]

- **Instruction/Information**

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

1. What acts and behaviors constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, if applicable

- **Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment or has witnessed sexual harassment may file a complaint with any school employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other District employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. No more than 30 days after receiving the complaint, the coordinator/principal shall conclude the investigation and prepare a written report of his/her findings. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee. Additional procedures are contained in Board Policy and Administrative Reg. 5145.7.

- **Disciplinary**

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

- **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. [5 CCR 4964]

## **HEALTH SERVICES**

### **Asthma Management**

All issues concerning students with asthma are covered in Board Policy 5141.23(a). This includes identifications, individual student plans, education and support services, and environmental assessment.

### **Drug, Alcohol, and Tobacco Prevention Programs**

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises, or as part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations, or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The District's drug, alcohol and tobacco education, and prevention programs are designed to address legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them.

### **Illness at School**

Should your child become ill at school and need to go home, the office will notify you. If we are unable to reach you, the person designated on your emergency card will be contacted.

### **Immunizations**

A pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students entering kindergarten and the seventh grade are now required to have three doses of Hepatitis B vaccine and a second dose of measles-containing vaccine. Students must be immunized for varicella or provide proof from a doctor stating the child has had the disease. The required immunizations are available from the County Health Department or a physician. Documented proof of immunization is required upon admission. It is the District's policy that there be no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply if a District-provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are inadvisable. If an outbreak of a communicable disease occurs at school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or District administration. Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [Health and Safety Code Sec. 120335, 120440; E.C. 49403]

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

Parents or guardians must have their child's oral health assessed 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. A licensed dentist or licensed or registered dental health professional must do the assessment.

The District Oral Health Assessment/Waiver Request form is available from the District or online at [www.cde.ca.gov/ls/he/hn/](http://www.cde.ca.gov/ls/he/hn/) and must be filled out at the dental office. If you cannot fulfill this requirement, please give the reason in Section 3 of the form. By law student health information is confidential. The following resources can help you complete this requirement:

1. Medi-Cal/Denti-Cal at 800-322-6384  
<http://www.dent-cal.ca.gov/>
2. County Health Department listed in this section,  
<http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>
3. Healthy Families at 800-880-5305  
<http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>

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. [E.C. 49452.8]

### **Kindergarten and First Grade Physical Exam**

State law requires that for each child enrolling in the 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 with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475]

These services may be available to you at no cost through the Child Health and Disability Prevention Program. For information you may contact: Santa Barbara County Health, 345 Camino del Remedio, Santa Barbara, CA; (805) 681-5130

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

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

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 Healthy Families at (888) 747-1222. [E.C. 32221.5, 49472]

### **Medi-Cal Billing**

Our District has entered into an agreement with the California Department of Education and the Department of Health Services that will allow us to collect federal funds for some of the health services we provide at school by billing Medi-Cal. In order to do this, we must also offer the option to bill private insurance. If you should select the option for the school District to bill your private insurance, complete the section of the emergency card entitled "Medi-Cal Billing". Any services currently provided at school will continue unchanged.



## **Medication**

The Governing Board recognizes that some students may need to take medication prescribed by a physician during the school day in order to be able to attend school. The Superintendent or designee shall develop processes for the administration of medication to such students by school personnel. Prescribed medication may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both a student's physician and parent/guardian.

School staff that administers medication, including epinephrine auto-injections, to students shall receive training from qualified medical personnel on how such medication should be administered as well as training in the proper documentation and storage of the medication. Staff authorized to administer the medication shall do so in accordance with administrative regulations and shall be afforded appropriate liability protection.

If the parent/guardian so chooses, he/she may administer the medication to his/her child. In addition, the parent/guardian may designate another individual who is not a school employee to administer the medication to the student.

## **Non-Episodic Condition**

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the District of the medication being taken, the current dosage, and the name of the supervising physician. With your consent the school nurse may communicate with your child's physician and may counsel school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. [E.C. 49480]

## **Physical Examinations**

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which his/her child is enrolled a statement in writing, signed by the parent or guardian, stating that he/she will not consent to a physical examination of his/her child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. [E.C. 49451]

## **Self-Administration and Monitoring**

Upon written request by the parent/guardian and with the approval of the student's physician, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids. [BP 5141.21[a]]; E.C. 49423; CCR 600;[ ne]]

## **Sun Protection**

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

## **Vision and Hearing Appraisal**

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 6, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [E.C. 49455, 49452]

## **MEGAN'S LAW, SEX OFFENDER INFORMATION**

The web page, [www.meganslaw.ca.gov/](http://www.meganslaw.ca.gov/) offers information on sex offenders in California.

## **PERSONAL BELIEFS**

### **Tests/Surveys on Personal Beliefs**

Unless you give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for 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 the surveys and personal information. [E.C. 60615, 51513, 60614; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

## **PESTICIDE USE AND ASBESTOS**

### **Management Plan for Asbestos-Containing Material**

The District has available, upon request, a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations, 40 CFR 763.93]

### **Pesticide Use**

Pursuant to the Healthy Schools Act of 2000, the Goleta Union School District is required to notify staff, parents, or guardians of the names of all pesticide products expected to be applied at the school facility each school year. The Goleta Union School District has a Pesticide Free Policy that allows for the use of pesticides only in the case of an emergency. In the event of a grave threat to the health and safety of the school community where no other effective alternative to the use of pesticides exists, the Goleta Union Board of Trustees will be notified prior to any application of pesticides.

Information regarding pesticides may be obtained at the California Department of Pesticide Regulation web site at: [www.schoolipm.info](http://www.schoolipm.info) or you may call the National Pesticide Information Center at 1-800-858-7378. This toll-free service is funded by EPA and operated by the Oregon State University. The service is available from 7:30 a.m. to 3:30 p.m. PST Monday through Friday. [E.C. 17610.1]

## **RESIDENCY**

### **Verification of Residency**

For purposes of school registration, the residence of a minor is where the parent/guardian lives [Education Code Sections 48200, 48204]. In order to verify residency within the Goleta Union School District, parents/guardians must provide two current documents each showing an address within school boundaries of the District in the name of the parent/guardian. Verification of residency must be provided annually.

Documents that may be submitted as proof of residency include:

1. Property Tax Statement – Grant Deed
2. Lease agreement or rental contract **and** a current rent receipt
3. Notarized statement signed by the landlord or manager of a rental unit on appropriate business letterhead, stating that the parent/guardian is a resident at the rental address.

**AND**

4. Recent gas, electric or water utility bill.

Falsification of any information or documents required for residency verification or the declaration of residence of another person may result in revocation of student enrollment. Unscheduled home visitations by school personnel may occur in order to verify residence.

The District provides free Notary Services. Please contact Pupil Services at 805-681-1200 ext 242 to schedule an appointment.

## **SCHOOL RECORDS AND STUDENT ACHIEVEMENTS**

### **District Courses**

Annually, the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus, published under the title "Grade-Level Standards", is available at each school site and may be reproduced at cost. [E.C. 49063, 49191.14]

### **Parental Material in Foreign Languages**

State law says districts shall distribute materials and provide opportunity to participate in the education of their child in their home language if 15 percent or more of enrolled students speak the same language. This includes written notifications. [E.C. 48985, 51101.1]

### **Pupil Records**

You have various rights regarding student records. These rights include:

1. Student records include, but are not limited to, report cards, enrollment forms, correspondence, state test score information, behavioral reports, suspension information, state-mandated reports and information.
2. Your school principal is the official custodian of student records. The Assistant Superintendent of Pupil Services is the official custodian of all student records in the Goleta Union School District.
3. The official log identifying those who have requested information is contained in each cumulative file.
4. The following individuals have access to student records: principal, classroom teachers, certificated support staff (i.e. psychologists, speech pathologists, inclusion specialists), certificated tutors, GATE teachers, Learning Center teachers, school office manager, school office assistant, and Adaptive P.E. teacher.

5. Parents have the right to challenge student records if they think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comments not based on personal observation with time and date noted, misleading information, or violation of privacy rights.
6. You have the right to inspect and review student records by contacting your principal.
7. You may be charged .05 cents per copy for copies of your child(ren)'s records.
8. The District does not normally release directory information. Under special circumstances, the District will notify you if it intends to release directory information and your right to consent.
9. You have the right to consent to disclosures of personally identifiable information except when disclosure without consent is authorized by law.
10. The District's curriculum prospectus is available from the school principal and Assistant Superintendent for Instructional Services.
11. Any other rights and requirements set forth in E.C. 49060-49078 and the right to file a complaint with the U.S. Department of Health, Education & Welfare concerning an alleged failure to comply with 20 U.S.C. 1232g.
12. The District will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

### **Regulations Regarding Pupil Achievements**

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 class work and proficiency levels and indicate educational growth in relation to the student's ability, citizenship, and effort. Parents will be notified when a teacher has determined that their child is in danger of failing a course. [E.C. 49067]

### **Release of Directory Information**

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy and administrative regulation. The Goleta District does not release directory information. Under special circumstances the District may release some directory information. Under these circumstances the District requires parent consent, except when access to student records without parent consent is required by law (e.g. subpoena or court order). You may have the District withhold any of this information by submitting a request in writing. In the case of students with exceptional needs, no material can be released without parent or guardian consent. [E.C. 49061[c], 49070, 56515; NCLB]

### **SCHOOL RULES**

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

### **SCHOOL SAFETY PLAN**

Every year each school shall review and update its plan by March 1. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to numerous community leaders, and include a description of its key elements in the school accountability report card. [E.C. 32286, 32288]

### **STUDENT SPECIAL SERVICES**

#### **Individual Instruction**

If your child has a temporary disability preventing him/her from attending regular classes, the District will provide individual instruction. [E.C. 48206.3, 48980 [b]]

#### **Services to Disabled Pupils**

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write your school. Your child will be evaluated to determine whether he/she is eligible for free special 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. [E.C. 56020 et seq., 56040, 56301;20 USC 1412, [10][A][ii]; 34 CFR 300.121]

### **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.

## **TECHNOLOGY**

### **Student Use of Technology**

The use of electronic resources by students is regulated by Board Policy 6163.4. Parents may give consent for their child to use electronic resources by checking the appropriate box on the Emergency/Parent Consent Form. Students will sign the agreement in the presence of a parent or guardian and return the form to school. [BP 6163.4] \* **Parents:** Please check the appropriate box on the Emergency Card/Parent Consent Form. Please have your child sign the attached Student Agreement in your presence and return it in the envelope. Policy Adopted and Regulations/Procedures Accepted: August 20, 1997.

Revised: May 20, 2009, Goleta Union School District.

### **Regulations/Procedures**

#### **I. Responsibilities**

##### **A. District**

1. Develop and monitor the established District program.
2. Establish and execute acceptable-use agreements for employees, students, parents/guardians and other users before access is provided to electronic resources.
3. Provide staff development to personnel with respect to safe use of electronic resources by students.
4. Inform parents/guardians and pupils of the educational benefits as well as the potential risks involved in communications with persons and/or access to electronic resources outside the jurisdiction of the District or school.
5. Notify parents/guardians of the policy and of the regulations and procedures governing the use of electronic resources in the classroom.
6. Provide a procedure to investigate and, wherever necessary, to take appropriate action related to any allegations of electronic transmission of information that may be inappropriate or illegal.
7. Provide methods of blocking access to inappropriate content on the Internet by installing a content filtering device or software, and/or by providing access to only those web sites selected by a teacher or listed on a school or District home page or approved database.
8. Comply with the Children's Internet Protection Act.

##### **B. Teachers**

1. Select material appropriate for the age and grade level of the pupils.
2. Monitor the use of electronic resources by pupils and enforce strict adherence to the rules for students set forth in Section D, below.
3. Strictly observe copyright laws related to electronic resources and educational technology, including the duplication of software in accordance with licensing agreements and the use of copyrighted materials accessed through the District system.
4. Evaluate the use of electronic resources in classrooms.

##### **C. Parents/Guardians**

1. Read the Pupil Electronic Resources Acceptable Use Agreement and any school policies that apply to electronic resources access, and review this agreement with pupils. (Available at school office.)
2. Agree to their pupil's use of electronic resources by signing the consent form or by notifying the school principal in writing if pupils are not to be provided with access to electronic resources.
3. Be aware of the risks inherent in electronic resources access, while encouraging safe and acceptable practices.

##### **D. Students**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Do not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - Do not infringe copyrights (no making illegal copies of music, games, or movies!).
  - Do not plagiarize.
4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher or staff member.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are sexually explicit, threatening, rude, discriminatory, or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Do not engage in instant messaging, chats, social networking sites such as Facebook, or other such forms of communication while accessing our network.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.**

## II. Fees

The District is not responsible for any charges related to fees for on-line services except through school subscription accounts or services incurred by account holders with prior written approval from the school principal.

## III. Limits of Liability

The District makes no warranties of any kind, either expressed or implied, for the service it provides. Specifically, the District is not responsible for:

- Any damage users may suffer including, but not limited to, loss of data;
- The accuracy or quality of the information obtained through electronic resources; or
- Any financial obligations arising through the unauthorized use of electronic resources.
- 
- By initialing the Technology Use statement on the Emergency Card, parents acknowledge that they have read the Student Use of Technology terms and have reviewed them with their child.**

## School Accountability Report Card

The school accountability report card is available on request, and is available on the Internet at [www.goleta.k12.ca.us](http://www.goleta.k12.ca.us). It contains information about the District and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [E.C. 33126, 32286, 35256, 35258, 52056]

## TRANSFERS

### Intra-district ~ Students Currently on Intra-District Attendance Transfers

**Students on Intra-District** attendance agreements who are currently attending schools that are different from their home schools will be able to continue in their schools of choice if those schools and classrooms have space available. If you have a student currently on Intra-District Transfer and would like to continue your child's attendance for the 2016-2017 school year, complete the Intent to Continue Intra-District Attendance form that will be sent to you in April 2016, and return it to your school's office manager by the due date noted. The principal of your child's school will contact you with respect to his/her continued attendance before the end of the school year. If space for continued attendance for your child is in doubt, please follow the procedures for NEW Intra-District Attendance Requests set forth below:

### Intra-District Transfer Requests for 2016-2017

**Parents/guardians of students** requesting new Intra-District Attendance agreements must obtain an application for Intra-District Attendance from the District office. Applications can be picked up and must be returned to:

Dr. Margaret A. Saleh, Assistant Superintendent, Pupil Services

During the school year Intra-District transfer decisions will be made considering space availability and lottery. Lottery number assignments will be held the second Wednesday of August to determine the lottery number for each application. Parents/Guardians of students can call the District office at 681-1200, extension 242, in order to determine their lottery number. Priority ranking in the lottery shall be given to students currently attending Goleta Union School District schools. Due to late information from the State of California regarding Accountability Reporting, transfer decisions will be made on or after Staffing Day. The District office will notify parents/guardians if space is available. Applicants who receive approval must enroll in the school for which the transfer has been granted within 24 hours of notification, or the assigned space will be allocated to the next student on the waiting list.

At the beginning of the school year, parents/guardians must plan to enroll their students in their home schools. If additional space becomes available after Staffing Day, parent/guardians will be contacted and given the option of enrolling in their school of choice, or continuing in their school of residence.

Applications for the 2016-2017 school year must be submitted no later than the last working day in July 2016 (unless otherwise exempted by law). Any parent/guardian submitting an application for transfer after the July 2016 deadline is considered late. The application will be assigned a number and a transfer may occur on a space-available basis after students whose parent/guardians have submitted applications within the timeline have been accommodated.

The waiting list becomes void after January 1, 2017 (unless otherwise exempted by law). Interested applicants will need to re-apply if still interested in placement. All new applications will be considered on an individual basis.

Falsification of any information or documents required for residency verification or the declaration of residence of another person may result in revocation of student enrollment. Unscheduled home visitations by school personnel may occur in order to verify residency.

### **Inter-District Transfers**

The Board of Trustees shall address Inter-District Attendance under specific provisions of the California Education Code.

#### **A. General Regulations**

1. The parent/guardian shall obtain a release from the district of residence, complete an Application for Inter-District Attendance, and submit both documents to the Office of the Assistant Superintendent, Pupil Services.
2. The District may deny an application for any of the following reasons:
  - a) The cost of educating the pupil will exceed the amount of additional state aid the Inter-District Attendance would generate.
  - b) The Superintendent or designee determines that space is not available at the site(s)/grade level requested.
3. All applications for Inter-District Attendance will require the action of the Board of Trustees.
4. If an application is denied, the District shall communicate in writing to the parent/guardian the specific reasons for denial of Inter-District Attendance. These reasons must also be recorded in the minutes of the Board meeting in which the request was denied.
5. Once an application for Inter-District Attendance is granted, the student may complete that school year. Additional applications however, may be required annually unless otherwise required by law.

#### **B. Selection Procedures**

1. Requests for Inter-District Transfers will be considered after applications for Intra-District Transfers have been selected.
2. Admission to the District shall be determined on a case-by-case basis.
3. In the event that there are more requests for Inter-District Attendance than spaces available, admission to the District shall be determined by random selection.
4. No new transfers will be considered at grade levels participating in the Class Size Reduction Program until after Staffing Day in September (unless otherwise exempted by law).

At the beginning of the school year you must enroll your child(ren) in their home school. Lottery number assignments will be held in August in order to determine the lottery number for each Inter-District Application. Priority ranking in the lottery shall be given to students currently attending Goleta Union School District schools. Parents/Guardians of students can call the District office at 681-1200 extension 228 after the second week of August in order to determine their lottery number. Transfer decisions will be made on or after Staffing Day. The District office will notify parents/guardians if space is available. Applicants who receive approval (unless otherwise exempted by law) must enroll in the school for which the transfer has been granted within 24 hours of

notification or the assigned space will be allocated to the next student on the waiting list. Your transfer request will then be placed on the next Board of Trustees meeting agenda for final approval.

Any parent/guardian submitting an application for transfer after the last working day in July is considered late. Transfers will be granted on a space available basis after students whose parents/guardians have submitted applications within the timeline have been accommodated. All decisions regarding the procedure for application for Inter-District Attendance and the granting of applications are final. The waiting list becomes void after January 1, 2016 (unless otherwise exempted by law). Interested applicants will need to re-apply and applications will be considered on an individual basis.

## **VISITORS**

All visitations/observations must be arranged in advance through the school office.

A normal classroom visit/observation for parents/legal guardians of students enrolled in a school may be up to forty-five (45) minutes per visit, not to exceed two (2) visits per month.

Other visitors to a classroom may visit for no more than one (1) hour per month, per visitor, with prior approval from the site. Principal and his/her designee will make a decision to accompany a visitor.

Visitors related to a Special Education referral or private assessment must be accompanied by the Assistant Superintendent of Pupil Services, or designee.

The Principal and his/her designee may approve longer or more frequent classroom visits based on the unique needs of a situation.

All visitors must report to the school office upon entering the campus during the hours of 7:30 a.m. to 4:00 p.m. Visitors will be given a visitor's badge after they sign in. Alcoholic beverages, motorized vehicles, skateboards, horses and dogs are prohibited on school grounds. Bicycles, scooters, and roller blades are permitted after 4:00 p.m. on the blacktop playground areas only.

Public daytime use of the grounds is permitted when school is not in session. The school grounds are closed to the public at sunset without prior written consent from the school district. Violators/trespassers will be reported to the Sheriff's Department. [Calif. P.C. Sec. 603, S.B. Code Sec. 7-11 B & P.C. Sec. 25608]



## An Alternative, Tuition-Free Program

*Offered by the Goleta Union School District, on the campus of Foothill School*

The Goleta Family School offers three multi-age classes that are available to any family in the district with children in grades Kindergarten through sixth.

At Goleta Family School (GFS) we strive to provide an academically challenging learning environment in which children feel valued and learn to value others. Our multi-age program provides an educational environment in which students can learn at their own pace in a non-competitive, nurturing atmosphere. We strongly believe that learning is a continuous process rather than a series of steps. By purposefully structuring our classes to include a span of ages, we are able to provide a rich and diverse learning environment for our students. GFS fosters an appreciation of education through the discovery that learning is an exciting part of life, both in and out of the classroom. **Parents are an integral part of our program. They are expected to participate two hours per week in the classroom.**

If you would like to make arrangements to visit the classes or would like more information, please contact us at:

**Goleta Family School**  
(On the Campus of  
Foothill School)  
711 Ribera Drive  
Santa Barbara, CA 93111  
681-1268, Ext. 111

**Parent Representative:**  
Heather Stevenson  
**Email:** [tours@goletafamilyschool.com](mailto:tours@goletafamilyschool.com)