

# Camptonville School

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24/25 Parent & Student Handbook



## Table of Contents

Mission Statement.....	3
Contact .....	3
Board Members and Staff .....	3
Enrollment .....	4
(Immunizations, Disenrollment, Graduation Requirements and Grade/Diploma/Transcript Withholding)	
Daily Schedules .....	7
(Snow Days, School Closures and Late Start Days)	
Attendance Policy.....	8
(Tardiness and Absences)	
Electives .....	8
Independent Study.....	9
School Rules .....	10
(Dress Code, Playground Rules, School Bus and Technology)	
Discipline.....	15
Procedures.....	16
(Appointments, Articles from Home, Before and After School, Bicycles/Skateboards, Bullying Reporting, Contact: Blackboard, Dress Code, Field Trips, Lost Property, Medications at School, Parental Concerns, Student Pick-Up, Telephone Use, Visitation & Volunteers)	
Parent/Guardian Rights and Responsibilities .....	18
Non-Discrimination and Harassment.....	25
Services and Programs .....	30
(Interventions, Cafeteria, School Nurse, Library, School Psychologist, Title I Services, Special Education, Speech Therapist, Guide to CAASP)	
Camptonville Community Partnership.....	31
(1-2-3 Grow, Resource Center)	

## Mission Statement

Camptonville School, as part of a caring and nurturing community, is committed to providing our students with the foundation and tools to build a love of learning and high achievement as well as a belief in the ability to follow their dreams and passions.



## Contact



The office is open from 8:00 am to 3:30 pm. The schools' phone number is (530)288-3277. If someone does not answer, please leave a brief message with a good callback number. Our Fax number is (53) 288-0805

We also can be found on the Camptonville web site ([www.cville.k12.ca.us](http://www.cville.k12.ca.us))

Mailing Address: P.O. Box 278, Camptonville, CA. 95922

Physical Address: 16585 School Street, Camptonville, CA. 95922

## Camptonville School Staff

Patrick Brose, Superintendent and Principal

Sara Spiers, 3/4/5 Teacher & Teacher-in-Charge  
Kimberly Frost, Kindergarten and Special Education  
Rose DiRegolo, 1 & 2 Teacher  
Daiquiri Aplington, 6/7/8 Teacher  
Claudia Moanna, Art Teacher

Michele Percy, Intervention Specialist  
Crystal Bouchard, Paraeducator  
Chelsi Hedrick, Paraeducator

Theresa Hioki, Counselor

Troy Groves, Maintenance and Operations  
Lynn Coppock, Food Service  
Jill McAllister, Custodian  
Michelle Sauer, Custodian  
Alexis Lamb, Office Manager



### Camptonville School Board Members



*Reid Percy, Board President*  
*Karen Barnett, Board Clerk*  
*Amanda Hines, Board Member*  
*Shonti Burke, Board Member*  
*Jessica Prince, Board Member*

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# Enrollment



Welcome! To enroll in our school, you must turn in a *completed* application, which will include the application, an Emergency Card, a Media Release, a Technology Agreement, a Bus Behavior Contract, National School Lunch Application and Proofs of Residency, if applicable. You must include a birth certificate, immunization record, relevant court or guardianship documents, and Special Education or 504 documents as applicable. You can obtain a copy of the application at the office, or print one out online.

You fill out an application packet every year; we do this to ensure we have the most up-to-date information for your student, as life and contact information changes. We also need bus behavior and technology contracts for the new school year, to ensure that the rules regarding their use are understood, and to keep in compliance.

If you decide to transfer your child to another school, please return all school property. We will not disenroll your child from our records until their new school as requested their records or otherwise notified us of their enrollment.

## Immunizations

We must have a complete immunization record to enroll your child in school. We cannot enroll your child without one. We can take copies from one you provide, or you can ask your child's medical provider to fax us a copy at (530)288-0805. There are no longer religious exemptions, though there are medical ones. If your child has a medical exemption, please attach those medical documents to your application.

You may refer to the California State Website at <https://www.cde.ca.gov/ls/he/hn/immunization.asp> for information about immunization standards.

**For Kindergarten through 6<sup>th</sup> grade:** Students must have; 4 Polio shots (3 acceptable if the last shot is given on or after the 4<sup>th</sup> birthday), 5 DTap Shots (4 acceptable if the last shot is given on or after 4<sup>th</sup> birthday), 3 Hepatitis B, 2 MMR and 2 Varicella.

**For 7<sup>th</sup> Graders:** Students may not matriculate into the 7<sup>th</sup> grade without a Tdap Booster shot. Please include an updated copy of their immunization records with your re-enrollment packet

## Graduation Requirements

Graduation from the eighth grade is an achievement that must be earned. In order to receive a diploma, a student must meet the following requirements during their 7<sup>th</sup> and 8<sup>th</sup> grade years:

- Pass the U.S. Constitution competency test with score of 70% or better.
- Pass the World Geography competency test with score of 70% or better.

- Maintain a “C” average in the 7<sup>th</sup> and 8<sup>th</sup> grade years on the trimester report card.
- No “F’s”: the work must be redone and completed to meet the established requirements.
- Complete required service learning/or College and Career Project hours per year: 7<sup>th</sup> grade - 9 hrs: 8<sup>th</sup> grade – 12 hrs.

The Middle School teacher will provide written requirements to students and parents. Parents will be notified if their child is failing to meet graduation requirements. Interventions and assistance will be offered to those students who appear to be having a difficult time meeting the requirements. Students failing to meet the requirements will be reviewed by the Review Board (this will include a 7/8 teacher, the administrator and a school board member). The review board shall review student work, effort, capabilities, and any special circumstances that may be involved.

## CLASS VALEDICTORIAN

The student with the highest scholastic standing and exceptional citizenship will be eligible to earn the recognition of class valedictorian, and will deliver the valedictory speech at the commencement. The valedictorian will be selected based on the grades that he/she has earned at Camptonville School during his/her 7<sup>th</sup> and 8<sup>th</sup> grade years. Other high-ranking graduating scholars will be duly recognized.

To be eligible for valedictorian, transfer students must complete coursework for at least 4 of the 6 trimester reporting periods at Camptonville School during their 7<sup>th</sup> and 8<sup>th</sup> grade years.

Scholarships for graduating 8<sup>th</sup> graders will be determined by a selection committee consisting of the school administrator, certificated employee, classified employee, and a parent/community member.

## WITHHOLDING GRADES, DIPLOMA, OR TRANSCRIPTS

### AR 5125.2(a)

#### A.

1. When school property has been damaged or not returned by a student, the Superintendent/Designee shall notify the parent/guardian(s) in writing of the student’s alleged misconduct/non-return and the payment that may be due.

2. This written notice shall also include a statement that the District may withhold grades, diploma, or transcripts from the student and parent/guardian(s) until payment is made.

B. If non-payment continues; the District may notify the student of his/her due process rights in conformance with suspension procedures. (Education Code 48911)

C. If the student and parent/guardian(s) are unable to pay for the damages or return the property, the Superintendent/designee may provide a program of voluntary work for the student. If/when this voluntary work is completed; the student’s grades, diploma, or transcripts shall be released. (Education Code 48904)

### AR 5125.2(b)

#### D.

1. When such a student transfers to another District, all information shall be sent to the other District with the student’s records and a request that these items continue to be withheld until the other District receives notification that the payment has been made.

2. The Superintendent/designee shall notify the parent/guardian in writing that this District's decision to withhold grades, diploma, or transcript will be enforced by the other District. (Education Code 48904.3)

E.

1. The District shall also withhold grades, diploma, or transcripts from any student transferring into the District whose misconduct caused a previous District to withhold them.

2. When informed by the previous District that its decision has been rescinded, the District shall release these documents. (Education Code 48904.3)

Legal Reference:

Education Codes:

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee, or superintendent

49069 Absolute right to access

California Education Code full texts can be found at:

<https://leginfo.legislature.ca.gov/>



## Daily Schedules



Kindergarten	First, Second, Third, Fourth, Fifth Grade	Sixth, Seventh, Eighth Grade
<i>Start:</i> 8:25 am <i>Morning Recess:</i> 10:00 to 10:15 <i>Lunch/Recess:</i> 11:45 to 12:30 <i>Dismissal:</i> 12:45	<i>Start:</i> 8:25 am <i>Morning Recess:</i> 10:00 to 10:15 <i>Lunch/Recess:</i> 11:50 to 12:30 <i>Dismissal:</i> 2:45	<i>Start:</i> 8:25 am <i>Morning Recess:</i> 10:00 to 10:15 <i>Lunch/Recess:</i> 12:00 to 12:30 <i>Dismissal:</i> 2:45

### Minimum Days

All students dismissed at 12:45 pm. Lunch will be served on those days.

Minimum Days for Professional Development and teacher collaboration are scheduled every Wednesday. Please check your calendar.

### Snow Days

Should days be missed during the winter months, “snow days” have been added to our calendar, which are used to make up days that might be missed. If not used, they will be days off for students and staff.

### School Closures & Late Starts

Should it be necessary to cancel school due to heavy snow or other severe weather conditions, including power outages, the school will notify local radio station KNCO 94 FM, KCRA TV Channel 3, and KVMR 89.5 FM. A message will also be sent to your phone by our Blackboard Connect System.

Some days we will have ‘Late Starts’ at 10:00 am so that the snow plows can take care of the roads before the bus goes out. On these days we will begin school two hours later than usual, with students being bussed home at the regular time (weather permitting).

### Before and After School

Students should not arrive at school before 8:00 a.m. as there will be no supervision until that time.

Students who arrive at school after 8:25am, must be accompanied to the office by their adult to check in.

Students should leave immediately after school has been dismissed unless they have received permission to attend an approved after school function. There is an Afterschool Program available on Monday, Tuesday, Thursday and Friday afternoons from 2:45 to 4:00 pm. Afterschool Program enrollment forms are available in the office.

Only middle school students may walk home without an adult chaperone. A student younger than middle school (grades K-5) may walk home alone with prior written parent permission. Permission forms may be obtained from the office and must be completed before a student in grades K-5 can walk home alone.

If another adult is picking up your student, particularly an adult not listed on your emergency contact form, you must call and inform the office. A student cannot tell us they are going home with a friend; we must receive that information from their parent/guardian. We do this to ensure your child is safe, and in the company of people you trust. If your child is going to be picked up by someone not on their emergency contact form, they need to be prepared to show identification at pick-up.

### Field Trips

Throughout the school year, teachers make arrangements to take their classes on field trips. Your child’s teacher will send permission slips and information regarding the trips home prior to the trip being taken. If you have any questions regarding field trips, please contact your child’s teacher.

Students who do not maintain positive attendance (90% or greater positive attendance) or positive behaviors (no pink slips) may be denied participation in field trips until attendance and/or behaviors improve.

### Electives

During the Fall and Spring Trimesters we offer elective courses to 3<sup>rd</sup> through 8<sup>th</sup> graders. Before electives begin a sign-up sheet will go home with the students for them to make selections from that trimester’s offerings. Sign-up is on a first come, first serve basis.



## Attendance



The State legislature dictated that all schools go to a “positive attendance system.” This means that each school counts only the days that each child is actually in school. “Excused” absences no longer count toward apportionment.

Even though there are no more “excused” absences for illness or doctor’s appointments, the school will continue to keep track of when and why children are absent. **If your child is unable to attend school, please contact the school office.**

“Excused” Absences	“Unexcused” Absences
Personal Illness (With Doctor’s Note)	Missing the Bus
Death in Immediate Family	Getting up late
Medical/Dental Treatment	Vacation or Trip
Religious Holidays	Shopping out of town



Court Appointments	Leaving Campus without Permission
School-Related Activities	No Excuse given

On the day a student is absent, he/she may not attend extra-curricular activities scheduled for that day (i.e. basketball games, dances, etc.).

If a student has repeated absences and/or tardiness, his/her parents will be contacted to discuss ways to improve attendance. Absences that are not cleared regularly will be considered trancies and will be referred for action to the Yuba County School Attendance Review Board (SARB). Please see the section titled Homework Plan for information regarding make up work.

### Tardiness

In most cases there is no valid excuse for tardiness. Students are expected to be in their seats by 8:25 a.m. Tardiness creates an inconvenience for the classroom teacher, other students, and lunch and attendance accounting.

Students arriving after 8:25 a.m. MUST stop in the office with an adult and get a tardy slip for admittance to class. Excessive tardiness will be reported to the School Attendance Review Board.

### Independent Study- Short Term

When a student must be away from school for at least five (5) days or more, an Independent Study Contract may be used to cover the days of non-attendance. The parents must contact the classroom teacher at least (2) two days in advance of the absence.

The teacher will compile assignments necessary for the days missed; the parent, teacher and student will then sign the contract. Immediately upon return, the student will turn in the work to the teacher, who will review it and turn it over to the office. If all work required is completed, the student will receive full attendance credit for those days.

If the student does not complete the assignments, or does not turn them in on time, he/she will be marked as truant for the days written on the contract.

### Independent Study- Long Term

If the educational team decides that independent study (IS) is a beneficial instructional strategy for an individual student, then a contractual agreement will be drawn between the district (certificated teacher, administrator), the student, and his or her parent or guardian adhering to school board policy and legal requirements.



# School Rules



Orderly conduct in the classroom, hall, playground, cafeteria/gym, restrooms, bus, library and office make our school a pleasant place in which to learn and grow. Therefore, we expect our students to observe these rules:

- Everyone has the right to learn.
- Everyone has the right to teach.
- Everyone has the right to be safe.

## Dress Code

- A. The school shall establish rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress rules shall be regularly reviewed.
- B. The school shall allow students to wear sun-protective clothing, including hats, for outdoor use during the school day.
- C. The following guidelines shall apply to all regular school activities:
1. Footwear should be appropriate and safe for the activities students will participate in. This includes closed-toes shoes for physical activities and play.
  2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which display drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
  3. Hair may not be sprayed by any coloring that would drip when wet.
- D. Coaches and teachers may impose more specific dress requirements to accommodate the special needs of certain sports and/or classes. For safety reasons, footwear such as thongs, high-heels, torn or damaged shoes, open-toed shoes and sandals are not acceptable.
- E. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear appropriate physical education apparel because of circumstances beyond the student's control.
- F. The school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or **other special school activities**.
- G. The school shall prohibit students from wearing gang-related apparel.

## Campus Rules

1. Use polite manners and good sportsmanship at all times.
2. Be kind, respectful and helpful to everyone.
3. Use self-control.
4. Keep sand, rocks, wood chips, sticks in their proper place.
5. Throw trash and unwanted food in the garbage, recycle the recyclables.
6. Make sure your teacher knows where you are at all times.
7. Conserve energy by turning off lights and closing classroom doors.
9. Use walkways—don't take shortcuts across lawns, planters, etc.
10. Climb only on playground equipment- not walls or tables.
11. Students are only allowed in the classroom when a teacher or other staff member is present.
12. Walk down stairways.
13. Snow—Leave snow where it falls. Students may build snowmen and snow structures. Leave the snow creations of others alone.
  - Occasionally, supervised snow play will be allowed, but only if students are dressed appropriately.

## Playground Rules

1. SAFETY FIRST
2. You must play the correct way on and with all equipment.
  - Always start at the top of the slides. Slide down one at a time, feet first stopping only at the bottom.
  - Climb only on the climbing poles or rock walls. Only 3<sup>rd</sup> graders or older may be on the tall bars. Only 3 children at a time on the short bars.
  - Swings: Swing only on your bottom, swing seats are to remain in their proper position. No swinging on your stomach. No running underneath the swings while someone else is swinging
  - No balls on the wood chips.
3. Keep hands and feet to yourself. Stay in your own space.
4. Playground equipment is first come first serve. Ask before taking anyone's equipment. Ask a playground monitor to time for a turn on the swing, etc.

5. Stay in the field or on designated playground area where the playground monitor can see you.
6. Tell the playground monitor if you are going to the cafeteria, to use the restroom or go to the classroom.
7. Eat snack in designated areas.
8. When recess is over, clean up after yourself, put away equipment and return to class.
9. Gum chewing is only allowed in the classrooms with permission of our teachers and must be disposed of properly.
10. Attempt to resolve problems with others before they escalate.
11. Inform the playground monitor or another adult immediately if you or a peer are being teased or if another student is in your/their personal space.

## Technology Use Rules

At the beginning of each school year your student will sign a technology agreement which dictates how they will access and make use of various technology, such as chromebooks. Here is a copy of those rules:

1. Use only accounts assigned to you.
  - Only view or use passwords, data, drives, and networks to which you are authorized
  - Never distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources by:
  - Reporting security risks or violations to a teacher or network administrator.
  - Not destroying or damaging data, equipment, networks, or other resources that do not belong to you, without clear permission of the owner, (not hacking, uploading, downloading or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services).
  - Sharing technology resources with other users by not deliberately causing network congestion or consuming excessive electronic storage.
  - Immediately notifying a staff member or administrator of computer or network malfunctions.
3. Respect and protect the intellectual property of others by.
  - Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
  - Citing sources when using others' work (not plagiarizing). Respect your community by:
4. Communicating only in ways that are kind and respectful.
  - Reporting threatening or discomforting materials to a teacher or administrator.

- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, intimidating or bullying).
  - Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's standards for student behavior, such as cheating.

## School Bus Rules

1. **Pupils** transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. No bus driver shall require any pupil to leave the bus en route between home and school or other destinations. Requests of the driver are to be obeyed without discussion while a bus is in route.
2. **Students** are expected to be at the bus pickup point, on time, waiting to board the bus in an orderly fashion standing 12 feet or more from the bus stop.
3. At the direction of the driver, a student may be assigned a specific seat, and shall not be permitted to occupy another seat without permission of the driver.
4. **All** students are to remain seated until released by the driver. Students are to sit in safe transport position: facing forward, back to seat, hands and voice in space assigned.
5. **Students** shall keep heads, arms, hands, and other parts of the body inside the bus.
6. **Students** shall not drop or throw material of any kind, either from the bus, or within the bus, or make offensive remarks or gestures to pedestrians or motorists.
7. **Students** shall keep books, packages, coats, or other objects out of the bus aisle. Feet shall be kept out of the aisle. No objects are permitted which impair the ability of the driver to operate the bus, or which obscure his/her vision. No objects are allowed in students' hands while on bus. No electronic devices are allowed on bus.
8. **Students** shall not carry knives, flammable devices, or other hazardous materials or objects on the bus. Seeing eye dogs are the only animals that may be transported on a school bus.
9. **Students** are to speak in conversational tones only. Profanity is forbidden, as is participating in any commotion which might tend to distract the driver's attention.
10. No pupil shall interfere with another pupil, or the property of another student.
11. **Students** shall not eat or drink beverages on the bus during normal transportation. Eating and drinking on the bus may be arranged for field trips. Breakable glass objects may be transported on a bus only if they are contained in a suitable container that would minimize the hazard in the event of accident or breakage.

12. Use and/or possession of tobacco, or any illegal/harmful substance, in any form, is prohibited while riding a school bus.
13. Any student found guilty of inflicting willful damage to a school bus will be denied transportation until the parent/guardian has paid for the cost of repairs.
14. Students having a need to cross the road when boarding or leaving the bus shall do so only in front of the bus with the driver's permission after all vehicles have stopped or the roadway is clear and safe. The driver shall use flashing lights and shall accompany all elementary students who must cross the road to get home.
15. Pupils who refuse to submit to the authority of the bus driver shall be reported by the driver to the superintendent as soon as possible after the misconduct occurs.
16. The superintendent shall reprimand the pupil, and inform the parent/guardian of the offense and the reprimand. The superintendent shall also inform the pupil and his/her parent/guardian that if such misconduct persists, the pupil may lose the privilege of being transported by school bus, and/or other disciplinary action may be taken by the school.
17. Students must present signed and dated written permission from parent/guardian to the school for any permanent or temporary change in their regular bus schedule.
18. All "School Bus Incident Reports" must be signed and dated by parent or guardian and returned to the superintendent/principal.

### Loss of Bus Privileges

The school's goals are to provide safe transportation to and from school and on field trips. All students must know and practice the bus safety rules. Students who do not practice these rules may lose their bus riding privileges.

The bus driver will report a misbehaving student to his/her teacher. This citation will then be reported to the student, the superintendent and the parent or guardian of the student. Disciplinary action will be taken. Serious offenses may result in immediate suspension of bus privileges.

Upon a second citation, the student may lose bus privileges for two weeks.

Upon a third citation, the student shall lose all bus privileges until a conference is held between the student, superintendent and the parent or guardian to determine the cause of the problem and to seek a solution.



# Disciplinary Actions



The goal of Staff and Administration is to keep students in the learning environment to the full extent possibly using a variety of interventions within a Multi-Tiered Systems of Supports. The following actions will be used as a last resort.

**1. Detention:** For disciplinary purposes the Education Code allows the school to detain a student for up to one hour at the close of the maximum school day. Teachers may use a variety of options for handling discipline issues that arise during the school day. These may include, but are not limited to: running laps, campus cleanup, quiet reflection and temporary change of setting. Teachers may choose to provide students with a menu of consequences from which they can choose.

**2. Class Suspension:** A teacher has the right to suspend a student from the class for the remainder of a school day. The teacher is obligated to contact the parent/guardian of the student as soon as possible to discuss the situation and invite him/her to attend a parent/teacher conference regarding the suspension and precipitating behavior.

**3. Out of School Suspension:** Students who are suspended from school may not participate in any school related activities or be on campus during the period of suspension. Causes for suspension out of school may include, but are not limited to:

- Cause or attempt to cause/threaten physical injury to another person.
- Possess or use a knife or other weapon at school.
- Fighting
- Possess, use, sell, furnish or be under influence of a controlled substance, alcoholic beverage and/or intoxicant.
- Commit a robbery or extortion.
- Cause or attempt to cause damage to private or school property.
- Steal/attempt to steal private or school property
- Possession or use of tobacco.
- Commit an obscene act or engage in habitual profanity/vulgarity.
- Knowingly receive stolen school/private property.
- Falsify parental permission or school records.
- Leaving class/school grounds without permission whether or not the school day has begun.
- Infraction of bus rules and regulations.
- Intimidation, harassment, or sexual harassment of other students.
- Gang and gang related activities are prohibited and will not be tolerated.

**4. Expulsions:** The Education Code states that every child shall attend school, but this privilege is dependent on the continued attendance and compliance with all state and school district rules and regulations regarding student behavior.

Expulsion is the most serious penalty a school can impose and one that can have long-range negative consequences for a student. An expulsion usually lasts a year and prohibits the student from attending school, or any of its activities.

The following violations are so serious as to require immediate action toward removing the student from the school campus:

- The possession or use, on campus, of fireworks, weapons or instrument (including any knife) or substances designed for, or capable of, doing bodily harm.
- Robbery or extortion.
- Any fight where serious physical injury is the result.
- Use or possession of alcohol, tobacco, narcotics or other hallucinogenic drugs on campus.
- Any assault or battery on a staff member.
- Bomb threats
- Vandalism/destruction of school property.



## ABC Guide of Procedures



### Appointments (Medical, Dental or Other)

Please make medical appointments, if at all possible, in the late afternoon hours to decrease the interruption to your child's instructional day. Most medical offices can arrange late afternoon appointments and we at school appreciate the efforts of parents who will schedule accordingly. In unavoidable, please bring a doctor's note so we can excuse the absence.

### Articles from Home – Toys, Etc.

Students are asked not to bring articles from home unless approved by a teacher. We cannot be responsible for the safekeeping of toys, games, card collections, etc. brought from home. When a student does bring things from home, they must remain in their backpack until designated times for sharing.

### Bicycles/Skateboards/Skates

Students riding bikes, skateboards, etc. to school must park them as soon as they arrive at school. For safety reasons they are not to be ridden on campus.

### Breakfast and Lunch Programs

Good nutrition is essential for learning. Camptonville School offers a free and reduced breakfast and lunch program for all students. Breakfast is served between 8:00 and 8:20 a.m. If your child isn't participating in the breakfast program, please make sure he/she has a substantial breakfast before arriving at school each day. If your child is eating a home breakfast, they must eat it before arriving on campus.

### Bully Reporting

Our new anonymous Bully Reporting Tool is linked to our website [www.cville.k12.ca.us](http://www.cville.k12.ca.us) as part of our Catapult Emergency Management System. Students, parents, and staff can click on the link where they will find a form to report bullying incidents, including cyber and electronic bullying. The report will be sent directly to the Superintendent/Principal who will address the issue in a timely manner. If you are unable to access the link, you can use <https://mobile.catapultems.com/cuesd/ces/bully>.

### Contact- Blackboard Connect

Camptonville School uses the Blackboard Connect Automated All-Call system for weekly updates and other important messages. The weekly phone call is sent out on Sunday at 5:00 pm. It will include notifications about



upcoming events, reminders about deadlines or other informational items. We also use this automated system to notify you of school closures. If you are not on the call list and would like to be, please call the offices at (530) 288-3277.

### Lost Property

Items found on campus and in the parking lot are turned into the office. This includes items left by visitors to the campus after school hours. Please check with the office for any lost or missing property.

### Medications at School

The school will not administer medication to any student without the written authorization from the student's physician and parent (for prescription drugs) or by parent (over the counter drugs). All medications must be in their original container and be turned in to the office to be dispensed by authorized school personnel. The physician's authorization must be updated at the beginning of each school year.

### Parental Concerns

Parent concerns should first be brought to the attention of the teacher so that the opportunity is given to resolve misunderstandings and to answer any questions the parent may have. Misunderstandings or questions that may arise outside the supervision of the teacher, such as on the bus or walking to and from school, should be brought to the attention of the superintendent.

When educational matters are not resolved in discussions with the teacher, it is the superintendent's responsibility to seek a solution in consultation with the teacher and the parent. In the case of a complaint, the matter should first be discussed with the teacher and/or superintendent before bringing it to the attention of the Governing Board.

### Student Pick-Up

Students can only be released to adults listed as an Emergency Contact on their paperwork. In the event an adult not listed on the student's paperwork is to pick-up the student, the parent or guardian of the student must call the office to inform the school. The adult must be prepared to show identification. The student cannot inform the office of their pick-up plans. Students will not be released to adults without parental approval.

### Telephone Use

Students are allowed to use the telephone at school only if the teacher determines it is necessary. Calls made home by a student asking a parent to bring assignments or items to school which were left at home not necessary and will only be allowed with teacher approval. Students may not use the phone to make after-school plans with friends. Social scheduling must happen outside of school.

If you need to change your child's transportation plans, or if you need to contact your child during class time, you may leave a message with the office. If it is an emergency, the office will deliver the message to your child at the time of your call.

Students may use the office telephone only in the event of an emergency.

### Visitation

Parents are encouraged to visit school and are requested to notify the school office prior to the visitation and to check in with the office upon arrival. Conferences with the teacher should be held before or after school so that teaching time is not interrupted.

Visitation by children who are friends or relatives is not allowed unless the children are accompanied by a parent for the entire visit and/or have prior approval from the superintendent and teacher.

### Volunteers

Volunteers are welcome in our school and are not only helpful, but bring many talents to be shared with students. Volunteers are to schedule their time in advance with the classroom teacher so that lesson plans can be adjusted to meet class needs. We also need volunteers to teach elective courses, or help out in the garden.

In order to volunteer, one must attend a 15 minute volunteer 'bootcamp' to learn about the rules and expectations. Volunteers must be fingerprinted. Volunteers who drive students must bring a copy of their valid Driver's license and insurance paperwork to the office.

## Parent/Guardian Rights and Responsibilities

### Family Involvement

Parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in the school. 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 include:

Education Code Section 51101(c) notes: "This section may not be construed so as to authorize a school to inform a parent or guardian, or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction." (Chapter 864, Statutes of 1998, Education Code Sections 51100-51102)

- **Classroom Observing:** 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:** To request a conference with their child's teacher(s) or the superintendent/principal. Parents should contact the school to schedule a date and time convenient to all participants.
- **Volunteering:** 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 Attendance:** To be notified in a timely manner if their child is absent from school without permission.
- **Safe School Environment:** To the assurance of a safe and supportive learning environment for their child.
- **Curriculum Materials:** To examine the curriculum materials of the class or classes in which their child is enrolled.
- **Student Academic Progress:** 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.
- **Standards:** To receive information regarding the academic standards their child is expected to meet.

- **School Rules** To receive written notification of school rules, attendance policies, dress codes and procedures for school visitations.
- **Psychological Testing:** To receive information on all psychological testing recommended for their child.
- **Councils and Committees:** 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. Parents have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

### Policy Development:

To work in a mutually supportive and respectful partnership with the school to help their child succeed. The school board shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development and well-being of their students.

This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do to support their child's learning environment.

This includes, but is not limited to:

- Monitoring school attendance
- Monitoring homework completion
- Encouraging participation in extracurricular activities
- Monitoring and regulating television viewing
- Planning and participating in activities at home and supportive of classroom activities
- Volunteering at school
- Participating in decision-making processes at school

## Annual Notification of Education Code Provisions Affecting Parent/Student Rights

### ATTENDANCE

#### *COMPULSORY SCHOOL ATTENDANCE – (Ed. Code Sections 48200, 48400)*

The law states that school attendance of children and youths between the ages of 6 and 18 are subject to compulsory full-time attendance.

#### *JUSTIFIABLE ABSENCES – (Ed. Code Sections 46010, 48205, 48980)*

Absence from school is allowed only for justifiable personal reasons (health, court appearance, attendance at a funeral, religious holidays, or your child is the custodial parent of a child who is ill or has a medical appointment during school hours). Assignments missed may be made up if appropriate. Any pupil absent from school for justifiable personal reasons

shall not have his/her grade reduced or lose academic credit when missed assignments and tests that can be reasonably provided are satisfactorily completed within a reasonable period of time, as designated by the teacher.

## INSTRUCTION

### *STUDENT USE OF TECHNOLOGY – (Ed. Code Sections 48980, 51870.5)*

The school provides access for students to the Internet as an educational tool. Because the Internet is uncensored and can be misused, no student shall be allowed to use the district access to the Internet unless the student and the student's parent/guardian first sign the district's Student Electronic Network User Agreement. The district will provide reasonable supervision of students using its access to the Internet and attempt to do what is technologically reasonable with filtering software to prevent students from obtaining access to pornographic or harmful matter. Students using the district's Internet access shall have no right of privacy in their use of that system. Staff may monitor or examine all system activities a student takes part in to ensure proper use of the system. Students who fail to abide by the district's Internet rules may be subject to disciplinary action, revocation of their privilege to use the system, or legal action as appropriate.

## EDUCATION

### *SPECIAL EDUCATION – (Ed. Code Section 56300)*

Section 56300 et seq. provides for the education of an exceptional student requiring services and facilities, which may or may not be part of the local program, at no cost to the parent/guardian.

Any child, ages 0 through 21, suspected of or having a disabling condition, shall be entitled to a free and appropriate education. Each pupil has the right to be referred for special education services only after the resources of the regular education program have been considered and, where appropriate, utilized (Ed. Code Section 56031).

Parents/guardians of pupils with exceptional needs are hereby notified of the right to electronically record the proceedings of I.E.P meetings with 24 hour prior notice to the I.E.P. Team. Parents/guardians will be provided with a copy of their procedural safeguards.

### *ALTERNATIVE SCHOOLS – (Ed. Code Section 58501)*

The school COE shall provide alternative schools in order to maximize opportunities for students. Parents/guardians may obtain information regarding alternatives by contacting the Yuba County Office of Education, Director of Alternative Education, 749-4872.

### *AWARDS OF ATTORNEYS FEES – (Title 20, U.S. Codes, Section 1415 (e))*

The Individuals with Disabilities Education Act states that a court may award reasonable attorneys' fees to a parent/guardian of a disabled pupil who is a prevailing party in any action or proceeding brought under the procedural safeguard's section of the Act.

## HEALTH

***PROHIBITION OF USE OF TOBACCO ON CAMPUS – (Ed. Code Section 48901)***

All individuals, including students, staff, and community members are prohibited from using tobacco products on school property, including vehicles, buildings, parking areas, grounds, and at school events.

***FREE OR REDUCED PRICE MEALS – (Ed. Code Section 49510 et. Seq.)***

The school shall provide free or reduced price meals to qualifying students. Contact the school for further information and an application form.

***IMMUNIZATION REQUIREMENTS – (CCR Title 17 Sections 6020, 6035)***

Before initial enrollment in California public schools, certain immunization requirements must be met: polio, measles, rubella, mumps, and DTP Booster requirements must be taken as required by law.

Upon enrollment, children entering school or a child care and development program at the kindergarten level or below shall also present evidence of immunization against hepatitis B. Children, who have not reached the age of four (4) years, six (6) months shall also present evidence of immunization against hemophilus influenza type b. (Health and Safety Code 120335) All students entering, advancing to, or repeating 7th grade shall present evidence of immunization against hepatitis B and a second dose of measles-containing vaccine (MMR).

***IMMUNIZATION FOR COMMUNICABLE DISEASE – (Ed. Code Section 49403)***

A parent must give consent in writing for a licensed physician or registered nurse under the supervision of a physician to administer an immunizing agent. No immunization will be given at school without parent permission in writing.

***ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPIL – (Ed. Code Sections 49423, 49480)***

The school nurse or other designated school employee will administer prescribed medication during the school hours only upon written request of both the physician and the parent(s) or the guardian. All student medications must be kept in the office. State law requires that the parent(s) or guardian notify the school nurse or the Superintendent/designee when their child is on continuing medication for a nonepisodic condition, example: asthma, hay fever, hyperactivity, diabetes, epilepsy, etc.

***EVALUATION OF VISION AND HEARING – (Ed. Code Sections 49452-49457)***

Evaluation of vision and hearing of a child (tests for visual acuity, color vision, and impaired hearing) by the school nurse or other authorized person, if authorized, will be made upon first enrollment and at least every third year thereafter until the child has completed the eighth grade. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. This provision does not apply if the parent files with the principal a written statement to a well-recognized faith or teachings that depend on prayer for healing.

***SCOLIOSIS SCREENING – (Ed. Code Section 49452.5)***

Every female pupil in grade 7 and every male pupil in grade 8 shall be screened for the condition known as Scoliosis (curvature of the spine). Mandatory notification to the parent or any pupil suspected of having scoliosis will include an explanation of the condition, the significance of treatment, and public services available for treatment. A statement in writing from the parent will exempt the pupil from the above screening.

***EXEMPTION FROM PHYSICAL EXAM – (Ed. Code Sections 49450-49451)***

A physical examination will not be given to a child whose parent requests his/her exemption in writing.

However, the child may be sent home if, for a good reason, he/she is believed to be suffering from a recognized contagious or infectious disease.

***SUSPECTED CHILD ABUSE OR NEGLECT – (Penal Code Sections 11166, 11172)***

School personnel shall report any incident of suspected child abuse or neglect. Failure to do so is a misdemeanor.

***CONFIDENTIAL MEDICAL SERVICES – (Ed. Code 46010.1)***

All parents/guardians are hereby notified that all students in grades 7/8 may be excused from school, without the consent of the student's parent/guardian, to obtain confidential medical services.

**INSTRUCTION**

***DRUG, ALCOHOL AND TOBACCO AWARENESS (Ed. Code Sections 51202, 51203, 51260)***

Instruction will be given (K through 8) regarding drug, alcohol, and tobacco prevention education.

***EXCUSE FROM HEALTH INSTRUCTION WHICH CONFLICTS WITH RELIGIOUS OR MORAL BELIEFS (Ed. Code Section 51240)***

During the school year, the instructional program in some classes at some grade levels may include instruction about health. If such instruction will conflict with your religious training, beliefs or personal and moral convictions, please advise the Superintendent/designee in writing, not to include your child in this phase.

***FAMILY LIFE AND COMMUNICABLE DISEASE INSTRUCTION – (Ed. Code Sections 51550-51551 and 51820)***

Family life education programs may be provided in grades K through 8. Venereal disease instruction will be provided in grades 7 through 8. If instruction about human reproductive organs and their function, processes, and diseases are included in your child's class, you will have the opportunity to inspect, review, and evaluate the written or audio-visual materials to be used. You will also be asked to inform the Superintendent/designee of your school in writing whether or not you wish your child to participate.

***RELEASE FOR RELIGIOUS INSTRUCTION (Ed. Code Section 46014)***

The school may release pupils from school (after the minimum school day) with written parental/guardian consent to participate in certain kinds of religious exercises. Request forms for this purpose may be obtained in the school office.

***COURSES USING ANIMALS (Ed. Code Section 32255 et seq.)***

As part of a course of instruction, a teacher may require dissecting live or dead animals or animal parts as part of the instructional experience. If you child morally objects to dissecting animals or animal parts, he/she should notify his/her teacher of the objection and determine if an alternative education project can be performed.

***REPORTING STANDARDIZED TEST SCORES TO PARENTS***

The school shall report in writing, the results of each pupil's test to the pupil's parent or guardian, within not more than twenty (20) working days from receipt of the test results. If the school receives these reports for the designated achievement test or the primary language test after the last day of instruction, the school shall send

the results to the parent or guardian by U.S. mail at the parent's or guardian's last known address. If the report is non-deliverable, the school shall make the report available to the parent or guardian during the next school year. Each school site has a copy of the School Accountability Report Card (SARC) for parent review upon request.

***COMPLAINTS CONCERNING THE SCHOOLS – (Ed. Code Sections 35146, 35160.5; Gov. Code 950-950.8, 54957-54957.8; Title 5-3080, 4600-4671)***

The school Board recognizes that it has a primary responsibility for insuring that it complies with state and federal laws and regulations governing education programs. The school shall investigate and seek to resolve complaints at the local level.

The school shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in educational programs. Complaints may be addressed to: District Superintendent, P.O. Box 278, Camptonville, CA 95922. Telephone: (530) 288-3277.

**COMPLAINTS CONCERNING EMPLOYEES**

The school Board places trust in its employees and desires to support their actions in such manner that employees are freed from unwarranted, spiteful, or negative criticism and complaints. Regulations are available which permit parents/guardians to lodge complaints against staff members in an appropriate way. These regulations shall assure a complete hearing of complaints and shall protect the rights of the staff members and the district. Complaints may be addressed to: School Superintendent, P.O. Box 278, Camptonville, CA 95922. Telephone: (530) 288-3277.

**PERSONNEL**

***NONDISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP – (Title VI and IX and 34 CFR 100.1 et seq.; 34 CFR 106.1 et seq.)***

The school does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. Inquiries regarding nondiscrimination policies may be addressed to: School Superintendent, P.O. Box 278, Camptonville, CA 95922. Telephone: (530) 288-3277.

***PARENT NOTIFICATION TO REQUEST PROFESSIONAL QUALIFICATIONS OF TITLE I TEACHERS***

Parents may request information regarding the professional qualifications of their child's teacher(s) in core academic subject areas if their child attends a school receiving any Title I Part A funds.

**STUDENTS**

***STUDENT RECORDS – (Ed. Code Section 49060-49078; CFR 9 § 9.7)***

Compiling appropriate facts and records pertaining to each student is a necessary function of the county office. This information is needed as a record of each student's progress. The educational records for your child are available for your review upon request to the Superintendent/designee.

You have a right to request an amendment to your child's educational records, file a complaint with the U.S. Department of Education for failure to comply with federal law, and a hearing to challenge their contents. You

have a right to consent to disclosures of personally identifiable information contained in your child's educational records.

***TRANSFER OF STUDENT RECORDS – (Ed. Code Section 49068, CCR § 438)***

If your child changes schools, his/her cumulative school records will be forwarded upon request by and to another school. Special records (medical, psychological, or special education records) are also sent with the cumulative records.

***CONFIDENTIALITY OF STUDENT RECORDS (Ed. Code Sections 49060-49078 and 49060-49076)***

Parents and adult students are hereby notified that all student records are confidential. Parents, upon request, may review the educational records of their child. Such written requests shall be honored in no more than five (5) days after the request has been made.

***STUDENT DIRECTORY INFORMATION – (Ed. Code Sections 49060-49076; CCR Sections 430-438; Title 20 U.S. Code Section 81232g; 34 CFR §§ 99.3[b], 99.37, 99.7[c])***

Student directory information may be released to those cooperative agencies normally connected with the activities of the school. These include PTA's, representatives of the news media, public and government agencies, employers and prospective employers. Directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (entry and withdrawal), degrees and awards received and most recent previous education agency or institution attended by the student. Parents desiring this information not be released are requested to make this known in writing to the school.

***DESTRUCTION OF STUDENT RECORDS – (Ed. Code Sections 35253, 49062, Title 5-Chapter 2, CCR § 437)***

The cumulative records of students, except for specified mandatory records, may be destroyed after the student is no longer enrolled for at least three (3) years.

***STUDENT DISCIPLINE – (Ed. Code Section 35291)***

The school has established rules governing and disciplining students registered in operated programs. You may obtain a copy of these rules from the Superintendent/designee.

***GROUND FOR SUSPENSION OR EXPULSION – (Ed. Code Section 48900)***

The district adheres to state law relating to the suspension and expulsion of students.

***STUDENT SEXUAL HARASSMENT – (Ed. Code Section 48980, 212.5)***

Policy and regulations regarding student sexual harassment have been adopted by the Board and are available upon request at the school office.

**FACILITIES**

***INTEGRATED PEST MANAGEMENT***

The Healthy Schools Act requires schools to notify parents, guardians, and school employees about pesticides used in their schools and require the Department of Pesticide Regulation to promote the voluntary adoption of integrated pest management (IPM) practices. Each school is to implement the following requirements of the law:



Notification of all pesticide products the county expects to use on school grounds must be sent annually to the parents/guardians of all students. These products include over-the-counter pesticides available at retail outlets, but do not include certain products exempted under the law. The notifications must list the active ingredients in each pesticide product

Each school will establish a list of parents or guardians who want to be notified before individual pesticide applications are made. If you would like to be on the list come by the office and pick up necessary paperwork.

Each school will ensure that warning notices are posted in areas where pesticides will be applied. These signs will be posted twenty-four (24) hours in advance and seventy-two (72) hours after application of pesticides, and will contain information as specified in the law.

Each school will maintain records of all pesticide use at the school for four (4) years and records will be made available to the public upon request.

## Nondiscrimination/Harassment

### Students

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; 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. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent Patrick Brose  
16585 School Street  
530-288-3277  
pbrose@cville.k12.ca.us

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)

### Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students. (Education Code 234.1)

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.  
(cf. 5145.6 - Parental Notifications)

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

- Removing vulgar or offending graffiti (cf. 5131.5 - Vandalism and Graffiti)
- Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond.
- Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
- Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community (cf. 4112.6/4212.6/4312.6 - Personnel Files)(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)
- Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true.(cf. 4118 - Suspension/Disciplinary Action)(cf. 4218 - Dismissal/Suspension/Disciplinary Action)(cf. 5144 - Discipline)(cf. 5144.1 - Suspension and Expulsion/Due Process)(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))(cf. 6159.4 - Behavioral Interventions for Special Education Students)

### **Process for Initiating and Responding to Complaints**

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

### **Transgender and Gender-Nonconforming Students**

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

- Refusing to address a student by a name and the pronouns consistent with his/her gender identity
- Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex.
- Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
- Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
- Revealing a student's transgender status to individuals who do not have a legitimate need for the information
- Use of gender-specific slurs
- Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so. (cf. 1340 - Access to District Records) (cf. 3580 - District Records)

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6153 - School-Sponsored Trips)  
(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)



## Services and Programs



### Interventions

Interventions are an additional hour of instruction or support provided by the classroom teacher after the regular school day. This hour is intended to help students meet the standards as required by the California Department of Education, or help students toward the mastery of skills as required at each grade level. This additional time outside the student's class may be used to address specific needs, enrich classroom learning, remediate identified skills, or support the learning of a new concept.

### Library

Our library has many wonderful children's books in it! The students have regular times to select books and use the library to research reports. The library is also available to parents and community members upon request. Parents are welcome to volunteer time to reshelv books or read to children.

### Title I Services

This federally funded program is designed to provide students with extra help in reading, writing, and/or math. All students in the school are assessed to determine if such extra help would be appropriate.

### School Nurse

Yuba County Office of Education provides a school nurse to administer initial triennial vision and hearing screening for our students with Individualized Education program. Parents are notified if any problems are found during the screenings.

### School Psychologist

The County also provides a certificated school psychologist to administer assessments to students who may qualify for special education services. Parents desiring to know more about the service are invited to discuss these with the superintendent.

### Special Education (Master Plan)

The Special Education Program provides services to children based on eligibility under IDEA 2004 (Individuals With Disabilities Education Improvement Act). A thorough assessment is given and an Individualized Education Program (IEP) is written by the IEP Team outlining the best system for supporting the child in academic/skill areas and in accordance with the ESSA 2015 (Every Student Succeeds Act).

### Speech Therapist

Speech and language services are provided by ProCare Therapy, a Tele-SLP service that we have here at school. Referrals are made through the classroom teacher or a parent and assessments are conducted to determine eligibility.

### Guide to CAASPP

On January 1, 2014, California's districts and schools replaced the STAR Program with a new statewide assessment system, the California Assessment of Student Performance and Progress (CAASPP). The new assessments focus on California Common Core Standards and are administered through a computerized testing system developed by The Smarter Balanced Assessment Consortium (SBAC). All students in grades three through eight will be given the SBAC in English-language Arts and Mathematics. Students in grades 5th and 8th will take the CAST Science assessment. The California Alternate Assessment is administered to eligible students grades three through eight who are determined eligible by the IEP team.



## Camptonville Community Partnership



### **Resource Center**

The Camptonville Resource Center is located in the historic high school building behind the school. Programs are offered that promote student and family success. Their phone number is (530) 288-9355  
Some of the programs include:

“1-2-3 Grow” Parent/Child Enrichment and School Readiness Program  
Links with Private/County Agencies and Resources  
Community Activities  
After School Program

Summer Recreation Programs  
Family/School Liaison  
Link to Recovery Resource