



Semitropic School District

"Home of the Wildcats"

25300 HWY 46, WASCO, CA 93280

PHONE (661)758-6412/FAX (661) 758-4134

Dr. Wendy Castañeda Leal, *Superintendent*

BOARD OF TRUSTEES:

Mrs. Maria Martinez • Mr. Kelvin Furgerson • Mr. Arturo Diaz

SEMITROPIC SCHOOL DISTRICT

2025 - 2026

PARENTAL ACKNOWLEDGMENT

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL IMMEDIATELY.

ANNUAL NOTICE TO PARENTS/GUARDIANS CONCERNING THEIR RIGHTS AND RESPONSIBILITIES

2025 - 2026

Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year. The following summarizes those rights and responsibilities.

Please sign and return the attached acknowledgment indicating that you have received and reviewed these materials. Also, please check the appropriate box below which will allow the district to send future versions of the Annual Notice to you electronically instead of a hard copy.

E.C. § 48982 requires parents to sign and return this acknowledgment.

- ☐ I wish to receive the district's Annual Notice by logging onto the district website
☐ I wish to receive the district's Annual Notice only by email

If you have any questions, please contact the district office.

Sincerely,

Dr. Wendy Castañeda Leal, District Superintendent

Date: _____

Signature of Parent

Printed Name of Student(s)

Printed Name of Parent

Printed Name of Student(s)

Student I.D. Number

PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL IMMEDIATELY.

☐ Yes, as the parent or legal guardian of the student signing below, I have read and understand the parent/student handbook for 2025-2026. I have explained the contents of this document to my student as indicated by his/her signature below. If I have any questions I know to contact the front office as needed.

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

PRINTED STUDENT NAME: _____ STUDENT ID # _____

STUDENT GRADE: _____ TEACHER: _____

Dear Parent / Guardian:

To help further develop our educational programs, the Semitropic School District has established working relationships with various organizations and individuals. We would like to acknowledge accomplishments, share student work, and/or share pictures of students at school or school activities. From time to time, the District (including the After School Program) wishes, or receives requests from organizations or persons, to photograph students, disseminate information about students, or interview students for publicity, advertising, or promotion via the District's web site, television, film, video, audio tape, or electronic media. Your written consent is required for your child's participation and appearance in such a still photograph and/or audiovisual programming. We do take precautions when using student pictures on our website. Large group shots are used most of the time. If small groups are posted, we will use side shots or pictures of students working on something with faces away from the camera. We stay away from full-face shots unless we are acknowledging the student for an award or achievement.

PARENTAL CONSENT TO PHOTO RELEASE

Please sign and return this page to your child's school as soon as possible.

By signing below, I give the Semitropic School District consent to use my child's picture(s), student work, and/or accomplishments for publicity, advertising, or promotion via the District's web site, television, film, video, audio tape, or electronic media.

Student Name: _____ Student I.D. Number: _____

School: **SEMITROPIC SCHOOL DISTRICT**

Teacher: _____ Grade: _____

Parent Signature: _____ Date: _____

Internet Permission Form
Semitropic School District
(Please return this to your classroom teacher)

We are pleased to offer students in the Semitropic School District access to the Internet. **To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form.**

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Semitropic School District supports and respects each family's right to decide whether or not to apply for access.

School Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards and will honor the agreements they have signed. We endeavor to block inappropriate matter through content filtering software on the Internet. Anyone caught trying to bypass the filtering software in order to access denied sites, may result in cancellation of the privilege of working on school computers.

Network storage areas may be treated like school lockers. Network administrators may review files to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. The district reserves the right to monitor any files that may be inappropriate.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward *appropriate* materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

This form is a condensed version of the School Board Policy entitled *Internet Acceptable Use Policy*, which is available at the Semitropic School District Office.

The following are not permitted:

Sending or displaying offensive messages or pictures

- **Using obscene language**
- **Harassing, insulting or attacking others (Cyber Bullying)**
- **Damaging computers, computer systems or computer networks**
- **Violating copyright laws**
- **Using another's password**
- **Trespassing into another's folders, work or files**
- **Intentionally wasting limited resources**
- **Employing the network for commercial purposes**
- **Violations may result in a loss of access as well as other disciplinary action.**

☐ **Yes**, as the parent or legal guardian of the student signing below, I grant permission for my son or daughter to access the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use by setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media. I have explained this to my student as indicated by his/her signature below.

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

PRINTED STUDENT NAME: _____ STUDENT ID # _____

STUDENT GRADE: _____ TEACHER: _____

☐ **No**, as the parent or legal guardian of the student signing below, I do not want my son or daughter to access the Internet. I have explained this to my student as indicated by his/her signature below.

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

PRINTED STUDENT NAME: _____ STUDENT ID # _____

STUDENT GRADE: _____ TEACHER: _____

TABLE OF CONTENTS

WELCOME LETTER FROM SUPERINTENDENT	1
REQUEST FOR HELP WITH A BULLYING PROBLEM	2
BOARD OF TRUSTEES	3
VALUE STATEMENTS	3
DISTRICT MISSION	3
DISTRICT GOALS	3
2021 - 2022 PRIORITY GOALS	3
SEMITROPIC SCHOOL WEBSITE	4
ATTENDANCE	
Regular Attendance is Important	4
Minimum Attendance Requirements	4
Excused Absences	4
No Grade Reduction or Loss of Academic Credit	5
Absence for Religious Purpose	5
Clearing Absences	5
School Visitation & Student Checkout	6
Safe Dismissal	6
Address Verification	6
Attendance Alternatives	7
Attendance Where Parent/Guardian is Employed	7
Attendance Where Caregiver Resides	7
School District of Choice	8
Open Enrollment Act	8
Individualized Instruction	8
Community School and Opportunity School	9
Students in Hospitals Outside of School District	9
Individualized Instruction to Students in Hospitals	9
Home/Hospital Instruction	10
Independent Study	10
Safe Schools Program	10
8 th Grade Trip and Promotion Ceremony Requirements	11
ROAR EXPECTATIONS AND CONDUCT	
Responsibility of Student	12
Responsibility of Parent	12
Responsibility of Teacher	12
Responsibility of Principal	12
Student Discipline Code	15
Type “A” Behavior Problems	15
Type “B” Behavior Problems	16
Type “C” Behavior Problems	16

Type “D” Behavior Problems	17
Possession of Cellular Phones & Other Electronic Signaling Devices	17
Bullying/Cyber-bullying	18
Defining Bullying Behavior	19
Steps to Take If Your Child is Being Targeted by Bullying at School	19
Resources	19
Mandatory Expulsions	20
Student Discipline Rules and Right to Review Same	20
Release of Student to Peace Officer	20
Parent Responsibility for Student-Caused Damages	20
Student Search	20
Appropriate Dress	20
Sexual Harassment (Personnel/Students)	21
Sexual Assault and Assault or Battery	21
STUDENT SERVICES	
Special Education: Child Find System	22
Services to Disabled Students	22
Prospectus of School Curriculum	22
Student Nutrition/Notice of Free and Reduced Meal Prices	22
Student Cafeteria Procedures	23
Adult Cafeteria Procedures	23
HEALTH SERVICES	
Kindergarten and First Grade Physical Examinations	23
Type 2 Diabetes	23
Immunizations	24
Vaccine – Required Doses (Chart)	27
Administering Medication and Monitoring Health Conditions	28
Use of Sunscreen Permitted	29
Physical Examinations	29
Medical and Hospital Services	29
Scoliosis Screening	29
Sight and Hearing Testing	29
Vision Appraisal	29
Information for Use in Emergencies	29
Confidential Medical Services Without Parental Consent	29
Immunizations and Control of Communicable Disease	29
Other Screenings	29
District Information Regarding Childhood Illnesses and Infectious Diseases	29
School Safety Plans	31
Sex Offender Information: “Megan’s Law”	31
Tobacco-Free Schools/No Smoking Policy	31
SPECIFIC EDUCATION ISSUES	
Instruction in Comprehensive Sexual Health Education/HIV/AIDS Prevention	32

Homeless Youth Education	32
Excused from Instruction Due to Religious Belief	32
Tests on Personal Beliefs	33
EXEMPTIONS & PARENTAL RIGHTS	
Miscellaneous Parental Rights	33
Other Parental Rights	33
The Professional Qualifications of Your Student’s Teacher(s)	34
Parent Involvement	34
Title I Schools	34
SCHOOL RECORDS AND ACHIEVEMENTS	
Board of Trustees	35
Pupil Records/Notice of Privacy Rights of Parents and Students	35
Release of Pupil Directory Information	36
School Accountability Report Card	37
Standards of Proficiency in Basic Skills	37
Standardized, Norm-Referenced Achievement Tests	37
Promotion/Acceleration/Retention	37
General Guidelines for Homework	37
Purpose of Homework	38
Minimum Time Allocations for Homework	38
Written Language	38
DUE PROCESS PROTECTIONS AND COMPLAINTS	
Uniform Complaint Procedures	38
Complaints Regarding Employees	39
Complaints Regarding Discrimination and Education of Disabled Students	39
TRANSPORTATION / BUS RULES	
Authority of the Driver	40
Discipline Procedures	41
MISCELLANEOUS	
Local Control Accountability Plan	42
Policy on Returned Checks	43
Further Information Is Available	43
Supervision	43
Withholding Grades, Diploma and Transcripts	43
Technology, Use of the Internet, and/or Online Sites and Online Advertising	43
2024-2025 SCHOOL CALENDAR	45

**Welcome to the Semitropic School District
for the 2025 - 2026 School Year!**

Dear Semitropic Families,

Welcome to the 2025–2026 school year! The administration and staff of the Semitropic School District remain committed to ensuring that every student has the opportunity to grow academically, socially, emotionally, and creatively. We believe all students deserve a learning environment that supports their full potential and fosters success in all areas of life.

Our goals for students this year include:

- Building strong foundational skills in reading, writing, and math
- Strengthening the ability to think critically and solve problems
- Encouraging respect for the worth and dignity of all individuals
- Promoting moral and ethical values
- Developing career awareness and pride in personal effort and achievement

To help students meet these goals, it is essential that they contribute to a safe, respectful, and focused learning environment. Every student has the right to learn in a space where they feel secure, supported, and encouraged to do their best.

This handbook outlines important information about attendance, behavior expectations, discipline policies, student services, transportation procedures, and more. We encourage you to review it with your student(s) and keep it as a reference throughout the year.

With your partnership and support, we are confident that this school year will be a successful one for all students. Let's work together to make 2025–2026 a great year of growth, learning, and achievement!

Warm regards,



Dr. Wendy Castañeda-Leal
Superintendent
Semitropic School District

SEMITROPIC SCHOOL DISTRICT

25300 Highway 46

Wasco, CA 93280

Phone: (661) 758-6412

Fax: (661) 758-4134

Dr. Wendy Castañeda-Leal, Superintendent

**WHAT YOUR STUDENT SHOULD DO IF THEY WITNESS OR ARE A VICTIM OF
SUSPECTED BULLYING**

Dear Parent/Guardian:

The Semitropic School District takes the safety of all students very seriously. Bullying and the problems associated with bullying occurs in all schools and can affect how a student functions in school. The Semitropic School District will actively work to eliminate bullying on our campuses. We need to work together with parents and students to address this problem. On page 15 of this handbook you will find information that will be helpful for you and your student to understand what bullying is and what can be done if your student becomes a victim of bullying. The "Request for Help with a Bullying Problem" form shown below is available at all school offices. Please review this form with your student and make sure they understand what they should do if they suspect bullying. If your student tells you of a bullying concern please contact your school office and make them aware of the problem. Bullying is a problem in our society so it will take all of us working together to solve this problem at school and in our community.

Sincerely,



Dr. Wendy Castañeda-Leal, Superintendent

Request for Help with a Bullying Problem

I am being bullied and this is what I have tried to do:

- | | | |
|--|---|--|
| <input type="checkbox"/> I did nothing | <input type="checkbox"/> Talked to my parent about it | <input type="checkbox"/> Told them to stop |
| <input type="checkbox"/> Tried to ignore it | <input type="checkbox"/> Asked a friend for help | <input type="checkbox"/> Walked away |
| <input type="checkbox"/> Told a teacher or other adult at school (person's name) _____ | | |

The person or persons bullying me _____

Other people who saw what happened? _____

My name _____ Date _____

(Return this form to the school Principal)

SEMITROPIC SCHOOL DISTRICT

25300 Highway 46
Wasco, CA 93280
Phone: (661) 758-6412
Fax: (661) 758-4134

Dr. Wendy Castañeda-Leal, Superintendent

Board of Trustees

Maria Martinez
Kelvin Furgerson
Arturo Diaz

Value Statements

- ☐ The District is committed to its valued employees.
- ☐ The District is committed to developing and maintaining facilities that provide a safe and effective learning environment for our students and community.
- ☐ The District is committed to recruiting and retaining a highly qualified professional staff.
- ☐ The District is committed to meeting the specific needs of each child within our community by providing a comprehensive standards-based instructional program.
- ☐ The District is committed to providing quality resources and services that support the instructional goals of each site through sound business practices.
- ☐ The District is committed to integrating and coordinating services in partnership with the community so as to provide each child with opportunities for academic, physical, social and emotional success.

District Mission

Semitropic School District is a student-centered District dedicated to preparing each student for a life which is productive academically, physically, socially, emotionally, and economically.

District Goals

- ☐ Raise standards and strengthen curriculum
- ☐ Professional development
- ☐ Increase accountability
- ☐ Educate a changing student population

2025 - 2026 Priority Goals

- ☐ Increase academic achievement in reading and mathematics
- ☐ English learners will become proficient in English and reach high academic standards
- ☐ All students will be taught by highly qualified teachers
- ☐ All students will be educated in learning environments that are safe, drug-free, and conducive to learning
- ☐ Students with disabilities will increase academic development

Website

Keep up to date on your school's activities, as well as the District Office. Visit our website at <https://www.semitropicschool.net/>

ATTENDANCE

Regular Attendance is Important

Regular school attendance is a high priority of the District. All students are expected to be in school regularly and on time and to attend all scheduled classes and other required activities.

It is the responsibility of the parent or guardian to send a note giving a valid excuse or telephone the school whenever their child is absent from school. Failure to do so will not only cause an unexcused absence, but may also affect the student's grades.

Any student who is tardy in excess of 30 minutes without a valid reason is considered unexcused absence. Any student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district [E.C. § 48260]

Attending school between the ages of 6 and 18 is not only a basic right of every person, but also a legal obligation. [E.C. § 48200] By law, parents are responsible for their children being in school every day during the school year.

Minimum Attendance Requirements

Students who are absent more than 30 school days of the school year have failed to meet minimum requirements for attendance. Students whose absences are caused by serious illnesses and who have completed make-up work will be considered to have met minimum attendance standards. Medical appointments are encouraged to be made in the afternoon.

Excused Absences [E.C. § 48205]

According to law, your child will be excused for absence when it is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered, including confidential medical services.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
5. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
6. 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, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or Judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform

standards established by the governing board of the school district. Attendance at religious retreats shall not exceed one school-day per semester.

8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in E.C. section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event.
12. For the purpose of a middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence. Pupils will only be excused for only one school day-long absence per school year. Pupils may be permitted additional excused absences at the discretion of a school administrator.
13. For the purpose of accessing services from a victim services organization or agency, accessing grief support services, or participating in a safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation if an immediate family member of the pupil, when a pupil is grieving the death of an immediate family member or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family.
14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

No Grade Reduction or Loss of Academic Credit [E.C. § 48205]

Your child shall not have his/her grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time.

Absence for Religious Purposes [E.C. § 46014]

With your written permission, your child may be excused to attend religious exercises or to receive moral and religious instruction away from school. Such absences are limited to four days per month.

Clearing Absences

It is the responsibility of the parent to clear all absences for each day missed, including consecutive days missed. Parents must clear an absence within 48 hours of the absence or it will be unexcused.

If a student has a total of fourteen (14) days of absences due to illness, a doctor's note will be required to clear any further absences. If a doctor's note is not obtained, the absences will be unexcused.

School Visitation and Student Checkout

Every parent/guardian is encouraged to visit their student's classroom and participate in school events with their child. Each visitor must follow rules and regulations that are meant to protect all students. Each school has protective learning time in the morning hours. This means outside distractions are discouraged because students are receiving their core learning lessons. Medical or outside appointments are encouraged to be made in the afternoon or after school. A doctor's note may be required. Only parents or guardians and persons designated on emergency contact cards are authorized to sign students out of school, picture I.D. required. Please notify the school when phone numbers and contact persons change.

California Penal Code § 627.2 requires outside visitors to sign in at the office and display a visitor's pass while on campus. The Principal or their designee may revoke a visitor's pass if they feel the visitor is being disruptive to the school. CPC § 627.7 provides for a maximum fine of \$500 and/or 6 months in jail for violation of CPC § 627.2. CPC § 626.8 prohibits disruptive behavior on public school campuses.

Safe Dismissal

Your child's safety is of utmost importance. Make every attempt to keep your child's schedules and transportation arrangements the same each day. Work out any unavoidable changes before sending them to school for that day. If you find it necessary to change your child's schedule (examples: needs to ride the bus, needs to walk to Grandma's), a signed note must be sent with your child or you must come to the school in person. **WE WILL NOT ACCEPT PHONE CALLS** for these changes, as we cannot identify the caller over the phone. For the same reason, we will not call your child out of class to speak to you on the phone. Students may only be released to someone who is listed on the emergency card, which is signed by the parent or guardian, picture I.D. required. These procedures are in place for the best interest of your child's safety, and we thank you for your cooperation in this matter.

Attendance Alternatives [E.C. § 48980]

Parents must be informed at the beginning of the school year about the many options available to allow parents to choose where their child(ren) attend school. There is one option for choosing a school within the district in which the parent lives (intra-district transfer) and a variety of options for selecting schools in other districts (inter-district transfer). There are general requirements and limitations for each option as described below:

Enrollment in Neighborhood School (E.C. section 48980)

Generally, children may attend a school run by the district in which their parents reside. Districts usually enroll children in their neighborhood school. Their neighborhood school is the school which the district has designated to serve the area in which their parents reside. In addition, the district tries to provide options so that parents who reside in one attendance area may choose to enroll their child in a school that is designated to serve another attendance area. Further, families may choose to enroll their child at a school run by another school district all-together instead of attending a school run by their own school district. The rules governing enrollment/attendance options are designed to not only address the diverse needs and interests of district families, but also balance enrollment in order to maximize the efficient use of district facilities. There are limitations and requirements associated with each such option and transportation assistance to and from the receiving school receiving the student is generally not provided.

Interdistrict Attendance Options (E.C. sections 46600-46603, 48204(b), 48204(d), 48300-48361)

Interdistrict Transfer Agreements (E.C. sections 46600-46603)

Two or more districts may enter into an agreement for the interdistrict transfer of students. The agreement must specify the terms and conditions under which transfers are permitted. For more information, please contact the district office at 661-758-6412. If either district denies an interdistrict transfer request, you may appeal the decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. If such a situation arises, you will be advised of the applicable timelines and of your student's enrollment status pending the appeal.

Interdistrict Transfers (E.C. sections 46600(a)(b) and 46601)

A. Interdistrict Attendance Agreements and Permits

A student who resides in one district may transfer to and enroll at a school in another district pursuant to

a permit issued under an interdistrict attendance agreement between the two school districts. Both districts must consent to the transfer.

The victim of an act of bullying, committed by a pupil of the district of residence, is given priority for interdistrict attendance. Until the district is at maximum capacity, the district shall accept any student who has been determined by personnel of either school district to be the victim of an act of bullying or whose interdistrict transfer application is based on being a child of an active-duty military parent/guardian. Unless the interdistrict attendance agreement expressly provides otherwise, the student does not have to reapply annually, or at all, and must be allowed to continue to attend the school in which he or she first enrolls. Neither the sending nor receiving districts are required to consent to the transfer. A parent may appeal a school district's denial within 30 calendar days of the date of the school district's final denial to the county board of education (E.C. section 46601).

The application, selection process and appeals process are more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

B. School District of Choice Program (E.C. sections 48300-48317)

A school district may enact the School District of Choice Program. The program allows the receiving district to enroll non-district students without the agreement of their district of residence. Under this program, priority must be given to siblings of children already in attendance, students who are eligible for free or reduced-price meals and to children of military personnel, in that order.

Once enrolled pursuant to the School District of Choice Program, the transfer is renewed automatically unless the governing board withdraws the program. However, the student does not have a regulatory right to stay at the same school. Additionally, the district of residence may impose a statutorily-set cap on the total number of students transferring out of the district, and the district of choice is required to give certain notices to districts of residence.

The process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

Attendance Where Parent/Guardian is Employed [E.C. § 48204(b)]

Your child may have the option of attending school in the district where you or your spouse is employed. If interested, call the school office for information.

Attendance Where Caregiver Resides [E.C. § 48204(d)]

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home.

Alternative Residency Compliance (E.C. section 48204)

A student complies with the residency requirements for school attendance in a school district if they are any of the following:

- A student who is placed within the boundaries of that school district in a regularly established licensed children's institution or a licensed foster home; or
- A student for whom interdistrict attendance has been approved; or
- A student whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation; or
- A student who lives in the home of a caregiving adult that is located within the boundaries of that school

district; or

- A student residing in a state hospital located within the boundaries of that school district; or
- A student whose parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week; or
- A school district may deem a student to have complied with the residency requirements for school attendance in a school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week.

The process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5111.1).

Foster Youth (E.C. sections 48204(a)(2) and 48853.5)

Students who are or become "Foster" children must be permitted to continue their education at their "school of origin" through the end of the academic year and maybe longer if that placement is in their best interests. This rule applies as long as they remain "Foster" children. On the other hand, if the district's Educational Liaison and the Foster family agree that enrollment in a "new" school is in the best interest of the "Foster" child, the new school must immediately enroll the child. Foster children must be allowed to matriculate with their peers in accordance with the established feeder patterns of the school district when transitioning to middle school or high school. The process is more fully explained in the school district's education for foster youth policy (BP and AR 6173.1).

School District of Choice [E.C. §§ 48300-48315]

The law allows, but does not require, each school district to become a "school district of choice." Such a district accepts transfer students from outside the district under the terms of the law. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a random and unbiased selection process. If the district chooses not to become a "school district of choice," a parent may not request a transfer under these provisions. Please contact the District Office at 661-758-6412 for more information.

Open Enrollment Act [E.C. §§ 48350-48361]

California has enacted the Open Enrollment Act [E.C. §§ 48350 et seq.], which requires districts with a "low-achieving school" to notify the parents at that school on or before the first day of the school year of their option to transfer to another public school served by the district of residence or another school district of enrollment. This notification may accompany the Annual Notice as applicable.

The District desires to offer enrollment options in order to provide children with opportunities for academic achievement that can meet diverse needs. Such options are also provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he/she may apply to transfer to another school within or outside of the District, if the school to which he/she is transferring has a higher Academic Performance Index.

A parent whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the District must apply using the District's Intra-District Open Enrollment policy. Information regarding the application process and applicable deadlines can be obtained at 661-758-6412.

Intradistrict Open Enrollment (E.C. section 35160.5(b))

The parents/guardians of any student who is residing within a district's boundaries may apply to enroll their student in any district run school instead of their neighborhood school. However, no student currently residing within a school's attendance area may be displaced by another student transferring from outside the attendance area.

Enrollment priority is given to:

- The victim of an act of bullying (if there is no available school for an intradistrict transfer, the district cannot prohibit the student's interdistrict transfer). (E.C. section 46600(d)(2).)
- Students whose neighborhood school has been classified as "persistently dangerous." (20 USC 7912; 5 CCR 11992-11993.)
- Any student who is a victim of a violent crime while on school grounds. (20 USC 7912; 5 CCR 11992-11993.)

Additional priorities are set forth in the school district's intradistrict open enrollment policy (BP and AR 5116.1).

The district determines the number of spaces available for each grade level and/or program at each district school to which a student attending another district school may transfer. Except for priorities listed above, the school district uses a random, unbiased selection process to determine who shall be admitted whenever the school receives enrollment requests that are in excess of the school's capacity at the pertinent grade level or in the pertinent program.

The application and selection process is more fully explained in the school district's intradistrict open enrollment policy (BP and AR 5116.1).

"Homeless" Students (42 USC 11431-11435)

A student whose parents come within the McKinney-Vento criteria for homelessness may, if they so choose, continue enrollment in the school they were attending prior to becoming homeless even if now living elsewhere in or outside of the district's boundaries. Note that they may also choose the neighborhood school in their new district instead.

Also note that McKinney-Vento gives homeless students transportation rights. The new district and old district, together, must make transportation arrangements for the student.

The process is more fully explained in the school district's education for homeless children policy (BP and AR 6173).

Individualized Instruction [E.C. §§ 48206.3 and 48980(b)]

If your child has a temporary disability which prevents him/her from attending regular classes, the District will provide individual instruction when possible.

Students in Hospitals Outside of School District [E.C. §§ 48206.3, 48207, and 48208]

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

Individualized Instruction to Students in Hospitals [E.C. § 48208]

It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the

school district that the pupil now resides and the district where the hospital is located pursuant to E.C. § 48207. That district, when possible, will provide that student with individualized instruction within five (5) working days of receipt of the notification and within five (5) working days of the commencement of the individualized instruction.

Students Receiving Special Education Services Pursuant to an Individualized Education Program (IEP) or a 504 Plan (20 USC 1400 and following; 34 CFR 300.114-300.118)

IEP teams and the Individuals with Disabilities Education Act (IDEA), not district administrators and/or other federal/state legislation, determine the placement of IDEA eligible students. The requirements of IDEA necessitate placement where the student can receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). LRE tends to create a preference favoring sites in relatively close proximity to the student's home provided that the student can receive FAPE at that site.

The same is generally true of students receiving special education services pursuant to Section 504 of the Rehabilitation Act of 1973 (29 USC 794; CFR 104.33 and 104.34).

The process is more fully explained in the school district's policies on Identification and Education Under Section 504 and on Individualized Education Programs (BP and AR 6164.6 and 6159).

Home/Hospital Instruction

Home/Hospital Instruction (HHI) provides the opportunity for a student to continue his/her current educational program while under a temporary disability that makes attendance in regular day class or an alternative education program impossible or inadvisable. A temporary disability does not include a disability for which a student has been identified as an individual with exceptional needs (i.e., student is receiving special education pursuant to E.C. § 48206.3. HHI is a service, not a school. A student needs to be enrolled in the Semitropic School District to receive HHI.

A student is eligible to receive HHI from the Semitropic School District when the following criteria are met:

1. The student has incurred a temporary physical, mental, or emotional disability.
2. The disability is temporary after which the student can be reasonably expected to return to regular day class or an alternative education program without special intervention.
3. A physician or mental health professional has provided written verification that the student's disabling condition produces a requirement for HHI.

A student residing outside the Semitropic School District attendance area, but confined to a hospital or health facility within the Semitropic attendance area, is eligible for HHI. A student is eligible for HHI if diagnosed by a physician as unable to attend school.

Alternative School or Class Group Within the District (E.C. section 58500)

A school district may establish and maintain an "alternative" school or a separate class group within the district that is designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, self-motivation, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him

totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world including, but not limited to, the community in which the school is located.

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

Independent Study [E.C. § 48206.3]

It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district. Independent Study will not be permitted except for (a) Home and Hospital care or (b) other Medical necessities that will keep a student out for more than five (5) days, but not more than fourteen (14) school days. Home and Hospital or Medical necessities shall be for the duration prescribed by the doctor. (c) Other situations as agreed by administrator and parents/guardian of a student. (d) when the family needs to leave, a minimum of one week notice is required.

Safe Schools Program

The Semitropic School District has partnered with the Kern County Sheriff's Department.. This program is part of the Semitropic School District's Safe Schools Program created to support teachers and students in creating a positive and safe atmosphere for children to learn at school.

An Officer from the Sheriff's Department is available to the District on a once a week basis. The Officer may visit the District school site and visit with the students during their recess, lunch breaks, or other school activities. The Officer is not only a resource for the school, but also a resource for the students and may help answer questions about criminal law and juvenile law.

The Officer may be asked to counsel students in special situations by the Principal, and other school officials or the parent of the student when a student is suspected of engaging in criminal misconduct on or off campus. For more information contact Superintendent, Dr. Wendy Castañeda-Leal.

8th Grade Trip and Promotion Ceremony Requirements

Requirements regarding the 8th grade trip and promotion ceremony include, but are not limited to, the following:

1. Eighth grade students must achieve a cumulative GPA of 2.0* during their eighth grade period of enrollment.
2. The last day to enroll and still be eligible for promotion is the last day of the 4th quarter progress reporting period. *(Grades from previous schools may be considered at the discretion of the Principal.)*
3. Eighth graders may not exceed 10 suspension days during their eighth grade year. Suspension days from previous schools apply.
4. Eighth grade students may not exceed 18 days of absence (or 10% of days enrolled). *Extended absences due to special medical circumstances (8 or more consecutive school days) may be considered for exception if cleared by a physician.*

5. Eighth graders who have not met behavior guidelines, or who will not participate in promotion as a result of the criteria set forth, will not participate in the 8th grade trip.
7. All fines and textbook fees owed must be paid prior to attending the 8th grade trip.

**Special Education students may have differentiated criteria, according to the goals of their IEP.*

ROAR EXPECTATIONS AND CONDUCT

ROAR expectations of the Student:

1. Respect all staff members
2. Behave in a manner that allows other students to exercise their rights to learn.
3. Follow the ROAR Behavior Expectations set by the school.
4. Regularly attend school and be in class on time and ready to learn.

ROAR expectations of the Parent:

1. Reinforce, at home, appropriate behavior at school.
2. Review ROAR Expectations with child/ren.
3. Cooperate with school officials in carrying out appropriate discipline.
4. Seek out guidance for assistance in correcting misbehavior of student.

ROAR expectations of the Staff:

1. Assist in the development and expectations of school rules.
2. Develop concise classroom expectations for students to follow and teach them regularly.
3. Communicate with students and parents regarding behavior problems and solutions.

ROAR expectations of the Principal/Superintendent:

1. Establish clear rules, expectations, and responsibilities.
2. Support teachers with behaviors that do not align with our ROAR expectations
3. Have open communication and be available for parents, staff, and community.
3. Establish a system of reminders for students concerning rules and their limits.
4. Enlist outside resources in order to meet goals.

Student Discipline Code

Students involved in any of the following violations are subject to the actions listed. In carrying out these steps, **the principal should base his/her decision on the severity of the infraction** and other information available at the school site and draw upon appropriate resources of the District. A pupil may be suspended if the principal determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. The pupil must be accorded due process rights as described by law. Some applicable sections of the CA Penal Code (PC), CA Health & Safety Code (H&S), CA Business & Profession (B&P), and CA Education Code are noted.

The Obligations of a Student While at School (5 CCR 300)

Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the

playgrounds, or during recess. Teachers may exercise the amount of physical control that is reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

Certainly! Here's a **clear, cohesive, and professional rewrite** that combines and streamlines both sections for inclusion in a student/parent handbook or school policy guide, while retaining all key legal references and content:

Student Discipline Policy and Procedures

(Based on Education Code Sections 35291, 48900–48927)

At Semitropic School District, student discipline is governed by California Education Code and local board policies. These laws and guidelines are designed to promote safe, respectful, and effective learning environments while protecting the rights of all students through fair and consistent due process.

The rules and procedures related to student conduct and discipline are detailed in **Board Policies and Administrative Regulations BP/AR 5144, 5144.1, and 5144.2**. These policies outline the legal authority of school staff to intervene when student behavior disrupts the learning environment, and they emphasize proactive, restorative, and supportive approaches whenever possible.

Prohibited Conduct

(Education Code 48900 and following)

Students may be subject to disciplinary action, including in-school suspension, out-of-school suspension, or expulsion, for engaging in any of the following prohibited behaviors:

- **Violent or threatening behavior:** Assault, battery, threats, hazing, or intimidation
- **Substance-related offenses:** Possession, use, or distribution of alcohol, drugs, drug paraphernalia, or tobacco
- **Weapons or dangerous objects:** Possessing firearms, knives, explosives, or imitation weapons
- **Theft and property crimes:** Robbery, extortion, destruction of property, or possession of stolen property
- **Disruptive or disrespectful conduct:** Obscene acts, habitual profanity, defying authority, disrupting school activities
- **Harassment and bullying:** Sexual harassment, hate violence, bullying (including cyberbullying), sexual assault or battery, or any harassment, threats, or intimidation toward students or staff

Progressive Discipline and Corrective Action

(Education Code 48900.5, 48900.6, 48900.9)

Whenever appropriate, Semitropic staff will prioritize **classroom-based and non-punitive interventions** before assigning suspension or expulsion. These may include restorative conversations, behavioral contracts, counseling support, community service, or assignment to a supervised in-school intervention space.

Suspension and Expulsion Procedures

- **Suspension by Teacher (EC 48910):**

A teacher may suspend a student from their classroom for the day of the incident and the following day if the student commits an act listed in EC 48900–48900.7. In elementary school, a "day" refers to a calendar day; in secondary school, it refers to a class period. Students may not be suspended for being late or absent.

- **Suspension by Principal (EC 48911):**

The principal may suspend a student for up to **five consecutive school days** and no more than **20 days in a school year**. Suspension may be immediate, even for a first offense, if the student's behavior presents a danger to people or property or seriously disrupts instruction. While there is no formal appeal process for suspension, the school board may choose to review a case before it is finalized.

- **Expulsion (EC 48915–48926):**

In severe cases, behaviors that lead to suspension may also result in a recommendation for expulsion. The principal or superintendent initiates the recommendation, and the **school board makes the final decision**. The expulsion process includes multiple **due process safeguards** to ensure that students and their families have full opportunities to be heard and represented.

Parent Responsibilities and Liability

- **Parent Attendance in Class (EC 48900.1):**

The district may require a parent or guardian of a suspended student to attend a portion of the school day in the classroom with their child.

- **Liability for Damages (EC 48904; Civil Code Section 1):**

Parents or guardians may be held financially responsible for:

- Injuries or damage caused by a student to school personnel, other students, or school property
 - School property that is loaned to a student and not returned
- If damages or property are not resolved, the district may withhold the student's grades, transcripts, or diploma until restitution is made or an alternative solution such as a work program is completed.

Reminder to Families

The full legal definitions and procedures regarding suspension, expulsion, and student discipline can be found in **California Education Code Sections 48900–48927**. We encourage families to read and understand these policies, and to contact the school administration with any questions.

Possession and Use of Cell Phones and Electronic Signaling Devices

In accordance with California Education Code § 48901.5, students are permitted to possess personal electronic signaling devices, including but not limited to cell phones, provided that use of such devices **does not disrupt the instructional environment or school activities**, and they are **not used for unlawful or unethical purposes** such as cheating, bullying, or recording without consent.

To maintain a safe and focused learning environment, the following rules and procedures apply to all middle school students regarding cell phone use:

Student Expectations:

- All cell phones and personal electronic devices **must be turned off and kept out of sight** during instructional time and at any other time as directed by a school employee. This includes school sponsored transportation, field trips, sporting events, etc.
- Students are **not permitted to use or look at their phones during class**, unless given explicit permission by a teacher for educational purposes.
- Students may use smartwatches, but may not be used to communicate or cause distraction. If a smartwatch is used to call, text, or becomes a disruption, the student may be required to remove it, and a parent/guardian will be contacted.

Prohibited uses: The following are NOT permitted at any time on school grounds or school sponsored events and transportation:

- Taking photos or videos
- Texting, calling, or using messaging apps or social media
- Listening to music or watching videos (with or without headphones)
- Using AirPods, headphones or audio devices
- Viewing or sharing inappropriate content
- Using any device in restroom or private areas
- Bring or using tables, gaming consoles, or unapproved electronic devices.

Violation Procedures:

If a student is **seen using or looking at their cell phone** during unauthorized times:

First Violation:

- The phone will be **confiscated immediately** and **secured in the designated cell phone lock box** located in either the classroom or the front office.
- The phone will be returned to the student **at the end of the school day**.

Second Violation:

- The phone will again be **confiscated and locked up**.
- A parent/guardian will be **required to come to the school to retrieve the device**.

Further Violations:

- Repeated offenses may result in additional disciplinary actions in accordance with district policy, including possible suspension of the privilege to carry a cell phone on campus.

Additional Notes:

- Confiscated devices may be searched by a school administrator **in accordance with district policies on search and seizure** when there is reasonable suspicion of misuse or illegal activity.
- The district **assumes no responsibility for lost, stolen, or damaged devices**.
- Devices such as iPods, MP3 players, gaming systems, and similar items that are not approved for educational use are not permitted on campus. If brought to school, these items may be confiscated and disciplinary action may follow.

The **Superintendent or designee** will ensure each school site communicates these rules clearly and provides regular instruction on appropriate digital conduct. Violations may result in progressive discipline measures, up to and including **suspension or expulsion**, as outlined in district policy and the California Education Code.

Bullying/Cyber-bullying

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The District may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyber-bullying.

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

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Note: Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages). In addition, Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting).

When a student is suspected of or reported to be using electronic or digital communications to engage in cyber-bullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

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

Defining Bullying Behavior

What is bullying? At first glance, many people might think this behavior is easy to define. Their first image of bullying might be of a physically intimidating boy beating up a smaller classmate. While that can still be considered bullying today, parents need to know that bullying behaviors can be much more complex and varied than that typical stereotype. For example, harmful bullying can also occur quietly and covertly, through gossip or on the Internet, causing emotional damage. Let's consider a few definitions of bullying.

Although definitions of bullying vary, most agree that an act is defined as bullying when:

- The behavior hurts or harms another person physically or emotionally. Bullying can be very overt, such as fighting, hitting or name calling, or it can be covert, such as gossiping or leaving someone out on purpose.
- It is intentional, meaning the act is done willfully, knowingly and with deliberation
- The targets have difficulty stopping the behavior directed at them and struggle to defend themselves.

Bullying can be circumstantial or chronic. It might be the result of a situation, such as being the new student at school, or it might be behavior that has been directed at the individual for a long period of time.

Steps to Take If Your Child is Being Targeted by Bullying at School

It is important that parents approach this situation in a calm manner. It is helpful if parents and school staff work together to resolve the issue. Parents can use the following steps to resolve the issue.

Step I. Work With Your Child

Thank your child for telling you. Tell your child that the bullying is not his or her fault. Talk with your child about the specifics of the situation and ask:

- Who is doing the bullying? What happened? What days and times were you bullied? Where did the bullying take place?
- Was it: Verbal bullying? Physical bullying? Cyber-bullying?

Also find out how your child responded to the bullying and if other children or adults might have observed the bullying. Does your child know the names of these people?

Tell a school staff (teacher, principal, other staff).

Go to the next step if needed.

Step II. Work With The School

Meet with your child's teacher:

- Discuss what is happening to your child using information from Step One.
- Ask what can be done so your child feels safe at school.

Make an appointment to meet with the principal to discuss the bullying situation:

- Share information from Step One.
- Mention your work with your child regarding the situation.
- Share the outcome of your meeting with the teacher.

Resources

<http://www.cde.ca.gov/ls/ss/se/bullyres.asp>

[http://kcsos.kern.org/parentsaspartners/stories/storyReader\\$11](http://kcsos.kern.org/parentsaspartners/stories/storyReader$11)

<http://www.education.com/topic/school-bullying-teasing/>

Mandatory expulsion for:

1. Possession, sale, or furnishing of firearms
2. Brandishing a knife
3. Sale of controlled substance
4. Sexual assault [E.C. § 48900(n)]
5. Harassing a witness [E.C. § 48900(o)]

Law enforcement may be called depending on the type of violation.

Student Discipline Rules and Right to Review Same [E.C. § 35291]

The District maintains a student discipline code with a policy and procedures. Copies are available at the District Office. You have a right to review the school rules regarding student discipline. If you wish to do so, please contact the school office.

Release of Student to Peace Officer [E.C. § 48906]

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 responsible relative that the child is in custody and the place where the child is being held, unless the child would be endangered by disclosure of the place.

Parent Responsibility for Student-Caused Damages [E.C. §§ 48904 and 48900.1; Civil Code § 1714.1]

Parents are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned.

This school year, parent liability may be as much as \$15,693 in damages and another maximum of the same amount for payment of a reward, if any. We expect these amounts to be indexed and rise annually.

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 a school day in your child's classroom.

Student Search [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]

The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Two employees of the same gender as the student will be present, one to search and one to observe.

Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.

Appropriate Dress [E.C. § 35183]

School uniforms must be worn everyday (Monday – Friday). Girl's shorts/skirts must be of an appropriate length (must be longer than fingertips when arms are at the sides). No skinny jeans type uniform pants.

Students may wear the following items:

Bottoms:

1. Khaki shorts, pants, or skirts.
2. Navy blue or white shorts, pants, or skirts.
3. Navy blue or white tights.

Shirts:

1. White or navy blue polo shirt.
2. White or navy blue button-down shirt.
3. Wildcats T-shirt or sweatshirt.
4. Undershirts must also be white or navy blue and free from any logo or inappropriate message.

Students who are not dressed appropriately will be given a verbal warning and parents will be contacted upon the first dress code infraction. Should students wear inappropriate attire again, students will be given

appropriate used items, if available, or parents will be contacted to bring student appropriate clothing, at the discretion of the superintendent.

Families who cannot afford attire, may be offered some type of assistance.

Free Dress Code Guidelines

At the discretion of the Superintendent, students may be granted a free dress up day. Students must follow dress code and refrain from wearing anything that violates the dress code guidelines.

Semitropic School will not allow any clothing, haircuts, jewelry, etc., which is disruptive, or potentially disruptive, in the classroom or on the playground: no form fitting, ripped pants, tight pants which include, but not limited to jeggings, biker shorts, yoga pants; no jeans or bottoms made from denim material, no sagging pants, no oversized clothing, under garments must not be visible or showing, no strapless shoes, flip flops, crocks, sandals, no hats, no spaghetti string tops or tops that expose the mid-section; no clothing that prohibits full participation; clothes such as shorts, skirts, dresses, or any clothing showing legs must not be higher than 2 inches above the middle of the knee; clothing that is deemed to be unsafe; and/or indicates gang membership or association is prohibited. Sweatpants are an acceptable bottom of a uniform.

Sexual Harassment (Personnel/Students) [E.C. § 231.5, E.C. § 212.5; 5 CCR § 4917]

It is the intent of the Semitropic School District to provide a working and educational environment for all individuals that is free of sexual harassment or other discriminatory practices based on the gender of the individual. Such harassment is in violation of federal and state laws.

Students in grades 4 through 8 may be suspended or expelled for sexual harassment. The Semitropic School District will not condone, permit, or tolerate sexual harassment of students or employees in any manner whatsoever. Persons engaging in such harassment shall be subject to discipline up to and including termination or expulsion.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

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

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

1. Unwelcome sexual flirtation or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A student or employee who feels he/she is being harassed is encouraged to immediately report such an incident to the immediate supervisor of the accused employee or student without fear of reprisal or retaliation. Administrative procedures set forth in this policy should be followed. [E.C. §§ 48980, 48900.2, and 212.6]

Sexual Assault and Assault or Battery

The following acts are additional grounds for mandatory expulsion:

1. Committed or attempted to commit a sexual assault. [E.C. § 48900(n) and E.C. § 48915(c)(4)]
2. Harassing a witness. [E.C. § 48900(o)]
3. Assault or battery upon any school employee. [E.C. § 48915(a)(5)] (E.C. § 44014 has been amended to provide for mandatory reporting of a pupil for physical threat to a school employee.)

STUDENT SERVICES

Special Education: Child Find System [E.C. § 56301]

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal.

Services to Disabled Students [E.C. § 56020, *et seq.* and E.C. § 5630; 34 CFR 104.36]

The District is required to provide free appropriate special educational facilities and services to exceptional children. Children in need of assessment to determine eligibility for special education are referred through the school principal in the Semitropic School District. Infants and preschool-aged children who may be in need of special education are referred for assessment through the Kern County Search and Serve Office (661) 636-48177. School personnel and/or a child's parents may initiate a referral.

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. You may request an assessment for eligibility for special education instruction or services through the school principal. Your child will be evaluated to determine whether he/she is eligible for special instruction or services.

Any request for assessment must be made in writing and received by the District. If a request for assessment is made via email, the request will be considered received by the District when the email is opened.

You will be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of your student if he/she has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to, your right to examine relevant records, have an impartial hearing with an opportunity for participation by you and your counsel, and have a review procedure.

Prospectus of School Curriculum [E.C. §§ 49063 and 49091.14]

The curriculum of every course offered by the schools of the District is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site.

Student Nutrition/Notice of Free & Reduced Meal Prices [E.C. § 49510 - 49520; 42 U.S.C. 1758 & 1773]

This program is available to the students of the District. Free or reduced-cost lunches will be provided for those students who are determined eligible. Information will be distributed regarding eligibility criteria. If your child is entering Semitropic School District for the first time, they must pay for meals until their application is processed and you are notified of eligibility.

The Board recognizes that under some circumstances students will not be able to purchase a meal. Therefore,

meal charges will be available for all K-8 students. The maximum number of meals a student may charge will be five (5). This includes breakfast and/or lunch.

Your child may be eligible for free and reduced meal prices. The application form and related information will be distributed to all parents at the beginning of each school year and is available to students at all times during the school day.

When a household is selected for verification of eligibility for free and reduced meals, the District will notify the parent that their child(ren)'s eligibility is being verified. If the review indicates that the initial eligibility determination is incorrect, the parent must be notified of any changes in benefits, the right to appeal the notice of a change and the right to reapply at any time during the school year.

Student Cafeteria Procedures

Students have the following options for cafeteria payment:

- Pre-pay can be made by cash or check at the District Office.
- They may pay for their meals through the meal line daily.

Pre-pays should be done in the morning before school, or during the first morning recess.

Adult Cafeteria Procedures

If requested, adults will be assigned their own I.D. number by the Cafeteria Manager. Adults may follow the same procedures as the students except there are no adult charges allowed.

**** If any adults plan to participate in the breakfast and lunch program is very important that they be added to the cafeteria meal count for that day, or personally notify the cafeteria. This is to assure that enough meals are prepared for that day. The students are our first priority.**

Other Foods

Parties at School – In an effort to improve student's health, parents are encouraged to bring healthy options for all parties. For safety reasons only commercially prepared/store bought food and drinks may be served to students. Food - healthy food options like fruit and vegetables, small bags of chips, crackers and individual cupcakes. Candy should be given on a limited basis. Drinks - If the party will be in the classroom, only bottled water can be served. If it will be outside the classroom, parents should bring water or juice with at least 50% fruit juice for students to drink. No soda will be allowed.

School-wide parties – are limited to three a year. Check with your school to see what days these will be.

Classroom parties – are limited to once a month, and should be at the end of the day.

Fingerprinting [E.C. § 32390]

Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the District. If the District has adopted such a program, you will be notified of procedures, applicable fee, and your right to decline your child's participation upon your child's initial enrollment.

HEALTH SERVICES

Kindergarten and First Grade Physical Examination

[Health and Safety Code §§ 323.5, 324.2, and 324.3; E.C. §§ 49450 and 49452.8]

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. Likewise, state law requires that by May 31st of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist on your child must be presented. You may file with the school district a written objection or waiver stating the reasons if 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. These services may be available to you at no cost through the Child Health and Disability Prevention Program ("CHDP"). For information, you may contact the Kern County Department of Human Services, 100 E. California Avenue, Bakersfield, CA 93307 – 661-631-6000.

The Cancer Prevention Act (E.C. section 48980.4 and H&S section 120336)

The law requires schools to notify students entering 6th grade and their parents about the public policy regarding HPV immunization. See attached letter from the California Department of Public Health, Immunization Branch.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act.

Who should get the vaccine and when should they get it?

- Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade. (Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

- Ask your healthcare provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or local health department about VFC. Find doctors participating in VFC in your area. For more information on HPV, the vaccine, and cancer prevention, visit the Centers for Disease Control and Prevention.

California Department of Public Health, Immunization Branch • ShotsForSchool.org IMM-1519 (3/27/24)

Type 2 Diabetes [E.C. § 49452.7]

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

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

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

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

Risk Factors Associated with Type 2 Diabetes

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

Risk Factors

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

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

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

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

Type 2 Diabetes Prevention Methods and Treatments

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

normal weight and normal blood glucose levels.

- *Eat Healthy Foods.* Make wise food choices. Eat foods low in fat and calories.
- *Get More Physical Activity.* Increase physical activity to at least 60 minutes every day.
- *Take medication.* If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.
- The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests that are Available

- *Glycated hemoglobin (A1C) test.* A blood test measures the average blood sugar level over two to three months. An A2C level of 6.5 percent or higher on two separate tests indicates diabetes.
- *Random (non-fasting) blood sugar test.* A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- *Fasting blood sugar test.* A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- *Oral glucose tolerance test.* A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

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

Synthetic drug dangers (E.C. section 48985.5)

The use of synthetic drugs that are not prescribed by a physician represents an emerging and ongoing public health threat in California. A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances. Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "spice," "k2"), methamphetamines, bath salts, and fentanyl. The CDPH has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent. The fentanyl crisis, specifically, has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

Comprehensive Health Screening (H&S sections 124025–124110; E.C. section 49452.8)

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that students have a comprehensive health screening within 18 months prior to each child entering into the first grade or within 90 days thereafter. The parent must present evidence of the comprehensive health screening on the "Report of Health Examination for School Entry" certification form provided by the Department of Health Care Services, signed by the student's health examiner certifying that the student has

completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. Likewise, state law requires that by May 31 of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist must be presented. You may file with the district a written objection or waiver stating the reasons if you are unable to obtain such services. 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 comprehensive health screening is conducted. These services may be available to you at no cost with Children's Presumptive Eligibility through the Department of Health Care Services. To learn more visit <https://www.dhcs.ca.gov/> and search for "children's presumptive eligibility".

Vision Appraisal (E.C. section 49455)

The district is required to appraise each student's vision upon initial enrollment and in grades 2, 5, and 8, except that a student first enrolling in grade 4 or grade 7 will not be reappraised the following year. The appraisal will include tests for tests for near vision, far vision, and color vision; however, color vision will be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician and surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. The appraisal does not apply to a pupil whose parent/guardian files with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend on prayer for healing in the practice of their religion.

Immunizations [E.C. §49403 and 48216; Health and Safety Code §§ 120335, 120365, and 120370]

Unless certain exemptions apply, your child must have proof of up-to-date immunizations before he/she can be admitted to attend school. Please contact Ivette Mancilla, 661-758-6412, for information about a personal beliefs exemption or medical exemption from immunizations for your child. State law requires the following immunizations before your child can attend school:

[See next page for chart.]

VACCINE	REQUIRED DOSES
VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4 th birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2 nd birthday. (Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.)
Diphtheria, Tetanus, and Pertussis	Age 6 years and under: [DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus)] 5 doses at any age, but 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4 th birthday. ----- Age 7 years and older: [Tdap, Td, or DTP, DtaP or any combination of these] 4 doses at any age, but 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2 nd birthday. If the last dose was given before the 2 nd birthday, one more (Tdap) dose is required. (Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.)
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses both on or after 1 st birthday. (Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required. Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.) ----- 7 th grade: 2 doses both on or after 1 st birthday. (Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required. Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry. Grades 1-6 and 8-12: 1 dose on or after 1 st birthday. (Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.)
Hepatitis B	3 doses at any age (Not required for 7 th grade.)
Varicella	1 dose (Physician-documented varicella/chickenpox disease history or immunity meets the varicella requirement. 2 dose varicella requirement for ages 13-17 years applies to transfer students who were not admitted to a California school before July 1, 2001.)
Tdap Booster (tetanus, reduced diphtheria, and pertussis)	7 th grade: 1 dose on or after 7 th birthday. (Tdap, DTaP, or DTP given on or after 7 th birthday will meet the requirement. Td does not meet the requirement. 8th-12th grade students transferring from outside of California must meet the requirement.

Administering Medication and Monitoring Health Conditions

[E.C. sections 49414.5, 49414.7, 49423, and 49423.1; 5 CCR 600-611]

The district recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. Upon written request by you and with the approval of your child's authorized health care provider, together with a release by parents, foster parents, or guardians of civil liability for such self-administration, a student with a medical condition that requires frequent treatment, monitoring, or testing (including, but not limited to, diabetes and asthma) may be allowed to self-administer, self-monitor, and/or self-test. Your child must observe universal precautions in the handling of blood and other bodily fluids.

Any medication prescribed by an authorized health care provider, including an emergency anti-seizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received a written statement from you indicating your desire for the school district to assist your child in taking the medication and a written statement from your child's authorized health care provider detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken. If the medication, dosage, frequency of administration, or reason for administration changes at some point in the year, you must provide a new written statement from your child's authorized health care provider.

When unlicensed personnel are authorized by law to administer a medication, such as emergency anti-seizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee will ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

If your child is on a continuing medication regime for a non episodic condition, you must inform the school designated employee of the medication being taken, the current dosage, and the name of the supervising physician. Provide necessary medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container must have the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. With your consent, the school designated employee may communicate with your child's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student.

Use of Sunscreen Permitted [E.C. § 35183.5]

Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing.

Health Care Coverage Information (E.C. section 49452.9)

The district has information on health care coverage options and enrollment assistance. If interested, please contact the school office for this information.

Physical Examinations [E.C. § 49451]

Physical examinations and screenings may be conducted at various times throughout the year.

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

Dental Fluoride Treatment (Health and Safety Code section 104830)

Pupils will be provided the opportunity to receive topical application of fluoride or other decay-inhibiting agent to their teeth. Parents/guardians or eligible pupils should submit a written request for this treatment.

Medical and Hospital Services [E.C. § 49472]

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

Scoliosis Screening (Curvature of the Spine) [E.C. § 49452.5]

If your child is enrolled in grades 7 through 12 and is suspected of having curvature of the spine, please notify the school office. The district may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law.

Sight and Hearing Testing [E.C. § 49452]

The District is required to provide for the testing of the sight and hearing of each student enrolled in the school unless you submit a written denial of consent.

Vision Appraisal [E.C. § 49455]

The district is required to appraise each student's vision upon initial enrollment and in grades 2, 5, and 8, except that a student first enrolling in grade 4 or grade 7 will not be reappraised the following year. The appraisal will include tests for visual acuity and color vision; however, color vision will be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician and surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. The appraisal does not apply to a pupil whose parent/guardian files with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend on prayer for healing in the practice of their religion.

Information for Use in Emergencies [E.C. § 49408]

For the protection of your child's health and welfare, we ask that you fill out and return the Emergency Information Form sent home with your student. This *must be on file in the school office*.

Confidential Medical Services Without Parental Consent [E.C. § 46010.1]

According to the law, school authorities may excuse any student in grades 7 and 8 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents. The Semitropic School District does **NOT** refer without parent notification.

Immunizations and Control of Communicable Disease [E.C. § 49403]

This District cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the District may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted.

Other Screenings

The school designated employee may do other screenings as the need arises and time permits. The screening may include dental (usually 1st grade and migrant students), height, weight, head lice checks, etc. Parents will be notified if the results are not normal. Our goal is to promote healthy children so they can learn!

District Information Regarding Childhood Illnesses and Infectious Diseases

Illness

A child who is ill should remain at home until at least 24 hours after they are free of fever (100° F or above), or signs of a fever, without the use of fever reducing medication and is recovered from symptoms.

Rash

A child with any rash illness should not come to school until the appropriate medical authorities have been consulted and the school principal or nurse is satisfied the condition is not communicable.

Chicken Pox

This virus is most common in the winter and spring. It is also one of the readily communicable diseases. It starts with a slight fever, mild symptoms and small red bumps which develop into blisters then pop and form scabs. It is transmitted through contact with the patient or articles freshly soiled by the discharge from the nose, throat, and lesions. Children must remain out of school for at least six days after the first crop of vesicles. Any exception would be determined by the school nurse. Vaccines are now available.

Influenza and Common Cold

Both are caused by different viral infections that are transmitted by contact with the ill person, droplets spread in the air or articles soiled by discharges from nose and throat. The child should have modified isolation by resting in bed during the acute stage. Teach your children to cover their mouths with tissue when coughing or sneezing, dispose of nose and mouth secretions, and to wash their hands frequently with soap and water.

Impetigo

It is a disease of the skin caused by staphylococcal or streptococcal bacteria. It is commonly found on the face, ears, and around the nose. The lesions usually have a weepy, golden crust. Impetigo is transmitted by touching the discharges of the skin lesions or through contact with freshly soiled articles. Control is through the use of good personal hygiene. Children are to be kept home until lesions are healed or under adequate medical treatment.

Streptococcal Infections (Scarlet Fever and Strep Throat)

Streptococcal bacteria are transmitted by direct contact of articles freshly soiled by discharges from the

nose and throat and occasionally contaminated food. Early diagnosis by a physician is important for initiation of antibiotic therapy. The child is to be kept home from school until clinical recovery or not less than 24 hours after beginning antimicrobial therapy.

Conjunctivitis – “PINK EYE” (Viral or Bacterial)

Conjunctivitis is an inflammation of the eyes. Infectious (viral or bacterial) conjunctivitis is very contagious. It spreads from person to person by direct contact with discharge from the eyes. There is usually a discharge which may be thick (yellow or green) or watery. The eyelids may be swollen and slightly pink and the eyelashes may be stuck together when the child awakens in the morning. If you suspect conjunctivitis, keep your child at home and contact your physician. Children can return to school 24 hours after antibiotic treatment has begun for bacterial conjunctivitis. Careful hand washing is important in preventing spread of the disease. Children who are suspected of having an eye infection will be sent home from school.

Pediculosis or Head Lice

Head lice are small insects that live on the human scalp and feed on blood. They are most common in young, school-age children. Head lice can occur when children have close contact with an infected person. Nix (generic brand) and information on head lice and treatment may be available at your school office. Check your own child's hair on a weekly basis and caution your children not to use personal items belonging to others. The Semitropic School has a “no nit” policy.

School Procedure

1. Any child found to have head lice or their nits (eggs) embedded in their hair will be sent home from school and will not be allowed to return until control is assured.
2. Please accompany your child to the school office after treatment. Your child will need to be cleared by the office (checked for nits) before returning to class. Your child should return to school after no more than 2 days.

Management Plan for Asbestos-Containing Material (40 CFR 763.84, 40 CFR 763.93)

A complete, updated management plan for asbestos-containing material in school buildings is available at each school office.

Pesticide Warnings (E.C. sections 17612, 48980.3)

The district has implemented an integrated pest management program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff and parents of the name of all pesticide products expected to be applied at the school facility during the upcoming year and can be found in the [Semitropic Parent Annual Notice 2025-26](#).

If you wish to receive notification of individual pesticide applications at the school facility, please complete the attached [registration form](#). You will receive notification at least 72 hours prior to the application.

Information regarding pesticide information may be obtained at the California Department of Pesticide Regulation website: <http://apps.cdpr.ca.gov/schoolipm/>

School Safety Plans [E.C. §§ 32280, *et seq.*]

Semitropic has established a Safety Plan. Notice of the Plan details is available to the public through the district office on request, and copies are provided to local law enforcement.

Sex Offender Information: “Megan’s Law” [Penal Code § 290.4]

The California Department of Justice operates an internet website which lists designated registered sex offenders in California. The district does not disseminate this information, but you may visit <http://www.meganslaw.ca.gov> to learn more and find helpful information for you and your family.

Tobacco-Free Schools/No Smoking Policy [Health and Safety Code § 104420]

The Board of Trustees recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

Please be advised that use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

Concussion/Head Injury During Athletic Activity (E.C. section 49475)

The district offers an athletic program in which your child may wish to participate. By law we must provide you with information regarding concussions and head injuries. Please review with your child the attached information sheet about concussion and head injuries. You and your child must sign and date the sheet where indicated and return it to your child’s school prior to your child beginning practice or competition in our athletic program.

SPECIFIC EDUCATION ISSUES

Participation in State Assessments - Option to Request Exemption (E.C. Section 60615; 5 CCR section 852):

Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP), except as exempted by law. Each year, a parent or guardian may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the exemption request is submitted after testing begins, any test(s) completed before the request was submitted will

be scored; the results will be included in the pupil's records and reported to the parent or guardian. District employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

Instruction in Comprehensive Sexual Health Education/HIV/AIDS Prevention [E.C. §§ 51934-51939]

Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education.

The law also authorizes the District to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The District must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

Homeless Youth Education [42 U.S. 11432]

The law requires school district homeless liaisons to ensure parents of homeless students are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Notification may address: (1) Liaison contact information; (2) Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, etc.); (3) right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers; and (4) Right to education and other services. If you have questions regarding Homeless Education, contact the District Homeless Liaison.

Excused from Instruction Due to Religious Belief [E.C. § 51240]

If 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 upon your written request.

Tests on Personal Beliefs [E.C. §§ 51513 and 60614]

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or your personal beliefs or practices in sex, family life, morality, or religion.

Homeless Youth Education (42 U.S. 11432)

Homeless students and their parents have various rights regarding public education. Information on this subject is available at *Identify where information on Items (1)-(4) is available at each school*.

PARENTAL RIGHTS

Miscellaneous Parental Rights [E.C. §§ 49091.10]

The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent, include the following:

Inspection of Instructional Materials: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, audio and video recordings and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

Observation of School Activities: You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.

Affirmation or Disavowal of Beliefs: A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

Health Component of Any Program or Class: Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent's religious training or beliefs.

Other Parental Rights

The rights of parents of district pupils include the rights identified below. These rights include your right:

- a. To observe in your child's classroom (upon reasonable notice).
- b. To meet with your child's teacher and the school principal (upon reasonable notice).
- c. To volunteer your time and resources at the school.
- d. To be notified on a timely basis if your child is absent from school without permission.
- e. To be notified concerning your child's classroom and standardized test performance.
- f. To request a specific school and teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
- g. To have a safe learning environment for your child.
- h. To examine curriculum materials of your child's class.
- i. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
- j. To access student records for your child.
- k. To receive information concerning expectations for student learning.
- l. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
- m. To receive information about any psychological testing of your child and to deny permission for such testing.
- n. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.

- o. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

The Professional Qualifications of Your Student's Teacher(s)

Federal law requires that the District tell you about your right to request information about the professional qualifications of your student's teacher(s). The same right extends to information about any paraprofessional assigned to work with your student.

You are entitled to ask for the following information:

- ☐ Whether the teacher has met state credential or license criteria appropriate to the grade level and subject matter in the class.
- ☐ Whether the teacher serves under an emergency permit or other provisional authorization.
- ☐ The baccalaureate degree, college major, and any other graduate certification or degree held by the teacher.
- ☐ Whether your student is provided services by a paraprofessional, and if so, that person's qualifications.

To submit a request for information about the qualifications of your student's teacher(s) or paraprofessional(s), please contact your student's school.

Parent Involvement [E.C. §§ 11500-11506]

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

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the District's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Title I Schools [E.C. § 11503]

Each year the Superintendent or designee shall identify specific objectives of the District's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the District's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

SCHOOL RECORDS AND ACHIEVEMENTS

Board of Trustees

The Board of Trustees of Semitropic School District believes that academic achievement is important in maintaining a strong educational program.

SCHOOL RECORDS AND ACHIEVEMENT

Pupil Records/Notice of Privacy Rights of Parents and Students (E.C. sections 49060, 49061, 49062, 49063, 49064, 49068, 49069, 49070, 49073, 49076, 49077; 20 USC 1232g; 20 USC 1232h; 34 CFR 99.3; 34 CFR 99.7; 34 CFR 99.30; 34 CFR 99.31; 34 CFR 99.33; 34 CFR 99.34; 34 CFR 99.35)

With certain exceptions, pupil records are confidential and will not be disclosed without your consent. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for whom you provide care. If you are 14 years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent.

Pupil records are any items of information (in handwriting, print, tape, film, microfilm, or other medium) that are directly related to an identifiable student, other than "directory information," and are maintained by the district or required to be maintained by an employee in the performance of his/her duties. Pupil records include the student's health record. District officials responsible for maintaining your child's records are as follows: Dr. Valerie Park, Superintendent, and Juanita Rodriguez, District Secretary.

When your child enrolls or intends to enroll in another district, agency, or institution, we will forward his or her records to that district, agency, or institution within 10 school days of receiving a request as long as the disclosure is for purposes related to the student's enrollment. Various original records or copies of those records shall be retained permanently by the district.

Additionally, your child's records may be shared with school officials and employees of the District, and other persons connected with the District who have a legitimate educational interest, or other legally authorized purpose, and who may need your child's records to perform his or her tasks. "School officials and employees" are individuals whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. A "legitimate educational interest" is an interest held by a school official, employee, or person outside the district, as further defined here and in board policy, whose duties, responsibilities or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records. Persons outside the district who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with the District regarding the provision of services or functions outsourced to him/her by the District, including: contractors, consultants, insurance carriers, claims adjusters, accountants, attorneys, investigators, or other parties to whom the District has outsourced institutional services or functions, including third-party vendors and service providers who provide online educational software and/or services that are part of the district's educational program or who manage certain data stored in a secure cloud computing or web-based system for the district. The district uses the following outside vendors and may contract in the future to add similar products or services:

Kern County Superintendent of Schools
GoGaurdian
Renaissance Learning
ALEKS
Google for Education

For additional information, please see E.C. section 49076 and 34 Code of Federal Regulations section 99.1 and following, or contact **Dr. Wendy Castañeda Leal**, Semitropic School District Superintendent or the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Pursuant to E.C. section 49064, a log or record must be maintained for your child's records listing all persons, agencies, or organizations requesting or receiving information from the records and legitimate interests for that information. This log can be inspected at the district office.

As a parent, you have a right to inspect and review your child's school records, including records possessed by a vendor under contract with the district to provide online services or products, and also including any information about your child collected from social media if the district is operating a social media collection program. To access individual student records, please contact your child's school. You also have a right to challenge the contents of your child's records, have an administrator assist you in interpreting the records, request amendment to ensure they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, seek expungement of those records, have a district-level hearing to appeal the decision not to change records, and file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. If your child's records include information concerning any disciplinary action taken in connection with your student, you have the right to include in the record a written statement or response concerning the disciplinary action. To review policies related to the review and/or expungement of your child's records, please contact your child's school. You also have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

Release of Pupil Directory Information [E.C. §§ 49061(c), 49070, 51938; 34 CFR 99.37; 20 U.S.C. 7908; 20 USC 1232h]

With certain exceptions, the law requires that the District obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not wish this information to be released in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Outside organizations to which directory information may be disclosed include but are not limited to companies that sell class rings, school photography, graduation attire, and/or publish school yearbooks; news media; including but not limited to newspapers, magazines, and radio and television stations; nonprofit organizations; military recruiters; employers; and institutions of higher education.

Directory information is defined by District policy as information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information may include a student's name, address, phone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous school attended by the student.

By law, the District must give notice to parents of the District's decision to release designated directory information, and must allow a parent to inform the District in writing that any or all of the information designated as directory information should not be released without parental consent. **THIS IS YOUR NOTICE.** If you do not want directory information about your student to be disclosed without your written consent, you must inform your child's school within thirty (30) days from the date of receiving this notification.

Directory information regarding a student identified as a homeless child or youth will not be released unless a parent, or student accorded parental rights, has provided written consent that directory information may be released.

Student Surveys (E.C. section 51513; 20 USC 1232h)

You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Such a survey may be given at the following approximate times throughout the school year: Winter and Spring. Please contact your child's school if you wish to inspect any survey or other instruments to be given to your child.

School Accountability Report Card [E.C. § 35256]

The School Accountability Report Card is available on request and is accessible at the following internet site: <http://sesd-sesd-ca.schoolloop.com/>. This contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals.

Standards of Proficiency in Basic Skills

The Board of Trustees has adopted the state content standards in language arts, mathematics, history/social science, science and English language development.

Standardized, Norm-Referenced Achievement Tests

Students in grades 3 through 8 take the California Assessment of Student Performance and Progress (CAASPP) each spring. The test covers reading/language arts and mathematics. Fifth and eighth grade students also take the California Standard Test (SCT) in Science.

Promotion/Acceleration/Retention

The Board of Trustees expects students to progress through each grade within one (1) school year. To accomplish this, instruction should accommodate the varying interest and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement.

With regards to special education students, the determination as to the appropriate standards for promotion or retention will be part of the IEP process (Individual Education Program).

As early as possible in the school year and in a student's school career, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation, and the following criteria:

Students shall be identified on the basis of meeting grade level standards as measured by multiple measures. The following indicators of academic achievement will be used:

Grades
District assessments
Standardized tests

When a student is recommended for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include tutorial programs, after-school programs, summer school programs, and/or the establishment of a student study team.

General Guidelines for Homework

Homework assignments shall be preceded by an orientation as to content, purpose, and an understanding of the work to be accomplished. Homework assignments shall be interesting, motivating, and meaningful to students.

Students shall be assigned homework they can complete successfully. Students shall receive prompt and informative feedback on completed assignments, including re-teaching as needed. Such assignments will be used in determining students' final grades.

Teachers shall use every means available to inform parents of our rules and policies which concern homework. Homework should be based on learning the content standards.

Purpose of Homework

1. To provide practice that can be accomplished by the student independently and will reinforce skills learned in the classroom.
2. To extend and enrich learning in such areas as reading, writing, and thinking experiences in literature, history, science, and fine arts.
3. To provide activities not possible in class, such as reports and long-term projects.
4. To save instructional time in the classroom by assigning activities students can complete without teacher guidance.
5. To establish self-discipline and study habits needed to organize time efficiently and sustain short, as well as long term tasks.
6. To increase productive use of leisure time by encouraging students to utilize their creativity to make something using recently acquired skills and knowledge, as well as to pursue special interests in arts and hobbies.
7. To develop parental awareness of child's curriculum, as well as support and involvement in child's learning efforts.

Minimum Time Allocations for Homework

Grade K-2	10-15 minutes, 2 nights per week
Grades 3-4	20-30 minutes, 3 nights per week
Grades 5-6	20-30 minutes, 4 nights per week
Grades 7-8	45-60 minutes, 4 nights per week

Students who are below grade level need to do an additional 15-20 minutes daily practicing such things as sight words, math facts, or extra recreational reading. All students should read 20-30 minutes 5 nights per week.

Written Language

Written Language instruction will include:

1. Students will write every day.
2. Formal types of writing which are major writing assignments involving all stages of the writing process (prewriting, first draft, revision, editing, final draft).

3. Students will write in various subject areas.
4. Informal writing assignments will be legible, coherent, and communicate meaning to the reader.
5. Formal writing assignments will be based on district grade level general goals.

DUE PROCESS PROTECTIONS AND COMPLAINTS

Uniform Complaint Procedures [E.C. §§ 32289 and 48980(g), 5 CCR 4610, 4610, 4620, and 4622]

The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district will investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, intimidation, or bullying in accordance with the district's uniform complaint procedures. The district has adopted a uniform complaint policy and procedures for use when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on 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 E. C sections 200 or 220, Penal Code section 422.55, or Government Code section 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. Except where specifically authorized by statute, **a student enrolled in a public school cannot be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. The uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the requirements for development and adoption of a school safety plan, state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, any complaint alleging retaliation against a complainant or other participant in the complaint process, and any alleged failure of the district to comply with the requirements of the Local Control and Accountability Plan (LCAP). (The board is required to adopt and annually update an LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.)**

The district has designated the following person as the compliance officer responsible for receiving complaints under the uniform complaint policy and procedures: Dr. Wendy Castañeda-Leal, Superintendent; 661-758-6412. Complaints made under this procedure must be directed to the compliance officer.

You can obtain a copy of the district's Uniform Complaint Policy and Procedures free of charge from the compliance officer. Complaints alleging **retaliation**, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the behavior occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged **retaliation**, discrimination, harassment, intimidation, or bullying. **The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reason for the extension.** The complaint review will be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges **must be filed no later than one year from the date the alleged violation occurred and**

may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A complainant may appeal the district's decision to the California Department of Education ("CDE") by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of the decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include but are not limited to injunctions and restraining orders. For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief or to discrimination complaints based on federal law.

Programs and Activities Subject to the UCP

1. Accommodations for pregnant and parenting students (E.C. section 46015)
2. Adult education programs (E.C. sections 8500-8538, 52334.7, 52500- 52617)
3. After School Education and Safety programs (E.C. sections 8482-8484.65)
4. Agricultural career technical education (E.C. sections 52460-52462)
5. Career technical and technical education and career technical and technical training programs (E.C. sections 52300-52462)
6. Child care and development programs (E.C. sections 8200-8488)
7. Compensatory education (E.C. section 54400)
8. Consolidated categorical aid programs (E.C. section 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content when students in grades 9- 12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (E.C. sections 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in E.C. section 200 or 220, Gov't Code section 11135, or Penal Code section 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (E.C. sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2)
12. Every Student Succeeds Act (E.C. section 52059.5; 20 USC 6301, et seq.)
13. Local Control and Accountability Plan (E.C. section 52075)
14. Migrant education (E.C. sections 54440-54445)
15. Physical education instructional minutes (E.C. sections 51210, 51222, and 51223)
16. Student fees (E.C. sections 49010-49013)
17. Reasonable accommodations to a lactating student (E.C. section 222)
18. Regional occupational centers and programs (E.C. sections 52300- 52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal

and/or state categorical funding (E.C. section 64001)

20. School safety plans (E.C. sections 32280-32289)

21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (E.C. section 65000)

22. State preschool programs (E.C. sections 8207-8225)

23. State preschool health and safety issues in license-exempt programs (E.C. section 8212)

24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

25. Any other state or federal educational program the SPI or designee deems appropriate

Complaints Regarding Employees [E.C. § 35160(a)(3)]

Each school district is required by law to develop regulations which will permit the public to lodge complaints against school employees. These regulations are available at each school site.

Complaints Regarding Discrimination and the Education of Disabled Students

(E.C. §§ 56501 and 260 *et seq.*)

Our school district is committed to equal opportunity for all individuals in education. Our District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration. The District shall promote programs which ensure that these discriminatory practices are eliminated in all District activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the District Section 504 Coordinator.

Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. For a complaint form or additional information, please contact: Dr. Wendy Castañeda Leal, Superintendent, (661) 758-6412.

Safe Place to Learn Act (E.C. sections 220, 221.5, 234.1)

The district is committed to providing a safe school environment that is free from harassment, discrimination, intimidation and bullying and allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits unlawful discrimination, harassment, sexual 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, immigration 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 at any school activity or school attendance occurring within a school under the jurisdiction of the local educational agency, and all acts of the governing board or body of the local educational agency, the superintendent of the school district, and the county superintendent of schools

in enacting policies and procedures that govern the local educational agency. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For copies of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint regarding a violation of these policies using the uniform complaint procedures form, please contact the district's Coordinator for Nondiscrimination Dr. Wendy Castañeda Leal, Superintendent, (661) 758-6412.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with the student's gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender- nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and board policy. If any student believes his/her privacy or religious beliefs and/or practices require increased privacy, the student may contact the district's Coordinator for Nondiscrimination Dr. Wendy Castañeda Leal, Superintendent, (661) 758-6412.

TRANSPORTATION/BUS RULES

All passengers must:

- Follow the bus driver's instructions.
- Remain seated, with **Passenger Restraint System (lap/shoulder belt system/seat belts, if bus is so equipped) fastened, at all times while the bus is in motion.**
- Keep all body parts inside the bus.
- Keep personal articles inside backpacks or purses.
- Refrain from unnecessary noise or playing.
- Be courteous to other passengers.

Passengers may not:

- Fight or threaten other students.
- Brandish hazardous articles or weapons (including pens, pick combs, and sharpened pencils).
- Use profanity.
- Touch or play with the bus controls.
- Eat, drink, or chew gum on the bus.
- Use personal articles on the bus (perfume, hair spray, etc.)
- Bring pets, reptiles, or insects of any kind onto the bus.
- Change seats unless authorized to do so by the bus driver.

Authority of the Driver

California Administrative Code, Title 5 Section 14263. "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the

orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.”

Discipline Procedures

Failure to follow the rules listed above will result in a “Notice of Unsatisfactory Conduct On A School Bus” report (referral) being written by the bus driver and given to the School Principal/designee, within two school days, for necessary action to be taken. After evaluation of the child’s misconduct, the Principal/designee will take the appropriate action using the policy as indicated below:

First Referral	Warning! Parent contact – Possible bus suspension*
Second Referral:	Parent Contact – Possible Bus Suspension (1-3 days) *
Third Referral:	Parent Contact – Possible Bus Suspension (3-5 days) *
Fourth Referral:	Conference with Principal/Driver/Parent – Bus suspension (5-10 days) *
Fifth Referral	Parent Contact – One of the following actions will be taken: <ol style="list-style-type: none">1. Bus suspension for a minimum of 20 days2. Bus Expulsion for the remainder of the school year3. School suspension (in addition to a minimum of 20 days’ bus suspension)

* Minimum action will be taken by the School Administrator/Designee. Additional action MAY be taken, at the Administrator’s/Designee’s discretion, up to and including, permanent expulsion from the bus for the remainder of the school year, dependent upon the severity of the infraction, and, or, the age of the student. Middle School students will be held to a higher standard of conduct than younger students which will result in stronger disciplinary actions.

Bus referrals must be signed by the students’ parent/legal guardian and returned to the bus driver. Failure to return the signed copy of the bus referral will be considered an act of defiance, which will result in an additional bus referral being issued and regarded as a separate incident.

For the safety of all students, any student who shows up at a bus stop in the morning will be provided transportation to school. Under no circumstances will a student be denied transportation by the bus driver and left unattended at the bus stop. If a student has been suspended from transportation (by school administration) and tries to board the bus at the school to go home, that student will be removed from the bus by school staff and taken to the office. The parent will be contacted and will be required to pick the student up from school. In no event will the student be permitted to walk to school, or home from school, unless authorized (in writing) to do so by the parent/guardian. Transportation will ONLY be denied after the Principal/designee has determined the appropriate length of suspension required, and then ONLY after the parent/guardian has been notified, either by mail, phone call, or both. Bus drivers do NOT have the authority to deny transportation to students.

A student who rides ANY Semitropic School District bus while on a transportation suspension will receive an additional five (5) days of transportation suspension.

Note: *Suspension or exclusion from bus service does not excuse a student from school. Parents/guardians are responsible for getting the student to and home from school. Any absences due to a transportation suspension will be considered unexcused and the student may be considered truant.*

Please see the transportation notice mailed home prior to school starting for more information.

MISCELLANEOUS

Local Control and Accountability Plan (E.C. sections 52060-52077)

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, and specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the state. The priorities must be aligned to the District's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and the LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the eight state priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The board of education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the board of education and the superintendent regarding the LCAP. (ELPACs are required if enrollment in the district includes at least 15 percent English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs must include parents or legal guardians of low income students, English learner students, and foster youth.

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post the LCAP approved by the board of education, and any updates or revisions to the LCAP, on the district's website, and establish policies for filing a complaint of noncompliance under E.C. section 52075 using the uniform complaint procedures. Information regarding the requirements for the LCAP and the complaint process must be provided to pupils, parents/guardians, and employees on an annual basis.

Technology, Use of the Internet and/or Online Sites and Online Advertising (20 USC 6777; 17 USC 3601; E.C. sections 35182.5, 49073.1)

The district provides Internet connections for many students during the educational day, and those Internet connections are filtered using a software program or programs designed to eliminate access to visual depictions that are obscene, child pornography, or harmful to minors. While the filters are designed to prevent connections to such material, new websites and material are added to the Internet every day and the district is unable to ensure that each and every inappropriate website or all such material will be blocked.

The district provides technology to students in many educational programs, including computers or electronic devices such as tablets or iPads or similar devices, and also provides Internet access as required for an educational program. Student use of such technology is subject to an Acceptable Use Policy and Agreement which describes acceptable and unacceptable uses of both the Internet connections and the computers or devices. Acceptable uses include communications between teachers and students about class assignments and other classroom topics, and between students on cooperative or collaborative learning projects. During that communication, which may include the use of social media (such as a district-sponsored Facebook page or similar types of social media), personally identifiable information may be shared by your student with other students and the teacher. The district prohibits disclosure of such information outside the classroom assignment/environment but cannot ensure that recipients of the information will comply with the restrictions. Unauthorized disclosures may lead to disciplinary action. If you do not want your student to be subjected to the risk of unauthorized disclosure of personally identifiable information that is disclosed by your student in these classroom assignments/environment, you will have an opportunity to declare when required to read and agree to the Acceptable Use Policy and Agreement for your student. Refusal to sign the Acceptable Use Policy and Agreement will prevent your student's participation in such educational programs and may require transfer of your student to a technology-free classroom or environment.

The district does not intend to subject students to any advertising and will take steps to prevent advertising that targets students based on the advertiser's use of personally identifiable information. However, due to financial constraints under which the district is otherwise unable to provide the product or service which the advertising accompanies or to which it is attached, the district may be required to permit some advertising that is not targeted at individual students. Any such product or service will have been found by the district to be an integral component of pupil education. Parents/guardians of students in these programs may request that their student not be exposed to this advertising and the district will comply. This means your student will not participate in the educational program but will be required to obtain the educational benefit via a different method if the district is unable to block or otherwise avoid the advertising being presented to your student.

The district is using or contemplates using third-party vendors of data storage/ management products and services and educational software products and services from third-party vendors, including cloud-based services. Those products and services will include legally required contractual provisions, including requirements to maintain the confidentiality of pupil information and also including parental right to review pupil records and correct erroneous information.

Policy on Returned Checks

Semitropic School District will charge a \$12.00 fee for all returned checks.

Further Information is Available

Further information regarding our District, school, programs, policies, and procedures is available to any interested person upon request to our District Office.

Supervision

The school site will post the hours of operation when supervision for your child is present. Parents are forbidden from dropping their children off or allowing them to remain on campus outside of the posted times. Reduction of and/or extension of these posted times will be announced by the school.

Withholding Grades, Diploma and Transcripts [E.C. § 48904(b)(1)]

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision. Information will be released upon discretion of the district once damages and/or returns have been made.

Wildcats R.O.A.R Semitropic's Behavior Expectations

R.O.A.R. In all locations	Classroom	Hallway	Playground	Cafeteria	Bathroom	Library	Office	Bus
R Is for Responsibility	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Use materials appropriately 	<ul style="list-style-type: none"> *Be aware of others *Face forward in line *Walk at all times, with hands at side or behind back * Carry sports equipment in both hands 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Beware of activities around you *Wildcat Paws when bell rings *Listen for whistle to dismiss you to lines 	<ul style="list-style-type: none"> *Walk at all times *Carry tray with both hands *Stay seated with feet on the floor *Stand quietly in line *Wait patiently 	<ul style="list-style-type: none"> *Walk at all times *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Use space safely *Keep shelves neat *Return books on time *Walk at all times 	<ul style="list-style-type: none"> *Walk in quietly *Sit appropriately on furniture *Be polite to office staff * Students must remain in front of counter * Students must have an office pass to enter the office 	<ul style="list-style-type: none"> *Walk at all times *Stay seated while the bus is moving *Keeps hands inside bus *Buckle safety restraints *Be five minutes early to bus stop *Stay on sidewalk at bus loading areas
O Is for On-Task	<ul style="list-style-type: none"> *Be on time *Follow directions *Listen attentively *Be willing to participate and answer questions 	<ul style="list-style-type: none"> *Listen to all adults' directions *Be in the right place at the right time 	<ul style="list-style-type: none"> *Follow rules *Line up when called *Face forward in line *Stay in line when walking in and out of buildings 	<ul style="list-style-type: none"> *Eat food carefully *Throw away all trash * Throw away trays neatly *Clean up eating area 	<ul style="list-style-type: none"> *Use facilities appropriately (water, soap, dry hands) *Return to previous location quickly 	<ul style="list-style-type: none"> *Look at the speaker *Ask questions for clarification *Choose AR books 	<ul style="list-style-type: none"> *Listen to the office staff *Complete tasks or errands completely 	<ul style="list-style-type: none"> *Listen to the driver *Follow rules *Face forward in line while waiting for the bus *Watch for your stop
A Is for Achievement	<ul style="list-style-type: none"> *Give your best effort *Be ready and prepared to learn *Come to school every day, on time 	<ul style="list-style-type: none"> *Go directly to your destination *Walk with a purpose 	<ul style="list-style-type: none"> *Line up quickly so you can return to class *Be alert *Strive to make friends with others 	<ul style="list-style-type: none"> *Raise your hand for help *Leave your area cleaner than before 	<ul style="list-style-type: none"> *Use quickly so you can return to class 	<ul style="list-style-type: none"> *Complete AR goals *Know your reading level *Leave room tidy and neat 	<ul style="list-style-type: none"> *Work quietly on any assignment or task 	<ul style="list-style-type: none"> *Know your stop *Be on time *Go directly to your destination *Sit in assigned seat
R Is for Respect	<ul style="list-style-type: none"> *Treat others as you want to be treated *Use kind words *Help and share with others *Use a quiet voice 	<ul style="list-style-type: none"> *Use a quiet voice (level 1) *Keep hands and feet to yourself *Be polite and friendly to staff and students 	<ul style="list-style-type: none"> *Put trash in garbage cans *Use all equipment properly *Invite others to join in *Take turns *Report problems to an adult 	<ul style="list-style-type: none"> *Use a level 2 voice *Keep hands and feet to yourself *Use kind words *Say please and thank you 	<ul style="list-style-type: none"> *Keep it clean *Wait your turn *Flush the toilet *Wash hands 	<ul style="list-style-type: none"> *Turn all books in on time *Use a level 1 voice 	<ul style="list-style-type: none"> *Enter quietly *Wait patiently for an adult *Use polite words like excuse me, please, and thank you 	<ul style="list-style-type: none"> *Enter bus quietly *Use a level 1 voice *Use polite words like please and thank you *Greet the bus driver politely