

SUTTER UNION HIGH SCHOOL DISTRICT
Board Policy Manual

Table of Contents

Preface
Organizational Chart

Section 1000

Governing Board Rules and Regulations

Schools Plans/Site Councils

0420(a)

Rules & Regulations..... 1100

Policies 1111

Policy Revisions Required by Law 1121

Charter School..... 1123

Agenda of Board Meetings..... 1211

Governing Board Meetings 1221

Tape Recordings..... 1311

Complaints Concerning District Employees..... 1312.1

Complaints Concerning Instructional Materials 1312.2

Uniform Complaint Procedures

1312.3(a)

Williams Uniform Complaint Procedures

1312.4(a)

Inspection of Official Records..... 1331

Philosophy..... 1901

Gifts..... 1911

Rewards and Special Recognition..... 1912

Election Statement of Qualifications..... 1931

Drug Free Schools & Workplace 1932

Drug and Alcohol Testing..... 1933

Open Campus 1934

Prohibition of Harassment and Violence 1940

Section 2000

Administration

Superintendent/Principal 2111

Vice Principal 2121

Director of Guidance..... 2131

Coordinator-Continuation School 2132

Driver Training..... 2141

Department Chairpersons 2151

Procedure for Handling of Sexual Harassment Complaints.. 2161

Claim for Damages Against Public Entity 2171

Section 3000

Finance

Insurance for Interscholastic Athletics	3331
Audit of District Funds.....	3411
Revolving Cash Fund	3421
Cash Collections.....	3431
Payments Under Contracts and for Utilities	3451
Purchasing	3601
Authorization to Call for Bids.....	3611
Capitalization Threshold	3612

Section 4000

Personnel

Personnel Policy Statement	4000
Management	4101
Administration - Certification of Evaluative Personnel	4101.5
Personnel Files	4102
Staff Positions and Job Descriptions.....	4103
Appointment.....	4104
Qualifications for Employment	4105
School Assignment of Probationary Teacher	4105.5
Staff Development.....	4106
In-service Training	4107
Attendance at Education Conferences.....	4108
Travel Authorization for Administrators.....	4109
Termination of Employment	4110
Certificated Personnel: Seniority and Order Of.....	4110.5
Termination and Reemployment In The Event of Layoff	
Absence Notification.....	4111
Leaves of Absence.....	4112
Affirmative Action Personnel Program.....	4113
Use of Personal Vehicle	4121
Personal Expenses	4122
Resignations	4161
Certificated Personnel	4200
Certification.....	4201
Evaluation Certificated.....	4202
Teachers' Responsibilities and Duties	4203
Reduction of Certificated Employee Annual Workload	4221
Maintenance of Discipline.....	4230
Faculty Participation in Commencement Exercises	4231
Substitute Teachers	4302
Temporary Certificated Employees.....	4303
Termination of Tenure at Age 70	4304
Physical Examinations Classified Employees.....	4311

Status of Regular Classified Employees.....	4321
Reduction of Work Force	4331
Suspension, Demotion or Dismissal.....	4341
Retirees	4351
Exposure Control Plan for Bloodborne Pathogens.....	4361

SECTION 5000

Students

Student Wellness Policy.....	5030(a)
Admission.....	5102
Education for Homeless Children.....	5103
Immunization and Health Screening Requirements	5104
Inter-District Agreements	5110
Home and Hospital Instruction.....	5111
Compulsory Attendance	5130
Exemption from Attendance	5131
Absence	5132
Truancy.....	5134
Absence for Religious Instruction.....	5136
Valid Absences.....	5140
Food Allergies/Special Dietary Needs.....	5141.27(a)
Suicide Prevention.....	5142
Suspension and Expulsion/Due Process.....	5144.1(a)*
Student Records.....	5202
Grading	5204
Notification of Rights.....	5208
Testing Program	5212
Transcript Fee.....	5214
Student Rights and Responsibilities.....	5302
Nondiscrimination.....	5304
Philosophy of Discipline	5310
Student Conduct	5311
Conduct on School Bus	5311.1
Attacks and Threats Upon Staff	5312
Steroids.....	5313
School Personnel's Role in Student Discipline	5314
Corporal Punishment.....	5316
Vandalism/Misuse of School Property	
Financial Responsibility	5324
Involuntary Transfer of Pupils to Continuation School	5326
Instruction - Continuation Education	5326.1
Continuation School Graduation Requirements.....	5326.2
Certificate of Proficiency/High School equivalency	5326.3
Alternative Education Program (Butte View High School) ..	5326.4
Tobacco	5327

Weapons Possession.....	5328
Appearance and Dress	5330
Search of Student Lockers.....	5334
Law Enforcement Officers and the School	5336
Leaving Campus	5340
Students Who Have Reached Majority	5344
Withholding Grades, Diplomas and Transcripts	5346
Student Emergency Information.....	5402
Release of Students	5404
Physical Examination for Athletic Participation	5406
Administering Medication.....	5410
Supervision of Students.....	5412
Unauthorized Persons on School Grounds	5414
Vision and Hearing Testing.....	5420
Referral to Other Agencies	5424
Part-time Employment	5440
Volunteers	5452
Co-curricular Activity	5501
Student Body Organizations.....	5502
Financing Co-curricular Activities	5510
Vending Machines.....	5513
Honorary High School Diplomas for Foreign Exchange Students	5520
Academic Eligibility for Extra Curricular and Co-curricular Activities	5530
Software Copyright	5930

Section 6000

Curriculum

Course of Study	6010
-----------------------	------

Parent Involvement

Health, Family Life and Sex Education	6021
---	------

Required Instruction	6030
----------------------------	------

Achievement Testing.....	6110
--------------------------	------

Evaluation of the Instructional Program.....	6120
--	------

Textbook Selection, Distribution and Disposal.....	6121
--	------

Independent Study

Student Trips	6161
---------------------	------

Technology

Health Policy	6171
---------------------	------

Education for English Language Learners	6174
---	------

Interscholastic Athletic Competition.....	6210
---	------

Student Organizations	6220
-----------------------------	------

Student Freedom of Expression	6230
-------------------------------------	------

Graduation Requirements.....	6310
------------------------------	------

Standards of Proficiency in Basic Skills	6320
--	------

Student Enrollment.....	6330
Guidance Services	6410
Affirmative Action in the Educational Program	6610
Special Education.....	6710
Ceremonies and Observances.....	6820
Released Time for Moral or Religious Instruction.....	6920
Software Copyright	6930
Acquisition and Use of Videotapes.....	6931

Section 7000

Regulations

Campus Parking Regulations	7101
Library Fines	7201
Use of District Facilities.....	7301

Emergency Procedures 7401

Campus Disturbances/Dangerous Intruders

- Board Policy 5144.1(a)* replaces 5318 & 5319 (7/14/09)

Rules and Regulations of the Governing Board of Sutter Union High School District

A. Authority

1. The Sutter Union High School District is governed by the five (5) elected members of the Governing Board. The Board has full legislative authority in the operation of the Sutter Union High School District, in accordance with the Education Code, rules of the State Board of Education and statutes of the State of California.

The Board may delegate to the Superintendent/Principal authority over all personnel, educational, financial and business matters pertaining to the operation of the District. All actions by the Superintendent/Principal are subject to review by the Board.

2. The authority of the Board shall be as a whole, acting in accordance with the following Rules. No Board member acting outside these Rules shall commit the Board or District in any way.

B. Organization

3. The officers of the Board shall be elected by action of the Board and shall consist of a President, a vice President and a Clerk elected from among the members of the Board and a Secretary who shall be the Superintendent ex-officio.
4. Officers shall be elected at the annual organization meeting of the Board to hold their respective offices for the period of one year, or until their successors are elected.
5. Any of the Board offices provided in paragraph 3, when vacated for any cause, shall be filled by the Board at its next meeting by the election of a successor for the unexpired term. Such elections shall be by roll call vote and the vote of a least three (3) members of the Board shall be necessary to elect.

Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Rules and Regulations

Board Policy 1100
Page 2 of 5

6. In case of temporary absence or disability of both the President and Vice President, a President pro tem shall be chosen by a majority vote of Board members present.
7. At any regular meeting, or at any special meeting for which such action is specified when the meeting is called, the Board may, by affirmative vote of at least three (3) of its members, remove from any appointed office any officer and declare his office vacant and elect a successor to the officer so removed.

C. Officers

8. The President shall preside at all sessions of the Board, preserve order, enforce the rules and, when so authorized, sign contracts, agreements, deeds, leases and other regular documents ordered to be executed by the Board or required by law.
9. During any period of absence or other disability of the President, the Vice President shall perform all the duties of the President.
10. When both the President and Vice President are absent or otherwise disabled, the President pro tem shall perform all duties of the President.
11. The Secretary shall record all minutes of the Board and shall sign the minutes of the Board on approval when so authorized and other contracts, agreements, deeds, leases and other legal documents ordered to be executed by the Board or required by law.
12. The Assistant Secretaries shall perform such functions as the Board directs, including service as Acting Secretary in the absence or other disability of the Secretary.

D. Meetings of the Board

13. Regular meetings of the Board shall be held at the District Office and shall be conducted in accordance with Government Code Sections 54950 through 54961 (Brown Act).
14. Special meetings may be called by the President or by a majority of the members of the Board.

15. Any regular or special meeting may be adjourned to a later time or date by majority vote of those present, provided a specific meeting time is set for such an adjourned meeting in accordance with the Brown Act. When no quorum appears

for a regular or special meeting, by mutual agreement of Board members present or the Secretary, if no Board members are present, a specific time may be set for an adjourned meeting. At such adjourned meetings, all business may be regularly transacted which would have been proper at the meeting from which adjournment is taken, all in accordance with the Brown Act.
16. A record of all transactions of the Board shall be set forth in the minute book of the Board, which shall be kept on file in the District Office as the permanent official record of the District. It shall be open to inspection of the public during regular office hours.
17. A quorum necessary to the transaction of business at any meeting of the Board shall consist of three members of the Board.
18. A majority vote of those Board members present shall suffice for such actions as do not require a specified number of affirmative votes. In the event of a tie vote, the motion at issue shall lose.
19. In all matters not covered by the Education Code the Government Code, or by the rules or Policies of the Board, parliamentary procedures shall be governed by the manual known as Robert's Rules of Order.
20. The actions of the Governing Board shall be recorded in accordance with Section 35163 of the Education Code.
21. The Board shall employ a full-time Superintendent/Principal to serve as chief administrative and executive officer of the District.
22. The Governing Board delegates to the Superintendent/Principal, the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of District policies, the Superintendent/Principal shall act as the advisor of the Board.

23. The Superintendent/Principal may delegate to authorize personnel of the District any powers and duties entrusted to him by the Board, but he shall be responsible to the Board for the execution of such delegated powers and duties.
24. In the situations for which the Board has provided no policy of administrative action, the Superintendent/Principal shall have the power to act, but his decisions shall be subject to review by the Board. It shall be the duty of the Superintendent/principal to inform the Board promptly of such action and to recommend a written Board policy if one is desirable.
25. The Superintendent/Principal shall serve as Secretary to the Board and in such capacity perform the following duties:
 - a. Prepare Board meeting agendas and cause them to be posted as required by law.
 - b. Prepare minutes of Board meetings for approval.
 - c. Maintain an index of minutes of the Governing Board.
 - d. Attend all Board meetings except the closed personnel session to consider the contract of the Superintendent/Principal.
 - e. Sign all documents which require the signature of the Secretary of the Board.

E. Reports and Recommendations

27. The Superintendent/Principal shall transmit all reports and recommendations, together with an agenda, by mail, to each member of the Board at least five (5) days prior to the scheduled meeting of the Governing Board, except as provided in paragraph 28 below. In lieu of this requirement, such motions may be transmitted by messenger at least 72 hours prior to the scheduled meeting.
28. Whenever it is necessary to submit any report or recommendation to the Board without meeting the requirements of paragraph 27 above, said report or recommendation must carry as part of its title, in addition to the regular number, the plainly typed phrase, "*Waiver of Provisions, Paragraph 27 of the Board Rules and Regulations, requested.*"

F. Discussions

29. Discussion of agenda items by person other than Board members shall be at the discretion of the Board and must be pursuant to recognition by the presiding officer. Ordinarily, a presentation by an individual or group shall be limited to 15 minutes, subject to extension in the discretion of the Board.

G. Suspension and amendment of Rules and Regulations

30. The Rules and Regulations of the Governing Board may be suspended for any meeting of the board by an affirmative vote of all members present, except the section covering a quorum, or any Rules based upon the California Education Code or other statutes.
31. The *Rules and Regulations of the Governing Board* may be amended at any regular meeting, or any special meeting, when properly placed on the agenda and approved by three (3) affirmative votes.

Policies of the Governing Board

Policies of the Governing Board may be adopted, revised, added to or amended at any regular meeting of the Board by a majority vote of the members of the Board who are present. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Education Code 35291

Approved: February 23, 1984

Policy Revisions Required by Law

Should a statute or regulation of the State of California be added, repealed or amended, or should a court decision require changes in any of the policies of the governing Board, or in the administrative procedures of this District, the policies and procedures shall be considered to be automatically amended to comply.

Education Code 35291

Approved: February 23, 1981

Sutter Union High School District Board Policy for Charter Schools

It is the objective of the Board of Trustees that teachers, parents, pupils and community members may petition the Board to approve a charter school, and that the Board shall review such petitions in accordance with the letter and spirit of the law.

Accordingly, in order to implement state law fully and fairly, and to provide petitioners with a thorough description of how the district will meet its obligations under law, the Board adopts the following.

A. Petition

A petition to the Board of Trustees to approve a charter school shall include the following information:

1. The name, address and phone number of each applicant, together with a statement signed by each of them, formally applying to the Board for approval of the charter school. If the proposed charter school includes one or more grade levels not served by the district, it must also propose to include all of the grade levels which are served by the district.
2. A thorough description of the education, work experience, credentials, degrees and certifications of the individuals comprising, or proposed to comprise, the directors, administrators and managers of the proposed charter school.
3. The By-laws, articles of incorporation and other management documents, as applicable, governing, or proposed to govern, the charter school. The information in this section should specify that the charter school will be subject to the Brown Act, the Public Records Act, as well as the Conflict of Interest provisions which also apply to members of the Board of Trustees. The Board of Trustees will give preference to proposals which specify that the charter school will be operated as, or be operated by, a nonprofit public benefit corporation.
4. A list of consultants whom the charter school has engaged, or proposes to engage, for the purpose of developing, operating and evaluating the charter school, together with a thorough description of the qualifications of such consultants.
5. The names, addresses and phone numbers of those persons endorsing the proposal with original signatures of such petitioners and in the form provided in Section 47605 of the State Education Code. The petition form must also indicate that a copy of the charter

school proposal was attached such that petitioners could review it prior to signing. Parents/guardians signing a petition form must have one or more children who are age appropriate for the proposed charter school. Teachers signing a petition form must be properly credentialed to teach one or more core academic classes in the proposed charter school.

6. A Charter School Proposal including reasonably comprehensive descriptions of those elements of school philosophy, curriculum and practice as called for in Sections 47605(b)(5)(A) through 47605(b)(5)(P), inclusive, of the Education Code. (References in this policy to the “Code” are to the Education Code.)
7. A description of the proposed assessment program related to the school’s measurable pupil outcomes. This description should include a discussion of how the charter school shall meet all statewide standards and conduct the pupil assessments required pursuant to Education Code Section 60605 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in noncharter public schools.
8. A signed statement affirming that the school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any person on the basis of ethnicity, national origin, gender, or disability as set forth in Section 47605(d)(1) of the Code.
9. The address and a description of the charter school facility or facilities, located within the geographic boundaries of the district, together with such documentation sufficient to provide reasonable evidence that the charter school facility is safe, habitable, well-suited for its educational purpose, and that applicant has secured or has reasonable assurance of securing the facility for use by the charter school.
10. A description of the proposed charter school’s building maintenance, replacement, and expansion policies, including related financial projections. Current financial statements for the charter school, including a detailed balance sheet and statements of income and expense shall be included in cases of renewal applications.
11. A detailed, complete, and fully annotated operational budget with estimates of charter school revenues and expenditures, cash-flows, and reserve positions, for the first three years of operation, including startup costs and the precise salary and benefits paid and to be paid to the persons or positions identified in paragraphs A (1), A(2), A (4), and A(13) of this policy.

12. An attorney's opinion or a narrative from the charter school applicant providing a thorough description of the potential civil liability, if any, of the charter school and the district.
13. A summary of the administrative structure and organization of the school. The summary should specifically include school district liaison, special education and other basic elements of school operation. This section should also detail the proposed academic calendar including: Days of Instruction, hours of operation, expectations for pupil attendance and annual instructional minutes for each grade level to be served.
14. The manner, format and content by which the charter school proposes to regularly report to the district concerning implementation of the approved charter, measurable student progress, as well as the current and projected financial viability of the school.
15. The augmented plans to insure the health and safety of students and staff beyond those listed under Required Element F. These plans are to address any plans for additional TB screening, student supervision, safety training for staff, as well as requirements regarding immunization screening.
16. Education Code Section 47605(b)(5)(P) calls for a description of the procedures to be used if the charter school closes. The Board of Trustees expresses a preference for procedures which include a provision whereby residual assets of the charter school will accrue to the benefit of the district.

B. Process

1. Upon receipt of a petition or preliminary application the district shall date stamp the cover page of the submitted materials. A complete charter school petition shall include all of the information referenced in the Charter Schools Act by which the Board of Trustees may evaluate the application. While a charter school petition may be submitted at any time during the year, petitioners are encouraged not to submit a petition during a period when a regular Board of Trustees meeting is not scheduled within the next 30 days. In addition, petitioners seeking approval to commence charter school operation at the start of the next school year are encouraged to initiate the process not later than the prior December 15th. In the case of petitions received after that date, the Board of Trustees reserves the right to consider approval on the basis of a one year delay in the commencement of charter school operation.

2. Not later than 30 days after receiving the complete charter school petition, the Board shall hold a public hearing on the provisions of the charter, at which time the level of support for the petition by teachers of the district, other employees of the district and parents, shall be considered. Charter applicants shall appear and provide testimony to the Board of Trustees. Notice of the hearing will be provided to each bargaining unit representing the employees of the district.

3. Within 60 days of receipt of the complete petition, or within 90 days by agreement between the applicant and the school district to extend that date, the Board shall either grant or deny the petition. The Board may also approve the petition while noting certain conditions that the Board deems reasonable and rationally related to increasing the likelihood of success for the charter school and/or compliance with law. In that case, the Charter Schools Section of the State Department of Education, and other agencies as required by law, will be notified that the charter has been approved. The conditions cited by the Board of Trustees will be addressed in the Memorandum of Understanding or

Operating Agreement to be developed between the charter school applicant and the Superintendent or designee. In the event that an agreement cannot be developed and signed prior to giving notice of approval of the petition to the State Board of Education and the State Superintendent of Public Instruction, the Superintendent, or designee, will so inform the State Department of Education. Further, the Superintendent and the Board of Trustees will consider whether failure to reach agreement with the charter school applicant regarding the conditions noted by the Board of Trustees constitutes cause for charter revocation.

C. Denial of Petition - Findings

Under the Charter Schools Act, a school district's governing board shall grant a charter for the operation of a charter school if it is satisfied that granting the charter is consistent with sound educational practice. The Board of Trustees shall deny a petition only if it makes written factual findings, specific to the particular petition, setting forth specific facts to support one, or more, of the following findings:

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required by Section 47605(a) of the Code.
4. The petition does not contain an affirmation of each of the conditions set forth in Section 47605(d) of the Code.
5. The petition does not contain reasonably comprehensive descriptions of all the information required under paragraph A(6) of this policy (Section 47605(b)(5) of the Code).
6. The petition or proposed program is inconsistent with state law

D. Monitoring and Supervision

District oversight of, and supervisorial assistance provided to, the charter school shall be limited to that required by law. However, additional services may be provided by the district pursuant to mutual written agreement.

1. The relationship between the charter school and the district, as well as any services to be provided by the district, will be described in a Memorandum of Understanding or Operating Agreement. The provisions of this written agreement will be discussed concurrently with consideration of charter approval.
2. The Superintendent or designee shall inspect, not less often than annually, documents on file at the charter school which shall verify that all teachers at the school hold a certificate, permit or other document equivalent to that which teachers in other public schools would be required to hold, and that those teachers at the school instructing students in college preparatory subject areas such as mathematics, science, social science and language arts meet the same requirements imposed under state law on teachers in other public schools instructing such college preparatory subjects.
3. The Superintendent or designee shall examine, not less than annually, the audit report of the charter school, and shall, not less than annually, examine the general operation of the charter school. The Superintendent will promptly report to the Board of Trustees any instance in which the charter school has committed any of the violations listed in the Education Code section 47607(b), summarized below:

A charter may be revoked by the authority that granted the charter under this chapter if the authority finds that the charter school did any of the following:

- (1) Committed a material violation of any of the conditions, standards, or procedures set forth in the charter petition.
- (2) Failed to meet or pursue any of the pupil outcomes identified in the charter petition.
- (3) Failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- (4) Violated any provision of law.

4. Upon written finding by the Board of Trustees that the charter school committed any of the violations listed in Sections 47607(b)(1) through (4) of the Code, the Board shall notify the charter school accordingly, providing notice that the Board may revoke the charter, and giving the school reasonable opportunity to cure the violation (unless the Board determines that the violation constitutes a severe and imminent threat to the health or safety of pupils). Upon evidence satisfactory to the Board that the violation has been cured, the Board shall make written findings that the violation has been cured. After a reasonable period, if satisfactory evidence is not presented to the Board that the violation has been cured, the Board may revoke the charter effective at such date as the Board determines appropriate.

5. The district shall charge, and the charter school shall pay the district, for the actual costs of monitoring and supervision not to exceed 1% of the revenue of the charter school except as otherwise provided by law.

E. Charter Approval

An initial approval of a charter petition by the Board at a regularly scheduled board meeting shall be for a period normally not to exceed three years.

F. Charter Renewal or Material Modification of an Approved Charter

1. Renewing or materially modifying a charter are each subject to the approval of the Board.
2. Applications to renew or materially modify the charter shall include all the same information, be processed in the same way, and be subject to approval or denial on the same basis, as proposals for new charter schools, except that any renewal approval shall be for a period of five years from the expiration date of the charter, and a material modification when approved shall not affect the expiration date of the charter as originally approved.
3. Applications to materially modify the charter may be submitted at any time during the life of the approved charter. Applications to renew the charter shall be submitted no earlier than nine months prior to the date of charter expiration.
4. A material modification of an approved charter is any change in the representations made to the district under paragraph A(3) or paragraphs A(6) through (16) of this policy.

G. Miscellaneous

1. Should a charter school elect to operate as, or be operated by, a nonprofit public benefit corporation, the Board of Trustees may appoint a representative to serve on the board of directors of the corporation, and the corporation shall confer upon the board's appointee all rights and responsibilities exercised by any other director of the corporation.
2. A charter school shall promptly respond to all reasonable inquiries from the district.
3. The superintendent is charged with developing administrative regulations to implement this policy.

Legal Reference: EDUCATION CODE 47601 et. seq.

Board Policy Adopted: May 13, 2003
Revised: August 8, 2017

Agenda of Governing Board Meetings

- A. All items to be placed on the agenda by students or personnel of the District or by organizations representing or composed of students or personnel of the District shall be forwarded through the office of the District Superintendent who shall forward the request in conformance with the requirements below.
- B. All requests shall be made in writing and shall be insufficient detail to identify for the Board the matter to be discussed and the interest of the addressor in the matter. The request shall include name, address and telephone number of the addressor and the name of the organization or group represented, if any. Requests to be placed on the agenda that are not sufficiently identified will be deferred by the District Superintendent until such time as sufficient detail is received.
- C. Items to be placed on the agenda of discussion at a regular meeting of the Board shall be delivered to the District Superintendent in the manner prescribed no later than noon, at least 8 days before the date of the Board meeting (i.e., on Monday for a meeting on Tuesday of the following week). The District Superintendent shall determine the date and time at which the item shall appear on the Board's agenda and notify the addressor of the date and time.
- D. There shall be posted, in a conspicuous place at the District Office, a list of items on the agenda of the next following regular meeting of the Board, 72 hours prior to the meeting.

Education Code: 35140 - 35149

Approved: February 23, 1981
Approved: August 13, 1991

Governing Board Meetings

- A. Regular meetings of the Governing Board shall be held on the second Tuesday of each month.
- B. Special meetings shall be called and held as required by law.
- C. Board meetings shall be conducted in accordance with the *Rules and Regulations of the Governing Board*, a copy of which is appended to these policies.

Education Code: 35142
Government Codes: 54950-54961

Approved: September 12, 1988
Revised: July 11, 1989

Tape Recordings

- A. At the request of the Governing Board, regular meetings may be tape recorded and a verbatim transcript made available to members of the Board and administrators of the District. Any other release of the verbatim transcript shall be only by Board action. After transcription, the tape shall be erased.
- B. Any person attending an open and public meeting of the Governing Board shall have the right to record the proceedings on a tape recorder in the absence of reasonable finding by the Board that such recording constitutes, or would constitute, a disruption of the proceedings.

Government Code 54953.5

Approved: February 23, 1981

**Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Rules and Regulations**

Community Relations

BP 1312.1

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

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

The Superintendent/Principal or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The Superintendent/Principal or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 *Guidelines on procedure for filing child abuse complaints*

35146 *Closed sessions*

44031 *Personnel file contents and inspection*

44811 *Disruption of public school activities*

44932-44949 *Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)*

48987 *Child abuse guidelines*

GOVERNMENT CODE

54957 *Closed session; complaints re employees*

54957.6 *Closed session; salaries or fringe benefits*

PENAL CODE

273 *Cruelty or unjustifiable punishment of child*

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

300 *Minors subject to jurisdiction of juvenile court*

Management Resources:

CDE LEGAL ADVISORIES

910.93 *Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)*

Policy

SUTTER UNION HIGH SCHOOL DISTRICT

Revised: June 27, 2017

Sutter, California

June 26, 2018

June 25, 2019

June 23, 2020

June 22, 2021

June 28, 2022

June 20, 2023

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Superintendent/Principal or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the Superintendent/Principal.
3. All complaints related to district personnel other than the Superintendent/Principal shall be submitted in writing to the Superintendent/Principal. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to the Superintendent/Principal shall be initially filed in writing with the Board of Trustees.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
 - a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

7. Parties should consider and accept the Superintendent/Principal or designee's decision as final. However, the complainant, the employee, or the Superintendent/Principal or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent/Principal or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
 - a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
 - c. A copy of the signed original complaint
 - d. A summary of the action taken by the Superintendent/Principal or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent/Principal's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
11. A closed session may be held to hear the complaint in accordance with law.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9323 - Meeting Conduct)

12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Regulation
approved: August 14, 2012

SUTTER UNION HIGH SCHOOL DISTRICT
Sutter, California

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The Board of Trustees uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the Superintendent/Principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in the district school.

When deliberating upon challenged materials, the Superintendent/Principal and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent/Principal's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

(cf. 6144 - Controversial Issues)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent/Principal determines that reconsideration is warranted.

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

35186 Williams Uniform Complaint Procedures

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60040-60048 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60400-60411 High school textbooks

60510-60511 Donation of sale of obsolete instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

Policy

Adopted: August 14, 2012

SUTTER UNION HIGH SCHOOL DISTRICT

Sutter, California

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in the district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the Superintendent/Principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the Superintendent/Principal's initial response, he/she shall present a written complaint to the Superintendent/Principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the Superintendent/Principal shall acknowledge its receipt and answer any questions regarding procedure. The Superintendent/Principal then shall notify the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Superintendent/Principal Determination

The Superintendent/Principal or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent/Principal or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee

If the Superintendent/Principal or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent/Principal or designee may also appoint community members to serve on the committee.

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent/Principal or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Board of Trustees

If the complainant remains unsatisfied, he/she may appeal the Superintendent/Principal's or the review committee's decision to the Board. The Board's decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

**REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL MATERIALS**

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date: _____

Name of person filing complaint: _____

Anonymous complaints will not be accepted.

Group represented (if any): _____

Phone: _____ E-mail address, if any: _____

Address: _____

Material Being Challenged:

Title: _____

Author: _____

Publisher: _____ Date of Edition: _____

Classroom where material was used: _____

1. Please specifically state the nature of your concern or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.
2. Did you read/view the entire selection?
3. For what age group would you recommend this material?

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

4. If not, what percentage did you read/view, or what parts?
5. What do you feel might be the result if a student reads/views this material?
6. What would you like the school to do about this material?
 - ☐ Do not assign it to my child
 - ☐ Withdraw it from all students
 - ☐ Reconsider it

Signature of complainant

For District Use:

Request received by: _____ Date: _____

Title: _____

Action taken: _____ Date: _____

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint 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 Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall 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, the requirements for the development and adoption of a school safety plan, and 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, and special education programs.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

UNIFORM COMPLAINT PROCEDURES (continued)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and mis assignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

Management Resources: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*
8200-8498 *Child care and development programs*
8500-8538 *Adult basic education*
18100-18203 *School libraries*
32289 *School safety plan, uniform complaint procedures*
35186 *Williams uniform complaint procedures*
37254 *Intensive instruction and services for students who have not passed exit exam*
41500-41513 *Categorical education block grants*
48985 *Notices in language other than English*
49010-49013 *Student fees*
49060-49079 *Student records*
49490-49590 *Child nutrition programs*
52160-52178 *Bilingual education programs*
52300-52490 *Career technical education*
52500-52616.24 *Adult schools*
52800-52870 *School-based program coordination*
54000-54028 *Economic impact aid programs*
54100-54145 *Miller-Unruh Basic Reading Act*
54400-54425 *Compensatory education programs*
54440-54445 *Migrant education*
54460-54529 *Compensatory education programs*
56000-56867 *Special education programs*
59000-59300 *Special schools and centers*
64000-64001 *Consolidated application process*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*
12900-12996 *Fair Employment and Housing Act*

PENAL CODE

422.55 *Hate crime; definition*
422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section*
4600-4687 *Uniform complaint procedures*
4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

6301-6577 *Title I basic programs*
6601-6777 *Title II preparing and recruiting high quality teachers and principals*
6801-6871 *Title III language instruction for limited English proficient and immigrant students*
7101-7184 *Safe and Drug-Free Schools and Communities Act*
7201-7283g *Title V promoting informed parental choice and innovative programs*
7301-7372 *Title V rural and low-income school programs*

UNIFORM COMPLAINT PROCEDURES (continued)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

SUTTER UNION HIGH SCHOOL DISTRICT
Sutter, CA

Policy Revised: June 27, 2017
June 26, 2018
June 25, 2019
June 23, 2020
June 22, 2021
June 28, 2022
June 20, 2023
June 18, 2024

Community Relations

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Ryan Robison
Superintendent/Principal
2665 Acacia Avenue
P.O. Box 498 (Mailing)
Sutter, CA 95982
1(530) 822-5161

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall 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.
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - f. Copies of the district's uniform complaint procedures are available free of charge.

UNIFORM COMPLAINT PROCEDURES (continued)

Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

UNIFORM COMPLAINT PROCEDURES (continued)

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

OPTION 2:

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

UNIFORM COMPLAINT PROCEDURES (continued)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

UNIFORM COMPLAINT PROCEDURES (continued)

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

Civil Law Remedies

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 and to discrimination complaints based on federal law. (Education Code 262.3)

Regulation Revised: June 27, 2017
June 26, 2018
June 25, 2019
June 23, 2020
June 22, 2021
June 28, 2022
June 20, 2023
June 18, 2024

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
 - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A pupil does not have access to textbooks or instructional materials to use at home or after school.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

AR 1312.4(b)

employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for pupil safety or to make repairs, the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. (Education Code 35292.5)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (Education Code 35186)
AR 1312.4(c)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Board of Trustees at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

The Superintendent/Principal or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent/Principal or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186)

The Superintendent/Principal or designee shall ensure that a notice is posted in each classroom in the school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference: (see next page)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5 Restrooms, maintenance and cleanliness

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures, especially:

4680-4687 Williams complaints

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Regulation

Revised: June 27, 2017

June 26, 2018

June 25, 2019

June 23, 2020

June 22, 2021

June 28, 2022

June 20, 2023

June 18, 2024

SUTTER UNION HIGH SCHOOL DISTRICT

Sutter, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Mis assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the district office or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or mis-assignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact Information:

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

E-mail address, if any: _____

Location of the problem that is the subject of this complaint:

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or mis-assignment: (Education Code 35186; 5 CCR 4681)
- ☐ A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
 - ☐ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4683)
- ☐ A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.
 - ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
 - ☐ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.
4. High school exit exam intensive instruction and services: (Education Code 35186)
- ☐ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Please file this complaint at the following location:

Ryan Robison
Superintendent/Principal
2665 Acacia Avenue
P.O. Box 498 (Mailing)
Sutter, CA 95982
1(530) 822-5161

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature)

(date)

Inspection of Official Records of the District

- A. All Board minutes and fiscal reports which have been duly approved by action of the Governing Board of the District shall be available for public review.
- B. It is not the policy of this District, however, to provide additional reports which will require excessive time of District personnel to prepare, since this would constitute a gift of public funds.

Government Code 6250-6265

Approved: February 23, 1981

Governing Board Philosophy

- A. The Governing Board of the Sutter Union High School District recognizes the function of the school as a comprehensive high school endeavoring to meet the needs of all youth of a community wherein sixty per cent of the students terminate their full-time education at graduation.
- B. The school will endeavor to fulfill satisfactorily eighteen educational goals as ranked by the community:
 - 1. Develop skills in reading, writing and listening
 - 2. Gain a general education.
 - 3. Learn how to examine and use information.
 - 4. Develop good character and self-respect.
 - 5. Develop pride in work and a feeling of self-worth.
 - 6. Develop a desire for learning now and in the future.
 - 7. Learn to be a good citizen.
 - 8. Learn to respect and get along with people with whom we work and live.
 - 9. Develop skills to enter a specific field of work.
 - 10. Learn how to be a good manager of money, property and resources.
 - 11. Understand and practice democratic ideas and ideals.
 - 12. Gain information needed to make job selections.
 - 13. Practice and understand the ideas of health and safety.
 - 14. Learn about and try to understand the changes that take place in the world.
 - 15. Learn how to respect and get along with people who think, dress, and act differently.

16. Understand and practice the skills of family living.
17. Learn how to use leisure time.
18. Appreciate culture and beauty in the world.

C. Recognizing that students possess a wide range ability, students may be grouped according to ability, subject by subject. Rigidity in grouping shall be avoided to permit students the opportunity to progress as they experience success in their endeavors.

D. Students shall be given an opportunity to meet the demands of adult life through carefully carefully planned experiences that lead to knowledge, understanding and appreciation with particular emphasis on:

1. Physical, moral and spiritual needs;
2. Responsibility as a citizen of the community, state and nation;
3. Relationship and responsibility to the world community;
4. Responsibility to become economically self-sufficient.

E. The Governing Board believes that education for good citizenship is a primary function of the public schools and that the conduct of pupils reflects the standard or quality of citizenship which students have acquired while in school, at home, and in other places connected with their total environment. The Board believes that education in a free society is the right of every American youth, so long as he tries diligently to perform the duties prescribed and conforms to the reasonable requirements established by state and local school authorities; provided, however, that these requirement are neither in violation of the pupil's own fundamental rights, nor those of his parents or guardians. The privilege of attending a public school is a limited right, to the extent that, when pupils fail to conform reasonable and prescribed standards of conduct and to make reasonable effort to achieve minimum standards in their course of study, they may, on that basis, be excluded from the regular day school and referred to Continuation School.

Approved: February 23, 1994

Gifts

- A. The Governing Board may, on behalf of the District, accept any gifts, donations, bequests and devises as are made to the District, Student Body Associations or any other affiliate organization of the District of the contribution will be of educational value to the District.
- B. The Superintendent/Principal shall deliver to the donor notice of acceptance by the Governing Board of the gift.

Education Code 35293

Approved: February 23, 1981

Rewards and Special Recognition

- A. The Governing Board may, in accordance with Education Code section 35160, initiate and carry on any program activity, or may otherwise act in a manner which it determines is not in conflict or inconsistent with, preempted by, any law and which is not in conflict with the purposes for which the district was established.
- B. The Governing Board recognizes that accomplishment and behavior of students and staff can be reinforced by tangible rewards. This board determines that these activities are in accordance with Education Code 35160 and serve the educational purpose as follows:
- Inspires individual and group goals;
 - Encourages individual participation and group cooperation in activities;
 - Increases self-esteem;
 - Improves morale;
 - Expresses appreciation and understanding in a timely manner;
 - Acknowledges dedicated service to the district
- C. The Governing Board authorizes the Superintendent/Principal to provide rewards to students and to recognize the special circumstances of employees and associates.
- D. The Superintendent/Principal shall designate the employees authorized to expend funds for these purposes, and such expenses for rewards and special recognition of those duly authorized shall be paid from district funds. Expenditures for rewards or special recognition shall not exceed \$200, unless expressly approved by the Governing Board.

Education Code 35160

Adopted: January 15, 2002

Governing Board Election Statement of Qualifications

The cost of the *Statement of Qualifications* which each candidate, including incumbents, may have mailed out to all registered voters of the District shall be borne by the candidate. It will be the candidate's responsibility to deposit, in advance, with the County Superintendent an amount sufficient to insure payment of publication costs.

Education Code 10012, 10012.5

Approved: February 23, 1981

Drug Free Schools & Workplace Policy

- A. Prohibitions: No employee or student shall unlawfully possess, use, distribute, dispense, manufacture or be under the influence of alcohol or any drug as defined in this policy, under any of the following circumstances:
1. While on school or district premises.
 2. During, or while going to or coming from a school or district sponsored activity.
 3. In any district vehicle.
 4. In addition, as to students, this policy applies to prohibited acts which occur within a district school or within any other school which occur at any time, including, but not limited to, any of the following: While on school grounds; while going to or coming from school; during the lunch period whether on or off campus; or during, or going to or coming from a school's sponsored activity.
 5. In addition, as to employees, this policy applies to prohibited acts which occur whenever an employee is acting in the course and scope of his or her District employment.
- B. Definitions
1. Drug. The term "drug" any illicit drug controlled substance, intoxicating substance, inhalant, counterfeit substance, look-alike substance, marijuana, cannabis, opiate, hallucinogen, narcotic or other unlawful drug for purposes of federal or state law, including but not necessarily limited to the *Federal Drug-Free Workplace Act*, the *Federal Drug-Free Schools and Communities Act Amendments*, and the *California Uniform Controlled Substances Act, Health and Safety Code* Sections 11,000 et. seq.
 2. Employee. The term "employee" means a certificated or classified employee of the District.
- C. Exceptions. This policy does not prohibit the possession or use, for medical purposes, of a controlled substance pursuant to a valid prescription from a duly licensed

**Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Rules and Regulations**

**Board Policy 1932
Page 2 of 3**

medical or dental practitioner, provided that such possession and use is permitted under federal and state law. Nor does this policy prohibit the possession and use, for duly authorized instructional purposes, of substances such as glues and adhesives in industrial arts classes and chemicals in science classes, provided that such possession and use is permitted under federal and state law.

- D. Other Standards. Where other standards of conduct regarding drugs or alcohol are applicable to employees or students, in addition to those prescribed in this policy, the most restrictive standards shall apply.
- E. Duties of Employees. As a condition of employment, each employee shall comply with the provisions of this policy.
1. Penalties for Noncompliance. Violation of the provisions of this policy by an employee shall constitute cause for dismissal or other disciplinary action, in accordance with applicable law.
 2. Drug Abuse Programs. In addition, an employee who violates the provisions of this policy may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.
- G. Notice to Employees, Students and Parents. Employees, students and parents shall be given written notice of the provisions of this policy as follows:
1. Notice shall be given to employees, students and parents annually.
 2. Notice shall be given to new employees at the time of employment.
 3. Notice shall be given to new students and their parents or guardians at the time of enrollment.
- H. Drug-Free Program. The District shall provide a positive action drug-free program including education, counseling, parental involvement, disciplinary action as appropriate and police referral as appropriate, with respect to drug and alcohol abuse.
- I. Inspections and Searches. School properties, including but not limited to desks, lockers and cabinets, may be inspected and searched by school authorities in the interest of maintenance and repair, health, and safety, and good order and discipline.

**Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Rules and Regulations**

**Board Policy 1932
Page 3 of 3**

Searches of employees, students, vehicles and other persons and property may be made in accordance with laws applicable to such searches in public schools.

Education Code sections relating to pupils and the instructional program: Sections 44049, 48900(c), 48900(d), 48900.5, 48902, 48908, 49423, 49480, 51202, 51203, 51260-51269.

Education Code sections relating to employees: Sections 44011, 44345, 44932(a) (12), 44940, 45123.

Federal Statutes: Drug-free Workplace Act of 1988 (Pub.L. 100-690), 1023 Stat. 4306 (1988).

Drug-free Schools and Communities Act Amendments of 1989 (Pub. L. 101-226), 103 Stat. 1938, 1940 (1989).

Approved: December 8, 1992

Drug and Alcohol Testing

1.0 POLICY

Sutter Union High School District has a strong commitment to the health, safety, and welfare of its employees, its students and the public. Widely available statistics and information establish that the incidence of drug and alcohol abuse is increasing and that the effect is devastating to lives, business, and the community at large. Our commitment to maintaining a safe and secure workplace requires a clear policy relating to the detection and prevention of substance abuse by employees. Sutter Union High School District's policy is to provide a workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale, and use of illegal drugs. This document describes the current policy and practice of Sutter Union High School District and will be interpreted, administered, and amended by Sutter Union High School District within its sole discretion. The policy covers all applicants (including rehires) and current employees (including temporary employees).

2.0 PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees, students, and the public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The US Department of Transportation (DOT) has enacted 49 CFB §40 that sets standards for the collection and testing of urine and breath specimens. In addition, Sutter Union High School District will comply with the requirements of the Drug-Free Workplace Act of 1988, the drug-free work force rules promulgated by the US Department of Transportation and all other Federal agencies as well as all other Federal, State, and local laws and regulations. This policy incorporates those requirements for safety sensitive employees.

3.0 APPLICABILITY

This policy applies to all safety sensitive employees contractors and volunteers, including but not limited to school bus drivers when they are on Sutter Union High School District property or when performing any Sutter Union High School District related business. Employees who perform safety sensitive functions will be subject to random selection testing. Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions (as outlined in Sec. 382.107) shall include:

- All time spent at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment required by Sec. 392.7 and 392.8 of the Federal Motor Carrier Safety Regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle in operation;
- All time spent at the driving controls of a commercial motor vehicle in operation;

- All time other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of Se. 393.76 of the Federal Motor Carrier Safety Regulations);
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

4.0 PROHIBITED SUBSTANCES

“Prohibited substances” addressed by this policy include the following:

- Drugs: Marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.
- Alcohol: The use of beverages or substances, including any medication, containing alcohol such that is present in the body at a level in excess of that stated in the regulations while performing Sutter Union High School District business is prohibited. “Alcohol” is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low-molecular-weight alcohols, including methyl or isopropyl alcohol.

4.1 Effects of Prohibited Substances

Alcohol: A central nervous system depressant found in beer, wine, hard liquor and in some over-the-counter medications (for example: some allergy and cold medicines).

Alcohol is widely abused primarily due to its social acceptance and availability. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. “Abuse” occurs when it is used primarily for its physical and mood-altering effects. About half of all auto accident fatalities in the United States are related to alcohol abuse.

Signs and Symptoms of Use:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Pupils may be constricted
- Sleepy or stuporous condition
- Slowed reactions
- Slurred speech

Other Effects:

- Greatly impaired driving ability
- Reduced coordination and reflex actions
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions

- Headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles are associated with overindulgence (hangover).

Health Effects:

- Liver damage
- Inflammation of the esophagus
- Aggravation of peptic ulcers
- Acute and chronic pancreatitis
- Malabsorption of food nutrients that may lead to malnutrition
- Heart attack
- Hypertension
- Stroke
- Immune system depression
- Cancer of the liver, esophagus, nose or throat
- Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy).

Marijuana: Also known as grass, pot, weed, gold, joint, hemp, reefer. Active chemical - THC.

Marijuana is one of the most misunderstood and underestimated drugs of abuse. It is used for its mildly tranquilizing, mood and perception altering effects. It alters the brain's interpretation of incoming messages but does not depress the reactions of the central nervous system. It alters a person's sense of time and reduces the ability to perform tasks requiring concentration, swift reflexes and coordination. The drug has a significant effect on a user's judgment, caution and sensory/motor abilities.

Marijuana impairs driving ability for at least 4-6 hours after smoking one "joint" (cigarette); it impairs signal detection (ability to detect a brief flash of light); it impairs tracking (ability to follow moving objects with the eyes); it impairs visual distance measurements; and it chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Signs and Symptoms of Use:

- Reddened eyes
- Slowed speech
- Distinctive, pungent odor on clothing (aroma of alfalfa combined with incense)
- lackadaisical "I don't care" attitude
- Chronic fatigue and lack of motivation
- Irritating cough
- Chronic sore throat

Other Effects:

- Restlessness
- Inability to concentrate
- Increased pulse rate and blood pressure
- Rapidly changing emotions and erratic behavior
- Impaired memory and attention

- Hallucinations, fantasies and paranoia
- Decrease in/temporary loss of fertility
- Distorted perception of time
- Apathy
- Delayed decision making
- Aggressive urges
- Anxiety
- Confusion

Health Effects:

- Lung irritations
- Emphysema-like conditions
- Cancer
- Heart conditions
- Respiratory tract and sinus infections caused by the fungus *Aspergillus*, a common contaminant of marijuana
- Lowered immune system response
- Aggravation of ulcers
- Brain damage

Cocaine: A stimulant drug also known as coke or blow when it is inhaled (snorted), ingested or injected. Free-base cocaine, known as crack or rock, is smoked.

Cocaine is used medically as a local anesthetic. It is abused for its powerful physical and mental stimulant properties. The entire central nervous system is energized by cocaine. Heart rate and blood pressure are elevated. Muscles become more tense and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Crack or rock cocaine gets its name from the popping sound heard when it is heated. The most dangerous effect of crack is that it can cause vomiting, rapid heart beat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heartbeat are depressed-leading to death.

Cocaine impairs functions needed for driving by altering the brain and gross motor functions of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Signs and Symptoms of Use:

- Fatigue
- Anxiety and agitation
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- High blood pressure, heart palpitations and irregular heart rhythm
- Insomnia
- Profuse sweating and dry mouth

Other Effects:

- Impaired driving ability
- Hallucinations
- Talkativeness
- Restless, aggressive behavior
- Wide mood swings
- Increased physical activity
- Heightened, but momentary, feeling of confidence, strength and endurance
- Paranoia
- Repeated sniffing/snorting causes irritation of the nostrils and nasal membrane, which may cause nosebleeds
- Compulsive behavior such as teeth grinding or repeated hand washing
- Craving for more cocaine

Health Effects:

- Accelerated pulse, blood pressure and respiration. May cause spasms of blood vessels in the brain and heart, leading to ruptured vessels that lead to heart attack and stroke.
- Regular use may upset the chemical balance of the brain, which may speed up the aging process by causing irreparable damage to critical nerve cells.
- Mental dependency on crack cocaine occurs within days (within several months when coke is snorted).
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose can be rapid.

Amphetamines and Methamphetamines: Stimulant drugs. Some common names for amphetamines are speed, uppers, black beauties, bennies, wake-ups and dexies. Some common street names for methamphetamines are ice, crank, crystal, meth, 64 glass, cristy, go fast, zip, and in smokeable form “LA”.

Amphetamines and methamphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. While amphetamines are sold in tablet form, methamphetamines are available as powder, and may be swallowed, snorted or injected.

Amphetamines and Methamphetamines impair functions needed for driving by chemically altering the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Signs and Symptoms of Use:

- Hyper-excitability, restlessness, anxiety
- Dilated pupils
- Profuse sweating
- Rapid respiration
- Difficulty in focusing eyes
- Exaggerated reflexes, body tremors

Other Effects:

- Impaired driving ability
- Loss of appetite
- Headaches/dizziness
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Short-term insomnia
- Paranoid thoughts
- Hallucinations

Health Effects:

- Heartbeat disturbances or heart damage caused by severe constriction of capillary blood vessels
- Increased blood pressure
- Convulsions
- Coma
- Brain damage resulting in speech disturbances
- High doses may cause toxic psychosis resembling schizophrenia
- Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair

Opiates: Narcotics, including heroin, morphine, codeine and many synthetic drugs used to alleviate pain, depress body functions and reactions. In large doses, opiates cause a strong euphoric feeling. Common street names are horse, morpho, China, M, brown sugar, Harry and dope.

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal and cannot even be obtained with a physician's prescription. Most medical problems associated with the use of opiates are caused by uncertain dosages, use of unsterile needles, contamination of the drug, or from combining a narcotic with other drugs.

Opiates chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Signs and Symptoms of Use:

- Mood changes
- Impaired vision
- Constricted pupils
- Impaired coordination

Other Effects:

- Impaired driving ability
- Drowsiness followed by sleep
- Decreased physical activity
- Sleeplessness and drug craving
- Depression and apathy constipation
- Nausea and vomiting

Health Effects:

- IV needle users have a high risk for contracting hepatitis and HIV due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves and fail to seek medical attention due to a lack of pain sensitivity.
- The effects of narcotics are multiplied when used in combination with alcohol and other depressant drugs, causing an increased risk for overdose.

Phencyclidine (PCP): PCP acts as both a depressant and a hallucinogen, and sometimes as a stimulant. Also called angel dust, rocket fuel, embalming fluid and killer weed.

PCP was developed as a surgical anesthetic in the late 1950s. Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured. It is abused largely for its variety of mood-altering effects.

PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult.

A low dose produces sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

PCP chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously. PCP also causes severe disorientation.

Signs and Symptoms of Use:

- Impaired driving ability
- Impaired coordination
- Thick, slurred speech
- Severe confusion and agitation
- Muscle rigidity
- Profuse sweating

Other Effects:

- Loss of concentration and memory
- Extreme mood shift
- Nystagmus (jerky, involuntary eye movements)
- Rapid heartbeat
- Dizziness
- Convulsions
- Memory loss

Health Effects:

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP becomes more potent in combination with other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.

5.0 PROHIBITED CONDUCT

Prohibited conduct addressed in this policy includes the following:

- **Manufacture, Trafficking, Possession and Use:** The unlawful manufacture, distribution, dispensing, possession, or use of a prohibited substance on Sutter Union High School premises, in Sutter Union High School vehicles, or while conducting Sutter Union High School business off the premises is absolutely prohibited. Violations will be subject to treatment or disciplinary action up to and including termination. Prohibited substances include the use of legally prescribed substances (barbiturates, amphetamines, morphine, codeine, etc.). **Any employee affected by this policy must report any medical use of controlled substances to his/her supervisor immediately.**
- **Impaired/Not Fit for Duty:** Any employee who is reasonably suspected of being impaired or not fit for duty due to the influence of a prohibited substance shall be removed from job duties pending the results of an investigation. Employees failing to pass a drug or alcohol test shall remain off duty and be subject to treatment or disciplinary action up to and including termination. A drug or alcohol test is considered positive (failed) if the individual is found to have a quantitative presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR §40, or if the test is deemed to be adulterated or substituted. Employees may also be required to pass a Fitness for Duty Medical Examination prior to returning to duty.
- **Alcohol Use:** No employee shall report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No employee shall use alcohol while on duty or while performing safety sensitive functions. No employee shall use alcohol within four hours of reporting for duty nor during the hours that he/she is on call. An employee with a breath alcohol concentration of 0.02 but less than 0.04 must remain off duty or be relieved from duty until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test. Violation of these provisions is prohibited and will subject the employee to disciplinary action up to and including termination from employment.

**Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Rules and Regulations**

**Board Policy 1933
9 of 12**

- **Compliance with Testing Requirements:** All employees covered under 49 CFR §40 are subject to urine drug testing and breath alcohol testing. Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and subject to termination of employment. Refusal can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.
- **Notifying Employer of Criminal Drug Conviction: Pursuant to the “Drug Free Workplace Act of 1988:** any employee who fails to immediately notify Sutter Union High School District of any criminal drug statute conviction shall be subject to disciplinary action, up to and including termination.
- Sutter Union High School District is dedicated to ensuring fair and equitable application of the substance abuse policy. Therefore, supervisors and managers are required to administer all aspects of this policy in an unbiased and impartial manner. Any supervisor or manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates, shall be subject to disciplinary action, up to and including termination.

6.0 TESTING FOR PROHIBITED SUBSTANCES

Analytical urine drug testing and breath alcohol testing will be conducted when circumstances warrant or as required by Federal regulations. All safety sensitive employees shall be subject to testing for reasonable suspicion, post accident, pre-employment and on a randomly selected, unannounced basis.

Testing shall be conducted in a manner to ensure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the US Department of Health and Human Services. All testing will be conducted consistent with the procedures put forth in 49 CFR §40.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial drug screen will be conducted on each specimen. For those specimens that are positive, a

confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR §40. The additional drug specific tests will also be performed (for confirmation) if indicated: D&L Isomer testing for Methamphetamines and 6-AM testing for Opiates.

Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from his/her position for at least 8 hours unless a

retest results in a concentration of less than 0.02. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy.

An employee who has verified positive drug or alcohol test, an adulterated drug test, a substituted drug test or a refusal to test will be removed from his/her position and terminated.

Sutter Union High School District affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process.

6.1 PRE-EMPLOYMENT TESTING

All applicants for safety sensitive classifications shall undergo urine drug testing prior to employment unless they can show proof of participation in a Federally mandated drug testing program. The following exceptions are allowed:

driver participated in a drug testing program that meets the requirements within the previous thirty (30) days and while participating in that program was

- tested for substances within the past six (6) months from the date of application or
- participated in the drug testing program for the previous twelve (12) months from the date of application driver is a regularly employed driver of another motor carrier, if the driver meets the requirement of 391.65 and can show proof of compliance

An applicant must have a negative test result or qualify under the exceptions prior to employment. Failure of the drug test will disqualify the applicant from further consideration for employment for six (6) months.

An employee in a non safety sensitive classification must pass a pre-employment drug test prior to promotion into a safety sensitive classification. Failing the pre-employment test will prohibit the employee from consideration for promotion into a safety sensitive position for six (6) months.

6.2 REASONABLE SUSPICION TESTING

All employees will be subject to urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. The employee may also be required to take a Fitness for Duty Medical Examination. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the long-term effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- Adequate documentation of unsatisfactory work performance or on the job behavior.
- Physical signs and symptoms consistent with prohibited substance abuse.
- Occurrence of a serious or potentially serious accident that may have been caused by human error.
- Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

6.3 POST ACCIDENT TESTING

A driver must be tested on a post accident basis if one of the following occurs:

- If the accident involved a fatality.
- If the driver is issued a citation under state or local law for a moving traffic violation arising from the accident, if the accident involved:
- bodily injury to any person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or
- one or more motor vehicles incurred disabling damage as a result of the accident requiring the motor vehicle to be towed from the scene.

Following an accident, the employee will be tested as soon as possible (optimally within 2 hours), but not to exceed eight hours for alcohol and 32 hours for drugs. Any employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test and subject to termination.

6.4 RANDOM TESTING

Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing that follows the guidelines as set in Sec. 382.305 of the Federal Motor Carrier Safety Regulations.

6.5 EMPLOYEE REQUESTED TESTING

Any employee who questions the results of a required drug test may request that an additional test be conducted. This test must be conducted at a different DHHS certified laboratory other than the laboratory which performed the first test. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for this retest will be paid by the employee and reimbursed by Sutter Union High School District, if the test result is negative. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR §40. The employee's request for a retest must be made to the MRO within 72

hours of notice of the initial test results. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of employee.

7.0 EMPLOYEE REQUESTED TESTING

All positive, adulterated, substituted or refusal to test drug or alcohol tests require evaluation by an SAP prior to performance of safety-sensitive functions by and current or future employer. This requirement pertains to all types of testing as required under 49 CFR §40 (pre-employment, post-accident, random, reasonable suspicion, return to duty of follow-up).

**Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Rules and Regulations**

**Board Policy 1933
12 of 12**

Any employee who receives a verified positive test for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR §40 will be referred for assessment by an SAP. An SAP is a licensed physician psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

8.0 INCORPORATION OF NEW OR CHANGED REQUIREMENTS

Notwithstanding anything in this policy to the contrary, this policy shall be construed to incorporate any changes required by any law, regulation, or directive that is adopted, amended or issued after the effective date of this policy, including applicable precedents under state and federal case law, pertaining to drug and alcohol testing and rehabilitation programs for employees performing safety sensitive functions.

9.0 EMPLOYER CONTACT

Any questions regarding this policy or any other aspect of the drug-free and alcohol-free program should contact the Superintendent of Sutter Union High School District at 530 822-5161.

Adopted February 10, 1998
Revised and Approved: May 11, 2004

Open Campus

The Governing Board of Sutter Union High School District pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Sutter Union High School and Butte View Continuation High School to leave the school grounds during the lunch period.

Parents are liable for the actions of their children while their children are off campus during lunch period. Students are responsible for their behavior and conduct while they are off campus during lunch period. Sutter Union High School District will hold students and parents accountable for all rules and regulations governing students during lunch period. Choosing to leave campus for lunch period does not absolve students of their responsibilities as a member of our student body.

Section 44808.5 of the Education Code further states: *Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.* (Stats. 1996, c 1010, Sec. 2, operative April 30, 1977)

Education Code 44808.5

Adopted: July 20, 1999

Prohibition of Harassment and Violence

I. GENERAL STATEMENT OF POLICY

It is the policy of the Sutter Union High School District to maintain a learning and working environment that is free from harassment because of an individual's race, color, sex, national origin, disability, religion or sexual orientation. Sutter Union High School District prohibits any and all forms of harassment because of race, color, sex, national origin, ethnicity, disability, religion, or sexual orientation.

The District is committed to ensuring that students, teachers, administrators and other school personnel at Sutter Union High School are able to attend school safely, free from all forms of harassment or violence. School personnel, working closely with students, parents and the community, play critical roles in ensuring that all forms of harassment and violence have no place in our schools.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass a student, teacher, administrator or other school personnel through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, religion, or sexual orientation as defined by this policy.

It shall also be a violation of District policy for any student, teacher, administrator or other school personnel of this District to tolerate sexual harassment or harassment because of the race, color, national origin, ethnicity, disability, religion, or sexual orientation of any student, teacher, administrator, other school personnel, as defined by this policy, or by any third parties who are participating in, observing, or otherwise engaged in activities or work, including sporting events and other extra curricular activities, under the auspices of the Sutter Union High School District.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, disability, religion, or sexual orientation to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.*

- * This policy is made pursuant to the requirements of 42 U.S.C. sec. 2000d; 20 U.S.C. sec. 1681 et seq.; 29 U.S.C. sec. 791 et seq.; 42 U.S.C. sec. 12131-12134.
Education Code Sec. 212.5

II. DEFINITIONS

A. Sexual Harassment

For purposes of this policy, sexual harassment of a student, teacher, administrator or other school personnel consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. a student, teacher, administrator or other school personnel causes a student, teacher, administrator or other school personnel to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program, work, or activity or when an student, teacher, administrator or other school personnel causes a student, teacher, administrator or other school personnel to believe that the student, teacher, administrator or other school personnel will make an educational or employment decision based on whether or not the student, teacher, administrator or other school personnel submits to unwelcome sexual conduct; or
2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects the ability of a student, teacher, administrator or other school personnel to participate in or benefit from an educational program, work, or activity, or creates an intimidating, threatening or abusive educational or working environment.

Examples of conduct which may constitute sexual harassment include

- sexual advances
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures
- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students, teachers, administrators, or other school personnel as to sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non sexual conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a student, or one student's demonstration of a sports move requiring contact with another student

- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational or work status or implied or overt promises of preferential treatment.

B. Harassment because of race or color

For purposes of this policy, racial harassment of a student, teacher, administrator or other school personnel consists of verbal or physical conduct relating to an individual's race or color, when

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of a student, teacher, administrator or other school personnel to participate in or benefit from an educational program, work, or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance; or
3. the harassing conduct otherwise adversely affects an individual's learning or working opportunities.

Examples of conduct which may constitute harassment because of race or color include

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color (this includes hate crimes)
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color (this includes hate crimes).

C. Harassment based upon National Origin or Ethnicity

For purposes of this policy, ethnic or national origin harassment of a student, teacher, administrator or other school personnel consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a the ability or a student, teacher, administrator or other school personnel to participate in or benefit from an educational program, work, or activity, or creates an intimidating, threatening or abusive educational environment;

2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning or working opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to ethnicity or national origin (this includes hate crimes)
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity (this includes hate crimes).

D. Harassment because of disability

For purposes of this policy, harassment because of the disability of a student, teacher, administrator or other school personnel consists of verbal or physical conduct relating to an individual's physical or mental impairment when

1. the harassing conduct is so severe, persistent or pervasive that it affects the ability of a student, teacher, administrator or other school personnel to participate in or benefit from an educational program, work, or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. the harassing conduct otherwise adversely affects an individual's learning or working opportunities.

Examples of conduct which may constitute harassment because of an individual's physical or mental impairment include

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the other's physical or mental disability
- jokes, name calling, or rumors based upon an individual's physical or mental disability
- slurs, negative stereotypes, and hostile acts which are based upon another's national physical or mental disability
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

E. Harassment based upon religion or creed

For purposes of this policy, harassment of a student, teacher, administrator or other school personnel because of religion or creed consists of verbal or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surname, religious tradition, religious clothing, religious slurs, or graffiti when

1. the harassing conduct is so severe, persistent or pervasive that it affects a the ability or a student, teacher, administrator or other school personnel to participate in or benefit from an educational program, work or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassingly conduct has the purpose of effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning or working opportunities.

Examples of conduct which may constitute harassment because of religion or creed include

- graffiti containing offensive language which is derogatory to others because of their religion or creed
- threatening or intimidating conduct directed at another because of the other's religion or creed
- jokes, name calling, or rumors based upon an individual's religion or creed
- slurs, negative stereotypes, and hostile acts which are based upon another's religion or creed

- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of religious groups or creeds
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion or creed
- other kinds of aggressive conduct such as theft or damage to property which is motivated by religion or creed.

F. Harassment based upon sexual orientation

For purposes of this policy, harassment of a student, teacher, administrator or other school personnel because of sexual orientation consists of verbal, written, or physical conduct directed at the characteristics of a person's sexual orientation, such as derogatory comments, name calling, and imitating mannerisms when

1. the harassing conduct is so severe, persistent or pervasive that it affects the ability of a student, teacher, administrator or other school personnel to participate in or benefit from an educational program, work, or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning or working opportunities.

Examples of conduct which may constitute harassment because of religion or creed include

- graffiti containing offensive language which is derogatory to others because of their sexual orientation
- threatening or intimidating conduct directed at another because of the other's sexual orientation
- jokes, name calling, or rumors based upon an individual's sexual orientation
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading an individual's sexual orientation
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to sexual orientation
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation.

III. REPORTING PROCEDURES

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, disability, religion, or sexual orientation by a student, teacher, administrator or other school personnel of the Sutter Union High School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, or work under the auspices of the District, is encouraged to immediately report the alleged acts to an appropriate District official designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student, teacher, administrator or other school personnel has or may have been the victim of sexual harassment or harassment based on race, color, national origin, disability, religion, or sexual orientation by a student, teacher, administrator or other school personnel of the Sutter Union High School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, or work under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this policy.

Any other person with knowledge or belief that a student, teacher, administrator or other school personnel has or may have been the victim of sexual harassment or harassment based on race, color, national origin, disability, religion, or sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this policy.

The Sutter Union High School District encourages the reporting party or complainant to use the report form available from the Sutter Union High School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent/Principal.

- A. The District Superintendent/Principal is the person responsible for receiving oral or written reports of sexual harassment, or harassment based on race, color, national origin, disability, religion, or sexual orientation. Any adult District personnel who receives a report of sexual harassment, or harassment based on race, color national origin, disability, religion, or sexual orientation shall inform the Superintendent/Principal immediately.

Upon receipt of a report, the Superintendent/Principal may request but may not insist upon a written complaint. If the report was given verbally, the Superintendent/Principal shall personally reduce it to written form within 24 hours. If the complaint involves the Superintendent/Principal, the complaint shall be made or filed directly with the Board of Trustees by the reporting party or the complainant.

- B. The Sutter Unified High School District has designated the Superintendent/Principal with the responsibility to identify, prevent and remedy harassment. The Superintendent/Principal shall
- receive reports or complaints of sexual harassment, and harassment based on race, color, national origin, or disability;
 - oversee the investigative process;
 - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
 - arrange for necessary training required for compliance with this policy; and
 - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves the Superintendent/Principal, the complaint shall be filed directly with the Board of Trustees.

The Sutter Union High School District shall conspicuously post this policy against harassment and violence in each school that the District maintains, in a place accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Superintendent/Principal [the name, mailing address and telephone number of the state agency responsible for investigating allegations of discrimination in educational and employment opportunities,] and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

- C. A copy of this policy shall appear in the parent/student information packet and shall be made available upon request of parents, students, and other interested parties.

D. The Sutter Union High School District Board of Trustees will develop a method of discussing this policy with students, teachers, administrators and other school personnel. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board of Trustees in consultation with the Superintendent/Principal determines is necessary or appropriate.

E. This policy shall be reviewed at least annually for compliance with state and federal law.

F. The Sutter Union High School District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, national origin, disability, religion, or sexual orientation, the Superintendent/Principal shall immediately undertake or authorize an investigation. That investigation may be conducted by school district officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this policy, the District shall consider

- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the race, national origin, sex and age of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student, teacher, administrator or other school personnel allegedly subjected to harassment
- the number of alleged harassers
- the age of the alleged harasser(s)
- where the harassment occurred

- whether there have been other incidents in the school involving the same or other students, teachers, administrators or other school personnel
- whether the conduct adversely affected the work, work environment, education, or educational environment of the student, teacher, administrator or other school personnel
- the context in which the alleged incident(s) occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed [no later than fourteen days from receipt of the report]. The Superintendent/Principal shall make a written report to the Board of Trustees upon completion of the investigation. If the complaint involves the Superintendent/Principal, the report may be filed directly with the Board of Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Superintendent/Principal's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report that violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. District action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the District shall consider
- what response is most likely to end any ongoing harassment
 - whether a particular response is likely to deter similar future conduct by the harasser or other
 - the amount and kind of harm suffered by the victim of the harassment
 - the identity of the party who engaged in the harassing conduct
 - whether the harassment was engaged in by student, teacher, administrator or other school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a California criminal statute, the Board of Trustees shall also direct the Superintendent/Principal

to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

- B. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
- C. If the results of the District's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established Board procedures for appealing other adverse personnel and/or education related actions. If the results of the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established Board procedures for appealing other adverse personnel and/or education related actions.
- D. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained for a period of [two years] at the main office of Sutter Union High School District.

VI. REPRISAL

Submission of a good faith complaint or report of sexual harassment, or harassment based upon race, color, disability, national origin, religion, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments.

The District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic or disability related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. ADMINISTRATIVE AGENCIES

Students, teachers, administrators or other school personnel can obtain specific rules and procedures for reporting charges of harassment and violence to an administrative agency by contacting the following:

SUTTER UNION HIGH SCHOOL
Mr. Ryan Robison, Superintendent/Principal
2665 Acacia, P. O. Box 498
Sutter, CA 95982
(530) 822-5161

UNITED STATES DEPARTMENT OF EDUCATION
Office for Civil Rights - Region IX
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102
(415) 556-7025

Education Code sec. 212.5

Adopted: July 20, 1999
Reviewed/Approved: July 15, 2008
Reviewed/Approved: July 14, 2009
Reviewed/Approved: July 13, 2010
Reviewed/Approved: July 12, 2011
Reviewed/Approved: August 14, 2012
Reviewed/Approved: July 9, 2013
Reviewed/Approved: July 8, 2014
Reviewed/Approved: July 14, 2015
Reviewed/Approved: June 28, 2016
Reviewed/Approved: June 27, 2017
Reviewed/Approved: June 26, 2018
Reviewed/Approved: June 25, 2019
Reviewed/Approved: June 23, 2020
Reviewed/Approved: June 22, 2021
Reviewed/Approved: June, 28, 2022
Reviewed/Approved: June 20, 2023
Reviewed/Approved: June 18, 2024

**Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Regulations**

**Operating Procedure
Board Policy 1940**

Harassment Investigation Form

Name of person(s) filing complaint
(Alleged harassee(s))
Complainant

Age

Name of person(s) accused
(Alleged harasser(s))
Respondent

Age

Date: _____ Time: _____

When did the alleged incident take place? _____

Where did the alleged incident take place? _____

What did alleged **respondent(s)** do? ☐ Sexual ☐ Physical ☐ Ethnic/Racial ☐ Verbal ☐ Other

What did alleged **complainant** do? _____

How was alleged **complainant** affected? _____

Are there any witnesses? ☐ Yes ☐ No If yes, who?

Description of informal attempts at resolution: ☐ Mediation ☐ Disciplinary Action as Allowed by Law

I have received a copy of this Investigation Form.

I have received a copy of this Investigation Form.

Complainant Signature

Respondent Signature

Investigator Signature

Date

White Copy - Office

Yellow Copy - Complainant/Respondent

Pink copy - Parent/Guardian

Policy and Procedures Manual
Sutter Union High School District
Section 1000—Governing Board Rules and Regulations

Operating Procedure
Board Policy 1940

HARASSMENT COMPLAINT FORM

Name of Complainant(s): _____ Age _____

Date of Complaint: _____ Time: _____

Names of witnesses
to alleged offensive conduct: _____

Name(s) of person(s) who engaged
in alleged offensive conduct: _____

1. When did alleged offensive conduct occur (date(s), time(s): _____

2. Did alleged offensive conduct occur ☐ On ☐ Off campus?

If off campus explain: _____

3. Description of the alleged offensive conduct: ☐ Sexual ☐ Physical ☐ Ethnic/Racial ☐ Verbal ☐ Other

4. Is this the first time you have filed an official notice with the District? ☐ Yes ☐ No

If *no* _____
Date Filed Type of Notice With Whom Filed
Was resolution satisfactory? ☐ Yes ☐ No

What remedy is the complainant seeking? ☐ Mediation ☐ Disciplinary Action as Allowed by Law

DECLARATION UNDER PENALTY OF PERJURY

I declare under penalty of perjury this information is accurate to the best of my knowledge.
This declaration was executed on the _____ day of _____, _____, at Sutter, CA. 95982

Signature

White Copy - Office Yellow Copy - Complainant/Respondent Pink copy - Parent/Guardian

Superintendent/Principal

- A. Primary Function: Serves as the educational leader and chief executive officer of the District and school; directs the instructional program of the operation of the school plant; participates in staff and student activities; and exercises leadership to the community.
- B. Directly Responsible to: Board of Trustees
- C. Immediate Subordinates: Vice Principal, Director of Guidance, Certificated and Classified Staff as assigned.
- D. Duties and Responsibilities:
 - 1. Acts as the Board's secretary, prepares the budget, organizes the Board's agenda, prepares state reports, and administers board policies and rules and regulations.
 - 2. Interprets and applies state, county, and school district laws, regulations, policies and procedures.
 - 3. Directs and assists District staff in carrying out an effective instructional program through conferences, meetings, bulletins, in-service workshops and classroom visits.
 - 4. Promotes the professional growth of District staff through personal counseling, study conferences and committees, and evaluates personnel in accordance with the district's uniform guidelines for evaluation and assessment.
 - 5. Directs the educational activities of the school by implementing prescribed instructional programs including the direction of instructional methods and use of equipment and control of curriculum standards, and directs programs for exceptional children.
 - 7. Directs support activities for the educational program by guiding the organization and operation of student clubs, student government, and special interest activities; directs and coordinates the activities of District personnel including secretaries, custodians, cafeteria staff, and librarian clerk; reviews

and approves departmental budgets; maintains necessary records; and administers the activities of the school.

7. Directs the student counseling program and student discipline, by conferring with parents and teachers concerning student problems, assisting teachers as necessary in maintaining discipline, providing student records as necessary, and recommending disciplinary actions to the Governing Board.
8. Interprets the school program and curriculum to parents through personal conferences; promotes greater understanding of school objectives, accomplishments and problems among community groups; and represents the school in professional and community organizations and activities.
9. Performs other duties as assigned.

E. Minimum Qualifications:

Applicable credentials: Secondary Administration and M.A. Degree

Training and Experience: Appropriate school administration experience.

Vice Principal - Job Description

- A. Primary Function. Serves as chief assistant to the Superintendent/Principal; responsible for student attendance, discipline and student activities; and acts for the Superintendent/Principal in his absence from school.
- B. Organizational Relationship. Directly responsible to the Superintendent/Principal
- C. Major Duties and Responsibilities:
 - 1. Interprets and applies state, county and school district laws, regulations, policies and procedures at the school.
 - 2. Develops school plans and organizational procedures for health, safety discipline and conduct of students.
 - 3. Represents the Superintendent'/Principal, upon request, in interpreting the district educational program to parents and the community.
 - 4. Confers with students, parents and teachers to resolve individual student behavior problems.
 - 5. Supervises extra-curricular events and dances assigned by the Superintendent/Principal.
 - 6. Supervises daily attendance.
 - 7. Works with the counseling and guidance program.
 - 8. Supervises all assembles and pep rallies.
 - 9. Attends all meetings of the Board of Trustees.
 - 10. Supervises all student body purchase orders.
 - 11. Assists in the supervision and evaluation of certificated and classified personnel as assigned by the Superintendent/Principal.

12. Maintains established standards of student behavior to promote an orderly and productive learning environment.
 13. Establishes and maintains adequate administration and educational records and files.
 14. Assists the Superintendent/Principal in maintaining a community relations program which enhances the operation of the school.
 15. Maintains professional competence through participation in in-service activities provided by the District and other professional growth activities.
 16. Reports directly to the Superintendent/Principal.
 17. Performs other duties as assigned.
- D. Qualifications. Education: Masters Degree is highly desirable.
- E. Credential. Appropriate teaching and administrative credentials, as specified by the State Education Code.
- F. Personal Qualities. Appearance, grooming and personality which establishes a desirable example for pupils. Ability to meet District standards for physical and mental health. Better than average recommendations from professionals who are familiar with his or her performance. Proved ability to make sound judgments. Ability to initiate programs and self-directed.
- G. Supervision Received. Under the direction of the Superintendent/Principal.

Director of Guidance - Job Description

- A. Primary Function: The director of guidance is responsible for all phases of student personnel services. He provides informational services to students, parents and teachers to assist students in making appropriate decisions relative to their educational objectives and school program.
- B. Duties and Responsibilities of the Director of Guidance and Counseling:
1. He shall render service to the district for 205 work days. 8:00 a.m. to 4:00 p.m. shall be the regular work day when school is in session.
 2. He shall register and enroll all students.
 3. He shall be in charge of semester registration.
 4. He shall classify, group and program pupils according to their abilities and recommend the number of classes needed to the administration.
 5. He shall counsel with each student a minimum of once each semester on matters relating to scholarship, programs, vocational choices and personal matters.
 6. He shall counsel with teachers on classroom problems.
 7. He shall be responsible for adjusting student programs.
 8. He shall be responsible for adjusting size of classes.
 9. He shall counsel with all parents and students, especially with those who have program, personal or scholarship problems.
 10. He shall assist the Superintendent/Principal, Vice Principal and department heads in developing recommended courses of study based upon needs of the pupils.
 11. He shall make all student program changes, with the knowledge of the parent or guardian.

12. He shall arrange for home assignments and/or home teaching for students with prolonged illness.
 13. He shall attend district and county meetings pertaining to counseling
 14. He shall prepare case studies for students who need special consideration.
 15. He shall maintain the guidance folders and facilitate their use by teachers and administration.
 16. He shall cooperate with the Vice Principal in handling discipline problems.
 17. He shall make studies of test data in relation to the progress and needs of individual students.
 18. He shall assist the class advisors at each grade level.
 19. He shall prepare a recommended schedule of classes for fall and spring semester and present this schedule to the Superintendent/Principal for review.
 20. He shall open the counseling office from 7:00 to 9:00 p.m. once a month, September through June.
 21. He shall organize and implement the orientation program for all freshman students.
 22. He shall organize and implement an aggressive program to help secure scholarships and college admissions for graduating seniors.
 23. He shall institute a follow-up program for graduates of the high school.
 24. He shall perform other duties as specifically directed by the Superintendent/Principal.
- C. Supervision Received: Under the immediate supervision of the Superintendent/ Principal.

Approved: February 23, 1981

Coordinator Continuation School - Job Description

Primary Function: The coordinator of Butte View High School is responsible for all phases of the management of the school as assigned by the District Superintendent.

Duties and Responsibilities of the Coordinator of Butte View High School: She shall render service to the District for 195 work days. 7:45 A.M. to 3:45 P.M. shall be the regular work day when school is in session.

Management Duties (as assigned):

1. Help prepare physical plant as suitable learning environment.
2. Order books and other instructional supplies.
3. Help select and prepare curriculum which will meet the needs of our students.
4. Identify students for placement.
5. Orientate teachers and parents to program.
6. Compile and justify attendance.
7. Coordinate and update enrollment information with county office for data processing services.
8. Administer discipline, compile reports and communicate with parents regarding administration of discipline.
9. Act in a supervisory capacity at school functions as assigned by the school administration.

Teaching Duties:

1. Teach subjects as assigned.
2. Coordinate curriculum, teaching methods and discipline procedures with staff.

**Policy and Procedures Manual
Sutter Union High School District
Section 2000—Administration**

**Board Policy 2132
Page 2 of 3**

Counseling Duties

Goal - to make available and keep students informed of graduation requirements

1. Access and identify individual curriculum needs of students.
2. Help students set up programs that correspond with their goals and abilities.
3. Continually check progress of students in meeting their educational goals.
4. To direct students to educational or vocational alternatives for continuing education when they are unable to complete graduation requirements.
5. Assume responsibility for the interpretive evaluation and recording of students' transcripts and other records.
6. Provide follow-up upon graduation.
7. Articulation with feeder school.

Goal - to make student aware of opportunity and processes offered by the school in career education

Objective:

1. Cooperative with school Principal/Superintendent and others involved in student registration and class scheduling.
2. Coordinate with administration to meet the special needs of individual students.
3. Assume responsibility for the accurate maintenance of students' records.
4. Represent the school at district, county, and college orientation meetings pertaining to audience and counseling.
5. To work with students referred by teachers on academic or behavioral problems.
8. Administers, interprets, and utilizes state tests and their results.

7. To make home visitations when necessary.
8. To arrange parental conferences when necessary
9. Prepare Merit rolls
10. Assist in the assignment of students to teachers.
11. Prepare individual case studies when necessary.
12. Assist with in-service programs for teachers.
13. Assist in campus supervision
14. Assist in liaison with community groups.
15. Too provide other duties as assigned.

Goal: *To provide personal counseling for the school environment*

Objective:

1. To provide services which will enable students to function in their educational environment.
2. To work with students and parents on truancy or attendance problems.
3. Counsels with students, parents and teachers in an attempt to prevent/solve discipline, attendance, and learning problems.
4. Maintain discipline reports and correspondence with parents.
5. Assist in the development and implementation of school codes of behavior.

Supervision received: Under the immediate supervision of the Superintendent/Principal

Approved: October 5, 1987

Driver Training

- A. The Driver Training Coordinator is responsible to the Superintendent/Principal for the operation of the Drivers Training Program at Sutter Union High School.
- B. Driver Training instructors will be assigned students and times in which they will drive.
- C. Driver Training is an extra duty responsibility and is taught outside of regular class time.
- D. Drivers Training instructors are paid pursuant to the Special Service Salary Schedule.
- E. Drivers Training will be held from 7:00 - 8:10 A.M. in the morning and 3:45 - 6:15 P.M. in the evening, through Thursday during the regular school year. On Fridays, drivers Training will begin at 2:45 P.M. If there is an assembly or pep rally, Drivers Training will be held from 7:00 A.M. to 6:00 P.M. Saturdays and vacation days. No Drivers Training will be held on Sundays, Thanksgiving, Christmas or New Years Day.
- F. Driver Training cars shall be checked out to the instructor by the coordinator each day and along kept of the mileage.
- G. All drivers training shall return the Driver Training cars to the bus garage each night after they finish driver instruction for the day.
- H. No persons shall use Driver Training cars for any reason without securing prior permission of the Superintendent/Principal.
- I. The Drivers Training cars may be used occasionally for other school use as determined by the Superintendent/Principal of the district. This will be held to a minimum.

Department Chairpersons

- A. Work with the Superintendent/Principal and teachers in preparing, following, and maintaining courses of study in their department and monitor teachers for compliance. Refusal to comply shall be reported to the District superintendent/Principal.
- B. Relay information and disseminate information of general or specific interest to members of the department.
- C. Assemble information:
 - 1. Gather administrative data upon request on offerings and needs of department;
 - 2. Keep the counselors and administration informed of department needs.
- D. Coordinate use of instructional materials and supplies, i.e. texts, workbooks, audio-visual aids, etc.
- E. Professional Library:
 - 1. Relay requests for professional books and magazines to the Superintendent;
 - 2. Relay requests for library books to the Librarian.
- F. Budget:
 - 1. Make budget requests for instructional supplies for their departments;
 - 2. Monitor requisitions and follow through until the order is filled or otherwise handled;
 - 3. Process Purchase Orders for the department.
- G. Orientation of new teachers:
 - 1. Explain instructional materials and department procedures to new teachers;

**Policy and Procedures Manual
Sutter Union High School District
Section 2000—Administration**

**Board Policy 2151
Page 2 of 2**

2. Through personal, friendly contact, help new teachers to orient themselves to the school.
- H. Registration:
 1. Recommend new courses for the department;
 2. Provide a detailed written description of new courses for the Superintendent/Principal.
- I. Size of classes: work with the counselors on equalization of classes.
- J. Schedule and conduct department meetings as appropriate. Minutes of each meeting shall be kept by the Chairperson and a copy given to the Superintendent/Principal.
- K. Coordinate end-of-year check-out activities within the department.
- L. Perform other duties as specifically directed by the Superintendent/Principal.

Approved: February 23, 1981

Procedure for Handling of Sexual Harassment Complaints

COMPLAINANT

1. Know your organization's policy on sexual harassment and recommended procedures for handling complaints of sexual harassment.
 2. Calm the individual. Assure them that you are taking the matter seriously. Maintain objectivity while discussing the following:
 - What happened?
 - Who is the alleged harasser?
 - What did he/she do?
 - Where did the incident take place?
 - When did the incident take place?
 - How was your work affected?
 - Did anyone else witness the incident?
 - Is this the only incident or have there been others?
 - What did you do?
 - What were your feelings at the time? Now?
 - Did you talk to anyone else about it?
 - Are you aware of similar incidents against other individuals by this person?
 - Did you document the incident by recording it in a diary, a memo, or a letter?
 - What remedy are you seeking?
3. Tell the complainant what you intend to do and when you will get back to him/her.
4. Document and date your discussion with the complainant.
5. Inform the Superintendent/Principal about the situation immediately after your discussion. Use him/her as your resource.
6. Assist the designated staff person in any subsequent investigations and appropriate corrective actions.
7. Maintain confidentiality and continue to document the essential facts that come out in the investigation process. Realistically, explain to the complainant that while you will maintain confidentiality, it may not be possible to guarantee anonymity. If the investigation cannot proceed without disclosing the complainant's identity, consult with the Superintendent/Principal.

8. Assure the complainant that you will do everything possible to prevent any reprisals that may be attempted against him/her and that you will monitor the situation to assure this.
9. SINCE YOU HAVE KNOWLEDGE OF (ALLEGED) SEXUAL HARASSMENT, YOU MUST TAKE IMMEDIATE, APPROPRIATE, CORRECTIVE ACTION (even if complainant does not want you to proceed), which may take the form of reporting it to the Superintendent, and proceeding with the steps below.

RESPONDENT

10. Arrange to talk to the alleged harasser in private.
11. Inform him/her that you have received a complaint about his/her behavior. Be clear that you are responding to an allegation and that you want to hear his/her side of the story. (Be neither accusative nor dismissive of the seriousness of the complaint.) Remain non-judgmental.
12. Explain the specific nature of the complaint, indicating the precise behavior to which there is objection.
13. Ask if the allegations are true. If the employee/student admits to behaving in the manner complained of, then:
 - Inform the employee/student that the behavior is unwelcome and must stop.
 - Remind the employee/student of the organization's sexual harassment policy.
 - Advise the employee/student that disciplinary action will be taken if the behavior continues or if any reprisals are made against the complaining party.
 - Document the conversation, the action taken, and any agreements.
 - Advise the complainant of the actions taken to resolve the complaint.
 - Remind the complainant of his/her rights and the procedure for prosecuting the complaint further if not satisfied with the resolution reported.
 - Urge the complainant to report to you immediately if there is any repetition of the problem behavior or if reprisals occur.
14. If the alleged harasser denies having behaved in the complained of manner, and if there is not witness nor corroborating evidence, advise the employee that an informal review or formal investigation may be necessary to properly resolve the complaint.
15. Employee/student should refer the complaint to the Superintendent/Principal or appropriate administrator.

TAKE EVERY COMPLAINT SERIOUSLY

Managers and supervisors often avoid complaints because of:

- Ignorance of the elements of sexual harassment
- Long association with the alleged harasser
- Assumption that the complainer is at fault
- Inability to understand the complaint

INTERVIEW GUIDE FOR MEETING WITH ALLEGED HARASSER

- Inform about complaint
- Address confidentiality issue
- Ask for explanation of incident
- Inform of Policy and possible consequences
- Inform that behavior must stop
- Document
- Plan follow up action

INTERVIEW GUIDE FOR MEETING WITH EMPLOYEE/STUDENT

- Take the complaint seriously - Active listening
- Address confidentiality issue
- Get details of incident: (what, when, who, were there witnesses?, was it repeated?)
- What steps has employee taken?
- Discuss Policy, options & resources
- Document complaint
- Plan follow up action

**Policy and Procedures Manual
Sutter Union High School District
Section 2000—Administration
Procedure**

**Operating
Board Policy 2161**

Harassment Investigation Form

Name of person(s) filing complaint
(Alleged harassee(s))
Complainant

Age

Name of person(s) accused
(Alleged harasser(s))
Respondent

Age

Date: _____ Time: _____

When did the alleged incident take place? _____

Where did the alleged incident take place? _____

What did alleged **respondent(s)** do? ☐ Sexual ☐ Physical ☐ Ethnic/Racial ☐ Verbal ☐ Other

What did alleged **complainant** do? _____

How was alleged **complainant** affected? _____

Are there any witnesses? ☐ Yes ☐ No If yes, who?

Description of informal attempts at resolution: ☐ Mediation ☐ Disciplinary Action as Allowed by Law

I have received a copy of this Investigation Form.

I have received a copy of this Investigation Form.

Complainant Signature

Respondent Signature

Investigator Signature

Date

White Copy - Office

Yellow Copy - Complainant/Respondent

Pink copy - Parent/Guardian

HARASSMENT COMPLAINT FORM

Name of Complainant(s): _____ Age _____

Date of Complaint: _____ Time: _____

Names of witnesses
to alleged offensive conduct: _____

Name(s) of person(s) who engaged
in alleged offensive conduct: _____

1. When did alleged offensive conduct occur (date(s), time(s): _____

2. Did alleged offensive conduct occur ☐ On ☐ Off campus?

If off campus explain: _____

3. Description of the alleged offensive conduct: ☐ Sexual ☐ Physical ☐ Ethnic/Racial ☐ Verbal ☐ Other

4. Is this the first time you have filed an official notice with the District? ☐ Yes ☐ No

If no _____

Date Filed

Type of Notice

With Whom Filed

Was resolution satisfactory?

☐ Yes

☐ No

What remedy is the complainant seeking? ☐ Mediation ☐ Disciplinary Action as Allowed by Law

DECLARATION UNDER PENALTY OF PERJURY

I declare under penalty of perjury this information is accurate to the best of my knowledge.
This declaration was executed on the _____ day of _____, _____, at Sutter, CA. 95982

Signature

CLAIM FOR DAMAGES AGAINST PUBLIC ENTITY

Claims relating to a cause of action for death or for injury to person or to personal property or to growing crops shall be presented, in the manner provided for in **Government Code § 915, et seq.**, not later than six-months after the accrual of the cause of action. Claims relating to any other cause of action shall be presented as provided in **Government Code § 915 et seq.**, not later than one-year after the accrual of the cause of action. [**Government Code § 911.2**].

Persons are required by law, under **Government Code § 910.4(a)**, to use a prescribed Claim Form, in order that his or her claim is deemed to be in conformity with **Government Code § 910 and § 910.2**.

State Law requires that such claim form be provided to any person requesting one. The claim form in this policy is an approved Tri-County Schools Insurance Group Member Districts form.

This policy shall be reviewed annually.

Government Code § 910, § 910.2, § 910.4

First Consideration:	September 9, 2003
Second Consideration & Adoption:	October 14, 2003
Reviewed/Approved:	July 15, 2008
Reviewed/Approved:	July 14, 2009
Reviewed/Approved:	July 13, 2010
Reviewed/Approved:	July 12, 2011
Reviewed/Approved:	August 14, 2012
Reviewed/Approved:	July 9, 2013
Reviewed/Approved:	July 8, 2014
Reviewed/Approved:	July 14, 2015
Reviewed/Approved:	June 28, 2016
Reviewed/Approved:	June 27, 2017
Reviewed/Approved:	June 26, 2018
Reviewed/Approved:	June 25, 2019
Reviewed/Approved:	June 23, 2020
Reviewed/Approved:	June 22, 2021
Reviewed/Approved:	June 28, 2022
Reviewed/Approved:	June 20, 2023
Reviewed/Approved:	June 18, 2024

CLAIM FOR DAMAGES AGAINST PUBLIC ENTITY
[Government Code § 910 and § 910.2]

1. Name Of Claimant _____
2. Post Office Address: _____
3. Post Office Address To Which Person Presenting The Claim Desires Notices To Be Sent:

4. Date Of Injury, Damage, Loss Or Obligation: _____
5. Location Where The Injury, Damage, Loss Or Obligation Occurred:

6. The General Description Of The Injury, Damage, Loss Or Obligation:

(Attach Additional Pages, If Necessary)
7. Name(s) Of Public Employee(s) Who Caused Injury, Damage Or Loss:

8. Description Of The Actions Or Conduct Of Employee(s) Who Caused The Injury, Damage Or Loss:

(Attach Additional Pages, If Necessary)
9. Names/Addresses/Telephone Numbers Of Any witnesses:

10. Total Amount Of Claim: \$ _____

11. Basis For Computation Amount Of Claim:

Current Medical Expenses: \$ _____
Future Medical Expenses: \$ _____
Wage Loss: \$ _____
Damage to Personal Property: \$ _____
General Damages: \$ _____

Other Damages (Describe): \$ _____

(Attach Copies of Medical Bills/Estimates for Property Damages/Proof of Loss)

12. If Claimant Is A Minor (Under age 18-years):

Name of Parent/Legal Guardian: _____
Address of Parent/Legal Guardian: _____
Parent/Legal Guardian Telephone Number: _____

13. Supplemental Information:

Claimant's Drivers License No. _____
Claimant's Date of Birth: _____
Law Enforcement/Public Agency Report No. _____ Date: _____

14. Attorney For Claimant:

Name: _____ SBN: _____
Address: _____
Telephone Number: _____

Signature of Claimant _____ Date _____ Telephone No. _____

(Relationship of Signer, if not the Claimant) _____ Date _____ Telephone No. _____

NOTICES

A Claim relating to a cause of action for death or for injury to person or to personal property or to growing crops must be presented to the public entity, in the manner provided for in **Government Code § 915, et seq.**, not later than six-months after the accrual of the cause of action. A Claim relating to any other cause of action shall be presented to the public entity as provided in **Government Code § 915, et seq.**, not later than one-year after the accrual of the cause of action. [**Government Code § 911.2**]

A person is required by law, under **Government Code § 910.4(a)**, to use this prescribed Claim Form, in order that his or her claim is deemed to be in conformity with **Government Code § 910 and § 910.2**. A claim may be returned to the person, if it is not presented using this Claim Form. Any claim returned to a person may be resubmitted using the appropriate form.

Insurance for Interscholastic Athletics

The District shall provide accident and travel insurance for student athletes, student managers and student trainers while participating in, training for, or traveling to and from interscholastic athletic events.

Education Code 49407, and 32220 through 32224

Approved: February 23, 1981

Audit of District Funds

A certified public account or firm of certified public accountants shall be employed by the Governing Board to audit all the funds of the District, including the General Fund, Student Body Fund, Cafeteria Fund and all ther auxiliary funds. The audit shall be made in accordance with the rules and regulations of the State Department of Education, State Department of Finance and the State Board of Accountancy.

Education Code 41020-41038

Approved: February 23, 1981

Revolving Cash Fund

- A. A Revolving Cash Fund in an amount not to exceed \$500.00 shall be established in a checking account of a local bank.
- B. The Accounting Officer is authorized to sign papers, checks and drafts in connection with this fund.
- C. The Revolving Cash Fund may be used for:
 - (a) convenience and efficiency in securing materials, services or expenses;
 - (b) correcting salary payments in emergency situations; or
 - (c) advancement for conference attendance or travel properly approved and in the interest of the District.
- D. Claims shall be allowed and payments made for materials or services only when supported by properly documented invoices detailing expenditures, or when itemized on the District conference claim form. Claims shall indicate the date, description, purpose, and the item cost of expenditures.
- E. Retroactive approval of expenditures from this fund shall be recommended to the Board at their next regular meeting.

Education Codes 42800 through 42806

Approved: February 12, 1981

Cash Collections

The collection of money, including but not limited to the sale of materials, deposits on materials, fees for services rendered by students, or fees established by the Board or required by law, and library fines and charges, shall be in accordance with written administrative procedures in accordance with provisions of the Education Code and standard accounting principles.

Education Code 4100 through 41003

Approved: February 23, 1981

Payments Under Contracts And For Utilities

The Accounting Officer is authorized to pay invoices for services or materials which are specifically stipulated under a previously approved contract, lease, agreement, or any other document calling for specified payments, and invoices for utilities.

Approved: February 23, 1981

Purchasing

- A. It shall be the policy of the Board that the purchase of supplies and equipment for the District be done in a manner which provides the very best merchandise available at the most economical purchase price consistent with standard purchasing practices.
- B. Maintenance costs, replacement costs and trade-in value shall be considered in determining the most economical purchase price.
- C. Price quotations shall be solicited from vendors who offer the services, supplies and equipment needed by the District. In all cases where the same price is submitted by two or more vendors on the same or equal services or merchandise and one vendor has a place of business in the Sutter Union High School District, the award shall be made to the local vendor.
- D. For the purposes of securing the best prices and to provide the best service to the District, a storage warehouse shall be maintained which will stock those standardized items most commonly used in the education program of the District.
- E. In order to make the most efficient use of the staff, all purchases not of an emergency nature shall be distributed through the year in accordance with a purchasing calendar.
- F. The Superintendent/Principal is authorized to issue and sign purchase orders on a continuing basis through the month with ratification by the Board recommended at the next regular meeting of the Board.
- G. The District shall maintain a mailing list of interested vendors who are interested in quoting prices. Since publishing of the *Notices to Bidders* constitutes official notice of bid, the District assumes no responsibility for the failure of a vendor to receive a bid unless his request is in response to the published notice. Bids shall be opened at public bid opening conducted by the Superintendent/Principal. The price quotations of each bid shall either be read in public or a tabulation prepared for interested bidders.
- H. The Superintendent/Principal is authorized to procure services or to purchase or rent necessary materials or supplies for the following purposes, subject to ratification by the Governing Board:

**Policy and Procedures Manual
Sutter Union High School District
Section 3000—Finance**

**Board Policy 3601
Page 2 of 3**

1. Repair of buildings
 2. Repair of grounds
 3. Repair of vehicles
 4. Repair of office equipment
 5. Repair of other equipment
 6. Repair of parts installed at time of service, contract maintenance not covered under the service contract
 7. Security services
 8. Rental of equipment
 9. Newspaper advertisement
 10. Drama rentals and royalties
 11. Film rentals
 12. Subscription
 13. Book purchases
 14. Supplies and other miscellaneous expenses
 15. Transportation
- I. The Accounting Officer is authorized to pay for such services and materials upon receipt of invoices and retroactive approval of payments shall be recommended to the Board at their next regular meeting.
 - J. The Governing Board recognizes no obligation incurred by any staff member when it is incurred contrary to this policy and the regular adopted Administrative Procedures of this District.

**Policy and Procedures Manual
Sutter Union High School District
Section 3000—Finance**

**Board Policy 3601
Page 3 of 3**

- K. All purchases shall be made in compliance with Education Code Sections 39640 through 39659, 39870 through 39874 and 40000 through 40015; Government Code Sections 4300 through 4305, 4330 through 4334, 4380 through 4381 and 54201 through 54205.
- L. Invoices in excess of approved purchase order amounts may be paid by the Accounting Officer without reapproval by the Board when the excess amount is due to sales tax, transportation charges or demurrage changes.

Education Code 39640 through 39659, 39870 thorough 39874, 40000 through 40015
Government Code 4300 through 4305, 4330 through 4334, 4380 through 4381, 54201 through 54205

Approved: February 23, 1981

Authorization To Call For Bids

It shall be the policy of the Board to authorize the Superintendent/Principal to publish a call for bids for the purchase of services, materials and supplies in accordance with the provisions of the Education Code.

Education Code 39640 through 39659, 39870 through 39874, 40000 through 40015
Government Code 4300 through 4305, 4330 through 4334, 4380 through 4381, 54201 through 54205
Approved: February 23, 1981

Capitalization Threshold

The District shall recognize capital assets, for financial reporting purposes, as those items having an acquisition cost of \$5,000 or more per item. Non-capitalized assets costing less than \$4,999.99 but more than \$500 will continue to be placed in inventory for property control purposes.

Capital Assets: The capitalization threshold encompassing all equipment and material assets for the reporting of assets on the financial statements is \$5,000. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

Non-capitalized Assets: Items costing more than \$500 but less than \$4,999.99 shall be identified and placed in inventory, recording the original cost, the date of acquisition, a description, and the location of the item.

Education Code 35168

Adopted: February 11, 2003

Personnel Policy Statement

The personnel policies of a school district are an essential part of the program of public education in a community. Through its personnel policies, the governing board wishes to establish conditions that will attract and hold well qualified personnel for all positions who will dedicate themselves to the education and welfare of our students.

Management of Personnel

The Superintendent or designee is responsible for all matters relating to the management of personnel, including but not limited to: the recruitment, appointment, assignment, classification, reclassification, reassignment, transfer, supervision, evaluation, promotion and termination of staff. District personnel transactions shall be performed in light of their contributions to the effectiveness of the instructional program, student welfare, and the efficient use of the District resources. In carrying out these responsibilities, the Superintendent and staff shall be guided by relevant Education Code Sections, Board Policies, Administrative Regulations and negotiated contract provisions.

California Education Codes 35014, Adoption of Rules;
35035, Duties of Superintendent; 44830 Certificated employees;
45190 Fixing of Duties;
45113 Classified rules and regulations.

Administration - Certification of Evaluative Personnel

1. Persons assigned to evaluate teachers shall consist of the Superintendent/Principal and other Management Personnel as designated by the Superintendent/Principal.
2. The Superintendent/Principal shall submit to the governing board the names of those persons including the Superintendent/Principal who are assigned to evaluate teachers and who, in the opinion of the Superintendent/Principal, have demonstrated competence in instructional methodologies and evaluation for teachers they are assigned to evaluate, together with a statement of the basis for each recommendation.
3. The determination that person assigned to evaluate teachers has demonstrated competence in instructional methodologies and evaluation for teachers he or she is assigned to evaluate shall be based upon the following requirements.
 - a. Possession of a valid administrative and/or Pupil Personnel Credential.
 - b. Appropriate training and experience in the field of education.
 - c. Knowledge of the requirements contained in Education Code Section 44660-44665 (Evaluation and Assessment of Performance of Certificated Employees).
 - d. Knowledge of the requirements contained in the District's policy(ies) on the evaluation and assessment of performance of certificated employees, adopted pursuant to Education Code Section 44660-44665.
 - e. Knowledge of the requirements contained in the negotiated agreement with the exclusive representative of certificated, employees, relating to evaluation procedures.
 - f. The completion of inservice education programs and other continuing education programs on instructional methodologies or evaluation.
 - g. Demonstrated experience in the evaluation of teachers.
4. The governing board shall review each recommendation submitted by the Superintendent/Principal pursuant to this policy and shall approve those people meeting these requirements.

5. The Superintendent/Principal may develop administrative regulations for the implementation of this policy. Such regulations shall be consistent with the provisions of this policy, and copies of the regulations shall be provided to the governing board for its information.
6. The governing board shall annually review the provisions of this policy.

Education Code: Section 33039 State Board of Education *Guidelines on Development of Teacher Evaluation*

Education Code: Section 35160.5 *Certification of Competence in Instructional Methodologies and Evaluation*

Education Code: Section 35171, *Adoption and Distribution of Printed Rules, Regulations on Certificated Employee Evaluation*

Education Code: Section 44660-44665, *Evaluation and Assessment of Performance of Certificated Employees.*

Reviewed/Approved: July 09, 1996
Reviewed/Approved: July 15, 1997
Reviewed/Approved: July 14, 1998
Reviewed/Approved: July 20, 1999
Reviewed/Approved: July 11, 2000
Reviewed/Approved: July 10, 2001
Reviewed/Approved: July 09, 2002
Reviewed/Approved: July 07, 2003
Reviewed/Approved: July 13, 2004
Reviewed/Approved: July 12, 2005
Reviewed/Approved: July 11, 2006
Reviewed/Approved: July 17, 2007
Reviewed/Approved: July 15, 2008

Personnel Files

- A. A personnel file will be maintained for all present and past employees in the District Superintendent's office.
- B. Derogatory information shall not be entered or filed unless the employee is given notice and an opportunity to review and comment, in writing, thereon. Any written comments shall, at the request of the employee, be attached and filed with the derogatory comments.
- C. Employees shall keep their records current and shall provide, at district request, the following information for the personnel file.
 - 1. Tax withholding authorizations
 - 2. Applications for district insurance plans
 - 3. Retirement records
 - 4. TB exam clearance as required by law
 - 5. Authorizations for payroll deductions
 - 6. Oaths or affirmation as required by law
 - 7. Medical exam clearances
 - 8. Official transcripts
 - 9. Employment records including address and telephone number
 - 10. Certificates and licenses required for employment
 - 11. Copies of signed contracts
 - 12. Record of fingerprinting, as required by law
 - 13. Other job-related information upon request

California Education Codes: 44031 *Personnel File*
49406 *TB Examination*
44839 *Medical Examination*
35250 – 35254
5 California Administrative Code 16020

Staff Positions and Job Descriptions

- A. Staff positions are established by the Board, which shall fix and prescribe the duties to be performed by each employee.
- B. Before any new classification is established, the Superintendent or designee shall present for the Board's information a complete job description for the position.
- C. For each category or class of non-management personnel, the Superintendent or designee shall develop and maintain job descriptions which include:
 - 1. Functions
 - 2. Responsibility relationships
 - 3. Examples of duties
 - 4. Qualifications

California Education Code 35020. *Duties of Employees to be Fixed by Governing Board.*

Appointment

- A. The governing board, upon the recommendation of the superintendent, appoints the necessary persons to carry on district business in an efficient manner.
- B. Application: A person seeking employment with the school must submit a written application to the district office. Verifications of training and experience may be required by the district. Letters of recommendation may also be required.

Qualifications for Employment

- A. General: Applicants for employment must meet all requirements specified in the minimum qualifications established for the position. Every applicant must be in all respects mentally and physically competent to perform the duties of the position for which he/she applies.
- B. Health History: All applicants for employment must complete the District Health History Questionnaire.
- C. Disqualification of Applicants: An applicant may be disqualified for any factor which is determined by the District to impair his/her ability to perform successfully in the position, or any factor which would legally require disqualification.
- D. Tuberculosis Test: All applicants shall, at their own expense, present evidence of having had an examination (chest x-ray, skin test, or other tests designated as acceptable by the county health department), to determine that they are free of active tuberculosis within 60 days prior to commencing service. All employees, shall present evidence of an examination every four (4) years thereafter or more often if directed by the board upon recommendation of the local health officer. The costs of the tuberculosis tests shall be borne by the employee unless contract states otherwise. Employees whose examinations are 60 dayspast the expiration date may be suspended without pay until a new examination is completed.

California Education Codes:

35231, *Contract Obtained by Corrupt Means*;
45122 *Physical Examination - Classified*;
44334 *Oath of Employment*
44839 *Medical Certificate, Periodic Medical Examination; Certificated Personnel*;
44932 *Grounds for Dismissal*;
49406 *Examination for Tuberculosis*

School Assignment of Probationary Teachers

All probationary employees of the District shall be assigned to school sites with the assurance from the District:

That his or her status as a new teacher will be recognized by the district; and

That his or her potential needs for training, assistance, and evaluations will be recognized by the district.

Within the resources of the District these shall be provided.

A copy of this policy will be furnished to all probationary employees of the District.

This policy shall be subject to annual review by the District Board.

Education Code 35160.5(b)

Reviewed/Approved:	July 9, 1996
Reviewed/Approved:	July 15, 1997
Reviewed/Approved:	July 14, 1998
Reviewed/Approved:	July 30, 1999
Reviewed/Approved:	July 11, 2000
Reviewed/Approved:	July 11, 2000
Reviewed/Approved:	July 10, 2001
Reviewed/Approved:	July 9, 2002
Reviewed/Approved:	July 7, 2003
Reviewed/Approved:	July 13, 2004
Reviewed/Approved:	July 12, 2005
Reviewed/Approved:	July 11, 2006
Reviewed/Approved:	July 17, 2007
Reviewed/Approved:	July 15, 2008

Notification to Probationary Certificated Employees

Dear

In conjunction with the assignment of a probationary certificated employee to a school, the law requires that the employee shall be given assurances that his or her status as a new teacher and his or her potential needs for training, assistance and evaluations will be recognized by the district (Education Code, section 35160.5(b)). The governing board of our district has adopted a policy pursuant to this provision, a copy of which is enclosed for your information.

For the 20__ school year, you are assigned to _____ school. Your immediate supervisor is _____, the school principal.

Your specific teaching assignment until further notice will be _____

Inservice training and other continuing education training and educational opportunities are available to you as a new teacher. You may obtain particulars concerning such opportunities from your immediate supervisor and/or the Superintendent/Principal.

Enclosed with this letter are copies of the district policy on the evaluation the assessment of performances of certificated employees, adopted pursuant to state law. Also enclosed is a copy of Article VIII, *Evaluation Procedures*, contained in the negotiator's agreement between the district and the Sutter Education Association.

The evaluation and assessment of your performance as a certificated employee will be the responsibility of the District Superintendent/Principal as primary evaluator, and Vice Principal and Director of Guidance as secondary evaluators. Your evaluators have primary responsibility in meeting your potential needs, as a new teacher, for training, assistance and evaluations.

Ryan Robison, District Superintendent/Principal
Sutter Union High School District

Reviewed/Approved: July 11, 2006
Reviewed/Approved: July 17, 2007
Reviewed/Approved: July 15, 2008

Staff Development

- A. The Board is committed to providing inservice training for staff which shall be directly related to the skills and needs of the students, the goals and objectives of the District, and the identified skills and needs of the staff.
- B. District payment for necessary reasonable employee expenses for conference or workshop attendance shall be limited to amounts approved in advance by the Superintendent or designee.

California Education Codes:

35014 *Adoption of Rules;*

44032 *Expense Payment*

52000 et. seq. *Improvement of Elementary and Secondary Education;*

52019 *Local Staff Development Program.*

In-Service Training

- A. The Governing Board recognizes the importance of in-service training for the employees of the District. Such training extends the job knowledge, increases the efficiency, prepares employees for growth within a position and for positions of greater responsibility.
- B. In-service training in the form of institutes, workshops, clinics, both off the job and on, that will meet the overall objectives listed above of in-service training may be authorized by the Superintendent/Principal in accordance with the policies for attendance at educational conferences.

**Policy and Procedures Manual
Sutter Union High School District
Section 4000—Personnel**

Board Policy 4108
Page 1 of 1

Attendance at Educational Conferences

- A. Members of the Governing Board and employees of the District may, with the approval of the Governing Board, attend educational conferences which have, as their purpose or theme, programs which will improve the operation of the District or the ability of an employee to perform his duties more effectively.
- B. Members of the Governing Board or employees shall receive actual and necessary expenses, when not otherwise funded, in accordance with appropriate administrative procedures. In Addition, such conference attendance shall be without loss of regular monthly salary unless otherwise stipulated prior to attendance.
- C. Each claim shall include the date, the purpose of the expenditure for which reimbursement is claimed (i.e., meal, bridge toll, etc.) and certification showing the Board authorized the activity under which the expenditure was made. Original receipts shall be presented along with the claim for reimbursement. If no receipt is available, the employee will be reimbursed according to federally set per diem rates.

Education Codes: 35044, 44032, and 44038

Approved: February 23, 1981

Revised: July 14, 1998

SUTTER UNION HIGH SCHOOL DISTRICT Mileage/Travel/Reimbursement Claim (PLEASE ATTACH RECEIPTS)																								
PLEASE PRINT Name _____ Address _____ City _____ State _____ Zip _____			PLEASE CHECK <input type="checkbox"/> REIMBURSEMENT CLAIM <input type="checkbox"/> MILEAGE CLAIM																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%; text-align: left;">DATE</th> <th style="width: 80%; text-align: left;">REIMBURSEMENTS ONLY</th> <th style="width: 10%; text-align: left;">AMOUNT</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>					DATE	REIMBURSEMENTS ONLY	AMOUNT																	
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MILES TRAVELED	PURPOSE (FROM & TO)	MEALS OTHER EXP.	AMOUNT																					
I HEREBY CERTIFY THAT THE MILES TRAVELED AND AMOUNTS CLAIMED FOR MEALS AND OTHER EXPENSES ARE ACTUAL; THAT THEY WERE EXPENDED IN THE PERFORMANCE OF OFFICIAL SCHOOL BUSINESS AND THAT NO PRIOR CLAIM HAS BEEN MADE.			I HEREBY AUTHORIZE AND APPROVE THE EXPENSE CLAIMED HEREON																					
SIGNATURE OF CLAIMANT _____			SUPERINTENDENT'S SIGNATURE _____																					
DATE _____			DATE _____																					

3/98:PH

Travel Authorization for Administration

- A. The Superintendent/Principal may travel as required in order to interview applicants for certificated positions.
- B. Actual and necessary expenses of travel under the provisions of this policy shall be paid from the funds of the District in accordance with appropriate administrative procedures. No further approval shall be required, but each expense claim shall be approved retroactively by the Board.

Education Code 35044, 44032 and 44038

Approved: February 23, 1981

Reviewed/Approved:

Termination of Employment

A. Resignation

Employment resignations shall be submitted in writing. The Board may accept the resignation and shall fix the time when the resignation takes effect which shall not be later than the close of the school year during which the resignation is submitted. (California Education Code 44930, 45201).

B. Retirement

An employee who intends to retire should submit a letter of resignation and an STRS or PERS retirement form, as applicable, by March 1 of the year in which he or she is retiring.

C. Reduction in Work Force

Lay offs shall be conducted in accordance with applicable law. California Education Code, 44949, 44955, 45114, 45115, 45117, 45198, 45308).

D. Dismissal or Suspension for Cause

Disciplinary action, including but not limited to dismissal, suspension, or demotion, shall be conducted in accordance with applicable law. (California Education Code, 45116, 44949, 44932 et seq.)

**CERTIFICATED PERSONNEL: SENIORITY AND ORDER OF
TERMINATION AND REEMPLOYMENT IN THE EVENT OF LAYOFF**

A. A certificated employee's seniority date is the date he or she first rendered paid service to the District in a probationary, certificated position (Education Code section 44845). (In this policy, citations to "EC" are to the Education Code.)

B. In the event of a layoff based on a reduction of particular kinds of services or other causes for layoff (EC 44955 and 44955.5), the order of termination and reemployment of persons who have the same date of first paid service to the District must be determined by the governing board on the basis of the needs of the District and the students thereof (EC 44846).

C. On the basis of the needs of the Sutter Union High School District and its students, the District's Board of Trustees hereby establishes the following criteria for determining the order of termination and reemployment of certificated employees who first rendered paid service to the District on the same date, and the following numerical scale for the application of those criteria to individuals:

1. Credentials: Each teaching and services credential applicable to courses taught or services provided in the District (other than credentials for which points are assigned under Item C.3., Specialized Training, below):

- | | | |
|-----|---|------------|
| (a) | Professional clear single-subject credential or equivalent | 4.0 points |
| (b) | Preliminary single-subject credential or equivalent | 3.0 points |
| (c) | Intern single-subject credential or equivalent | 2.0 points |
| (d) | Emergency credential, temporary county certificate or equivalent | 1.0 point |
| (e) | Each additional authorization applicable to courses taught or services provided in the District | 2.0 points |

2. Other Education and Training. Other education and training applicable to courses taught or services provided in the District (other than education and training for which points are assigned under Item C.3., Specialized Training, below):

- | | |
|---|------------|
| (a) Each subject area of teaching competency established by the teacher's major | 2.0 points |
| (b) Each subject area of teaching competency established by the teacher's minor | 1.0 point |
| (c) Each master's degree held | 1.0 point |

3. Specialized Training

- | | |
|--|------------|
| (a) CLAD/SDAIE/BCLAD | 3.0 points |
| (b) Resource Specialist Certificate | 3.0 points |
| (c) Reading Specialist Certificate | 3.0 points |
| (d) Other California State Recognized Certificates (per certificate) | 3.0 points |

4. Semester units. Order of employment points per increment of 15 semester units submitted to and approved by the Superintendent for:

- | | |
|--|-----------|
| (a) initial salary schedule placement in the Sutter Union High School District | 1.0 point |
|--|-----------|

(b) Salary schedule advancement in the Sutter Union High School District (units submitted to the District office on or before March 1 of the school year for which units are submitted for order of employment credit under this Board Policy 4110.5). 1.0 point

5. Professional experience. Order of employment points per year of teaching or services experience submitted to and approved by the Superintendent for:

(a) initial salary schedule placement in the Sutter Union High School District 1.0 point

(b) salary schedule advancement in the Sutter Union High School District 1.0 point

6. Evaluations and Observations. Formal evaluations and observation reports of service within the Sutter Union High School District.

(a) Exceeds District standards 2.0 points

(b) Meets District standards 1.0 points

(c) Does not meet District standards (Needs improvement or Unsatisfactory) 0 points

7. Other. Current service in the following (maximum of 5 points)

(a) Athletic Director 1.0 point

(b) Coach (per sport per year) 1.0 point

(c) Department chairperson 1.0 point

**Policy and Procedures Manual
Sutter Union High School District
Section 4000—Personnel**

**Board Policy 4110.5
Page 4 of 4**

- (d) Club/Class Advisor 1.0 point
- (e) Class B Driver's License with passenger endorsement for coach or advisor who transports students a minimum of five (5) times per year to competitions or activities in school vans, with authorization by the Superintendent 1.0 point

D. If any two or more certificated employees who first rendered paid probationary service on the same date have the same number of points after the criteria and numerical scale set forth above are applied to them, their order of termination and reemployment shall be determined by a lottery conducted by the Superintendent or Superintendent's designee, in the presence of the affected employees.

Education Code References:

EC 44845	Date of employment: first date of paid service in a probationary position
EC 44846	Order of termination and reemployment - same date of first paid service
EC 44955	Reduction of number of certificated personnel
EC 44955.5	Reduction of number of certificated personnel
EC 44956	Rights of terminated permanent certificated personnel
EC 44957	Rights of terminated probationary certificated personnel

Adopted by the Board of Trustees on: February 12, 2008

Absence-Notification

- A. In case of absence due to illness or accident, employees shall notify the District Superintendent/Principal or his/her designee as soon as possible and not later than 7:00 A.M. of the day sick leave commences. The District Superintendent/Principal or his/her designee shall be notified of the employee's intent to return to work not later than 3:00 P.M. on the day preceding return.
- B. If an employee fails to give notice within the time limit specified of his/her intention to return after illness or accident and the substitute appears for the day's work as a result of failure to receive such notice, the substitute shall receive one-half day's pay and this amount shall be deducted from the employee's salary.
- C. If the employee is absent on Friday, on the day before a holiday or on the last school day of any week, the substitute's service will be terminated without any notification from the regular employee. Inability to return to work on the first day of the following week shall require the employee to report again to the District Superintendent/Principal or designee his/her intended absence.

Leaves of Absence

- A. Leaves absence of classified personnel shall be in accordance with the Education Code as modified by negotiated agreements.
- B. Leaves of absence of non-management certificated personnel shall be in accordance with the Education Code as modified by negotiated agreements.
- C. Leaves of absence of management certificated personnel shall be in accordance with the Education Code as modified by employment agreements.

Education Codes: 44930 et seq. and 45190 et seq.

Approved: February 23, 1981

Affirmative Action Personnel Program

It is the policy of the District to provide applicants and employees the right to equal employment opportunities. The District will not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, marital status, national origin, sex, or within the limits imposed by law or District regulations, because of age, a physical handicap, or citizenship.

Positive efforts to further the affirmative action personnel program shall be pursued, shall conform to all current legal requirements and shall be consistent with District standards of quality and excellence.

The intent of the District's Affirmative Action Personnel Program is to reflect fully the spirit of the law.

It is the goal of the District that the percentage of minorities and females of the classified staff within the District reflect the supply of qualified members of minority groups and females in the work force in Sutter County.

It is the goal of the District that the percentage of minorities and females of the certificated staff within the District reflect the supply of qualified members of minority groups and females in the work force in the State of California.

Deviations from the general objective may be necessary in order to achieve the goals of specific educational program.

Education Code 44100, 44105, 44337, 44338
5 CAC 30

Approved: February 23, 1981

Use of Personal Vehicle

- A. Employees shall be reimbursed for use of their personal vehicles in the performance of their official duties upon prior authorization of the Superintendent/Principal.
- B. A regularly employed maintenance or operations employee of the District who utilizes his personal truck or vehicle for the transportation of District supplies, materials and equipment shall be reimbursed for use of this vehicle as stand by equipment. This allowance shall be paid only upon recommendation of the Superintendent/Principal and formal approval of the Governing Board. Other personnel shall be paid at the rate of the accepted IRS mileage rate.
- C. Whenever the vehicle of an employee is damaged in the line of duty, as authorized above, the District shall pay the costs of repairing the damage, up to a maximum of seven hundred and fifty dollars (\$750). In the event the employee is covered under his own collision insurance, the District shall pay only those costs not reimbursed by the insurance carrier.

Education Code 44033

Approved: February 23, 1981
Revised: April 7, 1998

Personal Expenses

- A. In order to provide for the efficient operation of the District, the Governing Board authorizes employees to incur personal expenses, as enumerated below, for which they will be reimbursed.
- B. The Superintendent/Principal shall approve and submit to the Board for retroactive approval employees' actual and necessary personal expense claims, including expenses of official travel authorized under Board policies; expenses incurred while conducting Board approved research and investigation in conjunction with the present and future management, conditions, needs and financial support of the District; expenses incurred while informing or making known to the citizens of the District its educational programs and activities; and, other expenses incurred by an employee in fulfilling the duties and obligations of his or her position for which other remuneration is not received.
- C. Each claim shall include the date, the purpose of the expenditure for which reimbursement is claimed (i.e., meal, bridge toll, etc.) and certification showing the Board authorized activity under which the expenditure was made. Original receipts shall be presented along with the claim for reimbursement. If no receipt is available, the employee will be reimbursed according to federally set per diem rates.

Education Code 5172, 35174, and 44032

Approved: February 23, 1981
Revised: July 14, 1998

Mileage/Travel Reimbursement Claim Form

SUTTER UNION HIGH SCHOOL DISTRICT Mileage/Travel/Reimbursement Claim (PLEASE ATTACH RECEIPTS)				
PLEASE PRINT			PLEASE CHECK	
Name _____			<input type="checkbox"/> REIMBURSEMENT CLAIM	
Address _____			<input type="checkbox"/> MILEAGE CLAIM	
City _____ State _____ Zip _____				
DATE	REIMBURSEMENTS ONLY			AMOUNT
MILES TRAVELED	PURPOSE (FROM & TO)		MEALS OTHER EXP.	AMOUNT
TOTAL				
<small>I HEREBY CERTIFY THAT THE MILES TRAVELED AND AMOUNTS CLAIMED FOR MEALS AND OTHER EXPENSES ARE ACTUAL; THAT THEY WERE EXPENDED IN THE PERFORMANCE OF OFFICIAL SCHOOL BUSINESS AND THAT NO PRIOR CLAIM HAS BEEN MADE.</small>				
<small>I HEREBY AUTHORIZE AND APPROVE THE EXPENSE CLAIMED HEREON</small>				
SIGNATURE OF CLAIMANT _____		DATE _____		SUPERINTENDENT'S SIGNATURE _____
				DATE _____

Resignations

The Superintendent/Principal, or his designee, is authorized by the Governing Board to officially accept the resignation of any employee. The acceptance shall be effective at the time the resignation is received by the Superintendent/Principal. The Governing Board shall fix the time when the resignation takes effect.

Education Code 44930

Approved: February 23, 1981

Certificated Personnel - Employee Contracts

A. Employment

1. The Superintendent or his designee is authorized to issue notices of *Intent to Employ* to candidates who are to be recommended to the Board for certificated employment at a subsequent meeting. After Board approval, a contract shall be issued.
2. Any certificated employee, not under permanent tenure, who fails to signify acceptance within forty-five (45) consecutive calendar days after notice of election of employment has been given or mailed by registered or certified mail, shall be deemed to have declined employment.

B. Automatic Declining of Employment

If, when good cause, a permanent employee of a school district fails, prior to July 1st of any school year, to notify the governing board of the district of his intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of the Education Code 44842, shall have been personally served upon him, or mailed to him by United States certified mail with *return receipt requested* to his last known place of address, by the clerk or secretary of the governing board, not later than the preceding May 30th, he may be deemed to have declined employment and his services as an employee of the district may be terminated on June 30th of that year.

Certification

A. California Credentials

Each certificated employee must hold a valid credential issued by the California State Department of education that entitles him/her to each and/or work in the specific assignment.

B. County Certification Dep

It is the employee's responsibility to file for a valid credential.

C. Employees who do not comply with the foregoing requirements shall not perform district service or receive district compensation during any period of noncompliance.

D. Any new or continuing contract of employment is subject to the foregoing requirements.

California Education Code 44250, et seq. *Credential type*, 44330, et seq.
Registration and Renewal, 44830 *Certification Requirements*

Teachers' Responsibilities and Duties

- A. The quality of an education program is a reflection of the ideals, motives, preparation and conduct of the members of the teaching profession. It is important, therefore, for the teachers of our school district to recognize their great responsibility and work together to accomplish the goals of our schools.
- B. Since a teacher is a professional, the Board expects teachers to exhibit the qualities suggested by the professional Code of Ethics, which foster self-respect, respect for parents, respect for other teachers, and community respect for teachers as a group.
- C. The professional responsibility of teachers involves considerably more than classroom instruction. The Board recognizes the importance of study and research to stay current in new knowledge and techniques in order to provide appropriate instruction for all students and to adequately evaluate student work. The Board also recognizes the importance of such key teacher responsibilities as: lesson planning and preparation, record-keeping, student and parent conferences, inservice training meetings, assistance with extra-curricular activities and student supervision.
- D. Code of Ethics of the Teaching Profession (5 CAC 80130-80131).

Preamble:

The educator believes in the worth and dignity of human beings. The educator recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. The educator regards as essential to these goals the protection of freedom to learn and to teach, and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility being accepted in choosing a career in education, and engages individually and collectively with other educators to judge colleagues, and to be judged by them, in accordance with the provisions of this code.

Principle I. Commitment to the Student

The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, the educator:

- (a) Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.
- (b) Prepares the subject carefully, presents it to the students without distortion, and—within the limits of time and curriculum—gives all points of view a fair hearing.
- (c) Protects the health and safety of students.
- (d) Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.
- (e) Provides for participation in educational programs without regard to race, color, creed, national origin or sex—both in what is taught and how it is taught.
- (f) Neither solicits nor involves them or their parents in schemes for commercial gain thereby insuring that professional relationships with students shall not be used for private advantage.
- (g) Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principal II. Commitment to the Public

The educator believes that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. The educator shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all, and for interpretation of educational programs and policies to the public. In fulfilling these goals, the educator:

- (a) Has an obligation to support his profession and institution and not to misrepresent them in public discussion. When being critical in public, the educator has an obligation not to distort the facts. When speaking or writing about policies, the educator must take adequate precautions to distinguish the educator's private views from the official position of the institution.
- (b) Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- (c) Ensures that institutional privileges shall not be used for private gain. Does not exploit pupils, their parents, colleagues, nor the school system itself for private advantage. Does not accept gifts or favors that might impair or appear to impair professional judgement nor offer any favor, service, or thing of value to obtain special advantage.

Principal III. Commitment to the Profession.

The educator believes that the quality of the services of the education profession directly influences the Nation and its citizens. The educator therefore exerts every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of trust to careers in education. In fulfilling these goals, the educator:

- (a) Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (b) Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- (c) Does not misrepresent personal professional qualifications.
- (d) Does not misrepresent the professional qualifications of his colleagues, and will discuss these qualifications fairly and accurately when discussion serves professional purposes.
- (e) Applies for, accepts, offers, and assigns positions or responsible on the basis of professional preparation and legal qualifications.

- (f) Uses honest and effective methods of administering educational responsibilities. Conducts professional business through proper channels. Does not assign unauthorized persons to educational tasks. Uses time granted for its intended purposes. Does not misrepresent conditions of employment. Lives up to the letter and spirit contracts.

Unprofessional Conduct

This code is a set of ideals which the teaching profession expects its members to honor and follow. Any violation is unprofessional. However, to constitute unprofessional conduct and cause of suspension, revocation, or denial of a certification document, or renewal thereof, such violations shall be only those which either involve jeopardy to student welfare; evidence malice, serious incompetency, or bad judgement; or show a consistent pattern of misconduct.

This Code of Ethics is not an exhaustive enumeration of acts of conduct which constitute unprofessional conduct

Reduction of Certificated Employee Annual Workload

It shall be the policy of the Board to permit the reduction of certificated employee workloads in accordance with the provisions of Education Code Section 44922 and the following regulations:

1. The employee must have reached the age of 55 prior to reduction in workload.
2. The employee must have been employed full time in the Sutter Union High School District in a position requiring certification for at least 10 years, of which the immediately preceding five years were full-time employment.
3. The option of part-time employment requires approval by the Board of the request of the employee.
4. Revocation of the reduced workload agreement requires mutual consent to the Board and the employee.
5. The employee shall be paid a salary which is the pro rata share of the salary earned had the employee not elected to exercise the option of part-time employment, but shall retain all other rights and benefits for which he or she makes the payments that would be required if he or she remained in full-time employment. The employee shall receive health benefits as provided in Government Code Section 53201 in the same manner as a full-time employee.
6. The minimum part-time employment shall be the equivalent of one-half of the annual full-time workload.
7. A request by an employee to exercise the part-time employment option must be given by March 15 for reduced load beginning the following academic year and October 15 for reduced load beginning the following spring semester.
8. An employee requesting a revocation of the reduced workload agreement must apply for consideration by March 15 to resume full-time teaching beginning the following academic year and October 15 to resume full-time teaching beginning the following spring semester.
9. All other deadline dates and communications shall be in accordance with administrative procedures established by the Superintendent/Principal.

Approved: February 23, 1981

Maintenance of Discipline

- A. All teachers are expected to carry out all of the duties of their positions as specified in the Education Code and indicated accepted professional ethics to the best of their ability. This includes the enforcement of proper classroom and general school discipline.
- B. In addition to maintaining a quiet, orderly, and organized disciplinary situation in the classroom, each teacher is expected to maintain discipline at any other place on the school grounds or in the school buildings at any time the teacher is thereon or therein regardless of whether or not school is in regular or extra curricular session, whether or not the teacher is in charge of any curricular or extra activity at the time maintenance of discipline is needed.
- C. Any insubordination on the part of any pupil is to be reported at once to the Vice Principal.
- D. It shall be the policy to carry on with as few rules as possible to maintain a good educational program in a friendly atmosphere that is conducive to good study habits and scholastic achievement. We will insist, however, that the rules which have been approved by those on whom the responsibility for the operation and maintenance of the school rely, shall be obeyed by everyone.
 - 1. Recognizing that control is an indispensable function of teaching, the first step in dealing with a discipline problem shall be counseling and guidance of the student by the teacher of the class or activity in which the discipline problem may occur.
 - 2. Should the teacher feel that or she is not succeeding in bringing about a proper attitude and degree of performance of the part of the student, the teacher shall refer the case to the Vice Principal on the standard report form. No action will be taken by the office until the report form is received.
 - 3. Should the Vice Principal fail to secure the cooperation of the student involved he shall arrange a parental conference for the purpose of the discussion of the situation with all concerned.

**Policy and Procedures Manual
Sutter Union High School District
Section 4000—Personnel**

**Board Policy 4230
Page 2 of 2**

4. Should all of the steps indicated above fail to produce the desired effect, the student is subject to disciplinary action, under Board Policy 5318.
5. In cases of violent opposition to authority such as profanity, obscene language, impertinent language from the student to the teacher, failure of the student to comply with reasonable directions of the teacher, or similar conduct, the student will be sent directly to the office and remain there until the teacher has described the occurrence to an administrator and the matter has been fully discussed.
6. It is the teacher's responsibility to supervise students in his or her class. Laxness of supervision can increase the District's exposure to liability. Schools have experienced more liability suits in physical education and athletics than in other departments. It is therefore necessary that physical education instructors and coaches be present in their department until the last player departs.
7. In the opinion of the Governing Board, the continued referral of a high percentage of students to the office by any one teacher can be interpreted as ineffective teaching, and such conditions will be reflected on the teacher's evaluation.

Approved: February 23, 1981

Faculty Participation in Commencement Exercises

The certificated personnel, as determined by the Superintendent/Principal, shall participate in commencement exercises.

Substitute Teachers

- A. A substitute teacher who is legally qualified to instruct in our schools may be employed to replace a regular employee who is absent from service.
- B. Suitable programs for assigning, orienting, and evaluating the work of substitute teachers shall be provided by the certificated staff under the direction of the Superintendent and his staff.
- C. Rates of compensation for substitute teachers shall be set up by the Board.
- D. Substitute teachers shall not participate in the health and welfare plans or other fringe benefits of the school district.
- E. Retired teachers may be employed as substitute teachers subject to applicable retirement laws.

California Education Codes:

23919 Retiree Employed as Substitute Teacher
44914 Credit Toward Tenure for Substitute Service
44916 Written Notice of Temporary Status of Employment
44917 Classification of Substitute Employee
44918 Reemployment Rights of Substitute and Temporary Employees
45030 Pay for Substitutes

Temporary Certificated Employees

Temporary certificated employees shall be employed and compensated in accordance with applicable law.

California Education Codes:

- 44852 Temporary Employment*
- 44887 Tenure of Teacher of Classes for Adults;*
- 44919 Classification of Temporary Employees;*
- 44920 Employment of Certain Temporary Employees; Classification;*
- 44921 Employment of Temporary Employees Reemployment Rights*

Termination of Tenure at Age 70

Tenure for certificated personnel is terminated at age 70 in accordance with the state laws governing tenure. Certified personnel may be offered one year contracts by the Board of Trustees after age 70 if in good health as evidenced by a physical examination and recommendation by the Superintendent.

Written notice of the desire to continue service beyond age 70 must be submitted to the Superintendent prior to May 1st of the school year during which the employee becomes 70.

Failure to submit a request for continued employment shall result in the employee's retirement at the end of the school year in which the employee reaches age 70.

California Education Codes: 23922, 44906 *Age When Permanent Classification Ceases*,
44907 *Effect of Retirement*

Physical Examinations - Classified Employees

- A. Physical examinations shall be required of all regular classified employees prior to the their employment at the employee's expense. This examination shall be administered by a physician(s) designated by the District. The cost of any subsequent examination required by the District shall be paid by the District.
- B. At any time during the course of employment a regular classified employee may be required by the Superintendent/Principal question the employee's physical ability to perform the duties for which he was employed or in which he is presently working.

Approved: February 23, 1981

Status of Regular Classified Employees

- A. All regular classified employees shall be required to serve a six-month probationary period which shall serve as a training period for the employee in the position for which he or she was employed and, in addition, determine if he or she will be able to satisfactorily perform in this position. An employee's services may be terminated at any time during the probationary period.
- B. Upon satisfactory completion of the employee's probationary period, he or she shall receive permanent status and shall be subject to dismissal for cause only.

Education Codes: 45103 and 45113

Approved: February 23, 1981

Reduction of Work Force

- A. It shall be the policy of the Board that, when it is necessary to reduce the classified work force of the District due to insufficient funds, or lack of work, the reduction shall be made as set forth herein.
- B. For members of the classified service, the reduction shall be made in reverse order of seniority in the job classification of the employee.
- C. When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before May 29, informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, such notice shall be given not less than 30 days prior to the effective date of their layoff.
- D. When, as a result of a bona fide reduction or elimination of the service being performed by an department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 30 days prior to the effective date of layoff and informed of their displacement rights, if any, and reemployment rights.
- E. Nothing shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of classified employees, nor layoff for lack of work resulting from causes not foreseeable or preventable by the Governing Board, without the notice required by the above two paragraphs.

Education Codes 45114, 45115, 45117, 45298 and 45308

Approved: February 23, 1981

Suspension, Demotion or Dismissal

- A. A person classified a permanent member of the classified service shall be suspended, demoted or dismissed from service for cause only as follows: incompetency, inefficiency, physical or mental incapacity, insubordination, inattention to or dereliction of duty, lack of ability, failure to perform the assigned duties in a satisfactory manner, negligence, discourteous treatment of the public or fellow employees, dishonesty, intoxication on duty, immoral conduct addiction to or use of narcotics, or any other willful failure of good conduct tending to injure the public service, or any willful and persistent violation of the Education Code, Government Code or any other statutes of the State of California, or the rules, regulations or procedures adopted by the Board or the Department of Education.
- B. The Superintendent/Principal shall notify a permanent employee both in writing and in conference that a recommendation for the employee's dismissal, suspension or demotion is being presented to the Governing Board. The written notice shall state the effective date and shall contain (a) the specific charges; (b) a statement of the employee's right to a hearing and the time within which such hearing must be requested and there shall be enclosed with said notice a card for a signature and filing which upon receipt shall constitute a demand for hearing and denial of all charges.
- C. No suspension without pay shall be imposed prior to a hearing, except as authorized in the Education Code.
- D. The employee shall be advised in the written notice of his right to appear in person or with counsel to present his case to the Governing Board. The hearing shall be requested within five (5) work days after receipt of the notice by the employee and it shall be at the first regular or special meeting following one calendar week after receipt of written request. The hearing shall be in either closed or open session upon request of the employee. If an employee does not request a hearing within five (5) work days of receipt of the written notice, the employee may be dismissed without a hearing.
- E. The decision of the Governing Board shall be final and conclusive in the event of a hearing. If the appeal of the employee is sustained, the Governing Board shall order full compensation if the employee was suspended without pay and shall order reinstatement without loss of accumulated sick leave, vacation leave and seniority rights.

**Policy and Procedures Manual
Sutter Union High School District
Section 4000—Personnel**

**Board Policy 4341
Page 2 of 2**

- F. No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

Education Code: 45113, 45116

Approved: February 23, 1981

Retirees

That the Board approves and authorizes the State Teachers Retirement System to make deductions for insurance programs currently offered by the District to its certificated employees from the retirement payments of the Sutter Union High School staff.

Exposure Control Plan for Blood borne Pathogens

I. Exposure Determination:

A. Job classification in which all employees have occupational exposure:

B. Job classification in which some employees have occupational exposure:

C. Tasks and procedures in which occupational exposure occurs for employees listed in “B”:

II. Schedule and Method of Implementation for:

A. Methods of compliance

1. Universal Precautions for prevention of Infectious Disease Transmission in the school setting:

Since medical history and examination cannot reliably identify all patients with infectious disease (including Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne diseases), blood and body fluid precautions should consistently be used in all settings. This approach, called *universal pre-cautions* is recommended by the Center for Disease Control. Universal Precautions apply to:

Blood
other body fluids containing visible blood
semen
vaginal secretions
body tissues

Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, vomitus or saliva unless they contain visible blood.

Blood is the single most important source of HIV, HBV and other bloodborne pathogens. The spread of these infectious diseases in the school setting is prevented by good hand washing practices after contact with each student and after contact with blood or body fluids, and by wearing latex or vinyl exam gloves whenever contact with blood is anticipated.

a. Gloves should be worn:

- 1) Whenever you are handling blood (including menstrual blood).
- 2) Whenever you have an open sore or cut on your hand and you are handling body fluids.
- 3) Whenever you are handling body fluids that contain visible blood or are touching the mucous membranes or non-intact skin of other persons.
- 4) Whenever you are clearing up a blood spill.

b. When using gloves:

- 1) Use a clean pair of gloves after each student contact or cleaning task.
- 2) Remove gloves by grasping the cuff and then stripping it off by turning it inside out.
- 3) Dispose of gloves in a leak-proof plastic bag. Return leakproof bag with soiled gloves to the health office for disposal.
- 4) Wash hand thoroughly after glove removal.
- 5) Never use a pair of disposable gloves more than once.

c. Cleaning up blood spills from surfaces of objects:

- 1) Gloves must be worn.
- 2) If there is a large amount of blood to be cleaned up, it should first be absorbed with sawdust or a similar commercially prepared product.
- 3) The area should be cleaned with soap and water and disposable towels.
- 4) After cleaning with soap and water, the area should be disinfected with an approved disinfectant. A solution of one part bleach to nine parts

water is an acceptable disinfectant if it is made daily. Never use pure bleach on a spill. This can be very hazardous to your health.

- 5) Discard towels, absorbent materials, and gloves used in clean-up in a leakproof plastic bag and return to the health office for proper disposal.
- 6) Wash hands.

2. Regulated Waste:

- a. Regulated waste shall be placed in containers which are:
 - 1) Closable;
 - 2) Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 - 3) Labeled and color-coded in accordance with subsection C.1.;
 - 4) Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
 - b. If outside contamination of the regulated waste container occurs, it shall be placed in a second container which meets the above criteria.
 - c. Handling, storage, treatment and disposal of all regulated waste shall be in accordance with applicable regulations of the United States, the State, and political subdivisions of the State.
 - d. “Regulated waste” liquid or semi-liquid blood or other potentially infectious materials; or contaminated items (like bandages) that would release blood if compressed; or items caked with dried blood that could flake off.
3. Student and/or adults infected with the AIDS virus or Hepatitis B attending school may not be known to school personnel, either because those infected are incubating the virus, are symptomatic carriers, are undiagnosed, or are diagnosed but have physicians or parents who have chosen not to inform the school for reasons of confidentiality. Thus, it is not only the identified student or adult infected with the AIDS virus or Hepatitis B for whom precautions need to be taken. Schools should not wait until they encounter an identified student or adult infected with the AIDS virus or Hepatitis B before implementing their infectious disease prevention techniques.

Following the above precautions is an essential part of protecting your health and the health of the people you serve. Your actions and your attitudes about the use of universal precautions give a message to all the people you work with who look to you as a role model. Be sure that the message you give is a positive one based on sound information and health practices.

School personnel are encouraged to periodically remind parents, students, and other school personnel of infectious disease prevention techniques in the school. The goal is to protect our entire school population, without segregation, discrimination, or stigma.

B. Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up.

1. General:

- a. The District will make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, (See Section I) and post exposure evaluation and follow-up to all employees who have had an exposure incident.
- b. The District will ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:
 - 1) Made available at no cost to the employee;
 - 2) Made available to the employee at a reasonable time and place;
 - 3) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
 - 4) Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.
- c. The District shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

2. Hepatitis B Vaccination for Employees With Occupational Exposure.

- a. Hepatitis B vaccination shall be made available after the employee has received the training described herein and within 10 working days of initial assignment to all employees who have occupational exposure unless the

employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

- b. Participation in a prescreening program is not a prerequisite for receiving the Hepatitis B vaccination.
 - c. If the employee initially declines the Hepatitis B vaccination but at a later date while still covered under the standards decides to accept the Hepatitis B vaccination, the District will make available the Hepatitis B vaccination at that time.
 - d. The District will require that employees who decline to accept the Hepatitis B vaccination offered by the District sign a copy of the document attached as *Attachment A*.
 - e. If a routine booster dose(s) of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.
3. Hepatitis B Vaccination for Employees Without Occupational Exposure.
- a. Hepatitis B vaccine will be provided to all unvaccinated persons who have rendered assistance in any situation involving the presence of blood or other potentially infectious material (regardless of whether an actual exposure incident occurred). Appropriate post-exposure evaluation, prophylaxis and follow-ups will be provided for those employees who experience an exposure incident.
 - 1) First aid incidents involving the presence of blood or other potentially infectious material shall be reported to the employer before the end of the work shift during which the first aid incident occurred.
 - a) The report must include the names of all persons who rendered assistance, regardless of whether personal protective equipment used and must describe the first incident, including time and date.
 - i. The description must include a determination of whether or not, in addition to the presence of blood or other potentially infectious material, an exposure incident occurred.

- ii. This determination is necessary in order to ensure that the proper post-exposure evaluation, prophylactic and follow-up procedures are made available immediately if there has been an exposure incident.
 - b) The report shall be recorded on a list of such first aid incidents. It shall be readily available to all employees and shall be provided to the Superintendent upon request.
 - i. The bloodborne pathogens training program will include the specific of the reporting requirements of this exception.
 - b. The full Hepatitis B vaccination series will be made available as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious material regardless of whether or not a specific exposure incident has occurred.
- 4. Post-Exposure Evaluation and Follow-up.

Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical evaluation and follow up, including at least the following:

 - a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
 - b. Identification and documentation of the source individual, unless the District can establish that identification is unfeasible or prohibited.
 - 1) If consent is obtained, a source individual's blood shall be tested as soon as feasible in order to determine HBV and HIV infectivity. If consent is not obtained, the source individual's blood shall be tested and the results documented.
 - 2) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - 3) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

- c. Collection and testing of blood for HBV and HIV serological status:
 - 1) After consent is obtained, the exposed employee's blood shall be collected as soon as feasible and tested.
 - 2) If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible;
 - d. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;
 - e. Counseling; and
 - f. Evaluation of reported illness.
5. Information Provided to the Health Care Professional.
- a. The District shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.
 - b. The District shall ensure that the health care professional evaluating an employee after an exposure incident is provided the following information:
 - 1) A copy of the applicable state and federal regulations;
 - 2) A description of the exposed employee's duties as they relate to the exposure incident;
 - 3) Documentation of the route(s) of exposure and circumstances under which exposure occurred;
 - 4) Results of the source individual's blood testing, if available; and
 - 5) All medical records relevant to the appropriate treatment of the employee (including vaccination status) which are the District's responsibility to maintain.
6. Health Care Professional's Written Opinion.

The District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

- a. The health care professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- b. The health care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 - 1) That the employee has been informed of the results of the valuation; and
 - 2) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- c. All other findings or diagnosis shall remain confidential and shall not be included in the written report.

7. Medical Record Keeping.

Medical records required by this standard shall be maintained in accordance with paragraph D.I. of this section.

C. Communication of Hazards to Employees.

1. Labels and signs.

- a. Labels.
 - 1) Warning labels shall be affixed to containers of regulated waste and other containers used to store, transport or ship blood or other potential infectious materials.
 - 2) Labels required by this section shall include the following legend:



- 3) These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
 - 4) Labels required are affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
 - 5) Red bags or red containers may be substituted for labels.
 - 6) Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.
 - 7) Labels required for contaminated equipment shall be accordance with this paragraph and shall also state which portions of the equipment remain contaminated.
 - 8) Regulated waste that has been decontaminated need not be labeled or color-coded.
- b. Signs.
- 1) The District will post signs at the entrance to work area used by employees described in Exposure Determination sections A and B, which shall bear the following legend:

- 2) These signs shall be fluorescent orange-red or predominately so, with lettering or symbols in contrasting color.
2. Information and training.
- a. The District will ensure that all employees with occupational exposure participate in a training program which will be provided at no cost to the employee and during working hours.
 - b. Training will be provided as follows:
 - 1) At the time of initial assignment to tasks where occupational exposure may take place; and
 - 2) At least annually thereafter.
 - c. Annual training for all employees shall be provided within one year of their previous training.
 - d. The District will provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposure created.
 - e. Material appropriate in content and vocabulary to educational level, literacy, and language of employees will be used.
 - f. The training program will contain at a minimum the following elements.
 - 1) An accessible copy of the regulatory text of this standard and an explanation of its contents;
 - 2) A general explanation of the epidemiology and symptoms of bloodborne diseases;
 - 3) An explanation of the means of transmission of bloodborne pathogens;
 - 4) An explanation of the District's exposure control plan and the means by which the employee can obtain a copy of the written plan;

- 5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;.
 - 6) An explanation of the use and limitations of method that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
 - 7) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
 - 8) An explanation of the basis for selection of personal protective equipment;
 - 9) Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
 - 10) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potential infectious materials;
 - 11) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
 - 12) Information on the post-exposure evaluation and follow-up that the District is required to provide for the employee following an exposure incident;
 - 13) An explanation of the signs and labels and/or color coding required by paragraph C.1.; and
 - 14) An opportunity for interactive questions and answers with the person conducting the training session.
- g. The person conducting the training will be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

D. Record Keeping.

1. Medical Records.

- a. The District shall establish and maintain an accurate record of each employee with occupational exposure, in accordance with Title 8, California Code of Regulations, Section 3204.

b. This record shall include:

- 1) The name and social security number of the employee;
- 2) A copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- 3) A copy of all results of examinations, medical testing, and follow-up procedures;
- 4) The District's copy of the health care professional's written opinion; and
- 5) A copy of the information provided to the health care professional.

c. Confidentiality.

The District will ensure that employee medical records are:

- 1) Kept confidential; and
- 2) Are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

- d. The District shall maintain the records for at least the duration of employment plus 30 years in accordance with Title 8, California Code of Regulations, Section 3204.

2. Training Records.

- a. Training records will include the following information:

- 1) The dates of the training sessions;
- 2) The contents or a summary of the training sessions;

- 3) The names and qualifications of persons conducting the training; and
 - 4) The names and job titles of all persons attending the training sessions.
 - b. Training records will be maintained for three years from the date on which the training occurred.
3. Availability.
- a. The District will ensure that all records required to be maintained by this section will be made available upon request to the Assistant Secretary and the Director, for examination and copying.
 - b. Employee training records required by this paragraph shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary in accordance with Title 8, California Code of Regulation, Section 3204.
 - c. Employee medical records required by this paragraph will be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with Title 8, California Code of Regulations, Section 3204.
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- c. Employee medical records required by this paragraph will be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the director, and to the Assistant Secretary in accordance with Title 8, California Code of Regulations, Section 3204.

4. Transfer of Records.

- a. The District will comply with the requirements involving transfer of records set forth in Title 8, California Code of Regulations, Section 3204.
- b. If the District ceases to do business and there is no successor District to receive and retain the records for the prescribed period, the District will notify NIOSH, at least three months prior to their disposal and transmit them to NIOSH, if required by NIOSH to do so, within that three month period.

III. Procedure for Evaluation of Circumstances Surrounding Exposure Incidents.

- A. Immediately following each exposure incident, a report will be completed, which includes details of the circumstances under which the exposure incident occurred and the route(s) of exposure.
- B. This report will be placed in the employee record as established in Section II.D.1.

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- B. This report will be placed in the employee record as established in Section II.D.1.

HEPATITIS B VACCINE DECLARATION

I understand that due to my occupational exposure to blood or other potentially infectious material, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Date: _____

Signed: _____

Sutter Union High School District

STUDENT WELLNESS

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent/Principal or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - Student Health and Social Services)
(cf. 5142 - Safety)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
(cf. 6164.2 - Guidance/Counseling Services)

To encourage consistent health messages between the home and school environment, the Superintendent/Principal or designee may disseminate health information to parents/guardians through school newsletters, handouts, parent/guardian meetings, the school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1113 - District and School Web Sites)
(cf. 6020 - Parent Involvement)

School Health Council/Committee

The Superintendent/Principal or designee may appoint a school health council or other committee consisting of parents/guardians, students, food service employees, and district administrators, Board representatives, health professionals, school nurses, health educators, physical education teachers, counselors, members of the public, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

STUDENT WELLNESS (continued)

The school health council or committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent/Principal or designee, the council's charge(s) may include the planning and implementation of activities to promote health within the school or community.

Nutrition Education and Physical Activity Goals

The Board shall adopt goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the district determines appropriate. (42 USC 1751 Note)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content standards, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

Nutrition education shall be provided as part of the health education program in grades 9-12 and, as appropriate, shall be integrated into other academic subjects in the regular educational program. Nutrition education also may be offered through before- and after-school programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6142.8 - Comprehensive Health Education)

All students in grades 9-12 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs, before- and/or after-school programs, and other structured and unstructured activities.

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

STUDENT WELLNESS (continued)

The Superintendent/Principal or designee shall encourage staff to serve as positive role models. He/she shall promote and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

STUDENT WELLNESS (continued)

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means.

(cf. 1325 - Advertising and Promotion)

Nutritional Guidelines for Foods Available at School

The Board shall adopt nutritional guidelines for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity. (42 USC 1751 Note)

The Board believes that foods and beverages available to students at the school should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5148 - Child Care and Development)

(cf. 6300 - Preschool/Early Childhood Education)

The Superintendent/Principal or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one such food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

STUDENT WELLNESS (continued)

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means.

Guidelines for Reimbursable Meals Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools. (42 USC 1751 Note)

STUDENT WELLNESS (continued)

In order to maximize the district's ability to provide nutritious meals and snacks, the school shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

(cf. 3553 - Free and Reduced Price Meals)

Program Implementation and Evaluation

The Board shall establish a plan for measuring implementation of this policy. (42 USC 1751 Note)

(cf. 0500 - Accountability)

To determine whether the policy is being effectively implemented the following indicators shall be used:

1. Descriptions of the district's nutrition education, physical education, and health education curricula
2. Number of minutes of physical education instruction offered at each grade span
3. Number and type of exemptions granted from physical education
4. Results of the state's physical fitness test
5. An analysis of the nutritional content of meals served based on a sample of menus
6. Student participation rates in school meal programs
7. Any sales of non-nutritious foods and beverages in fundraisers or other venues outside of the district's meal programs
8. Feedback from food service personnel, the school health council, parents/guardians, students, and other appropriate persons
9. Any other indicators recommended by the Superintendent/Principal and approved by the Board

STUDENT WELLNESS (continued)

In order to maximize the district's ability to provide nutritious meals and snacks, the school shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

The Superintendent/Principal or designee shall report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity.

STUDENT WELLNESS (continued)

Posting Requirements

The school shall post the district's policies and regulations on nutrition and physical activity in public view within the school cafeteria or in other central eating areas. (Education Code 49432)

The school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49565-49565.8 California Fresh Start pilot program
49570 National School Lunch Act
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51796.5 School instructional gardens
51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:
1751 Note Local wellness policy
1771-1791 Child Nutrition Act, including:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

**Board Policy 5030 (E)
10 of 12**

STUDENT WELLNESS (continued)

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources: (see next page)

STUDENT WELLNESS (continued)

Management Resources:

CSBA PUBLICATIONS

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Food Safety Requirements, Fact Sheet, October 2007

Physical Education and California Schools, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Healthy Children Ready to Learn, January 2005

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

Physical Education Framework for California Public Schools, Kindergarten Through Grade 12, 1994

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2004

Making It Happen: School Nutrition Success Stories, 2005

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

CSBA: <http://www.csba.org>

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

National School Boards Association: <http://www.nsba.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

STUDENT WELLNESS (continued)

*U.S. Department of Agriculture, Food Nutrition Service, wellness policy:
http://www.fns.usda.gov/tn/Healthy/wellnesspolicy_steps.html*

Admission

- A. The admission of pupils shall be strictly in accordance with the provisions of the Education Code.
- B. The approval of the Board is required for the admission of nonresident pupils.
- C. The Superintendent/Principal shall require that each student who registers for entrance to school exhibit proof of age in accordance with law.

California Education Codes:

37113 Admission of Pupils Enrolled in Nonpublic Schools

46600 Agreements for Admission of Pupils Desiring Inter-district Attendance

48200 Children Between Ages of 6 and 16 years (Compulsory Full-time and Education)

Education for Homeless Children

The Governing Board desires to ensure that homeless students have access to the same free and appropriate education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

(cf. 3553- Free and Reduced Price Meals)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as define in law and administrative regulation.

(cf. 5111.13 – Residency for Homeless Children)

Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of the district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 – Transportation Fees)

(cf. 3541 – Transportation Routes and Services)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

2558.2 Us of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

UNITED STATES CODE, TITLE 42

11431-11435 McKinney- Vento Homeless Assistance Act

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004

WEB SITES:

California Department of Education, Homeless Children and Youth Education:
<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://serve.org/nche>

National Law Center on Homelessness and Poverty: <http://nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

Policy
adopted: 7/9/2013

SUTTER UNION HIGH SCHOOL
Sutter, California

Reviewed/Approved: June 27, 2017

Reviewed/Approved: June 26, 2018

Reviewed/Approved: June 25, 2019

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Reviewed/Approved: June 22, 2021

Reviewed/Approved: June 28, 2022

Reviewed/Approved: June 20, 2023

Reviewed/Approved: June 18, 2024

Immunization and Health Screening Requirement

A. Immunization

State law requires that all public school students shall be immunized against certain communicable diseases or provide written exemption. No student shall be enrolled in Sutter Union High School District schools until this requirement has been met.

B. Health Screening

Proof of health and screening and evaluation shall be required of any student consistent with state law.

California Education Codes: 49451 *Refusal of Consent*; 49403 et seq. *Immunization of Pupils*,
California Administrative Code Title V 590 et seq. *Vision Screening*,
Health & Safety Code, 303.4 *School Immunization Program*, 3380 et seq. *Prerequisites for School Admission*

Inter-District Agreements

The Board of Trustees may allow out-of-district resident students to enroll in this district, and district residents to attend schools out of the district. Such attendance shall be pursuant to an agreement between the governing boards of the two districts.

California Education Code: 46600 et seq. *Agreements for Inter-district Attendance*

Home and Hospital Instruction

- A. Forms for securing a physician's statement and applying for home teaching will be provided at the District office upon request. The completed forms shall be submitted by the parent or guardian to the District Office. The assignment of a home teacher is subject to the availability of a qualified teacher and is further subject to approval by the District Superintendent/Principal and the County Superintendent of Schools.
- B. Each pupil shall receive home instruction for no more than five (5) hours subject to approval by the Superintendent/Principal, (300 minutes) per week and no less than two (2) hours (120 minutes) per week. The home teacher shall determine the appropriate amount of instruction, considering any time or activity limits suggested by the physician.
- C. Home teaching will be terminated when the physician releases the student to return to school.
- D. Home teachers shall record the number of minutes taught on each calendar date on forms furnished by the District.

Compulsory Attendance

- A. The Board recognizes that regular student attendance is crucial if the educational program is to be effective. Therefore, all compulsory attendance laws shall be vigorously enforced. The Superintendent/Principal is directed to provide for such enforcement.
- B. The Board directs the Superintendent/Principal to require from the parent/guardian of each pupil who has been absent from school a written verbal statement of the reason for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence or tardiness.
- C. Measures to enforce the compulsory attendance laws include, but are not limited to, counseling students and their families, parent education, referral to the school Attendance Review Board (SARB), and the filing of a criminal complaint in the proper court.

California Education Codes:
48623 *SARB Proceedings*
48200 *Compulsory Education*
48221 *Physical or Mental Condition*
48291 *SARB Role, Court Sanctions*

California Administrative Code Title V, 400 et seq. *Student Attendance*

Exemption from Attendance

Exemption from compulsory attendance in California public schools shall be in accordance with the Education Code (Sections 48200 et seq.).

California Education Code: 48200 et seq.

Absence

- A. Records of attendance for each student will be maintained indicating either excused or unexcused absence in accordance with laws related to the reporting of average daily attendance. Attendance records shall be maintained to provide adequate information for instructional and guidance purposes and for reporting to parents.
- B. The District administration shall maintain a record of illness absences, absences other than illness, and the pattern of an individual's attendance. These records shall be reviewed periodically by the Superintendent/Principal's designee to:
 - 1. Identify students who may need additional help.
 - 2. Notify parents to enlist their assistance.
 - 3. Evaluate causes within the school which are contributing to the attendance problems.

Truancy

- A. Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the district.
- B. Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of a district.
- C. Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold a least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Education Code Section 48260 or Education Code Section 48261.
- D. The attendance supervisor, a peace officer, or any school administrator or his designee, may arrest or assume temporary custody, during school hours, of any minor subject to compulsory full-time education or to compulsory continuation education found away from his home and how is absent from school without valid excuse within the county, city, or city and county, or school district.

Absence for Religious Instruction

- A. Absence for religious instruction away from school premises may be permitted by the Superintendent/Principal or designee pursuant to the signed request of a pupil's parent or guardian.
- B. In order to be released from such religious instruction, pupils must be registered for a course and a copy of the registration must be filed with the Superintendent/Principal of the public school. Reports of attendance shall also be filed with the Superintendent/Principal weekly.
- C. The time of release for religious instruction shall be arranged by the Superintendent/Principal. He will also assure the appropriate continuance of the instructional program in the public schools during such released time. Any request for regular release under this policy must be approved in writing by the Superintendent/Principal for his designee.
- D. Each pupil so excused shall attend school for at least the minimum school day for second-ary schools. No pupil shall be excused from school for such purpose or more than four days per school month.

California Education Codes:
46014 *Absences for Religious Purposes*
48980 *Notification of Rights*

Valid Absences

A. General

Absences will be excused for illness, quarantine, medical or dental appointments, or the funeral of a member of the immediate family, or jury duty are valid absences.

B. Special Circumstances

In limited situations, the Superintendent/Principal or designee may permit a student to be absent from school for reasons other than those listed above or absence for religious instructions.

C. Absences for religious instruction pursuant to Policy 5136 are valid absences.

D. Any request for an absence by reason of special circumstances must be submitted to the District Superintendent/Principal or designee prior to the absence. The parent or guardian shall obtain prior approval for such absence.

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

Board Policy 5141.27(a)

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

The Board of Trustees desires to prevent exposure of students to foods to which they are allergic and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent/Principal or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, strategies for identifying students at risk for allergic reactions, avoidance measures and other means to manage allergies, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Parents/guardians shall be responsible for notifying the Superintendent/Principal or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

(cf. 5125 - Student Records)

Students with serious dietary needs that qualify as a disability under Section 504 of the federal Rehabilitation Act or the Individuals with Disabilities Education Act shall be provided reasonable accommodation or services, as appropriate, in accordance with his/her accommodation plan or individualized education program.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Students shall not be excluded from school activities based solely on their food allergy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal Reference: (see next page)

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

Legal Reference:

EDUCATION CODE

49407 *Liability for treatment*

49408 *Emergency information*

49414 *Emergency epinephrine auto-injectors*

49423 *Administration of prescribed medication for student*

CODE OF REGULATIONS, TITLE 5

600-611 *Administering medication to students*

15562 *Reimbursement for meals, substitutions*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act of 1974*

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

701-795a *Rehabilitation Act, including:*

794 *Rehabilitation Act of 1973, Section 504*

UNITED STATES CODE, TITLE 42

1751-1769h *National School Lunch Program*

1771-1791 *Child nutrition, especially:*

1773 *School Breakfast Program*

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 *National School Lunch Program*

220.1-220.21 *National School Breakfast Program*

225.16 *Meal programs, individual substitutions*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

FOOD ALLERGY AND ANAPHYLAXIS NETWORK (FAAN) PUBLICATIONS

School Guidelines for Managing Students with Food Allergies

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, Fall 2001

WEB SITES

American Dietetic Association: <http://www.eatright.org>

American School Food Service Association: <http://www.asfsa.org>

California Department of Education, Health Services and School Nursing: <http://www.cde.ca.gov/ls/he/hn>

Food Allergy and Anaphylaxis Network: <http://www.foodallergy.org>

International Food Information Council: <http://ific.org>

National School Boards Association, School Health Programs: <http://www.nsba.org>

U.S. Department of Agriculture: <http://www.fns.usda.gov>

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

Definitions

Special dietary needs include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

Food allergies are abnormal responses of the body's immune system to certain foods or ingredients.

Anaphylaxis is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

In severe cases, anaphylaxis may result in lowered blood pressure, loss of consciousness, or even death. Symptoms typically appear immediately after exposure to a certain food or substance but in rare cases may occur after a few hours.

Epinephrine auto-injector is a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Notification by Parent/Guardian

If their child has a known food allergy, the parents/guardians shall notify the Superintendent/Principal or designee, in writing, and provide written medical documentation, signed by a physician, that describes the nature of the student's condition, instructions, and necessary medications. If the food allergy requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

Prevention

To minimize students' exposure to foods to which they are allergic, the Superintendent/Principal or designee shall, at a minimum, implement the following preventive measures:

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

1. Notification to District Staff

When notified by the parent/guardian that a student has a food allergy, the Superintendent/Principal or designee shall inform the student's teacher(s), bus driver, school nurse, coach, substitute teacher, and/or any other personnel responsible for supervising the student.

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

AR 5141.27(b)

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

The Superintendent/Principal or designee shall also notify substitute staff of any students with known food allergies and the school's response plan.

(cf. 5125 - Student Records)

2. Food Services

The district's food services program shall make food substitutions in breakfasts, lunches, and after-school snacks when students are considered to have a disability under Section 504 of the federal Rehabilitation Act of 1973 that restricts their diet and when a physician has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a recognized medical authority. (7 CFR 210.10, 220.8, 225.16)

The district's food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a physician.

Food substitutions shall not result in any additional cost to the student.

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

3. Class Parties/School Activities

Without identifying the student, the Superintendent/Principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that the food not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with a fresh cloth or disposable paper towels and cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Supervision of Students

Staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria and on the playground whenever students known to have a food allergy are on school grounds.

7. Health Education

The district's health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

(cf. 6142.8 - Comprehensive Health Education)

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

Emergency Response

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

AR 5141.27(d)

FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)

(cf. 4119.43 - Universal Precautions)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

In addition, staff shall call 911 and seek immediate medical attention for a student experiencing an anaphylactic shock reaction.

(cf. 5141 - Health Care and Emergencies)

As soon as possible, school staff shall contact the student's parents/guardians or other person identified as an emergency contact.

Regulation

approved: April 12, 2011

Reviewed/Approved: June 27, 2017

Reviewed/Approved: June 26, 2018

Reviewed/Approved: June 25, 2019

Reviewed/Approved: June 23, 2020

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SUTTER UNION HIGH SCHOOL DISTRICT

Sutter, California

Students

Board Policy 5142

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies, where applicable, shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

Such measures and strategies, may also include:

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent
5850-5883 Mental Health Services Act
Suicide Prevention (continued)

BP 5142

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade

Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide: A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://wwwv.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

Suicide Prevention (continued)

STAFF DEVELOPMENT

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies or service providers.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth.
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors.

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)
7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide.

INSTRUCTION

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction may be incorporated into the health education curriculum at appropriate secondary grades and, if incorporated, may be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 1020 - Youth Services)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.6 - School Health Services)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2 - Guidance/Counseling Services)

Suicide Prevention (continued)

INTERVENTION

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened

3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.
(cf. 5125 - Student Records)

The Superintendent or designee shall attempt to follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

POSTVENTION

In the event that a student dies by suicide, the Superintendent or designee shall attempt to communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee may consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and should focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

SUTTER UNION HIGH SCHOOL DISTRICT
Sutter, California

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Students

Board Policy 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

The Board of Trustees has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf 5144 - Discipline)

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

(cf 6145 - Extracurricular and Co-curricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent/Principal or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

Students

Board Policy 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS (Continued)

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent/Principal or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)

(cf 5119 - Students Expelled from Other Districts)

(cf 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Students

Board Policy 5144.1(b)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Supervised Suspension Classroom

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent/Principal or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent/Principal or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1)

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities.

Students

Board Policy 5144.1(b)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Students

Board Policy 5144.1(c)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

When a teacher requires parental attendance, the Superintendent/Principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the Superintendent/Principal or designee. (Education Code 48900.1)

The Superintendent/Principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students in community school

17292.5 Program for expelled students

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48660-48667 Community day schools

48900-48927 Suspension and expulsion

48950 Speech and other communication

Students

Board Policy 5144.1(c)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

49073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

Legal Reference continued: (see next page)

Students

Board Policy 5144.1(d)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference: (continued)

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of
a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE. TITLE 18

921 Definitions, firearm

UNITED STATES CODE. TITLE 20

7151 Gun free schools

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321

Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students

Students

Board Policy 5144.1(d)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807
Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301
ATTORNEY GENERAL OPINIONS
84 *Ops. Cal. Atty. Gen.* 146 (2001)
80 *Ops. Cal. Atty. Gen.* 91 (1997)
80 *Ops. Cal. Atty. Gen.* 85 (1997)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Safe and Drug-Free Schools:

<http://www.ed.gov/about/offices/list/ose/index.html>

Policy

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SUTTER UNION HIGH SCHOOL DISTRICT

Sutter, California

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.1(a)

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class where the student will receive continuing instruction for the length of day prescribed by the Board of Trustees for students of the same grade level
2. Referral to a certificated employee designated by the Superintendent/Principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the Superintendent/Principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the school of the district is in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Superintendent/Principal's designee means one or more administrators or, if there is not a second administrator, a certificated person specifically designated by the Superintendent/Principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the Superintendent/Principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the Superintendent/Principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not

limited to, electronic files and databases. (Education Code 48900(s))

Notice of Regulations

At the beginning of each school year, the Superintendent/Principal shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 48900.1, 48980)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.1(b)

(ef 5144 - Discipline)
(ef 5145.6- Parental Notifications)

Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Principal or designee's concurrence. (Education Code 48900(b))

(ef 5131 - Conduct)
(ef 5131.7 - Weapons and Dangerous Instruments)

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

(ef 5131.6- Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

AR 5144.1(b)

6. Caused or attempted to cause damage to school property or private property.
(Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code
48900(g))

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(c)

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code *11014.S*. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(c)

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(0))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
 17. Engaged in, or attempted to engage in, hazing as defined in Education Code 320S0. (Education Code 48900(q))
 18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(d)

A student in grades 9-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2) (*cf* 5145.7 - *Sexual Harassment*)

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

(*cf* 5145.9 - *Hate-Motivated Behavior*)

21. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(*cf* 5145.3 - *Nondiscrimination/Harassment*)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at school under the jurisdiction of the Superintendent/Principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

The Superintendent/Principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

(*cf* 5138 - *Conflict Resolution/Peer Mediation*)

Alternatives to suspension or expulsion shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(e)

(cf 5113 - Absences and Excuses)

(cf 5113.1- Truancy)

Removal from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above.
(Education Code 48910)

A teacher also may refer a student to the Superintendent/Principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the Superintendent/Principal or designee and send the student to the Superintendent/Principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the Superintendent/Principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the Superintendent/Principal shall send the parent/guardian a

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(e)

written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence IS expected and by what means he/she may arrange an alternate date

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(f)

2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Ask the parent/guardian to meet with the Superintendent/Principal after the visit and before leaving school, as required by Education Code 48900.1

Suspension by Superintendent/Principal or Designee

The Superintendent/Principal or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent/Principal or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing of an explosive as defined in 18 USC 921

Suspension also may be imposed upon a first offense if the Superintendent/Principal or designee determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903,48911,48912)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(g)

The Superintendent/Principal or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent/Principal with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the Superintendent/Principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent/Principal determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the Superintendent/Principal or designee.
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(g)

pertinent to the suspension, the notice may add that state law requires the parent/ guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(h)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from school or the suspension of a student for the balance of the semester from continuation school, the Superintendent/Principal or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911(g))

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent/Principal or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent/Principal or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(ef 9321 - Closed Session Purposes and Agendas)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(i)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the Superintendent/Principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion."

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(i)

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the Superintendent/Principal, hearing officer or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e))

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(j)

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Unless the Superintendent/Principal or designee finds that expulsion is inappropriate due to particular circumstances, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

Mandatory Recommendation and Mandatory Expulsion

The Superintendent/Principal or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the Superintendent/Principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g) at another person

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(j)

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(k)

5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent/Principal or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent/Principal or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(k)

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent/Principal or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(l)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent/Principal or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counselor by a non-attorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(l)

California and is an active member of the State Bar of California.

Non-attorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/ guardian to provide assistance at the hearing.

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(m)

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent/Principal or

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(m)

designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (Education Code 48918(i))

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(n)

Any objection raised by the student or the Superintendent/Principal or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(n)

- b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(o)

- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counselor or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a non-threatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(o)

- (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision Within 10 School Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(p)

7. Decision Within 40 School Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918U))

(cf 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to the district school. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review as well as assessment of the student at the time of review for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, and other rehabilitative programs

3.

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(p)

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(q)

Written Notice to Expel

The Superintendent/Principal or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915 (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(q)

The suspension of the enforcement of an expulsion shall be governed by the following:
(Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(r)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in the district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.
6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.
7. The Superintendent/Principal or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(r)

Notifications to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the Superintendent/Principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(s)

The Superintendent/Principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the Superintendent/Principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school

(cf 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #18-21 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades shall not be combined or merged with programs offered to students in any of grades 9-12. (Education Code 48916.1)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

AR 5144.1(s)

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent/Principal or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent/Principal or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/ guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent/Principal or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent/Principal or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding re-admission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

SUSPENSION AND EXPULSION/DUE PROCESS(continued)

AR 5144.1(t)

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying re-admittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

Maintenance of Records

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

The Superintendent/Principal or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

**Policy and Procedures Manual
Sutter Union High School District
Section 5000—Students**

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

AR 5144.1(u)

(cf 5119 - Students Expelled from Other Districts)

(cf 5125 - Student Records)

Outcome Data

The Superintendent/Principal or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Regulation

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Reviewed/Approved: July 9, 2013

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Reviewed/Approved: June 28, 2016

Reviewed/Approved: June 27, 2017

Reviewed/Approved: June 26, 2018

Reviewed/Approved: June 25, 2019

Reviewed/Approved: June 23, 2020

Reviewed/Approved: June 22, 2021

Reviewed/Approved: June 28, 2022

Reviewed/Approved: June 20, 2023

Reviewed/Approved: June 18, 2024

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(a)

(STUDENTS WITH DISABILITIES)

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

(cf 5144.1 - Suspension and Expulsion/Due Process)

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been officially identified as a student with disabilities pursuant to IDEA and who has engaged in behavior that violated the district's code of student conduct may assert any of the protections under IDEA only if the district *had knowledge* that the student is disabled before the behavior that precipitated the disciplinary action occurred. (20 USC 1415(k)(5); 34 CFR 300.534)

The district shall be deemed to *have knowledge* that the student has a disability if one of the following conditions exists: (20 USC 1415(k)(5); 34 CFR 300.534)

1. The parent/guardian has expressed concern to district supervisory or administrative personnel in writing, or to a teacher of the student, that the student is in need of special education or related services.
2. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.300-300.311.

(cf 6164.4 - Identification and Evaluation of Individuals for Special Education)

3. The teacher of the student or other district personnel has expressed specific concerns directly to the district's director of special education or to other supervisory district personnel about a pattern of behavior demonstrated by the student.

The district would be deemed to *not have knowledge* that a student is disabled if the parent/guardian has not allowed the student to be evaluated for special education services or has refused services. In addition, the district would be deemed to *not have knowledge* if the district conducted an evaluation pursuant to 34 CFR 300.300-300.311 and determined that the student was not an individual with a disability. When the district is deemed to not have

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(a)

(STUDENTS WITH DISABILITIES) (continued)

knowledge of the disability, the student shall be disciplined in accordance with procedures established for students without disabilities who engage in comparable behavior. (20 USC 1415(k)(5); 34 CFR 300.534)

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures pursuant to 34 CFR 300.530, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (20 USC 1415(k)(5); 34 CFR 300.534)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(b)

(STUDENTS WITH DISABILITIES) (continued)

Suspension

The Superintendent/Principal or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.536. (Education Code 48903; 34 CFR 300.530)

The Superintendent/Principal or designee shall monitor the number of days, including portions of days, in which a student with a valid individualized education program (IEP) has been suspended during the school year.

(cf 6159 - Individualized Education Program)

The district shall determine, on a case-by-case basis, whether a pattern of removals of a student from his/her current educational placement for disciplinary reasons constitutes a change of placement. A *change of placement* shall be deemed to have occurred under any of the following circumstances: (34 CFR 300.536)

1. The removal is for more than 10 consecutive school days.
2. The student has been subjected to a series of removals that constitute a pattern because of all of the following:
 - a. The series of removals total more than 10 school days in a school year.
 - b. The student's behavior is substantially similar to his/her behavior in previous incidents that resulted in the series of removals.
 - c. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another, indicate a change of placement.

If the removal has been determined to be a *change of placement* as specified in items #1-2 above, the student's IEP team shall determine the appropriate educational services. (34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(b)

(STUDENTS WITH DISABILITIES) (continued)

Services During Suspension

Any student suspended for more than 10 school days in the same school year shall continue to receive services during the term of the suspension. School personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed as provided in 34 CFR 300.101(a), so as to enable the student to continue to participate in the general education curriculum in another setting and to progress toward meeting the goals as set out in his/her IEP. (20 USC 1412(a)(I)(A); 34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(c)

(STUDENTS WITH DISABILITIES) (continued)

If a student with disabilities is excluded from school bus transportation, the student shall be provided with an alternative form of transportation at no cost to the student or his/her parent/guardian, provided that transportation is specified in his/her IEP. (Education Code 48915.5)

(cf 3541.2 - Transportation for Students with Disabilities)

Interim Alternative Educational Placement Due to Dangerous Behavior

The district may unilaterally place a student with a disability in an appropriate interim alternative educational setting for up to 45 school days, without regard to whether the behavior is a manifestation of the student's disability, when the student commits one of the following acts while at school, going to or from school, or at a school-related function: (20 USC 1415(k)(1)(G); 34 CFR 300.530)

1. Carries or possesses a weapon, as defined in 18 USC 930
2. Knowingly possesses or uses illegal drugs
3. Sells or solicits the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
4. Inflicts serious bodily injury upon another person as defined in 18 USC 1365

The student's interim alternative educational setting shall be determined by his/her IEP team. (20 USC 1415(k)(1)(G), 34 CFR 300.531)

On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(c)

(STUDENTS WITH DISABILITIES) (continued)

A student who has been removed from his/her current placement because of dangerous behavior shall receive services to the extent necessary to allow him/her to participate in the general education curriculum and to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when a series of removals of a student constitutes a pattern, or when a change of placement of a student is contemplated due to a violation of the district's code of conduct:

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(d)

(STUDENTS WITH DISABILITIES) (continued)

1. Notice: On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

(cf 5145.6 - Parental Notifications)

(cf 6159.1 - Procedural Safeguards and Complaints for Special Education)

2. Manifestation Determination Review: Immediately if possible, but in no case later than 10 school days after the date the decision to take disciplinary action is made, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

At the manifestation determination review, the district, the student's parent/guardian, and relevant members of the IEP team (as determined by the district and parent/guardian) shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents/guardians, to determine whether the conduct in question was either of the following: (20 USC 1415(k)(1)(E); 34 CFR 300.530)

- a. Caused by or had a direct and substantial relationship to the student's disability
- b. A direct result of the district's failure to implement the student's IEP, in which case the district shall take immediate steps to remedy those deficiencies

If the manifestation review team determines that a condition in either #a or #b above was met, the conduct shall then be determined to be a manifestation of the student's disability. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(d)

(STUDENTS WITH DISABILITIES) (continued)

3. Determination that Behavior is a Manifestation of the Student's Disability: When the conduct has been determined to be a manifestation of the student's disability, the IEP team shall conduct a functional behavioral assessment, unless a functional behavioral assessment had been conducted before the occurrence of the behavior that resulted in the change of placement, and shall implement a behavioral intervention plan for the student. If a behavior intervention plan has already been developed, the IEP team shall review the behavioral intervention plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(e)

(STUDENTS WITH DISABILITIES) (continued)

The student shall be returned to the placement from which he/she was removed, unless the parent/guardian and district agree to a change of placement as part of the modification of the behavioral intervention plan. (20 USC 1415(k)(I)(F); 34 CFR 300.530)

(ef'6159.4 - Behavioral Interventions for Special Education Students)

4. Determination that Behavior is Not a Manifestation of the Student's Disability: If the manifestation determination review team determines that the student's behavior was not a manifestation of his/her disability, the student may be disciplined in accordance with the procedures for students without disabilities. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

The student shall receive services to the extent necessary to participate in the general education curriculum in another setting and to allow him/her to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(I)(D); 34 CFR 300.530)

(ef'6158 - Independent Study)

(ef'6185 - Community Day School)

Due Process Appeals

If the parent/guardian disagrees with any district decision regarding placement under 34 CFR 300.530 (suspension and removal for dangerous circumstances) or 34 CFR 300.531 (interim alternative placement), or the manifestation determination under 34 CFR 300.530(e), he/she may appeal the decision by requesting a hearing. The district may request a hearing if the district believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. In order to request a hearing, the requesting party shall file a complaint pursuant to 34 CFR 300.507 and 300.508(a) and (b). (20 USC 1415(k)(3); 34 CFR 300.532)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(e)

(STUDENTS WITH DISABILITIES) (continued)

Whenever a hearing is requested as specified above, the parent/guardian or the district shall have an opportunity for an expedited due process hearing consistent with requirements specified in 34 CFR 300.507, 300.508 (a)-(c), and 300.510-300.514.

If the student's parent/guardian or the district has initiated a due process hearing under 34 CFR 300.532 as detailed above, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (20 USC 1415(k)(4); 34 CFR 300.533)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(f)

(STUDENTS WITH DISABILITIES) (continued)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board of Trustees's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students. (Education Code 48917)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student with a disability, the Superintendent/Principal or designee shall notify appropriate city or county law enforcement authorities of any act of assault with a deadly weapon which may have violated Penal Code 245. (Education Code 48902)

The Superintendent/Principal or designee also shall notify appropriate city or county law enforcement authorities of acts by any student with a disability which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a suspension or expulsion of a student with disabilities, the Superintendent/Principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any act by the student which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902) (*cf* 5131.7 - *Weapons and Dangerous Instruments*)

Report to County Superintendent of Schools

The Superintendent/Principal or designee shall report to the County Superintendent when any special education student has been expelled or suspended for more than 10 school days. The report shall include the student's name, last known address, and the reason for the action. (Education Code 48203)

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(g)

(STUDENTS WITH DISABILITIES) (continued)

Legal Reference:

EDUCATION CODE

35146 Closed sessions (re suspensions)

35291 Rules (of governing board)

48203 Reports of severance of attendance of disabled students

48900-48925 Suspension and expulsion

56000 Special education; legislative findings and declarations

56320 Educational needs; requirements

56321 Development or revision of individualized education program

56329 Independent educational assessment

56340-56347 Individual education program teams

56505 State hearing

PENAL CODE

245 Assault with deadly weapon

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act

626.10 Dirks, daggers, knives, razors or stun guns

UNITED STATES CODE, TITLE 18

930 Weapons

1365 Serious bodily injury

UNITED STATES CODE, TITLE 20

1412 State eligibility

1415 Procedural safeguards

UNITED STATES CODE, TITLE 21

812(c) Controlled substances

UNITED STATES CODE, TITLE 29

706 Definitions

794 Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34

104.35 Evaluation and placement

104.36 Procedural safeguards

300.1-300.818 Assistance to states for the education of students with disabilities, especially:

300.530-300.537 Discipline procedures

COURT DECISIONS

Schaffer v. Weast (2005) 125 S. Ct. 528

Parents of Student W v. Puyallup School District, (1994 9th Cir.) 31 F.3d 1489

M.P. v. Board of Trustees of Grossmont Union High School District, (1994) 858 F.Supp. 1044

Honig v. Doe, (1988) 484 **US.** 305

SUSPENSION AND EXPULSION/DUE PROCESS

AR 5144.2(g)

(STUDENTS WITH DISABILITIES) (continued)

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osep/index.html>

Regulation
approved: August 14, 2012

SUTTER UNION HIGH SCHOOL DISTRICT
Sutter, California

Student Records

A. Confidentiality

1. The Board supports the need for the usefulness of educational records being kept for each student which will reflect the interrelationship of the physical, emotional and social aspects of a student's development in the educational process.
2. A log of persons and organizations requesting or receiving information from a student's record, and the reasons therefore shall be maintained, subject to exceptions set forth in applicable law.

B. Cumulative Records

1. Cumulative records shall be maintained for each student. Such records may be used only for the educational benefit or welfare of the student.
2. All material in each cumulative record shall be treated as confidential, subject to statutory exceptions, according to the following guidelines:
 - a. Schools shall establish procedures to verify the accuracy of cumulative records and periodically to destroy information no longer needed.
 - b. Parents or guardians may request and, within a reasonable period of time, have full access to and the right to inspect their children's school records. They also have the right to a hearing to challenge the accuracy or content of those records with the opportunity to effect correction or deletion of inaccurate or otherwise inappropriate information contained therein.

Grading

The Board directs that the instructional program of this district includes a system of grading which is consistent with the educational goals of the district. The guidelines for grading shall assure that:

- a. Each student and parent should be kept informed of the student's progress during the course of each grading period.
- b. Grading should reflect student effort and achievement.
- c. The grading policy is cumulative point system based upon Percentage. A definite grading policy is mandatory in order that the teacher will at all times be able to justify grades to students and at parent-teacher conferences. The office does not attempt to justify semester grades which are inconsistent. Incompletes are to be issued when students have not completed all required assignments. All course work must be completed by the end of the grading period. In cases of extreme emergencies, the teacher and student must meet and arrange a reasonable completion date. If the work has not been made up after the expiration of the grading period, the teacher will change the incomplete to a grade "F" and notify the office in writing.

GRADING POLICY

Sutter Union High School recognizes the importance of a student achievement grading system which is meaningful to students, parents, and school personnel. The following uniformed grading policy will be used in all classrooms at Sutter Union High School.

A+	97.5-100	B+	87.5-89.49	C+	77.5-79.49	D+	67.5-69.49
A	92.5-97.49	B	82.5-87.49	C	72.5-77.49	D	62.5-67.49
A-	89.5-92.49	B-	79.5-82.49	C-	69.5-72.49	D-	59.5-62.49
F	0-59.49						

Grades shall be available and kept current for parent and student monitoring on a weekly basis. Parents and students will be able to access student grades through the district approved electronic grading system AERIES. Please note that major assignments and projects may take longer to be graded and entered.

- d. Progress notices will be sent to the parents of those students who are failing at the 4 1/2 week midpoint of the 9 weeks grade period. Individual teachers make out the report for mailing from the

office. Report cards are usually issued eight to nine days after the expiration of the nine weeks grade period. Grades are entered on the individual student's card from a master grade sheet prepared by the teacher. Complete grade records are to be maintained in the teacher's master grade book, **which must be turned in at the end of the school year.** A master sheet is recommended in addition to the grade book in the event a record book is misplaced

California Education Codes:

46066 *Student Grades* 48205 *Justifiable Absences*

49067 *Notice to Parents*

Notification of Rights

At the beginning of each school year, the parents or guardians of Sutter Union High School District students shall be informed of their rights under the following California Education Code Sections:

46014 *Religious Absences*
48205 *Excused Absences*
48980 *Required Notification of Rights*
49063 *Student Records*
49403 *Immunization*
49423 *Administration of Required Medication*
49451 *Refusal to Consent to Physical Examination*
49472 *Student Medical Insurance*
51240 *Excuse from Health, Family Life or Sex Education*
51550 *Sex Education Courses*

Article 3 (commencing with Section 56030 of Chapter I of part 30)

Testing Program

- A. The Board believes that use of standardized tests for the evaluation of student aptitudes, abilities and achievements can be a vital tool for increasing the effectiveness of the educational program for each student. In order to diagnose the strengths and weaknesses of each student so that provision may be made for the educational program that best meets the student's needs, a program designed to assess the progress of individual students will be administered at levels and times to be determined by the Superintendent/Principal.
- B. Tests administered to the students of this district may include those which measure general aptitude, specific aptitudes interest inventories, and achievement in specific subject areas such as reading, mathematics and language. The results of the testing program will also be used to evaluate program effectiveness for the purpose of improving the instructional program of the Sutter Union High school District.
- C. The Board will also cooperate with the State Department of Education in the conduct of such statewide assessment programs as are approved by the State Board of Education and shall utilize the information gained thereby for the improvement of the school.
- D. The testing program shall be continually evaluated by the Superintendent/Principal for its effectiveness in helping to meet the needs of the district.

Transcript Fee

Each student shall receive upon request two (2) copies of his transcript without cost. A charge of \$2.00 shall be made for each additional transcript.

Education Code 49065

Approved: February 23, 1981

Student Rights and Responsibilities

A. Purpose and Definitions

1. The process of educating students for responsible citizenship in a democratic society requires reasonable opportunity for them to exercise the rights of freedom of speech and expression in the context of the public school environment.
2. The purpose of this policy is to insure the exercise of these rights with due regard of others and the need for reasonable restrictions in the operation of the public school system.
3. In order to provide this experience for students within the framework of Education Code section 48916, the Board establishes the following policies which may be supplemented by administrative rules and regulations.
4. *Official school publications* shall refer to material produced by students in the journalism, newspaper, yearbook or writing classes and distributed to the student body either free or for a fee.

B. Rights

Students shall be allowed to distribute printed material subject to the following specific limitations:

1. The time of distribution shall be limited to the hours before school begins, during the lunch hour, after school is dismissed, and other times approved by the Superintendent/Principal or designee.
2. The manner of distribution shall be such that:
 - a. Coercion is not used to induce students to accept the printed matter or to sign petitions;
 - b. Funds or donations are not collected for the material distributed;
 - c. Printed material to be distributed shall be submitted to the Superintendent/Principal or designee at least twenty-four (24) hours prior to such distribution. The Superintendent/Principal or designee may limit the number of students who may distribute materials in any one day; and

- d. Materials shall not be left undistributed or stacked for pickup while unattended at any place in the school or on school grounds.
 - e. Distribution of material must be accomplished in an orderly manner without interruption of the instructional process.
 - C. Students should be permitted wear buttons, gadgets, armbands, and other insignia as a form of expression, subject to the hereinafter mentioned prohibitions.
- D. Students shall be provided with a bulletin board for use in posting student materials. Materials to be posted shall be submitted to the Superintendent/Principal or designee prior to posting.
- E. Responsibilities

In the exercise of the rights described above, no student shall distribute materials or wear buttons or badges or post materials which:

1. Are obscene to minors under applicable law.
2. Are libelous or slanderous.
3. So incite students as to create a clear and present danger of the commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school.
4. Student editors shall:
 - a. Assign and edit the news and be responsible for the editorial and feature content of their publication;
 - b. Submit copy that conforms to good journalistic writing style;
 - c. Rewrite stories as required by the journalism advisor to improve journalistic structure, sentence structure, grammar, spelling and punctuation;
 - d. Check facts and verify quotes.

F. Enforcement

1. The provisions of this policy shall be administered and enforced by the Superintendent/ Principal or designee in accordance with Education Code Section 48916.
2. Official school publications advisors shall have primary responsibility for supervising each publication, prior to its publication, to determine if it complies with the requirements of this policy.
3. In the event of a dispute concerning the administration or enforcement of this policy, the final decision shall be made by the Superintendent/Principal.
- 4.

G. Violations

Violations of this policy by a student is cause of disciplinary action.

Nondiscrimination

- A. The Governing Board of the Sutter Union School District affirms as its policy that it shall operate without discrimination against any student because of race or sex. It further affirms that no person shall, on the basis of race or sex, be excluded from participation in, be subjected to discrimination under any academic, extracurricular, occupational training, or other program or activity operated or offered by the district.
- B. The Sutter Union High School District shall take action to assure that fair and equitable practices are adhered to according to the Title IX Regulations Implementing and Education Amendments of 1972, prohibiting sex discrimination in education. In addition, the Board shall require full responsibility and cooperation from its individual employees in the implementation of compliance procedures.

California Education Code:

49020 et. seq. *Nondiscrimination*, Title IX Regs Implementing the Education Amendments of 1972, *Prohibiting Sex Discrimination in Education*

Philosophy of Discipline

- A. Discipline is a positive concept and is interpreted as the application of order and control to the activities engaged in by man. Discipline and punishment should not be confused, although punishment may be necessary on occasion to achieve good discipline.
- B. In the adult world, ideally, self-discipline will be developed and applied by the individual group. Therefore, the school has a prime educational responsibility for furthering among its pupils a positive understanding and practice of discipline. There are three distinct phases of this responsibility:
 - 1. The establishment of a school environment in which order and control are applied to the activities of the student and adults within the school.
 - 2. The development of understanding on the part of the students of the need for discipline throughout society and the ways in which this can be achieved.
 - 3. The development of the individual's ability for self-discipline and the provision of appropriate opportunities for the individual and group to be responsible for their own discipline.

California Education Codes:
380 Individual Needs
35291 School Rules and discipline
49000, 43001 Corporal Punishment

Student Conduct

Students shall:

- A. Comply with the laws set forth in the California Education Code and Administrative Code and policies adopted by the Board of Trustees.
- B. Pursue with reasonable diligence the Course of Study.
- C. Exert reasonable effort and achieve a quality of work which is consistent with the pupil's individual ability and grade level.
- D. Be regular and punctual in attendance.
- E. Submit to the authority of teachers and other authorized school personnel.
- F. Display good conduct to and from school, on the school grounds, at all school functions, on or off campus. Fighting is specifically prohibited.
- G. Abstain from gambling, stealing, cheating, immorality, and the use of profanity.
- H. Abstain from the use, sale, distribution, or possession of tobacco, alcoholic beverages, and narcotics.
- I. Refrain from defacing, damaging, or destroying school property.
- J. Show proper attention to personal cleanliness, neatness, standards of dress and appearance.
- K. Refrain from selling, buying, firing, or possession fireworks or firearms of any kind on the school grounds, school buses, or at school functions, except as authorized by the Principal.
- L. Refrain from participating in any hazing or any act that tends to injure, degrade, or disgrace a fellow student or other person associated with the school district.
- M. Park on the high school campus and not remove their cars during school hours without permission for the District Superintendent/Principal or designee.

- N. Hold no membership in a fraternity, sorority, or other secret society.
- O. Exercise proper conduct on school bus.
 - 1. Pupils are under the authority of the driver and shall comply with his or her instructions.
 - 2. Pupils shall refrain from loud conversations, boisterous conduct, scuffling, smoking, eating, unnecessary noise, profanity or any other conduct unbecoming a student in public.
 - 3. Pupils shall refrain from any activity which tends to distract the driver's attention.
 - 4. Pupils shall remain seated while the bus is in motion, and must remain entirely within the bus.
 - 5. For persistent refusal to submit to the authority of the bus driver, pupils may be denied transportation by the Superintendent/Principal; or, in case of emergency, by the driver, in which case the action shall be confirmed by the Superintendent/Principal as soon as reasonably possible.

Conduct on School Bus

A. Bus Safety

1. Passengers, both students and adults, authorized to receive bus transportation shall be notified annually of the following bus safety procedures and regulations by their administrators.
2. All violations of these rules shall be reported to the Superintendent/Principal or his designee. Continued violations will result in suspension of bus riding privileges or disciplinary action.

B. Rules

1. Passengers shall refrain from talking to the bus driver except when absolutely necessary.
2. Passengers shall fill the rear seats of the bus first except when otherwise instructed by the driver.
3. Passengers shall remain seated while on the bus.
4. Passengers may speak quietly except when otherwise directed.
5. Passengers shall report to the bus driver any physical injury occurring while on the bus.
6. Passengers shall not open windows unless given permission by the bus driver.
7. Passengers shall arrive at the bus stop five (5) minutes before the bus is due to depart. The bus **will not** wait for passengers at any stop.
8. Passengers shall board and leave the bus at designated stops only.
9. Students shall present signed permission slips from parents or principals.

10. Passengers shall check with the bus driver regarding lost articles. Lost articles shall be tagged as to date, time, driver and bus number.
11. Passengers shall keep all parts of the body within the bus.
12. Passengers shall cross the street in crosswalks or under the driver's supervision. They shall never cross behind a school bus.
13. Passengers shall not bring animals on the school bus.
14. Passengers shall keep the bus clean and orderly and shall refrain from defacing or destroying it.
15. Passengers shall not eat, drink or smoke while on the bus.
16. Passengers shall never tamper with the emergency exists.
17. Passengers shall not *save* seats for other passengers.
18. Passengers shall not throw or drop anything in or outside of the bus.
19. Passengers shall conduct themselves in a proper manner at all times.
20. Passengers shall keep their hands to themselves.

Attacks and Threats Upon Staff

- A. If an employee of the district is attacked or threatened by a student, the employee shall:
 - 1. Report the incident to the Superintendent/Principal or designee.
 - 2. Administer/receive emergency medical treatment, if necessary.
 - 3. Prepare a written statement describing the incident and deliver it to the Superintendent/Principal or designee.
 - 4. Complete an accident report, if injured, and submit it to the Superintendent/Principal or designee.
- B. The Superintendent/Principal or designee shall:
 - 1. Contact an ambulance or emergency medical service, if necessary.
 - 2. Report the incident directly to the Sheriff's Department.
 - 3. Notify the student's parents as soon as possible.
 - 4. Immediately begin student suspension proceedings.
 - 5. Add any additional comments to the employee's written statement.
- C. If an employee is attacked or threatened by persons other than students while carrying out assigned duties, the Superintendent/Principal or designee shall be notified at once.
- D. Threats and attacks upon district personnel are prohibited by law and punishable by suspension, expulsion, fine and/or imprisonment. Employees are required to report threats and attacks, and failure to do so is a misdemeanor.
- E. All actions of this nature, such as (but not limited to) threats, use of force, verbal abuse and threat of bodily harm or damage to one's property, will be treated seriously and disciplinary action taken to the full extent of applicable law.

Steroids

The Governing Board of Sutter Union High School District recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every effort to ensure that students do not begin or continue the use of steroids or other performance-enhancing supplements.

Students shall receive a lesson on the effects of steroids as part of their health, physical education, or drug education program.

Students participating in interscholastic athletics are prohibited from using steroids or any other performance-enhancing supplement.

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign an agreement that the student athlete shall not use steroids, unless the student has a written prescription from a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

Coaches shall educate students about the district's prohibition and the dangers of using steroids and other performance-enhancing supplements.

The Superintendent or designee shall ensure that district schools do not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

California Education Code 51260-51269
Civil Code 1812.97
Health and Safety Code 110423.2

Adopted: September 13, 2005

School Personnel's Role in Student Discipline

Teachers are required to utilize all available district services and to initiate contact through the District office with parents when confronting routine cases of student discipline. Serious and repeated cases of student misconduct will be reported to the Superintendent/Principal or designee who will assist the teacher and parents in attempting to work out a solution for the pupil's unacceptable behavior.

California Education Code: 44807 *Conduct of Students*

California Administrative Code Title V 300 et seq. *Duties of Pupils*

Corporal Punishment

- A. The Board does not believe that corporal punishment on the high school level is an effective means of teaching or enforcing discipline. Good conduct is best achieved by self discipline through training, persuasion, motivation, counseling, and by the use of measures in cooperation with parents.
- B. Restraint, which is the active control of the actions of a student when such actions may inflict harm to himself or herself or others, is not considered corporal punishment. Teachers and administrators shall use whatever reasonable means are appropriate at the moment for effective restraint.

California Education Codes:

44807 *Student Conduct*

49000, 49001 *Corporal Punishment*

Vandalism/Misuse of School Property/Financial Responsibility

- A. Students and their parents shall be held fully responsible for all damage they cause to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buses, buildings, and grounds.
- B. Students and/or parents are financially responsible for any damage or loss they inflict or cause. This financial liability also applies to any rewards made for information leading to apprehension.
- C. Students and/or parents are also financially responsible for any property belonging to the district which is loaned to the student and not returned upon demand.

Education Codes:

48909 - Willful Damage of School Property; Liability of Parent

44810 - Willful Interference with Classroom Conduct

9910 - Illegal Cutting, Tearing, Defacing, Breaking or Injury; Liability of Parent or Guardian

Involuntary Transfer of Pupils to Continuation School

- A. This policy shall govern the involuntary transfer of pupils to continuation school.
- B. Written notice shall be given to the pupil and the pupil's parent or guardian, informing them of the opportunity to request a meeting with a designee of the District Superintendent/ Principal
- C. At the meeting, the pupil or the pupil's parent or guardian, shall be informed of the specific facts and reasons for the proposed transfer and shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented and present evidence on the pupil's behalf. The pupil may designate one or more representatives and witnesses to be present with him or her at the meeting
- D. A decision to transfer the pupil involuntarily shall be based on a finding that the pupil (a) committed an act enumerated in the Education Code Section 48900, or (b) has been habitually truant or irregular in attendance from instruction upon which he or she is lawfully required to attend.
- E. The decision to transfer shall be in writing, stating the facts and reasons for the decision and sent to the pupil's parent or guardian. It shall indicate whether the decision is subject to periodic review and the procedure thereof.
- F. None of the persons involved in the final decision to make an involuntary transfer of a pupil to a continuation school shall be a member of the staff of Sutter High School.
- G. A pupil, with the concurrence of a designee of the District Superintendent/Principal, may transfer voluntarily to a continuation school in order to receive special attention such as individualized instruction.
- H. Involuntary transfer to a continuation school shall be imposed only when other means fail to bring about pupil improvement; provided that a pupil may be involuntarily transferred the first time he or she commits an act enumerated in Section 48900 , if the Superintendent/Principal determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

- I. No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred unless the transfer order states that it is subject to yearly review of the involuntary transfer at the request of the pupil or the pupil's parent or guardian. Such requests for yearly review shall be processed in the same manner as an initial transfer to a continuation school.
- J. A pupil who has voluntarily transferred to a continuation school shall have the right to return to the regular high school at the beginning of the following school year and with the consent of a designee of the District Superintendent/Principal, may return at any time.

Education Code 48432.5

Approved: February 23, 1981

Instruction - Continuing Education

Establishment

It is the belief of the Governing Board that continuation high schools established as “necessary small high schools” will best serve the needs of the students who attend continuation classes and the needs of the District as a whole. The Board authorizes the establishment of the continuation high school for the Sutter Union High School District.

The Board has established a continuation education program for students who are not attending school or other appropriate educational institution and who are not legally exempted from compulsory attendance in continuing education classes. (Education Code Section 48400)

Minimum Attendance Requirement

Each student in the continuation education program must attend classes for not less than four 60 minute hours for the regular school term. The requirement may be met by attendance in a continuation education class and regional occupational centers or programs. (Education Code Section 48400)

If a student subject to compulsory attendance in continuing education classes cannot give satisfactory proof of thirty-two (32) or more hours per week of regular employment, the student must attend continuation education classes and/or regional occupational centers or programs for not less than fifteen (15) hours per week.

Students Exempted

Students may be exempted from compulsory continuation education by the Superintendent/Principal or his/her private tutoring.

1. Student has graduated from high school or has had an equal amount of education in a private school or by private tutoring.
2. Student is in attendance in a public or private full-time day school, or satisfactory part-time classes maintained by other agencies.

3. Student is disqualified from attendance because of a physical and/or mental condition, or because of personal services that must be given to his/her dependent(s).
4. Student is satisfactorily attending a regional occupational center or program as provided in Education Code Section 48432.
5. Student has successfully demonstrated proficiency at least equal to the standards of the Department of Education for the “certificate of proficiency,” and show the certificate of proficiency to the Superintendent or his/her designee in proof. (Education Code Sections 48411, 48412).
6. Student has regular work, and presents evidence of attendance in classes for adults for not less than four (4) clock hours per calendar week.
7. Student has entered the District from another state within ten days of the end of the term.

Evaluation of Continuation Education Program

The Superintendent is directed to provide for an independent study of the effectiveness of the District’s continuation education program, and, after presentation to the Governing Board, file a copy of the report of the study with the Department of Education

Education Codes:

- 37103 - Establishment and maintenance of continuation high schools
- 41707 - Necessary small high school defined
- 41711 - Foundation program for high school districts with small schools
- 4840 et seq. - Compulsory continuation education in general, especially
- 48401 - Weekly minimum attendance requirement
- 48402 - Minors not regularly employed
- 48410 - Persons exempted from continuation classes
- 48412 - Certificate of proficiency; examination fees
- 48413 - Enrollment in continuation classes
- 48414 - Persons exempted from compulsory continuation education; re-enrollment in district
- 48430 - Legislative intent; continuation education schools and classes
- 48431 - Establishment and maintenance of continuation classes for minors
- 48433 - Minimum hours of instruction
- 48434 - Hours when classes are maintained
- 48440 - Continuation school income & expense report to SDE
- 48443 - Study of effectiveness of continuation education classes
- 48450-48454 - Violation

Instruction - Specific Graduation Requirements/Standards of Proficiency

Sutter Continuation High School Graduation Requirements:

1. Credits to graduate are: (1987 - 225) (1988 - 230) (1989 - 240) (1990 - 250)
2. Must take and pass
 - A. English..... 8 semesters
 - B. Social Studies..... 8 semesters
 - C. Science 4 semesters
 - D. Math 6 semesters
 - E. Vocational Education or Visual Performing Arts..... 2 semesters
 - E. Physical Education 4 semesters

Continuation High School students must meet the same standards of achievement on the Math, Writing and English Proficiency tests as those required of students of Sutter High School.

Review of Academic Progress Prior to Graduation

A program shall be established and maintained to ensure that each student, upon reaching the age of sixteen or prior to the end of the tenth grade whichever occurs first, has received a systematic review of his/her academic progress and counseling on the options available to the student during the final two (2) years of high school. The program shall provide for meeting with the student, and where feasible, with the student's parent/guardian, to explain the academic progress needed for satisfactory completion of high school. The program shall give first priority to identifying students who are not earning credits at a rate which will enable them to graduate with the rest of the class and to providing these students with counseling services.

Minimum Proficiency Requirements

The Governing Board shall adopt standards of proficiency in reading comprehensive, writing, and computational skills, and any other skill areas the Board may deem appropriate. Testing of these proficiencies shall start in the 8th grade. The minimum levels required for passing the tests shall be established by a local committee composed of students, parents, teacher, counselors, administrators, and business persons.

If a student does not pass these tests in basic skills, the student and parent/guardian shall be required, in writing, to attend a meeting to discuss the results of the tests and to determine a course of action to help the student to improve in the basic skills.

Instruction - Certificate of Proficiency/High School Equivalency

High School Diploma

The governing board desires that every student shall have the opportunity to earn a high school diploma through successful completion of class work, competency examinations and achievement of a satisfactory score on the Board approved proficiency examination.

The Superintendent/Principal is directed to establish regulations which will assure that the District shall meet all requirements of the Education Code and the Administrative Code, Title 5, in high school graduation.

Basic Requirements of High School Proficiency Certificates for Students 16-17 Years of Age

1. Any student subject to compulsory continuation education, or who is exempt from it, may apply to have his/her proficiency in basic skills verified by examination according to criteria established by the California State Department of Education. (Education Code Section 48412(a)). Students exempt from compulsory continuation education are those who:
 - a. Attend a full-time public or private school.
 - b. Are disqualified because of their mental or physical condition, or are needed at home.
 - c. Are satisfactorily attending an ROP or ROC as provided in Education Code Section 48432.
 - d. Attend classes for adults for not less than four clock hours per calendar week.
2. If the student meets the criteria established by the State Department of education, then:
 - a. The school district of the student's residence shall indicate the student's accomplishment and the date of the proficiency certificate award on the student's official transcript. (Administrative Code, Title 5, Section 11521).

- b. The district shall obtain parental consent for exemption from further schooling as required under Education Code Section 48410(e) containing at least the following information;
 - (1) A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools.
 - (2) The date of issuance of the certificate of proficiency.
 - (3) The signature of the parent (a natural parent, or adoptive parent, or guardian, having legal custody of the student) and the date.
 - (4) The signature of the school administrator who has personally confirmed the authenticity of the parent's signature and the date.(Administrative Code, Title 5, Section 11522).
- 3. The Superintendent/Principal directs his designee to distribute to each student in the 11th and 12th grades, an announcement explaining the California High School Proficiency Examination and the High School Equivalency Certificate as provided under Education Code Section 48412. Upon receipt of announcements from the State Department of Education or its contractor, distribution shall be made in time for all interested students to meet the registration requirement for taking the examination in the fall of that year. (Administrative Code, Title 5, Section 11523)

Any person over the age of 17 may take the General Educational development test (G.E.D.), and the scoring at not less than thirty-five (35) on each of the five (5) tests while averaging not less than forty-five (45) on the five (5) tests, qualify for the state-issued High School Equivalency Certificate. (Administrative Code, Title 5, Section 11530 et. Seq.)

Adult Education Diploma

Sutter Union High School District does not maintain an Adult School but refers adult students to the Sutter County Office of Education Adult Education Programs. Students have an option to receive an Adult Education diploma at Butte View High School.

Standards of Proficiency

The law requires the assessment of proficiencies at least once during grade nine and twice during grades ten and twelve. All proficiency tests shall be given in English. A separate assessment will be made of the student's proficiency in each skill area. A separate score will be given in each skill area.

Proficiency assessment results shall be used by the instructional staff to determine whether a student needs additional assistance in mastering basic skills. The instructional staff will determine the appropriate instructional program necessary to assist the student.

Notice shall be sent to all parents/guardians of students in grades nine through twelve to inform them that the student shall not graduate from high school unless the prescribed proficiency standards and the required course work for graduation are met. If any student does not show adequate progress in mastery of basic skills as measured by the proficiency assessments, the principal shall arrange a conference between a certificated employee familiar with the student and the student's progress, the parent/guardian of the student and the student, to discuss the results of the proficiency assessment, and to recommend action to improve the student's progress.

Instruction in basic skills shall be provided for any student who does not show enough progress toward mastery of basic skills, and shall continue until the student has been given numerous chances to achieve mastery. Such instruction may be provided in summer school programs.

A student shall not receive a diploma of graduation from high school if the standards of proficiency or graduation requirements have not been met and the District has offered programs of remedial instruction in basic skills for at least two (2) consecutive sessions.

A student denied a diploma for not having passed the District proficiency examination will later be awarded a diploma, without taking additional coursework, if he/she passes the District Proficiency examination in basic skills and meets all other graduation requirements.

The District will provide remedial instruction for such students in the summer session following the semester in which the student would have graduated.

Update: July 9, 2002

Alternative Education Program (Butte View High School)

1. Selection of Students

A. Involuntary Assignment

- a. The Sutter High School Director of Guidance & Counseling shall review academic records after each grading period and may make referrals to the Review Committee. Referrals by the Sutter High School Director of Guidance & Counseling can be made at any time he feels it is in the best interest of the student.
- b. The vice principal may make referrals to the Review Committee at any time.
- c. The Review Committee shall consist of the Sutter High School Director of Guidance & Counseling, the Vice Principal and the Coordinator of Butte View High School. (Vice Principal, chairperson).
- d. The Review Committee may make assignments to Butte View based upon, but not limited to, the criteria items listed in Section II.
- e. The parents will be notified in writing of the re-assignment of their son/daughter to Butte View High School. Parents may appeal the decision of the review Committee with a meeting with the committee. Parents still dissatisfied with the reassignment may appeal the committee's decision to the District Superintendent.

B. Voluntary Assignment

A student within the Sutter Union High School District and/or his parent may make application with the Sutter High School Director of Guidance & Counseling to be enrolled at Butte View High School. This application will be reviewed by the Review Committee.

II. Criteria for Selection

- A. Poor attendance which results in failing grades.
- B. Serious behavioral problems.
- C. Serious credit deficiencies which jeopardize graduation.
- D. Failing grades.
- E. The need for a modified school day due to pregnancy, needs to work, etc.
- F. Students 16 years of age and older shall be given preference over the younger students. Those younger students shall be allowed to attend only if room permits.

III. Return to Sutter High School

- A. Voluntary Assignment
 - a. The student may return to Sutter High School at semester's end with application and approval of the Review Committee.
- B. Involuntary Assignment
 - a. The student may return to Sutter High School at the end of the spring semester with approval of Review Committee.
 - 1. Return based upon satisfactory progress toward correction of deficiencies and/or improvement in behavior.

IV. Fifth Year Senior

- A. Non-graduating seniors may, with the approval of the Coordinator of Butte View High School, apply for a 9th semester of attendance. The following criteria must be met before consideration may be given to the student.
 - 1. Applicants must have earned 20 credits in their final semester with enrollment being at Butte View High School or Sutter High School.

2. Applicants must be within 55 credits of reaching their goal and possess a record of satisfactory academic achievement while attending Butte View High School, which will lead to success.
3. Applicants must have a specific attainable goal—either a high school diploma or an adult education diploma.
4. The applicant must have exhibited satisfactory behavior while attending Butte View High School in the semester.
5. The applicant must be willing to strictly adhere to the provisions of policy.

B. Policy Provisions

1. Selection of classes must be limited to the Butte View High School campus, ROP classes in Yuba City or Marysville or Adult evening classes.
2. Behavior must be excellent. The student must obey school rules. Misbehavior resulting in a *Conduct Referral* may result in a student being dropped from the program.
3. Poor attendance which results in credit loss with the inability of the student to attain his goal will result in the student being dropped from the program.
4. Attendance is limited to the fall semester immediately following the spring semester of their senior year.
5. Failure to adhere to the provisions of this policy will result in the student being immediately dropped from this program.

Approved: Sept. 5, 1989

TOBACCO

The Board of Trustees recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth.

(cf. 5131.6 - Alcohol and Other Drugs)

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5144 - Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The district's comprehensive prevention/intervention program shall be based on an ongoing assessment of objective data regarding tobacco use in the school and community and on research identifying strategies that have proven effective in preventing or reducing tobacco use among youth. The program shall be designed to meet a set of measurable goals and objectives and shall be periodically evaluated to assess progress.

(cf. 0500 - Accountability)

The district shall provide developmentally appropriate tobacco use prevention instruction for all students.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Superintendent/Principal or designee also may provide students with counseling and other support services to assist in the prevention or reduction of tobacco use.

(cf. 6164.2 - Guidance/Counseling Services)

Because of the additional health risks of tobacco use for prenatal development, the district shall provide outreach, motivational and other support services to prevent or reduce tobacco use among pregnant and parenting minors.

(cf. 5146 - Married/Pregnant/Parenting Students)

TOBACCO (continued)

Information about smoking cessation programs shall be made available and encouraged for students and staff. (Health and Safety Code 104420)

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

The Superintendent/Principal or designee shall coordinate prevention and cessation efforts with the local health department, other local agencies and community organizations and shall involve students, parents/guardians, families and the community in support of school-based programs.

(*cf. 1020 - Youth Services*)

(*cf. 1400 - Relations Between Other Governmental Agencies and the Schools*)

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

HEALTH AND SAFETY CODE

104350-104495 Tobacco use prevention education

PENAL CODE

308 Minimum age for tobacco possession

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

Management Resources:

CDE PUBLICATIONS

Getting Results: Developing Safe and Healthy Kids, 1998-99

CENTERS FOR DISEASE CONTROL PUBLICATIONS

Guidelines Related to School Health Programs to Prevent Tobacco Use and Addiction, 1994

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy, and Ready to Learn: A School Health Policy Guide, 2000

WEB SITES

CDE: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Association of State Boards of Education: <http://www.nasbe.org>

TOBACCO

Tobacco Use Prevention Education

Instruction for students in grades 9 through 12 shall address the following topics: (Health and Safety Code 104420)

1. Immediate and long-term undesirable physiologic, cosmetic and social consequences of tobacco use
2. Reasons that adolescents say they smoke or use tobacco
3. Peer norms and social influences that promote tobacco use
4. Refusal skills for resisting social influences that promote tobacco use

The district's program shall:

1. Target current smokers and students who are most at risk for beginning to use tobacco, including young women, low-achieving students, students from families whose members include tobacco users, and students who associate with peers who use tobacco
2. Offer or refer students to precessation readiness classes or cessation classes for current smokers
3. Utilize existing antismoking resources

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Weapons Possession

The possession, selling or otherwise furnishing of firearms, knives, weapons, ammunition or explosives by students on school property, on a school bus or at a school event is strictly prohibited and punishable by immediate suspension. The principal or designee shall notify the appropriate local law enforcement authorities of any occurrence. Any student who assaults another person with a weapon shall also be reported to the appropriate local law enforcement authorities.

California Penal Code:

245 Assault with a Deadly Weapon
12020 et seq. Unlawful Weapons Possession

California Administrative Code Title V:

14253 Weapons

California Education Code:

48900 Grounds for Suspension or Expulsion
48902 Notification of Law Enforcement Authorities
48908 Duties of Pupils

Amended November 10, 1998

Appearance and Dress

- A. Student appearance and dress should be within the boundaries of regulations covering health and safety and should not be of a nature that would interfere with the educational process.
- B. Any student not meeting the above standards or who goes to school without proper attention having been given to personal cleanliness and neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself or herself for the schoolroom before entering.

California Administrative Code Title V: 302 Student Dress

Search of Student Lockers

- A. The District reserves the right, and may delegate the right, to have access to student lockers at any time. The right of the District to conduct locker searches may be delegated to law enforcement officers.
- B. Locker searches may be conducted when there is reason to believe that stolen property or other contraband materials are being kept in student lockers, or that food or other substances will create a health hazard. Periodic locker checks to recover library books or similar material may be held as needed. Students leaving school during the academic year will be subject to locker checks prior to their departure.
- C. All lockers are and shall remain the property of the District. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building.

California Education Code:
48921 Comply with School Regulations
44807 Hold Pupils Accountable

Law Enforcement Officers and the School

- A. Upon the presentation of proper identification to the principal or designee, duly authorized representatives of law enforcement agencies shall be allowed to interview pupils in the presence of the superintendent/principal or designee or other certificated persons.
- B. No pupil shall be taken from school during school hours except (1) when arrested by properly identified law enforcement agents or (2) by such agents when not making an arrest or taking a pupil into custody under the following conditions:
 - a. With the expressed permission of the parent obtained prior to the release of the pupil.
 - b. In cases of emergency when the parents cannot be reached.
 - c. In cases of emergency when the rights of one of the parties involved would be seriously impaired and the parent denies such permission.
- C. When a peace officer is seeking to remove a child from school during school hours, the interpretation of what constitutes an emergency is the responsibility of the Superintendent/principal or designee.
- D. The superintendent/principal or designee shall attempt to contact the student's parents or guardian when a child is removed from school in accordance with the above.

Penal Code: 837 Citizen's Arrest
836 Grounds for Arrest

Welfare and Institutions Code: 729

Leaving Campus

No student may leave school before dismissal time, except (1) at lunch time, and (2) with the expressed approval of the District Superintendent/Principal or designee.

California Reference Codes

44808 - Liability for Students not on School Property

44808.5 - Permission to Leave School Grounds

(see Student Handbook)

Students Who Have Reached Majority (18 years old)

- A. A student who is 18 years of age or over may sign his or her own report cards, excuse slips, and permission slips and shall be entitled to have access to all of his/her records
- B. A student who is 18 years of age or older, and the student's parents, shall be notified regarding the student's rights and responsibilities.
- C. A person under the age of 18 years is an emancipated minor if any of the following conditions is satisfied:
 - 1. The person has entered into a valid marriage, whether or not the marriage has been dissolved.
 - 2. The person is on active duty with the armed forces of the United States.
 - 3. The person has received a declaration of emancipation pursuant to Section 7122.
- D. Students 18 or older may, at the discretion of the superintendent/principal, be excluded from the regular high school or continuation program for non-compliance with District policies or school rules, or for failure to meet District graduation requirements. Students so excluded shall be referred to an appropriate educational program.
- E. Students 18 or older who have been in attendance at the secondary level for eight semesters and who have failed to meet the Sutter Union High School District requirements for graduation shall be enrolled and referred to an appropriate educational program.

California Education Code:

46012 - Students Over 18

49061 - Students Records

(Stats. 1992, C. 162 (A.B. 2650), Sec. 10, operative Jan. 1, 1994)

Revised and Approved: July 20, 1999

Withholding Grades, Diplomas and Transcripts

- A. The District may withhold grades, diplomas and transcripts of students who willfully cut, deface or otherwise injure District real or personal property.
- B. Grades, diplomas and transcripts may be withheld pursuant to this policy only after according the student his or her due process rights in accordance with the expulsion procedures set forth in Board Policy 5318.
- C. Grades, diplomas and transcripts withheld pursuant to this policy shall be released when the student or the student's parent or guardian has paid for the damage thereto, pursuant to the Board Policy 5324 and Education Code Section 48909. When a minor student and parent are unable to pay for the damages, the District shall provide a program of volunteer work for the minor student in lieu of the payment of monetary damages. Upon completion of such volunteer work, the grades, diplomas and transcripts of the student shall be released

Student Emergency Information

To protect the health and welfare of students, parents or legal guardians shall be required to provide current emergency information to the District as a condition of enrollment. It is the responsibility of the parents to keep such information current at all times.

California Education Code: 49408 - Student Emergency Information

Release of Students

No pupil shall be taken from school during school hours by any person other than a school employee with the following exceptions:

- a. A parent or guardian when properly identified by the Superintendent/Principal or his designee. (In cases in which the parents have been divorced, the child may be released only to the parent having legal custody of the child.)
- b. Upon written request, another person properly verified by the Superintendent/Principal or his designee.
- c. Properly identified representatives of law enforcement agencies as verified by the Superintendent/Principal or his designee.

Physical Examination for Athletic Participation

- A. Participation in athletic programs shall be contingent upon the student obtaining an appropriate physical examination by a licensed physician. The results of the examination shall be reported by the physician on a form designated by the District.
- B. Athletic participation is defined as participating in a competitive program that involves continuing practice sessions and scheduled competition between schools.

California Education Codes: 49450, 49451 - Physical Examination

Administering Medication

- A. The District shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him or her during school hours, and the provisions of the Education Code with regard to the administration of prescribed medication for pupils have been met.
- B. In all cases, assistance to the student in taking such medication shall require that the District first receive (1) a written statement from a physician detailing the method, amount and time schedules for the student's medication, and (2) a written statement for the student's parent or guardian requesting that the District assist the student in the matters set forth in the physician's statement.

California Education Code: 49423 - Administering Prescribed Medication

Supervision of Students

- A. It is the policy of the Sutter Union High School District that students shall be supervised by district personnel at all times that the students are in attendance at school or a school-sponsored activity.
- B. Each teacher shall be directly responsible for the proper control and achievement of pupils in his or her class or co-curricular group. He or she shall also share in enforcing the proper standards of conduct of any pupil in the corridors, on the school grounds, at school functions, on or off campus, and at all times while the school authorities are directly responsible for the conduct of the pupils.
- C. When cases of misconduct occur which the teacher is unable to correct, the student shall be referred to the Superintendent/Principal or his designee, for action, pursuant to a District referral form.

California Education Code:

- 44807 - Duty Concerning Conduct of Students
- 44808 - Responsibility for Student Safety

California Administrative Code Title V:

- 5530 - Moral Supervision
- 5531 - Supervision of extra-curricular Activities
- 5552 - Playground Supervision

Unauthorized Persons on School Grounds

It is the direction of the Sutter Union High School District Governing Board that school personnel strictly enforce the following California Penal Code provisions:

Penal Code 626.2 - Entry upon Campus after Suspension or Dismissal Without Permission

Every student or employee who has been suspended or dismissed from school for disrupting the orderly operation of the campus and as a condition of such suspension or dismissal has been denied access to the campus, and who willfully and knowingly enters upon the campus is guilty of a misdemeanor.

Penal Code 626.8 - Disruptive Presence at Schools

Any person who comes into any school building or upon any school ground or street, sidewalk or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who reenters or comes upon such place within 72 hours after being asked to leave by the chief administrative official of that school or in the absence of the chief administrative official, the person acting as the chief administrative official, or by a member of the security patrol of the school district who has been given authorization, in writing, by the chief administrative official of that school to act as his agent in performing this duty, is guilty of a misdemeanor.

Penal Code 647.a - Annoying or Molesting a Child under 18

Every person who annoys or molests any child under the age of 18 is a vagrant and is punishable upon first conviction by a fine not exceeding five hundred dollars (\$500) or by imprisonment in the county jail for not exceeding six months or by both such fine and imprisonment and is punishable upon the second and each subsequent conviction under Section 288 of this code by imprisonment in the state prison.

Penal Code 653g - Loitering About Schools or Public Places

Every person who loiters about any school or public place at or near which children attend or normally congregate is a vagrant, and is punishable by a fine of not

exceeding five hundred dollars (\$500) or by imprisonment in the county jail for not exceeding six months, or by both such fine and imprisonment.

As used in this section, *loiter* means to delay, to linger or to idle about any such school or public place without a lawful purpose for being present.

Vision and Hearing Testing

Students in the Sutter High School District shall receive vision and hearing screening as prescribed by law. Any defects noted shall be reported to the student's parent or guardian with written recommendations for remedial action.

California Education Codes:
49452 *Sight and Hearing Testing*
49455 *Vision Appraisal*
49456 *Report to Parents*

Referral to Other Agencies

- A. The Board realizes that in order to provide for the welfare of students it is sometimes necessary to refer them to other agencies. We therefore direct that the Superintendent/Principal require the keeping of accurate records of such referrals.
- B. The parent or guardian shall be informed of any referral of their child to another agency.

Part-time Employment

Minors under eighteen wishing to accept employment must first apply for permits to work. Work permits will be issued by the Superintendent/Principal or his designee upon written request from the minor's parent or guardian. Such permits will be issued in accordance with state law.

California Education Code 49100 et seq. - Student Employment

Volunteer Drivers

All volunteer drivers must be approved by the Superintendent/Principal or designee prior to the trip.

California Education Code:

35010 - Control of School District by Board of Education

35014 - Adoption of Rules by Governing Board

Co-curricular Activity

Students may be authorized to attend student government conferences and their actual and necessary expenses may be paid from the funds of the District.

California Education code 39800 and 39860

Approved on February 23, 1981

Student Body Organizations

The Board of Trustees authorizes the establishment of the Sutter Union High School Student Body and its various affiliated organizations. The major purpose of these organizations shall be to further the social, physical, artistic, moral and ethical education of the students attending Sutter Union High School. The administration shall establish appropriate controls for these organizations.

1. The activities of these organizations shall be under the direct supervision of the faculty and administration.
2. A separate student organization bank account shall be established in the Bank of America.
3. Checks drawn on this account shall be signed by the Superintendent/Principal and the Secretary.
4. Cash receipts shall be deposited in the bank account. Money collected at night activities will be returned for safekeeping in the District Office.
5. Pre-numbered receipt forms in triplicate shall be used to control all cash transactions.
6. A change fund shall be established in order that daily cash receipts may be deposited intact. Change should never be made withholding a portion of previous cash receipts.
7. A cash collection report shall be prepared for each event in which cash collections are made. The report should show the number of tickets printed, the number of tickets sold, the price per ticket and the total amount collected.
8. No payments shall be made from undeposited cash receipts. All cash receipts must be deposited in the bank account and all payments made by check.
9. Pre-numbered checks, imprinted with the approved bank account name of the respective student organization shall be used.

10. Checks shall never be signed until they have been drawn on the basis of an itemized invoice for an approved expenditure.
11. The number of each pre-numbered check shall be recorded in the Cash Disbursements Journal relating to the student organization.
12. The signatures shall be cut out of all checks which are to be voided. The processed voided checks shall then be maintained on file for future reference.
13. Each check shall be drawn to a named payee.
14. Expenditures by cash shall be made only from a petty cash fund authorized by the Board of Trustees.
15. No resources from a petty cash fund shall be disbursed without an itemized receipt being presented.
16. The student body resources shall be used only for purposes which benefit the student body.
17. The student body advisor shall disallow requisitions for payment which are clearly not a student body expense.
18. The resources of the student organizations' accounts shall not be loaned.
19. No IOU's shall be accepted.
20. The cash resources of all student organizations shall be deposited in a single bank in a checking account.
21. Purchase orders shall be required of all purchases by student organizations.
22. Authorization for any purchase must be approved by the governing organization, the advisor and the Superintendent/Principal.
23. A permanent form of bank reconciliation shall be prepared each month as soon as the bank statement is received.

24. A double entry set of accounting records containing a Cash Receipts Journal, Cash Disbursements Journal, General Journal and a general Ledger be established for the accounts of the student organizations.
25. The double entry accounting records contain a ledger account for each of the student organizations so that their representative equities in the amount deposited in the bank account would be readily ascertainable at all times.
26. All transfer or accounting entries resulting in a change in the cash assets of a student organization should be approved by the organization and recorded in the minutes.
27. The minutes of all meetings of each student organization shall be kept permanently on file.
28. The accounting control records shall be maintained under supervision of the district Superintendent/Principal.
29. The following organizations are recognized and authorized organizations of the Sutter Union High School District:

- Associated Student Body
- Band
- Block S
- California Scholastic Federation
- Cheerleaders
- Future Farmers of America
- Future Homemakers of America
- Future Business Leaders of America
- Journalism
- Sutter Recreation Association
- Senior Class
- Junior Class
- Sophomore Class
- Freshman Class
- Science Club
- Language Club
- International Club
- Interact Club
- Youth Alive

30. All records shall be audited annually.
31. Each student organization shall develop and have on file, in the Superintendent/Principal's office, a constitution showing the purposes of the organization and its governing regulations.

Reviewed by the Board of Trustees:
September 9, 1997

Financing Co-curricular Activities

- A. From its inception, the District has recognized the educational value of student activities and has therefore developed them as an integral part of the education curriculum, designating them “co-curricular activities.”
- B. “Co-curricular activities” means those activities and events which are designed to complement the academic program of the District and which meet all the following criteria:
 - 1. The activity or event is approved by the Governing Board.
 - 2. Students of the District are participating in the activity or event.
 - 3. The activity or event is supported in part from non-district funds.
 - 4. The activity or event is an extension of classroom instruction or related college programs.
- C. To adequately finance co-curricular activities, monies from the General Fund of the District may be used for costs that are attendant to the co-curricular program.
- D. Expenditures shall be budgeted and administered in the same way as other monies spent from the General Fund of the District.
- E. All income derived from athletics, dramatics and musical productions shall be deposited in co-curricular activity accounts designated as the “the athletic account,” “the drama account,” and “the music account” for expenditures for the operation of the co-curricular activity. The Accounting Officer is designated as a custodian of these accounts.
- F. The proceeds from the sale by the student body of activity cards and receipts from publications shall be deposited in general funds of the Associated Students.

Vending Machines

All funds derived from food and beverage vending machines owned or leased by the Associated Students shall be deposited to the credit of the Associated Students' accounts of the District

Approved: February 23, 1981

Honorary High School Diplomas for Foreign Exchange Students

The Governing Board may confer honorary high school diplomas upon foreign exchange students from other countries who have not completed the Course of Study ordinarily required for graduation, and who are returning to their home countries following completion of one academic school year in the district. Honorary high school diplomas awarded pursuant to this policy shall be clearly distinguishable from the regular diplomas of graduation rewarded by the district.

Approved September 9, 1985

Academic Eligibility for Extracurricular and Co-curricular Activities

1. The student must be passing in all subjects and not have less than a 2.0 G.P.A. on a 4.0 scale in the previous grading period. The grading periods for eligibility purposes are: (1) first quarter grade, (2) first semester grade, (3) third quarter grade, (4) second semester grade.
2. An incomplete grade does not disqualify the student unless his or her percentage grade is 59 or below. A student has one day for each day of excused absence to make up an incomplete grade, at the end of the grading period. If the incomplete is changed to an F grade, the student immediately shall be ineligible.

Example: A student has a percentage grade of 63 (passing) at the end of grading period, and receives an incomplete quarter grade. The student remains eligible during the incomplete makeup period. The student remains eligible during the incomplete makeup period. If the grade is changed to an F at the end of the makeup period, the student becomes ineligible at the time the incomplete is changed to an F.

3. Extra Curricular Means:
 - a. The program is supervised or financed by the school district.
 - b. Student participants represent the school district.
 - c. Student participants exercise some degree of freedom in either the planning, selection or control of the program.
4. Co-curricular Means:
 - a. A program that may be associated with the curriculum in a regular classroom.
5. What is Not Extracurricular or Co-curricular:
 - a. For the purposes of this policy extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time.
 - b. Any program that has as its primary goal, the improvement of academic or educational achievements of pupils is not an extra-curricular or co-curricular activity.

Adopted: December 8, 1986

Software Copyright

It is the Sutter Union High school district to adhere to the provisions of copyright laws in the area of microcomputer programs, despite the difficulty of doing so caused by the continuing controversy regarding interpretation of those copyright laws. The District recognizes that compute software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the greater development of effective educational uses of microcomputers. Therefore, in an effort to discourage violation of copyright laws and prevent such illegal activities:

- A. The District shall make efforts to monitor computer use to minimize opportunities of misuse or misappropriation of computer resources and proprietary interests.
- B. District employees shall adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that- "... it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - 1. that such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - 2. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
- C. When software is to be use don a disk sharing system, efforts will be made to secure this software for copying.
- D. Illegal copies of copyright programs shall not be made or used on school equipment.
- E. The legal or insurance protection of the District shall not be extended to employees who violate copyright laws unless required by law.

- F. The District Superintendent, or his/her designee, of this School district is designated as the only individual who may sign license agreements for software for schools in the District.
- G. The District Superintendent, or his/her designee, is responsible for establishing practices to aid in the enforcement of this policy at the school level.

Approved: March 10, 1986

Course of Study

- A. The Administration shall develop and submit to the Governing Board recommended courses of study, and shall consult with the instructional staff in the development of such recommendations. The Governing Board shall prescribe courses of study which will be in harmony with the law and the Governing Board's adopted philosophy, goals and objectives and which will guide all classroom and other instructional activities.
- B. The Governing Board shall prescribe high school courses of study designed to provide the skills and knowledge required for adult like for pupils attending the high school in this district. The Governing Board shall prescribe separate courses of study, including, but not limited to, a course of study designed to prepare students for admission to state colleges, universities and vocational schools and a course of study designed to prepare students to enter the world of work.

California Education Code: 51040-51057, 51215-51261

Approved: February 23, 1981

Instruction

BP 6020(a)

PARENT INVOLVEMENT

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/Principal or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0420.5 - School-Based Decision Making)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

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.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5145.6 - Parental Notifications)

The Superintendent/Principal 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.

(cf. 0500 - Accountability)

For Title I Schools

Each year the Superintendent/Principal or designee shall identify specific objectives of the district's parent involvement program. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

BP 6020(a)

(cf. 6171 - Title I Programs)

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

BP 6020(b)

PARENT INVOLVEMENT (continued)

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

(cf. 3100 - Budget)

For Non-Title I Schools

The Superintendent/Principal or designee shall develop and implement strategies to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference: (see next page)

BP 6020(c)

PARENT INVOLVEMENT (continued)

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/lsp/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Health, Family Life, and Sex Education

- A. The Governing Board has included objectives relating to the study of health, family life and sex education as part of the approved course of study.
- B. The Governing Board recognizes that some parents wish to reserve to themselves the right to provide such instruction. Therefore, the parents or guardians of students in classes which present this material must receive prior notification in writing that such instruction will occur. Parents (or guardians) may request in writing that their child be excused from such instruction and such request shall be honored.
- C. All materials, other than lawfully adopted textbooks, to be used in such instruction must be available for inspection by parents prior to the instruction and parents must be so notified in writing.
- D. Whenever any instruction in health, family life or sex education conflicts with the religious training or beliefs of the parent or guardian of the student, the parent or guardian may request in writing that the child be excused from that portion of instruction and that request shall be honored.

California Education Code 51240

Approved: February 23, 1981

Required Instruction

- A. Instruction in grades 9-12 shall include course offerings in language development, including reading, writing and oral communication; mathematics; social sciences; science; foreign language; fine arts; practical arts; physical education, and vocational-technical subjects and any other studies approved by the Governing Board.
- B. In addition, instruction in the following areas will be included at appropriate grade levels and in appropriate courses of study:
 - Safety, including fire protection
 - Conservation
 - Health, including the effects of alcohol, drugs and tobacco
- C. Instruction shall also include: principles of morality, truth, justice, patriotism, manners, morals and the humane treatment of all living creatures, rights, duties and dignity of American citizenship and the principles of free government.

California Education Codes: 51200 - 51261

Approved: February 23, 1981

Achievement Testing

- A. The District shall establish a program of achievement testing for the purposes of program evaluation and for reporting of the overall status of the District and its progress toward meeting its educational goals.
- B. The results of this program shall be reported at least annually to the Governing Board at a public meeting. This report shall include the results of those tests required by the California School Testing Act.

California Education Code 60600 - 60690

Approved: February 23, 1981

Evaluation of the Instructional Program

- A. The Superintendent/Principal shall develop and maintain procedures for the evaluation of the entire instructional program at all levels. This evaluation procedure shall address the achievement of students as well as the instructional processes used in the high school and shall be based upon the goals and objectives developed and approved by the Governing Board.
- B. The Superintendent/Principal shall prepare annually an evaluation report for the Governing Board which will enable the Board to evaluate the educational system, to provide guidelines for improvement, to set priorities and to communicate school district achievement to the community it serves.

California Education Code: 33400-33406, 51041, 52040-52043

Approved: February 23, 1981

Textbook selection, Distribution and Disposal

The Board, in order to facilitate the selection, distribution and disposal of textbooks used in connection with any course of study offered by the District adopts the following procedures.

A. Textbook Selection

1. The selection of textbooks shall be accomplished by means of the cooperative effort of the administration and the teaching staff.
2. The selection of textbooks shall be made in such a manner as to carry out the intent and meaning of the Education Code.

B. Textbook Disposal

1. All textbooks approved for use shall be used until found by the teachers involved and the Superintendent-Principal that is necessary for good and sufficient reason to discontinue the book or books.
2. When any textbook has been discontinued, it shall be the responsibility of the bookstore manager to dispose of excess books by means of sale or exchange. All monies derived from the sale of these excess books shall be deposited to the credit of the district.

California Education Codes: 39651, 51510-51512, 60000-60111, 60400-60420, 60600-60530

Approved: February 23, 1981

Independent Study

The Governing Board authorizes independent study as an optional alternative instructional strategy by which students may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may be best met through study outside of the regular classroom setting.

Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved. The Superintendent or designee understands and is prepared to meet the district's requirements for independent study. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

The Board recognizes that independent study may be used as a option to encourage students to remain in school. Teachers should carefully set the duration of independent study assignments in order to help identify students falling behind in their work or in danger of failing or dropping out of school.

To foster each student's success in independent study, the Board establishes the following maximum lengths of time which may elapse before an independent study assignment is due:

1. Special assignments extending the content of regular courses of instruction:
Students in grades 9-12: three weeks.
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum:
Students in grades 9-12: three weeks.
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum:
Students in grades 9-12: three weeks.

4. Continuing and special study during travel:
Students in grades 9-12: three weeks.
5. Volunteer community service activities that support and strengthen student achievement:
Students in grades 9-12: three weeks.

When circumstances justify a longer time, the Superintendent or designee may honor the request of an individual student or his/her parent/guardian to extend the maximum length of an assignment as follows:

Students in grades 9-12: twelve weeks.

When any student fails to complete three consecutive independent study assignments, the Superintendent or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. Evaluation findings shall be kept in the student's permanent record. (Education Code 51747)

Students in independent study have access to the same services and resources of the school in which they are enrolled as is available to other students in the school.

The Superintendent or designee shall annually report to the Board the number of students in each type of independent study program, the ADA generated, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete their program.

(cf. 1621 - Home Based Schooling)

(cf. 5147 - Dropout Prevention)

Legal Reference:

EDUCATION CODE

39141.9 Exemption for building

44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment

46300-46300.6 Methods of computing ADA

48340 Improvement of pupil attendance

51225.3 Requirements for High School Graduation and Diploma Commencing with the 1986-87 School Year

51745-51749.5 Independent study programs

5200(e) Improvement of elementary and secondary education: legislative intent

520115 School improvement plans: components of plan

52017 Secondary schools: additional plan components

56026 Individual with exceptional needs

CODE OF REGULATIONS. TITLE 5

**Policy and Procedures Manual
Sutter Union High School District
Section 6000—Curriculum**

**Board Policy 6158
Page 3 of 3**

11700 Definitions (independent study)
11701 District Responsibilities
11702 Standards for independent study: agreements
11703 Records

Management Resources:

CDE PROGRAM ADVISORIES

1113.09 Independent Study: New Legislation, SPB: 90/91-04
0904.86 Independent Study, SPB: 86/7-5

Approved: August 10, 1999

Revised: October 12, 1999

**SUTTER UNION HIGH SCHOOL DISTRICT
EMERGENCY INDEPENDENT STUDY PLAN**

(Ed Code Section 46393)

Sutter Union High School District (SUHSD) has developed an EMERGENCY INDEPENDENT STUDY PLAN to be implemented in the event that schools in the district are prevented from maintaining an established board approved school calendar during a fiscal year for at least 180 days or is required to operate sessions of shorter length than otherwise prescribed by law because of the eminence of a major safety hazard as determined by authorized administrative personnel or law enforcement agency. In extreme examples of fire, flood, earthquake, or epidemic, or because of any order of any military officer of the United States or of the state to meet an emergency created by war, or of any civil officer of the United States, of the state, or of any county, city and county, or city authorized to issue that order to meet an emergency created by war, or because of other extraordinary conditions, or because of inability to secure or hold a teacher, or because of the illness of the teacher, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the school district and of the county superintendent of schools, shall receive the same apportionment from the State School Fund as it would have received had it not been so prevented from maintaining school for at least 180 school days accumulating a minimum of 64,800 minutes of instruction.

EMERGENCY INDEPENDENT STUDY PLAN GUIDELINES

1. Independent study will be offered to any student impacted by any of the conditions listed above within 10 days of the first day of a school closure or material decrease in attendance. Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs and may participate in an independent study program.
2. SUHSD will reopen for in-person instruction as soon as possible unless prohibited under the direction of the local of state health officer.
3. SUHSD will establish an independent study master agreement for all students transitioned to educational services established due to extenuating or emergency conditions lasting more than 10 days.
4. All SUHSD instructional staff providing regular in-class instruction will include ongoing access to course information on daily lessons, assignments and homework through Google Classroom, accessible for each student. Instructional staff will establish routine on-line communication via students' SutterHigh.org accounts.
5. Emergency independent educational services will be initiated if unsafe or emergency conditions exist in some areas of the district and school is allowed to remain open.

Approved: September 12, 2023

Independent Study

No student shall be required to participate in independent study. (Education Code 51747)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

No individual with exceptional needs, as defined in Education code 56026, may participate in independent study unless his/her individualized education program specifically provides for such participation. (Education Code 51745)

Students enrolling in independent study must be residents of the county or an adjacent county. (Education Code 51747.3)

No more than 10% of the students enrolled in Continuation or Opportunity Education may be on independent study at any given time. (Education Code 51745)

No temporarily disabled student may receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home/Hospital Instruction)

The district shall not provide independent study students and parents/guardians with funds or items of value that are not provided for other students and parents/guardians. (Education Code 46330.6, 51747.3)

Independent study in the regular program may be offered to students 19 or 20 years of age only if they have been continuously enrolled in school since their 18th birthday. (Education Code 46300.1)

(cf. 6200 - Adult Education)

Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries. (Education Code 51747.3)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)

Criteria for Participation

Students who are interested in independent study should contact their school principal. Approval for participation shall be based on the following criteria:

1. An acceptable reason for requesting independent study.
2. Evidence that the student will work independently to complete the program.
3. Availability of experienced certificated staff with adequate time to supervise the student effectively.
4. A written statement indicating education objectives, how the objectives will be accomplished, and how progress toward the objectives will be measured.

Written Agreements and Assignments

A written independent study agreement shall be executed for each participating student. The agreement shall include, but not be limited to all of the following: (Education Code 51747)

1. The manner, frequency, time and place for submitting the student's assignments and for reporting his/her progress.
2. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
3. The specific resources, including materials and staff, which will be made available to the student.
4. A copy of the district's independent study policy describing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study.
5. The duration of the independent study agreement, including the beginning and ending dates for the student's preparation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one semester, or one-half year for a school on a year-round calendar.

6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
7. A statement that independent study is an optional educational alternative in which no student may be required to participate.
8. In the case of a student who is referred or assigned to any school class or program pursuant to Education Code 48915 or 48917, the agreement also shall include the statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction.

Before beginning the independent study, each written agreement shall be signed by the student, the parent/guardian of the student under 18 years of age, the certificated employee designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747)

The agreement shall state that the parent/guardian's signature confers his/her permission for the student's independent study as specified in the agreement.

Records

District records shall identify all students participating in independent study and shall specify the grade level, program placement, and school in which each of these students is enrolled. (Education Code 51748)

Each school shall maintain records for the students at that school.

Records shall include the following: (Code of Regulations, Title 5, 11703)

1. A copy of the district policy, administrative regulation, and procedures related to independent study.
2. A file of all agreements, with representative samples of each student's completed and evaluated assignments.
3. A list of participating students, showing credits attempted by and awarded to students per agreement.

4. An attendance register separate from other attendance records.
5. A record of grades and other evaluations issued to each student for independent study assignments.

Supportive Strategies

When an independent study student fails to attend a scheduled conference or to submit an assignment on time, one or more of the following shall result:

1. A letter to the student and/or parent/guardian, as appropriate.
2. A special meeting between the student and the teacher and/or counselor.
3. A meeting between the student and the administrator, including the parent/guardian if appropriate.
4. An increase in the amount of time the student works under direct supervision.

When the student has missed the number of assignments specified in Board policy as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation which may result in termination of the independent study agreement, with the student's return to a regular classroom or alternative instructional program.

Student Trips

- A. The Superintendent/Principal is authorized to approve field trips requested by the teaching staff when in his opinion the educational program can be enriched by said field trip. All field trips must be for purposes directly related to the curriculum. These purposes are generally defined as educational experiences which cannot be duplicated on campus and are directly related to course content.
- B. The Superintendent/Principal is authorized to approve trips by students to attend student government conferences, speech tournaments, music festivals and other meetings of recognized organizations which students are attending as official representatives of the District. The Superintendent/Principal is authorized to designate staff members, both certified and classified, who are to travel with the student groups and their necessary expenses are to be reimbursed from the funds of the district. Each expense claim shall be approved retroactively by the Board.
- C. The Superintendent/Principal is authorized to schedule all trips within the State of California and to provide all necessary transportation. Any other trips require prior authorization by the Governing Board.
- D. For programs such as the Regional Occupational Program, the Superintendent/Principal is authorized to provide transportation for required travel from the campus to the places where training is given.

California Education Code: 39860

Approved: February 23, 1981

Student Use of Technology

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

On-Line/Internet Services/Internet Access

The Board intends that the internet and other on-line resources provided by the district be used to support the instructional program and further student learning.

The Superintendent or designee shall initiate regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the district's on-line resources, each student and his/her parent /guardian shall sign and return a Technology Contract. This contract shall specify user obligations and responsibilities and shall indemnify the district for any damages. The parent/guardian shall agree to not hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users.

Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and Technology Contract regarding access by students to the internet and on-line sites. (Education Code 48980)

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He shall ensure that all students using these resources receive training in their proper use.

On-Line/Internet Services: User Obligations and Responsibilities

Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the district's Technology Contract.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
4. The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

**Policy and Procedures Manual
Sutter Union High School District
Section 6000—Curriculum**

**Board Policy 6163
Page 3 of 3**

10. Users shall report any security problem or misuse of the services to the teacher or principal.
11. It shall be the responsibility of the parent/guardian to contact the school to disallow their student's picture from appearing on the web site.

The principal/designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final.

Education Code

48980 Required notification at beginning of term
51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51874 Education Technology
51870.5 Student Internet access
60044 Prohibited instructional materials

Penal Code

313 Harmful matter
632 Eavesdropping on or recording confidential communications

United States Code, Title 20

6801-6979 Technology for Education Act of 1994

Adopted: June 12, 2001

Health Policy

The total Health Program of the District shall be designed to include health education, health service, mental health, nutrition, environmental sanitation, safety, physical education and co-curricular activity.

1. The curriculum shall include a program of instruction in Health Education. Qualified teachers shall disseminate information founded on scientific fact, interpret the information as it pertains to the problems of the individual and his role in society, and assist the student in the integration of what he has learned.
2. The District shall provide any medical assistance considered necessary to the maintenance of a Health Service. Physical examination, health counseling and immediate emergency care of students shall be a function of the Health Service.
3. The administrative and teaching staff shall provide the opportunity for the development of attitudes and practices necessary for the achievement of desirable mental health.
4. The District shall provide a cafeteria, snack bar and lunch room facilities as considered necessary to meet the nutritional needs of students and District personnel. A complete examination shall be required of all food handlers.
5. There shall be established for all District facilities a safe and hygienic environment and the necessary maintenance for the continuation of conditions necessary for safety and sanitation.
6. Safety procedures and activities shall be established to protect students and District personnel from accidental injury. First Aid Kits shall be placed in vocational shops, laboratories, and aboard the busses carrying students. First aid shall be administered by qualified personnel.
7. The District shall provide a program of instruction in Physical Education, the opportunity to participate in inter-scholastic activities, intra-mural activities, and recreational activity with leadership opportunity through the co-curricular activities shall be insured.

Interscholastic Athletic Competition

- A. A well directed interscholastic athletic program based upon a survey of interests and abilities of students of both sexes shall be made an integral part of the total education program and shall be made available to all District students who are interested. This program shall allow students to participate in competition characterized by conferences, associations and regular season schedule. the interscholastic athletic program must be approved by the Governing Board and administered by school officials.
- B. Individual or group practice in activities of an interscholastic nature must be conducted after the end of the school day.
- C. The health and welfare of pupils is the paramount consideration in planning an interscholastic athletic program. The Superintendent/Principal is directed to provide necessary regulations to ensure that student health and welfare is protected.

California Education Codes: 49020-49023

Approved: February 23, 1981

Student Organizations

- A. Student organizations have an important place in the educational program. These organizations must be approved by the Governing Board, sponsored by school personnel, allow for participation by any interested student currently enrolled, establish educational goals, and meet all other regulations and conditions established by the Superintendent/Principal.
- B. Secret fraternities, sororities, and clubs are specifically prohibited.

California Education Code: 32050-32052, 48930-48938

Approved: February 23, 1981

Student Freedom of Expression

A. Official School Publications

Official school publications are materials produced by students in the journalism, newspaper, or writing classes and distributed to the student body either free or for a fee.

B. Rights of Student Editors

1. To print articles dealing with topics of interest to the student writers.
2. To print on the editorial page opinions on any topic, whether school related or not, which they feel are of interest to themselves or to the readers.
3. To assign and edit the news, editorial and feature content of their publications subject to the provisions of this Board policy.

C. Responsibilities of Student Journalists

1. To submit copy that conforms to good journalistic writing style.
2. To rewrite stories as required by the journalism advisor to improve journalistic structure, sentence structure, grammar, spelling and punctuation.
3. To check facts and verify quotes.
4. In the case of editorials on controversial issues, to provide space for rebuttals, in the same issue if possible, but otherwise no later than the following issue.
5. To be responsible for determining the contents of their official student newspapers, subject to the provisions of this Board policy.

D. Authority and responsibility of Faculty Advisors

1. Official school publication advisors shall have the primary responsibility of supervising each publication prior to its publication to determine if it satisfies the conditions of this Board Policy.

2. The Superintendent/Principal or his authorized representative may also review copy prior to its publication, provided that such copy must be returned to the student editors within 24 hours after it is submitted for review.
3. There shall be no prior restraint of material prepared for official school publications, except insofar as it violates this Board policy.

E. Materials Not Permitted in School Publications

1. Material which is libelous, or slanderous, or which constitutes an unwarranted invasion of personal privacy.
2. Material which is obscene.
3. Profanity which would not be used in the Appeal Democrat or Morning Herald.
4. Material which advocates the breaking of any law or any school regulation.
5. Material which demeans any race, religion, sex, or ethnic group.
6. Advertisements for cigarettes, liquor, or any other product not legally permitted to be sold or provided to teenagers.
7. Any material which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

F. Rights of Students to Distribute Non-Official or Individual Publications other than Official School Publications

1. Students shall have the right to distribute printed materials in accordance with this Board policy.
2. Students may distribute such materials only during the following times:
 - a. Before or after regular school hours.
 - b. During lunch time.

- c. During times designated by the Superintendent/Principal or his/her designee for such distribution
- 3. Any distribution of student material must be accomplished in an orderly manner without interruption of the instructional process.
- 4. It is further understood that the above rules relative to publications also apply to oral communications by students and to symbolic communications. Any type of material not permitted to be printed in either official school publications or individual publications will not be allowed to be disseminated by oral or symbolic speech.

Graduation Requirements

- A. In order to graduate from the Sutter Union High School District, students must have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve and must have satisfactorily passed any examinations and other requirements set by the Governing Board.
- B. No student shall receive a high school diploma until he/she meets the standards of proficiency in basic skills prescribed by the Governing Board.
- C. The Superintendent/Principal shall annually review the district graduation requirements and shall recommend any changes for Board approval as needed.
- D. The Governing Board, in recognition of its responsibility for the education of all youths in the school system, including those who drop out of school, may make available to all the school district's youths alternative programs that will enable them to acquire a high school diploma. The Superintendent/Principal shall ensure that efforts are made to inform students of alternative ways to acquire a high school diploma.

California Education Codes:

51215-51219.5, 51220-51227, 51240-51246, 51260-61261, 51400-51403, 51410-51412, 51420-51427, 51440-51442

Approved: February 23, 1981

Standards of Proficiency in Basic Skills

- A. The administration shall develop standards of proficiency in basic skills for students of the District. Such standards shall be developed with the active involvement of parents broadly reflective of the socio-economic composition of the district, administrators, teachers, counselors and pupils.
- B. Such standards shall include but need not be limited to, reading comprehension, writing and computation skills, in the English language, necessary to success in school and life experiences and shall be such as will enable individual achievement to be ascertained and evaluated. The standards shall be directly related to the District's instructional program.
- C. Separate standards of proficiency shall be developed for reading comprehension, writing, computation skills and any other area which the Governing Board designates.

D. Differential Standards of Proficiency

Differential standards of proficiency shall be adopted for students who are enrolled in special education programs, or for whom individual education programs have been developed; and for students who have diagnosed learning handicaps, subject to the provisions of Education Code Section 51215.

E. Proficiency Standards for Transfer Students

Students transferring into the Sutter Union High School in grades 9-11 will be subject to the procedures established by the District for demonstrating proficiency in the basic skills. Students transferring into the District in their senior year must have verification of having met a previous district's standards of proficiency, or, in the absence of such verification, be required to demonstrate proficiency based upon the standards established by the Sutter Union High School District.

- F. The school staff shall give notice to the parent or guardian if a student does not demonstrate sufficient mastery of progress toward the proficiency standards applicable to him or her. The notice shall inform the parent or guardian that the student shall not receive a high school diploma unless the prescribed standards are met.

STUDENT ENROLLMENT

ENROLLEMENT IN SEVEN PERIODS

Students attending Sutter High School must be enrolled in all seven periods during their four years of high school education. Only Special Education students, whose schedule is planned by an Individual Education Plan team, may be enrolled in fewer than seven periods.

TRANSFERRING COURSES FROM OTHER SCHOOLS BACK TO SUTTER HIGH SCHOOL

Students must take all of their required graduation courses at Sutter High School. If a student fails a Sutter High School required course, they may make up the course at another school. Students taking courses at another school, with the intent of transferring credit back to Sutter High School, must have permission from the Sutter High School District Superintendent or Counselor prior to enrolling in the course. Because of four year graduation requirements, there are no mid-year graduates.

WORK EXPERIENCE DURING THE SCHOOL DAY

Student must be a senior and have a 2.5 grade point average during the previous semester if enrolling in Work Experience during the school day. After school work experience students do not have to meet the 2.5 grade requirement.

Students enrolled in Work Experience may accumulate a maximum of 40 units. A maximum of 20 units can be taken and earned during the school day. Students working for their parent or guardian do not qualify for Work Experience.

Guidance Services

The guidance program shall be an integral part of the total program of instruction. The major objective of this program shall be to help each student make the best of the educational opportunities available. The guidance program shall also provide a positive program for the prevention and correction of anti-social behavior of students. It shall aim to provide a sense of responsibility and self-respect in all students.

California Education Codes: 35300 0 35301, 48431, 56324 - 56329

Approved: February 12, 1981

Affirmative Action in the Education Program

- A. No student of the Sutter Union High School District shall, on the basis of race, religion, ethnic background or sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any educational program or activity of the District.
- B. Every effort shall be made to ensure that all educational opportunities in the District are available to all qualified students regardless of race, religion, ethnic background or sex. Positive efforts shall be taken to encourage enrollment in courses in which some groups have been traditionally under-represented. No courses shall be established which have prerequisites or restrictions which result in under representation of various groups unless such restrictions can be shown to be necessary for successful participation in the course.
- C. The Superintendent/Principal shall periodically review racial, ethnic and sex compositions of District classes and shall take steps to correct any inequities that may be found.

5 CAC 90-101

Approved: February 23, 1981

Special Education

- A. It is the intention of the Governing Board to provide appropriate, free education for every individual with exceptional needs who is a resident of this District, and who is eligible for one or more of the programs authorized by the state for the education of such individuals.
- B. The District shall take the necessary steps to implement the Sutter County Master Plan for Special Education.
- C. The Superintendent/Principal shall develop and implement procedures designed to seek out all individuals with exceptional needs residing in the District, who are eligible for free appropriate public education.
- D. The Superintendent/Principal shall develop an assessment plan for the assessment and evaluation the exceptional needs of individuals identified in the search. The assessment plan shall describe the procedures, tests, records, reports or proposed for use in the assessment of the individual.

California Education Codes: 56000 - 56885

Approved: February 23, 1981

Ceremonies and Observance

A. Flag Salute and Treatment

The pledge of allegiance to the flag of the United States is to be a part of each day's opening exercise. Those children who have religious or conscientious objections shall be excused from participating upon request of their parents.

The flag of the United States of America shall be raised above the schoolhouse during all school sessions and on all legal holidays, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

B. Special Days and Events

Commemoration of special days and events shall be arranged to the end that the effective observation of these occasions is a definite and valuable part of the school program.

Released Time for Moral or Religious Instruction

- A. The Governing Board authorizes students, who have the written consent of their parents, to receive moral or religious instruction at a suitable place away from the school. Such place is to be designated by the religious group involved. This shall be in addition to the moral and ethical values taught in the classroom. The responsibility for the student rests with the parent and or/religious group during such released time.
- B. Students shall be excused from school for such purposes no more than one hour per week and in such case the student so excused shall attend school at least the legal minimum school day.
- C. The Superintendent/Principal is instructed to establish regulations governing the attendance of pupils at such instruction and the reporting thereof.

California Education Codes: 44806, 46014, 48980 - 48985

Approved: February 23, 1981

Software Copyright

It is the Sutter Union High School District to adhere to the provisions of copyright laws in the area of microcomputer programs, despite the difficulty of doing so caused by the continuing controversy regarding interpretation of those copyright laws. The District recognizes that compute software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the greater development of effective educational uses of microcomputers. Therefore, in an effort to discourage violation of copyright laws and prevent such illegal activities:

- A. The District shall make efforts to monitor computer use to minimize opportunities of misuse or misappropriation of computer resources and proprietary interests.
- B. District employees shall adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that- "... it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - 1. that such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - 2. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
- C. When software is to be used on a disk sharing system, efforts will be made to secure this software for copying.
- D. Illegal copies of copyright programs shall not be made or used on school equipment.
- E. The legal or insurance protection of the District shall not be extended to employees who violate copyright laws unless required by law.

- F. The District Superintendent, or his/her designee, of this School district is designated as the only individual who may sign license agreements for software for schools in the District.
- G. The District Superintendent, or his/her designee, is responsible for establishing practices to aid in the enforcement of this policy at the school level.

Approved: March 10, 1986

Campus Parking Regulations

- A. It shall be the responsibility of the Superintendent/Principal to designate guest, staff, and student parking areas. Where special conditions exist, such as construction areas and limited roadways, the areas shall be properly posted as to restricted parking areas.
- B. Violations of parking and driving regulations will be handled in accordance with the Sutter County Ordinance Code, as well as by procedures established by the Superintendent/ Principal.

Approved: February 12, 1981

Library Fines

- A. Library fines and charges shall be ten cents for books and other materials on regular loan for each school day beyond the due date and ten cents for each hour or fraction hereof for reserve books and other reserve materials beyond the due time specified, up to a maximum of fifty cents a day, for hours while the library is open.
- B. A flat charge of \$1.00 shall be levied for reserve materials overdue overnight. Overnight books shall be due before 9:00 A.M. the following school day. The maximum fine a borrower may be assessed is \$3.00 per item.
- C. Borrowers shall be required to pay the replacement cost, at current list prices for any books or other materials they lose or fail to return. The Librarian shall establish and assess an equitable charge for any damage done library materials by the user.
- D. Records of payment of all fines and charges shall be kept as directed by the Accounting Officer.
- E. Students who fail to pay fines and damages will be referred to the Superintendent/ Principal or his designee. Fines and charges may be waived, in the case of financial hardship, at the discretion of the Superintendent/Principal.
- F. When fines are incurred by borrowers, who are resident of the District, but who are not enrolled as students, further borrowing privileges shall be withheld pending payment of fines or charges.

California Education Code: 18121

Approved February 23, 1981

Use of District Facilities

A. General Policy

1. Sutter High School and its related facilities, as a community institution is important to the educational, cultural and recreational needs of all citizens of the District, and the Governing Board and administration encourage the use of all facilities when they are not required to carry on the program of the District.
2. The use of District facilities by community groups and public agencies shall be granted under the provision of the Civic Center Act (Education Code Sections 40040 through 40058) and the Community Recreation Act (Education Code Sections 10900 through 10916 in accordance with this policy. The use of District facilities by private groups may be granted under the foregoing provisions of the Education Code, in accordance with this policy.
3. All use of District facilities for activities other than regularly scheduled classes requires written approval of the Superintendent/Principal or his authorized representative. This applies as any group of students or employers of the District as well as to outside groups which are governed by this policy.

B. Use by Community Benefit Organizations (Education Code Section 40040 through 40058)

1. Community organizations shall be granted use of facilities without charge for meetings, programs and recreational or cultural activities for the benefit of the community if no admission fee or money is collected. Money collected shall include the following: admission charge, solicitation of a donation, freewill offering, tuition payment, registration fee, entry fee, charge for class supplies or payment of a speaker, or sale of literature or any other material.
2. If there is an admission fee or money collected in connection with the use of the facilities, the organization shall pay the facility rental charge in accordance with these schedule of fees.
3. If any use, regardless of whether an admission fee or collection of money is involved, requires special equipment and/or services (such as supervision, set-up, clean-up, security, etc.), the organization shall be charged equipment and labor charges in accordance with the schedule of fees.

4. The Superintendent/Principal may waive all fees for any organization which denotes the net proceeds of the money collected for the welfare of students of this District or another educational institution or for any charitable organization which donates the net process of money collected for welfare purposes. An accounting may be requested at the discretion of the Superintendent/Principal.

C. Use by Public Agencies (Education Code Sections 40040, 40046 and 40053)

The use of facilities by other public agencies shall be governed by the same provisions set forth in Section B.

D. Use by Private Organizations (Education Code Section 39379)

Private organizations not qualifying as Civic Center users may apply for a permit to use District facilities not to exceed five calendar days each fiscal year provided the use is to present events of an educational, cultural or recreational nature which otherwise would not be available to the community. If the application is approved, full charges will be assessed in accordance with the schedule of fees.

E. Use of Religious Organizations (Education Code Section 39379)

The use of facilities by a religious organization shall be based on fair rental value, shall not be for religious purposes and shall not exceed five calendar days in each fiscal year. The schedule of fees shall be deemed fair rental value.

F. Priorities for Use of Facilities

To provide the maximum use of District facilities and to minimize the potential for conflict, the following priorities are established:

1. First priority is reserved for the District facilities and to minimize the potential for conflict, the following priorities are established:
2. Second priority will be given youth groups, civic and service groups, and other groups organized for cultural, educational or recreational activities.

3. Third priority will be given to public agencies and schools and colleges when the purpose of the use is educational.

**Policy and Procedures Manual
Sutter Union High School District
Section 7000—Regulations**

**Board Policy 7301
Page 3 of 8**

4. Last priority will be given to private organizations and religious groups for non-religious purposes.
5. Organizations within the District will have priority over those from outside the District.
6. In order to present a diversified program of community services, it may be necessary to give priority to a group wishing to present a program dissimilar to programs already scheduled.
7. At times, to balance the program of community services, it may be necessary to give priority to a group wishing to present a program dissimilar to programs already scheduled.
8. Priorities shall be maintained in such a way that no group will monopolize use of a facility.
9. Once an application has been approved, the use shall not be pre-empted by another applicant with a higher priority.

G. Scheduling of Facilities

1. Applications for use of District facilities may be obtained from the District Office.
2. The Superintendent/Principal or his designee shall be empowered to approve or disapprove the application based on the appropriateness of the activity and the availability of the facilities for the specified dates and times and to issue the permit.
3. Applications for use of District facilities should be filed at least four weeks in advance of the time the use of the premises is desired. Unless unusual scheduling problems are involved, the District will not schedule use of facilities for more than three months in advance and applications shall not be accepted more than six months in advance of use. Permits shall not be issued for a period exceeding one fiscal year.
4. Organizations wishing to use facilities during the summer months may make application at any time during the year but these applications will not be processed before April of each year.

5. When a facility, equipment or labor rental fee is to be charged, the date of payment established on the permit shall be honored by the applicant.
6. The application must include all requested facilities and equipment. The District Office will make arrangements for personnel to operate equipment requiring skilled operators. Facilities and equipment not listed on the permit are not to be used, except rest rooms.
7. Groups using District facilities shall conform to all county ordinances and fire regulations.
8. Decorations must be flame-proof and shall be erected and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard, as determined by the District, is expressly prohibited.
9. Display materials used or distributed on campus must be approved by the Superintendent/Principal or his authorized representative and must be removed immediately after the event.
10. Restrictions regarding smoking, eating, and drinking in particular rooms and buildings must be observed.
11. Groups with minors in attendance shall provide their own chaperones. The number required shall be determined by the District., as a condition for approval of an application, that the applicant cover cost of security officers as are determined necessary by the District.
13. The user is liable for the care and protection of District property and facilities and will be charged for any damages sustained to the premises, furniture or equipment because of the occupancy of the premises.
14. The user shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the user's occupancy of the facilities or premises, and for which the District might be held liable. The user shall protect and indemnify the District, the Board and all officers, agents and employees of the District and hold them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The Superintendent/Principal may require, at his discretion, the furnishing of a certificate of liability insurance by the user in an amount appropriate to the intended use.

15. Keys to facilities shall be issued to any group not officially connected with the District.
 16. Cancellation of requests for use of District facilities should be made at least 48 hours prior to the scheduled use. Failure to provide this notice of cancellation will be considered when future requests for use of facilities are made.
 17. The Superintendent/Principal may cancel or revoke any permit for any of the following reasons:
 - a. A conflict with a District function.
 - b. Failure of a group to comply with rules, regulations, or other requirements established by the District.
 - c. Unsatisfactory conduct of the group.
 - d. Meeting by a youth group without satisfactory adult supervision.
 - e. Overdue fees for rental, labor costs or damages.
 - f. Incorrect or misleading information on the application.
 18. No employee of the District may accept any gift or gratuity of any kind from any group using District facilities under any circumstances.
- I. Regulations Governing Specific Facilities.

All uses of the following facilities shall be under the supervision of a District employee or employees.

Smoking, food and beverages are prohibited in all District facilities except those specifically designated for such purposes.

Baseball Field

- a. The use of the baseball field by community groups is limited to the period between May 15 and September 15 of each year.
 - b. The main diamond can be used for league or tournament games only; practice sessions will be scheduled on other athletic playing fields.
 - c. Public toilets will be opened for scheduled games only.
 - d. Specialized facilities, such as batting cages, press box and scoreboard are not available except for championship games in which case rental and labor fees will be charged.
 - e. Users will be required to pay the labor cost for infield preparation.
 - f. All scheduled use must recognize the need to maintain and water the facility.
 - g. Only games using 90-foot base lines will be permitted.
2. Football Stadium and Track
- a. The use of facilities involving spectators for football, track and soccer will be limited to the stadium and track.
 - b. The use of the stadium playing surface will be limited to activity participants. Spectators will not be permitted on the playing surface.
3. Gymnasium
- a. The use of the gymnasium for other than basketball games during basketball season between November 1 and April 1 shall be limited.
 - b. Community events, such as dances, festivals or similar events shall not be held in the gymnasium.
 - c. Nothing shall be used on any floor which will mar the playing surfaces in any way.

- d. There shall be a minimum of 25 participants to qualify for community use of any part of the gymnasium.

4. Physical Education Facilities

- a. This building has specialized rooms for physical education activities, and the use of the building will be limited primarily to these activities.

5. Lockers

- a. Users who qualify for use of the lockers without a rental charge shall be required to pay the salary cost of the supervising employee or employees in accordance with the schedule of fee.
- b. The locker hourly rental fee includes the cost of the supervising employee for those groups required to pay the rental fee.

6. Tennis Courts

- a. These facilities will be limited to use for tennis only. Bicycle riding and roller skating are expressly prohibited.
- b. Drop-in use is permitted. Children under 16 years, however must be accompanied by an adult.

7. Other Playing Fields

- a. These fields are for such activities as touch football, softball, soccer, and field hockey and are primarily available for practice sessions or contests not involving spectators. Use will be limited generally to the above activities.
- b. Golf practice and model airplane flying will not be permitted.

8. Cafeteria

- a. A cafeteria employee shall be present at all times when the kitchen facilities are used by a non-District group. Use of kitchen facilities will be granted as follows:

- (1) Special Meals by Cafeteria Staff (Education Code 39872)
- (2) The Superintendent/Principal is authorized to have meals served to groups authorized to use District facilities under the terms of the *Civic Center Use* as outlined in this policy. The charge for food shall be made in accordance with the schedule established by the Superintendent/Principal which shall include the costs of labor, food and operating expenses. If an admission is collected, then the group will be charged for rental and other fees as appropriate.
- (3) Outside Catering - Persons other than district staff members will not permitted use of the kitchen facilities for food preparation.

California Education Codes: 13379, 40040-40058, 10090-10916, 39872

Approved: February 23, 1981

3.0 INITIAL RESPONSE TO EMERGENCIES

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed in the following sections. Procedures for specific response actions are provided in Sections 4.0 and 5.0.

3.1 IDENTIFY TYPE OF EMERGENCY

The first step in responding to an emergency is to determine the *type* of emergency that has occurred. Emergency procedures for the 18 different types of emergencies listed below are provided in Section 5.0.

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion/Risk of Explosion
- Fire in Surrounding Area
- Fire On School Grounds
- Flooding
- Loss or Failure of Utilities
- Motor Vehicle Crash
- Psychological Trauma

3.2 IDENTIFY LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the *level* of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered rating system is described below.

Level 1 Emergency: A *minor* emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency: A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.

Level 3 Emergency: A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

3.3 DETERMINE IMMEDIATE RESPONSE ACTIONS

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

Drop, Cover and Hold On
Shelter-In-Place
Lock Down
Evacuate Building
Off-Site Evacuation
All Clear

Procedures for each of these are included in Section 4.0.

4.0 IMMEDIATE RESPONSE ACTIONS

4.1 DROP, COVER AND HOLD ON

This action is taken to protect students and staff from flying or falling debris.

Description of Action

The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DROP, COVER AND HOLD ON PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKING STOPS AND GIVEN FURTHER INSTRUCTIONS.”

If inside, teachers will instruct students to Drop to the floor, Get under sturdy Cover and Hold on to that cover until the shaking stops.

If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.

Teachers and students should move away from windows.

4.2 SHELTER-IN-PLACE

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shut down of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

2. If inside, teachers will keep students in the classroom until further instructions are given.

If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.

3. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

4.3 LOCK DOWN

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

2. If inside, teachers will instruct students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.

3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

4.4 EVACUATE BUILDING

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

2. The Principal will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned *Assembly Area*.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

4.5 OFF-SITE EVACUATION

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

4.6 ALL CLEAR

This action is taken to notify teachers that normal school operations can resume.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions.

“YOUR ATTENTION PLEASE. IT IS NOW OK TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION.”
2. This action signifies the emergency is over.
3. If appropriate, teachers should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.

5.0 EMERGENCY PROCEDURES

This section describes the specific procedures school staff will follow during the eighteen emergencies listed below:

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion/Risk of Explosion
- Fire in Surrounding Area
- Fire On School Grounds
- Flooding
- Loss or Failure of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Unlawful Demonstration/Walkout

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

In the following procedures, the Principal or designee will be referred to as “School Administrator”.

5.1 AIRCRAFT CRASH

This procedure addresses situations involving an **Aircraft Crash** on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.13, Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call “911” and Sheriff (530)822-7307 and will provide the exact location (e.g., building or area) and nature of emergency.

5. If on school property, the Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.13.
6. The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.
7. The First Aid/Medical Team will check injuries to provide appropriate first aid.
8. The School Administrator will call the office of the Local District Superintendent. A member of this group will call the Office of Communications with information on this situation as appropriate.
9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
11. If it is unsafe to remain on campus, the School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.2 ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a dog, coyote, mountain lion or any other wild animal threatens the safety of students and staff.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING as described in Section 4.0.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call “911” or the Sheriff (530)822-7307 and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured, the School Nurse, the parent, and Student Medical Services will be notified.
5. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.

5.3 ARMED ASSAULT ON CAMPUS

An **Armed Assault on Campus** involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

Procedure

Sutter Union High School subscribes to the ALICE Training Institute theory that, when encountered by an armed intruder, students, teachers and staff are equipped with the skills and empowerment to minimize the death and injury by either evacuating from the assault, barricading the assault area or, if absolutely necessary, countering the assailant to stop the threat.

ALICE is in line with recommendations from the Department of Justice, Department of Homeland Security, Department of Health and Human Services, Federal Emergency Management Agency, The White House, Department of Education, Federal Bureau of Investigation and numerous other federal and State organizations.

All staff, teachers and students are trained in the following techniques to accomplish this goal. These techniques will not be deployed in any particular order, rather in whatever order deemed necessary to achieve the goal.

1. **ALERT**: Anyone can sound an alert. It could be an announcement over the p.a. system, a phone call, a text, a two way radio transmission, just yelling, visual of the situation or simply the noise made by the assailant (gun fire, etc)..
2. **LOCKDOWN**: This includes locking the door, barricading the doors/windows, spreading out and staying out of the line of fire.
3. **INFORM**: An extension of ALERT, which includes (when safe to do so) informing as many people of the Who, What, When, Where, and How of the situation as to allow for faster/safer control of the situation.

4. **COUNTER:** As a “LAST RESORT” situation, distracting assailant’s ability to accomplish goal through making noise, throwing objects and, if necessary storming the assailant to remove the threat.
5. **EVACUATE:** Running from the danger (when safe to do so) using non-traditional exits if necessary, to a rally point to allow for safe harbor and reunification after the incident.
6. Anyone can call “911” and Sheriff (530)822-7307, and provide the exact location and nature of the incident. The School Administrator should designate a person to remain online with Police if safe to do so. If there is an assigned officer on campus, they shall be notified.
7. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
8. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
9. After the perpetrator(s) has been neutralized, the School Administrator will conduct a headcount of students and staff, and will notify law enforcement of any missing persons.
10. The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
11. The Security/Utilities Team will control all points of entry to the school.
12. The School Administrator will prepare a verified list of casualties, and the locations to which they were transported. The School Administrator will confer with the Psychological First Aid Team to ensure the notification of parents and family members.
13. All media inquiries will be referred to the designated Public Information Officer.
14. The School Administrator will debrief staff and Sheriff Officers.

5.4 BIOLOGICAL OR CHEMICAL RELEASE

A **Biological or Chemical Release** is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. The School Administrator will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The School Administrator will call “911” or the Sheriff (530)822-7307 and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The School Administrator will notify the Local District Superintendent of the situation.
4. The School Administrator will instruct the Security/Utilities Team to isolate and restrict access to potentially contaminated areas.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building’s air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The School Administrator will complete the Biological and Chemical Release Response Checklist (Form B, Appendix A).

9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the **Sutter County** HazMat or appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The School Administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The School Administrator will, if necessary, initiate the EVACUATE BUILDING action as described in Section 4.0.
2. The Security/Utilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The School Administrator will call “911” or the Sheriff (530)822-7307 and will provide the exact location and nature of emergency.
4. The School Administrator will notify the Local District Superintendent of the situation.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE as described in Section 4.0.
2. Upon receiving the SHELTER-IN-PLACE notification, the Security/Utilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the School Administrator, using the PA system or other means without leaving the building.
4. The School Administrator will call "911" or the Sheriff (530)822-7307 and will provide the exact location and nature of emergency.
5. The School Administrator will notify the Local District Superintendent of the situation.
6. The School Administrator will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

5.5 BOMB THREAT

Response to a **Bomb Threat** is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “911” – telling the operator, **“This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number].”**
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the School Administrator:
 - When is the bomb going to explode?
 - Where is it?
 - What will cause it to explode?
 - What kind of bomb is it?
 - Who are you?
 - Why are you doing this?
 - What can we do for you to avoid the bomb from exploding?
 - How can you be contacted?
3. The School Administrator will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the School Administrator while the remaining team members attempt to secure the immediate area.
5. No attempt should be made to investigate or examine the object.

6. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE. When a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
7. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
8. The School Administrator will notify “911”, if not previously notified, and Sheriff (530)822-7307 and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
9. The School Administrator will notify the Local District Superintendent of the situation.
10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal as described in Section 4.0 when appropriate.
12. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.
13. After the incident is over, the School Administrator will complete the Bomb Threat Report (Form C, Appendix A).
14. EVACUATION as described in Section 4.0.

5.6 BUS DISASTER

These procedures are for use by bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school. If there are no students on the bus, drivers should contact the Sutter Union High School District's main office at (530)822-5161.

This section addresses three possible scenarios involving a bus disaster: Scenario 1 - Earthquake; Scenario 2 - Flood; and Scenario 3 - Serious Accident or Bus Fire. Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances

Procedure

SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK AND COVER action as described in Section 4.0.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. If the bus is disabled, stay in place until help arrives.
6. Contact the School Administrator to report location and condition of students and the bus.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.

8. If instructed to continue route, the driver should:
 - If en route to school, continue to pick up students.
 - If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, refer to Number 9 below.
9. If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, notify the School Administrator. Remain with the children until further instructions are received from the School Administrator.
10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
11. The driver will account for all students and staff throughout the emergency.

SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. If the bus is disabled, stay in place until help arrives.
4. Contact the Sutter Union High School District's main office at (530)822-5161 to report location and condition of students.
5. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver will account for all students and staff throughout the emergency.

SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call “911” and Sheriff (530)822-7307 and provide exact location of the bus and wait for arrival of emergency responders.
6. Contact the Sutter Union High School District’s main office at (530)822-5161 to report location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
8. Stay with the disabled bus until help arrives.
9. The driver will account for all students and staff throughout the emergency.

5.7 DISORDERLY CONDUCT

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Section 5.3, Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator.
3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
4. The School Administrator will call Sheriff (530)822-7307, and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call “911”.
5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The school employee will notify the main office and/or the District Superintendent of the situation.

5.8 EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DROP, COVER AND HOLD ON as described in Section 4.0.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
5. The School Administrator will direct the Security/Utilities Team to post guards a safe distance away from building entrances to prevent access.
6. The Security/Utilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. The School Administrator will direct the Security/Utilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).

9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.
10. The School Administrator will contact the Local District Superintendent to determine additional actions that may be necessary. In turn, the actions will be communicated to the District's Office of Communications.
11. The School Administrator will contact the Local District Facilities Director to ensure buildings are safe for re occupancy. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. Any affected areas will not be reopened until the Local District Facilities provides clearance and the School Administrator gives authorization to do so.
13. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non- school hours:

1. The School Administrator and the Plant Manager will assess damages to determine any necessary corrective actions. The School Administrator may direct the Fire Suppression and HazMat Team to participate in the assessment.
2. The School Administrator should confer with the Local District Superintendent on identified damages to determine if the school should be closed.
3. If the school must be closed, the School Administrator will activate Parent Alert System and School Personnel Alert System as referenced in Section 5.0.

5.9 EXPLOSION/RISK OF EXPLOSION

This section addresses four possible scenarios involving an **Explosion/Risk of Explosion**: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. *[A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]* It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For “Bomb Threats”, refer to Section 5.5.

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER as described in Section 4.0.
2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will call “911” and Sheriff (530)822-7307 and will provide the exact location (e.g., building, room, area) and nature of emergency.

7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
10. The School Administrator will notify the Local District Superintendent of the situation. A member of this group will call the Office of Communications with information on the situation.
11. The Security/Utilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.
13. The School Administrator will contact the Local District Facilities Director to ensure buildings are safe for reoccupancy. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the School Administrator gives authorization to do so.
15. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call “911” and Sheriff (530)822-7307 and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.
7. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The School Administrator will notify the Local District Superintendent of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.

10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 4.0.
2. The School Administrator will notify “911” and Sheriff (530)822-7307 and will provide the exact location (e.g., building, area) and nature of emergency.
3. The School Administrator will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 4.0.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The School Administrator will notify “911” and Sheriff (530)822-7307 and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. The Security/Utilities team will turn off the school’s main gas supply (refer to the Site Plot Plan in Appendix C for gas supply shut off valve), local fans in the area; close and lock doors and windows; shut down all buildings’ air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
6. The School Administrator will monitor radio or television announcements and initiate further actions as appropriate.
7. At the School Administrator’s discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
8. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

5.10 FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
2. The School Administrator will notify “911” and Sheriff (530)822-7307 and will provide the location and nature of emergency.
3. The School Administrator will instruct the Security/Utilities Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Agency Liaison will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
7. The School Administrator will keep a battery-powered radio tuned to a local radio station for emergency information.
8. As appropriate, the School Administrator will activate Parent Alert System.

9. The School Administrator will notify the Local District Superintendent of the emergency situation. A member of this group will call the Office of Communications with information of this situation.
10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.11 FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call “911” and Sheriff (530)822-7307 and will provide the exact location (e.g., building, room, area) of the fire.
5. The Fire Suppression and HazMat Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. The Security/Utilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Agency Liaison will direct the fire department to the fire and brief fire department official on the situation.
8. The Security/Utilities Team will notify the appropriate utility company of damages.
9. The School Administrator will notify the Local District Superintendent of the fire. A member of this group will call the Office of Communications with information on this situation.
10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.

11. Any affected areas will not be reopened until the Sutter County Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so.
12. For fires during non-school hours, the School Administrator and the Local District Superintendent will determine if the school will open the following day.
13. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate “fire is out.”

5.12 FLOODING

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION, as described in Section 4.0.
2. The School Administrator will notify “911” and Sheriff (530)822-7307 and will describe the nature and extent of the flooding.
3. The School Administrator will keep a battery-powered radio tuned to a local radio station for information.
4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will notify the Local District Superintendent of the emergency situation. A member of this group will call the Office of Communications with information on this situation.
7. As appropriate, the School Administrator will activate Parent Alert System as referenced in Section 6.0.
8. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions

5.13 LOSS OR FAILURE OF UTILITIES

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING, as described in Section 4.0.
3. The School Administrator will notify the School Custodial/Maintenance (Monday – Friday between the hours of 7:00 a.m. – 4:30 p.m.) or Sheriff (at all other days/hours) and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.
4. School Custodial/Maintenance personnel, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
5. The School Administrator will notify the District Superintendent of the loss of utility service.
6. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
7. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section 5.9 Explosion/Risk of Explosion.
8. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

5.14 MOTOR VEHICLE CRASH

This procedure addresses situations involving a **Motor Vehicle Crash** on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.13, Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call “911” and Sheriff (530)822-7307 and will provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the Local District Superintendent of the situation. A member of this group will call the Office of Communications with information on this situation.
6. The Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.13.
7. The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.
8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.

9. Any affected areas will not be reopened until the agency provides clearance and the School Administrator issues authorization to do so.
10. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.15 PSYCHOLOGICAL TRAUMA

Crisis management at Sutter Union High School specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. The School Administrator will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services.
4. If there is a need for additional assistance, the School Administrator will notify the Local District Superintendent.
5. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.

6. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

5.16 SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify “911” and/or Sheriff (530)822-7307. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
3. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
4. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
5. Sheriff will notify members of the Serious Incident Response Team (SIRT), which will conduct an onsite review to determine necessary follow-up actions including the need to notify other potentially affected District facilities.
6. The School Administrator and the SIRT will confer with the Sutter County Department of Health Services before the resumption of normal operations.
7. The School Administrator will notify parents of the incident, as appropriate.

5.17 THREAT OF VIOLENCE

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed in accordance with Board Policy 7401.

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Threat Assessment Team will conduct the threat assessment. A Sheriff Officer may be part of this team.
3. The School Threat Assessment Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Sutter County Sheriff's Department:

Category 1 – High violence potential; qualifies for arrest or hospitalization.

Category 2 – High violence potential; does not qualify for arrest or hospitalization.

Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.

Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.

Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

4. In categorizing the risk, the School Threat Assessment Team will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?

5. The School Threat Assessment Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
6. The School Threat Assessment Team will recommend appropriate action to the School Administrator.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

5.18 UNLAWFUL DEMONSTRATION/WALKOUT

An **Unlawful Demonstration/Walkout** is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE as described in Section 4.0.
3. The School Administrator will notify Sheriff (530)822-7307 to request assistance and will provide the exact location and nature of emergency.
4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Request Gate Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
7. The Documentation staff member should keep accurate record of events, conversations and actions.
8. All media inquiries will be referred to the designated school's Public Information Officer.

9. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
10. The School Administrator will notify parents of the incident, as appropriate.

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