



2023-2024
Parent & Student
Notification and Information Handbook

2023/2024 School Year

We are pleased that you are a part of Hornbrook Elementary School. The enclosed guidelines, regulations, and policies will help you and your student to become familiar with Hornbrook Elementary School. Please review this document with your student.

Being knowledgeable of the expectations at Hornbrook Elementary School will help us all have a successful school year.

Please stop by or call the school if you have questions or concerns. Parents are always welcome at Hornbrook Elementary School.

Sincerely,

Matthew Dustan
Superintendent

Hornbrook Elementary School District

15430 Oregon Road
P.O. Box 169
Hornbrook, CA 96044

Website: www.hornbrookschool.org

Office Hours:
7:30-4:00 pm
Monday through Friday

Phones:

Main Office:	530-475-3598
Cell:	530-643-2867
SAFE After School:	530-925-4244
Fax:	530-475-0929

Vision/Mission Statement

Our vision is to equip students with the necessary skills to prepare them for the rigors of high school, acquire meaningful employment, obtain additional education in pursuit of a career, and develop into productive well-adjusted members of society.

Our motto is “Working Together, to Build Student Success, in a Caring Place.”

Hornbrook Elementary School’s mission is to ensure that a partnership is developed between students, parents, staff, and community so:

- Students are trained and empowered with skills to access, process, and apply information in our local and a global society.
- Students are engaged in contemporary and authentic learning addressing Collaboration, Communication, Critical Thinking, and Creativity (The 4 C's).
- Teachers fully implement CCSS for Reading Language Arts and Mathematics.
- Teachers differentiate instruction, offer small class sizes, and provide enrichment opportunities to address various learning levels of all students (at-risk, gifted and talented, English learners, students with disabilities).
- The school provides a safe, nurturing, and positive learning environment for all students and staff.
- Parent involvement and engagement increases in academic subjects.
- The school maintains and improves facilities to support 21st century learning environments.
- The school maintains and acquires highly qualified staff.
- Students thrive in a world where learning never ends.

Hornbrook School Board Members

Amiee Smith– President 12/2026

Melissa Schmidt – Clerk/Secretary 12/2024

Cheryl Wilhite – Member 12/2024

Parents are encouraged to attend School Board Meetings which are held on the third Thursday of each month at 5 pm.

Staff

Mr. Matthew Dustan – Superintendent			
Ms. Kelly Bear- Teacher in Charge			
Mrs. Sabrina Schexnider – Secretary			
Teachers:	Ms. Shannon Monroe	TK-2	Maintenance Manager: Mr. Kevin Trout
	Ms. Kelly Bear	3-5	Maintenance/Bus Driver: Mr. John McDonald
	Ms. Bailey Smith	6-8	Custodian Ms. Abigail Burnett
	Mrs. Kristine McCullough: Intervention		Cafeteria: Ms. Stephanie Robinson
	Mrs. Tammy Luiz: RSP		Instructional Assistant: Ms. Kacy Sloan
			SAFE/Instructional Assistants: Mrs. Malu Brock
			SAFE/Instructional Assistants: Ms. Sarah Butler

School Schedule TK - 8th Grade

All schedules are subject to change

7:55 a.m.	Breakfast/Doors open for TK - 8 th grade
8:10 a.m.	Morning Bell for Announcements
8:15 a.m.	Instruction Begins
10:00 – 10:15	Recess: TK - 5th
10:15 – 10:30	Recess: 6th - 8th
11:30 – 12:05	Lunch/Recess: TK - 5th
12:10 – 12:45	Lunch/Recess: 6th - 8th
	Friday Schedule: 2:00 p.m. – All Students Dismissed
2:55 p.m.	TK – 8th Dismissal
3:00 p.m.	Bus Departs

*****SAFE After School Program**

M-TH	2:55 p.m. – 6:00 p.m.
F	2:00 p.m. – 6:00 p.m.

Students physically not in a seat during the regular school day cannot attend on-site SAFE programs.

Minimum Day TK - 8th Grade

7:55 a.m.	Breakfast/Doors open for TK - 8 th grade
8:10 a.m.	Morning Bell for Announcements
8:15 a.m.	Instruction Begins
10:00 – 10:15	Recess: TK - 5th
10:15 – 10:30	Recess: 6th - 8th
11:30 – 12:00	Lunch/Recess: TK - 8th
12:30	Dismissal: TK - 8th
12:35	Bus Departs

*****No SAFE Program on Minimum Days**

Before school supervision is provided starting at 7:55 am. Please do not drop your student off before 7:55 am. When dropping off students please do not block the handicap parking space or the bus loading zone.

Special Events

All events are subject to change

Back To School Night - August 30, 2023	Family Activity Night - TBD
Field Trips & Class Parties - TBD	Science Fair – March 28, 2024
Halloween Parade - October 31, 2023	Board Meetings – 3 rd Thursday of the month
Holiday Program - December 19, 2023	Student Awards Assemblies- Quarterly
Athletic Events - TBD	Fundraising Dinners - TBD
School Pictures - TBD	Annual Whole-School Track Meet- May 22- May 24, 2024

Notices giving the date and time of all school activities, including those listed above, will be sent home with each student on Friday of each week and at other times as needed.

General Information

Enrollment

Minimum Age of Admission-

A child shall be admitted to kindergarten at the beginning of a school year, or at any later time in the same year if the child will have his or her fifth (5th) birthday before September 2, 2023. Children turning five (5) between September 2, 2023 and April 2, 2024 are eligible for Transitional Kindergarten for the 2023-2024 school year.

Admission-

When enrolling your students in school, please bring the following:

- Transfer from previous school and/or report card if possible;
- Official birth certificate;
- Immunization Record ~ Parents must provide the student's immunization records to verify that the student has received the required immunizations for school entry. If the parent wishes to have their child exempted from the required immunization, you must provide a valid medical exemption from their physician issued through CAIR-ME (<https://cair.cdph.ca.gov/exemptions/home>).

Attendance

In order for students to have the best opportunity to achieve academic success, it is imperative that they attend school daily.

California State Law mandates that “**every pupil must attend school punctually and regularly.**” Maintaining regular attendance is best fostered when parents support the school. Students are expected to be in school unless there is a legitimate and excused reason.

The state no longer recognized excused absences for the purpose of funding. However, for the safety of the students, it is important to verify all absences. Parents are asked to confirm all absences from school by calling the office before 8:30 am. If phone contact does not occur or a note sent in when the student returns to school, the absence will be considered unexcused. When a student receives three (3) unexcused absences or three (3) tardies over thirty (30) minutes, the family will receive the first truancy letter.

Hornbrook Elementary Administrative Regulation (AR) 5113(a) outlines reasons for excused student absences based on Education Code. Reasons include: student illness, quarantine by county health officer, medical / dental / optometric / chiropractic appointment, or funeral attendance of immediate family. Upon advanced written request by the parent/guardian and the approval of the Superintendent/Principal/Lead-Teacher or designee, justifiable personal reasons including, but not limited to: court, funeral, observation of holiday or ceremony of his/her religion, religious retreat, or service on a board.

All students who ordinarily walk to school must go directly to school in the morning and directly home after school unless they have a note signed by a parent or guardian giving them permission to do otherwise. Likewise, bus riders will go to the home unless a note from their parent or guardian is received telling the school otherwise.

Parents may be required to provide a doctor's note if the child's absence or tardiness is excessive. School attendance is mandatory in order to participate in an after school event such as sports.

Tuancy-

Hornbrook Elementary School is a member of the School Attendance Review Board (SARB). The board is made up of representatives from the District Attorneys Office, local law enforcement agencies, Child Protective Services (CPS), County Probation, health services, and educational agencies. If a student does not follow school attendance laws, the SARB Board will take the necessary steps to enforce compulsory laws. When a student receives three (3) unexcused absences or three (3) tardies over thirty (30) minutes, the family will receive the first truancy letter.

Health

Physical Examination and Immunizations-

Each child must have in his/her file a statement of the quality of his/her health based on an examination by a doctor within 18 months prior to entering 1st grade. The child's record must indicate that he/she has up-to-date immunizations. Transitional Kindergarten and Kindergarten students must have an oral examination by a dentist by May 31 of his/her first year of public school

Seventh (7th) grade students must have TDAP, Varicella (Chickenpox) 2 doses or medical exemption by a doctor prior to beginning his/her 7th grade year.

A child whose family qualifies because of low income may receive free health screening (physical exams) through C.H.D.P. (Child Health Disability Prevention), a State-sponsored health screening program. This is available through Public Health.

Health Care at School-

Each year the school nurse tests specific areas of student health and may provide parents a medical referral for further examination. S/he will test the vision and hearing of every student. Our nurse also checks for scoliosis in 7th / 8th grade students. On average, the school has approximately half a day of nursing services per month.

Anaphylaxis Treatment-Annual Notification to Parents

California Education Code 49414 mandates that school districts provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, the Hornbrook Elementary School has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an EpiPen during a severe, life-threatening allergic reaction. The EpiPen rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

If parents/guardians do not wish their child to receive this treatment, they must so indicate in writing within two weeks of the beginning of school on an annual basis.

Illness/Medication-

When a student becomes ill at school, the office will notify his or her parents so that the students can be picked up.

Emergency medical cards will be maintained on all students, and it is very important that the information given is current. ***Please notify the office as soon as there is a change in your contact information.***

When it is necessary for a student to take medication at school, a Physician's Statement of Required Student Medication form must be signed by the doctor and parent and be on file in the office. These forms are available in the school office. **The school will not dispense even over the counter medication, such as Tylenol or cough drops, without a doctor's note.**

New Phone or Address

Families that move to a different residence or change phone numbers must call the school office to update student records. It is important for the school to be able to contact the home or place of employment of every parent/guardian at any time in case of an emergency.

Use of Telephone

Students are not allowed to use the telephone at school unless it is an emergency. Students need to arrange after-school visits with friends in advance.

Lost and Found

Lost items are kept in the office. Try to make sure personal belongings are labeled. Items not recovered or claimed will be donated to a local thrift store at the end of the year.

Visitors

All visitors are to report and sign in at the school office. Students who attend other schools are not permitted on campus during school hours. Parents must check with the office before entering classrooms while school is in session. All visitors are required to abide by face covering and other mandates by California Department of Public Health and/or Siskiyou County Public Health when entering school campus and buildings with students.

Personal Property

Do not bring toys, electronic devices, skateboards, pocket knives, matches, lighters, valuables, large amounts of cash, or other articles that can cause a disturbance at school. Hornbrook Elementary School District is not responsible for valuables students bring to school.

Cell Phone and Device Policy

Student cell phones/digital phone/watch, pager, or other mobile communications device are to be off (not silent), in backpack, and completely out of sight during school hours which includes the after school program. Unauthorized use of such device disrupts the instructional program and distracts from the learning environment. Students who are seen with their device out and/or in use will be assigned school discipline. The phone will be confiscated by the school staff and made available in the office. Hornbrook Elementary School is not responsible for lost or stolen electronic devices.

While riding the bus, students may use non-talking features of cell phones. Cell phones may not distract the bus driver.

Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possession or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.

Offense:

1. Student or staff member will place cell phone/device in the office and the student will get it back at the end of their school day.
2. Student or staff member will place cell phone/device in the office with a parent pick-up required. Parent and student will have conference with Superintendent or designee.
3. All subsequent offenses: Student or staff member will place the cell phone/device in the office with a parent pick-up required. The student will serve detention. Meeting with Superintendent or designee possible.

Board Policy: 5131

Athletics

All restrictions and mandates California Department of Public Health and/or Siskiyou County Public Health will be followed. Hornbrook Elementary School is a member of the Mountain Valley League (MVL). Boys and girls teams participate in volleyball, basketball and track. All 5th – 8th grade students are welcome to participate with a signed Athletic Contract which specifies eligibility requirements. Team members will travel by bus to and from away games. Parents or guardians may transport their player(s) home, only after signing their child out with the school bus driver.

Athletic uniforms must be returned to the school at the end of the season or the student will be charged. Student will be charged if the uniform is damaged beyond use. Players will not play the following sport unless the uniform is returned or paid for.

All restrictions and mandates California Department of Public Health and/or Siskiyou County Public Health will be followed.

Books, Materials and Desks

The school provides the student with textbooks, library books, desks, chairs, computers and a variety of other materials. Parents/students will be responsible for replacing cost on damaged items. We urge students to take responsibility for the good care of all their materials.

School-to-Home Communication

Hornbrook Elementary communicates with parents using the Alma Notification System and printed notices. The notification system calls all parents at the same time with announcements, reminders, and upcoming events. Weekly Bulletins have important information regarding school news and activities. Lunch menus are sent home every month. Items that come up in-between are sent home separately via printed notices that go home with students. Check out our website at www.hornbrookschool.org.

Cafeteria

We are pleased to inform you that Hornbrook Elementary School District will be continuing the option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the **2023-2024** school year. Schools that participate in CEP are able to provide healthy breakfasts and lunches each day at **no charge for ALL students** enrolled in that CEP school during the **2023-2024** school year.

The cafeteria may serve meals to any person in the community at the prevailing rate.

Breakfast will be served between 7:55 a.m. and 8:10 a.m. only.

All students will be required to remain seated for 15 minutes during lunch. There are no requirements on how much must be eaten at breakfast or lunch. Milk will be available for both meals. Students must clean up their own eating area.

Monthly menus will be sent home with students or can be found on our website. Those students who bring lunches from home should not bring soda or candy per our Wellness Policy.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov. This institution is an equal opportunity provider.

Wellness Policy- Hornbrook Elementary School's Wellness Policy can be found on our website: www.hornbrookschool.org

Acceptable use policy (AUP)

One of the adopted goals of the Hornbrook Elementary School District is to assist in advancing the use of technology to enhance student learning. Access to Hornbrook Elementary School District technology is a privilege, not a right, and students enrolled in district programs or activities must follow district guidelines and procedures regarding acceptable use of technology. All Hornbrook Elementary School District students and their parents/guardians shall sign the Acceptable Use Policy before using district technological resources. The Hornbrook Elementary School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using district technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

Internet Access

Students have access to the Internet for school projects and assignments. Each student receives a contract which lists the ethical and proper use of the Internet. The contract must be reviewed by and signed by a parent or guardian. In the event a student violates the contract, it will result in restrictions or use of the Internet can be revoked.

Transportation

Regulations for the Hornbrook Elementary school bus riders:

1. Children must remain seated while on the bus.
2. Throwing of any articles will not be tolerated.
3. Children, other than regular riders, must have arrangements made by parents/guardians, or permission from the Superintendent/Principal/Lead-Teacher.
4. All instructions of the bus driver must be observed.
5. Riders not observing the rules and instructions shall be returned to their homes and not transported to school, or referred to the Superintendent/Principal/Lead-Teacher for discipline.
6. Children will not eat on the bus.
7. Children will sit in the seat assigned by the bus driver, if necessary.

Students who wish to ride the afternoon bus who do not normally ride the bus must have a note from their parents. The normal bus run will not be extended to accommodate these students.

Bus riders are reminded that transportation is a service, not a right. Bus privileges may be denied a student if he or she engages in disruptive or unsafe behavior while waiting for boarding, riding, or exiting the bus.

Transportation to and from Extra-Curricular Events (Sports/Field Trips)

All students are required to ride the school bus to school extra-curricular events. In the event that a student has a medical or dental appointment that would prevent him/her from riding the bus to the event, he/she may be transported by a parent/guardian. The school must be notified in advance, and in writing in this eventuality.

A student may ride home with a parent or guardian only after signing a release form provided by the bus driver. This is required for each separate event.

A student may ride home with a non-parent/guardian only if the student's adult; parent/guardian has provided prior **written** authorization to the school.

Regular Bus Schedule

TK – 8th grade

Bus Stop Location	Morning AM	Monday- Thursday Afternoon PM	Friday Afternoon PM	Minimum Day PM
1. Leave School	7:00	-	-	-
2. 906 State Hwy 96	7:20	3:32	2:37	1:07
3. 14800 Copco Ct	7:30	3:22	2:27	12:57
4. Klamathon Road (S side of bridge)	7:38	3:17	2:22	12:52
5. 801 Copco Rd	7:42	3:11	2:16	12:46
6. 328 Henley Hornbrook Rd	7:47	3:08	2:13	12:43
6. In town: SW corner of First Ave. & 2 nd St.	7:51	3:05	2:10	12:40
Arrive at school/ Leave School	7:55	3:00	2:05	12:35

*****PLEASE BE AT YOUR BUS STOP 5 MINUTES PRIOR TO YOUR SCHEDULED TIME.** Our schedule does NOT allow for any wait time at each stop.

***Students need to remain 12 feet back from where the bus stops.

*** Klamathon bus stop students need to remain in the vehicle until the bus comes to a complete stop and lights are on. Please load/unload on the same side of the road as the bus. Parents please do NOT pull away from the bus stop prior to red lights being turned off.

***The bus driver will NOT let any K-4th student off at a stop without a parent present. Please meet your student at the bus. If a parent is not present to pick up a student, the student will be transported back to school.

Please note that the schedule times may change slightly over the first weeks of school. A new schedule will be sent home should this occur.

Parent Involvement Information

Parent Responsibilities

1. Seeing that their child gets to school on time and attends school on a regular basis.
2. That the child comes with appropriate, clean clothes.
3. Assist teachers by having their child complete homework assignments.
4. Attend all parent/teacher conferences requested.
5. Request a conference when desired.
6. Encourage their child to cooperate with school authorities and to excel academically to the best of their ability.

Parent Volunteers

Parents, guardians, grandparents and community members are encouraged to help in various capacities at school. We welcome and appreciate help at our school. Those who wish to volunteer are asked to contact the teacher(s) or school office for more information.

Parent Advisory Group

The Parent Advisory Group of the Hornbrook Elementary School is composed of the Superintendent or Teacher in Charge and parents.

The group meets several times throughout the year to help with input regarding school programs and the Local Control Accountability Plan (LCAP). This is a great opportunity to gain information regarding school programs and be involved as a parent representative.

Chaperones

Adults are often needed to provide adequate supervision of students involved in school activities such as field trips. Chaperones must be 21 years of age and approved by the Superintendent. All chaperones will participate in a discussion with the teacher in charge of their responsibilities prior to the activity.

Parent Concerns

Parents or guardians are encouraged to stay in close contact with the school. General concerns such as grades and conduct can be addressed by stopping by the school office or by calling the school at 530- 475-3598 or 530- 643-2867 to arrange a conference with the teacher or Superintendent. Concerns of a sensitive nature should be addressed in conference or with the teacher.

Academic Policies

Academic Progress and Report Cards

Report cards will be mailed home at the end of the 2nd-4th quarters. Parent/Teacher/Student conferences will be scheduled at the end of the 1st quarter. Students in grades 4 – 8 will receive a progress report after the fifth week of each quarter. Progress reports will be sent home with each 4-8th grade student for parent/guardian signature. Education Code Section 49067 requires that a parent or guardian be notified when his or her student is in danger of failing a course. This provides students an opportunity to improve academic performance before report cards are generated.

Parent-Teacher Conferences

There will be parent-teacher conferences at the end of the first quarter. Notices will be mailed home to the parents or guardians with the date and time. All teachers are happy to meet with parents at another time other than during class hours.

Student Study Team

Any student who is not making satisfactory social and/or academic progress may be referred to the Student Study Team (SST) by a teacher or parent. The team will make its recommendation after reviewing the academic record of the student, assessment data, and any other information that the committee deems applicable.

The Student Study Team shall be composed of the school Superintendent/Principal/Lead-Teacher or designee and classroom teacher. The school or designee may elect to involve other support personnel.

The authority to retain a student in a given class rests with the school Superintendent/Principal/Lead-Teacher; however, a student may be retained only after the parent/guardian of the student has been consulted and agree to retention.

Homework Policy

All students have **reading** and **math facts** homework Monday through Thursday evenings. This homework is in addition to any unfinished work from the regular school day and any assignments the teacher requires from students. Students are expected to complete the assignment and return it as directed, on time. When students are absent it is their responsibility to check with their teacher for the assignments they have missed. Students should complete all assignments within a reasonable time period as determined by the teacher.

Specialists

Hornbrook Elementary receives special services such as psychological testing, speech and hearing therapy, and health from the Siskiyou County Office of Education. Our RSP services are provided through Montague Elementary School District. Any parent may refer their student for special services. Staff members from the County Office also provide Family Life Education.

Graduation Requirements

Per Board Policy 6145.5, diplomas and participation in the graduation ceremony shall be awarded only to students who have completed the course of study prescribed by law and the district (Ed. Code 51402).

Graduation Ceremony and 8th Grade Trip Requirements

A student graduating from Hornbrook Elementary School must maintain a minimum GPA of at least 2.0 for the entire school year, with no more than 2 Fs for the whole year, and no Fs in the 4th Quarter. Students with documented special needs may be issued modified grades on a case by case basis. A student graduating from

Hornbrook Elementary School must take responsibility for behavior, showing respect for others at the school, with no unreasonable number of detentions or suspensions, and not seriously consistently disrupting the community at Hornbrook Elementary School. A student graduating from Hornbrook Elementary School must maintain a minimum attendance of 90% during the 8th grade year, as measured since enrollment. The administration of Hornbrook Elementary School District reserves the right to review and act independently on any individual case. A student must also meet these requirements to participate in the 8th grade trip.

Student Records

Student records are available for inspection by any parent or guardian. Arrangements to view records should be made in advance with the office. *All student records are confidential and will be open for inspection in accordance with the law.*

Policies

Rules of the Premises/Tobacco Free School

Rules restrict the use of the premises to ensure that the district provides a safe family-oriented environment for students and the community. The use of tobacco or e-cigarette products anywhere/ anytime on the district property or in district vehicles is prohibited. Gambling, immorality, profanity, narcotics, and intoxicating liquors will not be tolerated on school property. All individuals on district premises share the responsibility of adhering to this policy and informing appropriate school officials of any violations.

Non-Discrimination *please see non-discrimination info on website

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The Board shall promote programs which ensure discriminatory practices are eliminated in all district activities. If you have a complaint, contact Matthew Dustan, Superintendent, 15430 Oregon Road, Hornbrook, CA 96044, 530-475-3598.

Title IX

If anyone has a complaint regarding Title IX (equality of access to education and/or activities based on gender), contact **Matthew Dustan, Superintendent**, 15430 Oregon Rd., Hornbrook, CA, 96044, 530-475-3598.

Sexual Harassment

The Hornbrook Board of Trustees has policies in place regarding sexual harassment. Any student who feels he/she is being harassed by anyone should immediately contact and report the incident to the Administrator or designee. The Administrator will investigate the incident and take appropriate disciplinary action as described above. Acts of sexual harassment by employees may result in dismissal. If the student who has been sexually harassed is not satisfied with the Administrator's decision, he/she may appeal to the Board of Trustees and California Department of Education. Retaliatory behavior against any complainant or any participant is not permitted. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of sexual nature. The full text of Board Policy 4119.11 and 5145.7 regarding Sexual Harassment is located at the school office and is available on request.

Official Legal Compliance Notices

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with the law: Matthew Dustan –Superintendent

Notice to Parents and Guardians Complaint Rights

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. A complaint form may be obtained at the school office, or you may also download a copy of the California Dept. of Education complaint form from the following website: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Uniform Complaint Procedures

The Governing board recognizes that the District has a primary responsibility for ensuring it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful programs, migrant education, child nutrition programs, special education programs, and more.

Complaints concerning special education shall be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects students and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant alleging discrimination shall be kept as confidential as possible.

Complaint Procedure

The method of suggesting changes of registering complaints should follow an orderly procedure. Lines of authority: Teacher, Superintendent/Principal/Lead-Teacher, School Board, County Office of Education.

Suggested changes or improvements, or general school problems, should be brought to the attention of the Superintendent/Principal/Lead-Teacher. Parents are requested to discuss student or classroom problems first with the teacher; then if not satisfied, with the remaining authorities in the order listed.

At the time a parent feels he or she does not agree or fully understand a specific assignment, assessment, or disciplinary action of his/her child's teacher, the parent should make an appointment to meet with the teacher as soon as possible. Appointments should be scheduled during non-instructional time. When the parent and teacher meet, they will fill out a parent/teacher action plan sheet.

1. The teacher and parent will discuss the problem
2. The teacher and parent will list strategies which will be tried to resolve the problem.
3. If the problem is resolved, the PROBLEM WAS RESOLVED box will be checked. Both will sign.
4. If more time is needed to resolve the discrepancy, the follow-up section will be filled out and signed by both parties. They will agree on a follow-up meeting day.
5. If all the steps have been followed and all interventions tried and failed, the Superintendent/Principal/Lead-Teacher will be consulted. The Superintendent/Principal/Lead-Teacher, teacher and parent will explore problem areas and work for resolution.

Student Discipline & Code of Conduct

Rights

1. Students have a right to learn
2. Teachers have a right to teach
3. Both have a right to a safe, orderly and nurturing learning environment

Rules & Responsibilities (including to, from, at school, school activities)

1. Students will be on time, ready to learn and prepared, daily
2. Students will be cooperative, respectful and helpful
3. Students will complete assignments and stay on task
4. Students will take care of their school materials and property

Consequences/ Code of Conduct





See Code of Conduct Charts for TK-3 and 4-8

1. Verbal Warning – Minor Infraction
2. Reflective Timeout or 30 Minute After School Detention – Repeated Minor Infractions
3. 30 Minute After School Detention(s) – Repeated Minor Infractions or Moderate to Severe Infractions
4. Suspension with Parent Conference – In-house or at home suspension
5. For more serious offenses, i.e., those listed on the District's Suspension and Expulsion Policy, the above procedures are not in effect, but will result in more serious and immediate consequences.







Detention:

- A note will be sent home with detention information, which needs to be signed by a parent and returned to the Superintendent/Principal/Lead-Teacher the next day. At least one-day prior notice will be provided to parents so transportation of detention student(s) can be arranged. If the notice is not returned immediately, an additional detention will be added to the consequence. Detentions will be served after school on Tuesdays and Thursdays from 2:55 – 3:25 PM.
- After receiving (3) detentions during the quarter, a student can receive a one-day in-house suspension from the classroom. Suspension class work will be provided by the student's teacher, to be completed during the in-house suspension. A letter will be sent to the suspended student's parent/guardian to be signed and returned. The student can be denied the next privilege.
- Students in detention or on in-house suspension cannot stay in the SAFE program that day.

2023-2024

Violation	Step 1	Step 2	Step 3	Step 4	Step 5
Level 1 Weapons, explosive devises Assault on staff Drugs: possession of/use/sale of drugs on campus Sexual Harassment	 Go to Step 3	 Go to Step 3	<u>Minimum:</u> 1 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 3 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 5 day suspension <u>Maximum:</u> Recommendation to Board of Education for Expulsion and referral to law enforcement
Level 2 Smoking/Possession of tobacco or tobacco paraphernalia Robbery/extortion Damaging school property Obscene Act	 Go to Step 3	 Go to Step 3	<u>Minimum:</u> 1 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 3 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 5 day suspension <u>Maximum:</u> Expulsion
Level 3 Bullying, cheating, fighting Profanity, threats, disrespect Defiance, graffiti Tardies during school day Throwing food Lying	<u>Minimum:</u> Warning or After school Detention Parent conference <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> Warning or After school Detention Parent conference <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> 1 day suspension Referral to Study Team <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 2 day suspension <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 5 day suspension <u>Maximum:</u> Expulsion
Level 4 Roughhousing, spitting, name calling Unacceptable playground behavior such as throwing rocks, sticks, and sand Excessive display of affection Negative comments/put downs	<u>Minimum:</u> Warning Recess Detention Parent notified <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> After school Detention Parent notified <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> 1 day in-house suspension Parent conference Referral to Study Team <u>Maximum:</u> 3 day suspension	<u>Minimum:</u> 2 day in-house suspension <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 3 day suspension <u>Maximum:</u> 5 day suspension
Level 5 Bus Misconduct <ul style="list-style-type: none"> 30 days with no violations will return status to Step 1 <i>Step assignment will depend on the severity of misconduct.</i>	<u>Minimum:</u> Warning <u>Maximum:</u> Detention 1 day bus suspension	<u>Minimum:</u> Transportation suspended for 1 day <u>Maximum:</u> 3 day bus suspension	<u>Minimum:</u> Transportation suspended for 3 days Parent conference <u>Maximum:</u> 5 day bus suspension	<u>Minimum:</u> Transportation suspended for 5 days <u>Maximum:</u> Loss of bus privileges	<u>Minimum:</u> Loss of bus privileges
Level 6 Dress Code violation Gum chewing, littering	<u>Minimum:</u> Warning <u>Maximum:</u> Recess Detention	<u>Minimum:</u> Notify parent <u>Maximum:</u> Conference with Principal and detention	<u>Minimum:</u> Detention/ Notify Parent <u>Maximum:</u> 1 day in-house suspension	<u>Minimum:</u> 1 day in-house suspension <u>Maximum:</u> 1 day suspension	<u>Minimum:</u> Parent Conference Referral to Study Team <u>Maximum:</u> 2 day suspension

2023-2024

Violation	Step 1	Step 2	Step 3	Step 4	Step 5
Level 1 Weapons, explosive devices Threat to teacher Assaults Drugs: possession of/use/sale of drugs on campus Hazing, Sexual Harassment	 Go to Step 5 <i>8th grade students ineligible for all extra-curricular activities</i>	 Go to Step 5 <i>8th grade students ineligible for all extra-curricular activities</i>	 Go to Step 5 <i>8th grade students ineligible for all extra-curricular activities</i>	 Go to Step 5 <i>8th grade students ineligible for all extra-curricular activities</i>	<u>Minimum:</u> 5 day suspension <u>Maximum:</u> Recommendation to Board of Education for Expulsion and referral to law enforcement <i>8th grade students ineligible for all extra-curricular activities</i>
Level 2 Smoking/Possession of tobacco or tobacco paraphernalia Fighting, Robbery/extortion Damaging school property Obscene Act, Theft	 Go to Step 3	 Go to Step 3	<u>Minimum:</u> 1 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 3 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 5 day suspension <u>Maximum:</u> Expulsion
Level 3 Bullying, cheating, forgery Profanity, threats, disrespect Defiance, graffiti, Tardies during school day Throwing food Lying	<u>Minimum:</u> Detention Parent notified <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> Detention Parent conference <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> 1 day suspension Referral to Study Team <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 2 day suspension <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 5 day suspension <u>Maximum:</u> Expulsion
Level 4 Roughhousing, spitting, name calling Unacceptable playground behavior such as throwing rocks, sticks, and sand Excessive display of affection Negative comments/put downs	<u>Minimum:</u> Recess Detention Parent notified <u>Maximum:</u> 1 day suspension	<u>Minimum:</u> Detention Principal conference Parent notified <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> 1 day in-house suspension Parent conference Referral to Study Team <u>Maximum:</u> 3 day suspension	<u>Minimum:</u> 2 day in-house suspension <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 3 day suspension <u>Maximum:</u> 5 day suspension
Level 5 Bus Misconduct <ul style="list-style-type: none"> 30 days with no violations will return status to Step 1 <i>Step assignment will depend on the severity of misconduct.</i>	<u>Minimum:</u> Warning <u>Maximum:</u> Detention 1 day bus suspension	<u>Minimum:</u> Transportation suspended for 1 day <u>Maximum:</u> 3 day bus suspension	<u>Minimum:</u> Transportation suspended for 3 days Parent conference <u>Maximum:</u> 5 day bus suspension	<u>Minimum:</u> Transportation suspended for 5 days <u>Maximum:</u> Loss of bus privileges	<u>Minimum:</u> Loss of bus privileges
Level 6 Dress Code violation Gum chewing, littering	<u>Minimum:</u> Warning <u>Maximum:</u> Recess Detention	<u>Minimum:</u> Detention <u>Maximum:</u> Conference with Principal and detention	<u>Minimum:</u> Detention/ Notify Parent <u>Maximum:</u> 1 day in-house suspension	<u>Minimum:</u> 1 day in-house suspension <u>Maximum:</u> 1 day suspension Referral to Study Team	<u>Minimum:</u> 2 day suspension Referral to Study Team <u>Maximum:</u> 5 day suspension

Some specific school rules that are important to remember are:

- We have a closed campus. All visitors report to the office upon entering the school. *special protocols may be put in place due to Covid.
- Chewing gum and sunflower seeds are not permitted in the school or on the school grounds. The eating of any food and the drinking of any beverage, except in the lunch room or under direct supervision of a staff member is forbidden.
- Hats, caps, hoods, and other head coverings shall not be worn indoors.
- Toys, electronic devices, skates, roller blades, wallet chains, chains, skateboards, scooters, and other articles that can cause a disturbance are not allowed on school grounds. No jewelry with spikes, wires, etc. is allowed.
- Playground balls may be used on the blacktop or field.
- Spitting will not be tolerated on the school grounds.
- The inappropriate display of affection is not permitted on the campus.

The teachers establish classroom rules and consequences. The teachers post and review those rules and consequences with their classes. The teachers or supervisory aides on duty usually handle minor discipline problems which take place in the classroom, the halls, the cafeteria, or on the school grounds.

Corporal punishment of students is prohibited in the Hornbrook Elementary School District. School personnel may use force and/or restraint that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to district property (EC 49001). The school personnel may search the person of a student or their belongings if there is reasonable cause to believe that the student may have a concealed weapon, narcotics, stolen property, or contraband.

Police may question a student in school in connection with an investigation. When a Superintendent/Principal/Lead-Teacher or school official releases a minor pupil to a peace officer in order to remove the minor from the school grounds, the school official immediately must try to notify the parent or guardian of the removal and of the place where the minor is being taken except in cases of suspected child abuse in the home. In that case the duty to notify the parent or guardian shifts to the peace officer.

Disciplinary action taken by school officials is the result of the action already taken by the student. A student is responsible for his/her behavior. Consequences may be assigned or modified according to the severity of the offense. Each situation is assessed and handled on a case by case basis.

Suspension/ Ed Code 48900

Suspension is the temporary removal of a student from school or class by an administrator or teacher. Suspension will be imposed when other means of correction has failed or the offense is of a more serious nature. During the period of suspension, the pupil is to remain away from school and school sponsored activities at all times, unless authorized to be there by school officials. Supervision of the pupil during the suspension is the responsibility of the parent or guardian.

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

Cases of suspension are determined in accordance with the Statutes of California Law.

48900

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

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).

(1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

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

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

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

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

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

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

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

(Amended by Stats. 2019, Ch. 279, Sec. 2. (SB 419) Effective January 1, 2020.)

48900.1.

(a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a schoolday in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

(b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom.

The adopted policy shall include the procedures that the district will follow to accomplish the following:

- (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.
- (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.

(c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.

(d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

(Amended by Stats. 2004, Ch. 895, Sec. 9. Effective January 1, 2005.)

48900.2.

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

(Added by Stats. 1992, Ch. 909, Sec. 2. Effective January 1, 1993.)

48900.3.

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

(Amended by Stats. 1999, Ch. 646, Sec. 25. Effective January 1, 2000.)

48900.4.

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, 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 either school personnel or pupils by creating an intimidating or hostile educational environment.

(Amended by Stats. 2002, Ch. 643, Sec. 2. Effective January 1, 2003.)

48900.5.

(a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069.7. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

(b) Other means of correction include, but are not limited to, the following:

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and the pupil's parents.
- (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) Participation in a restorative justice program.
- (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (8) After school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- (9) Any of the alternatives described in Section 48900.6.

(Amended by Stats. 2019, Ch. 497, Sec. 61. (AB 991) Effective January 1, 2020.)

48900.6.

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

(Amended (as amended by Stats. 1995, Ch. 972) by Stats. 2000, Ch. 225, Sec. 1. Effective January 1, 2001.)

48900.7.

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

(Added by Stats. 1997, Ch. 405, Sec. 1. Effective January 1, 1998.)

48900.8.

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the department, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in Section 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915.

(Amended by Stats. 2005, Ch. 677, Sec. 33. Effective October 7, 2005.)

48900.9.

(a) The superintendent of a school district, the principal of a school, or the principal's designee may refer a victim of, witness to, or other pupil affected by, an act of bullying, as defined in paragraph (1) of subdivision (r) of Section 48900, committed on or after January 1, 2015, to the school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and participation in a restorative justice program, as appropriate.

(b) A pupil who has engaged in an act of bullying, as defined in paragraph (1) of subdivision (r) of Section 48900, may also be referred to the school counselor, school psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling, or for participation in a restorative justice program, pursuant to Section 48900.5.

(Amended by Stats. 2015, Ch. 303, Sec. 104. (AB 731) Effective January 1, 2016.)

Expulsion/ Ed Code 48915

A student may be expelled only by the Board, upon recommendation by the Superintendent/Principal/Lead-Teacher following Ed. Code 48915. The student is entitled to a hearing.

Other: Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involved substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars, by imprisonment in the county jail for a period of not more than 10 days, or both (Education Code 44811).

Dress Code

General Guidelines

1. *Dress and Appearance Standards.* Dress and appearance standards are in effect during all times at school, on the way to school, on the way home from school, at any school function or activity regardless of location, and at any other district campus and/or function.
2. *Student May Not Remain in the Classroom.* A student may not remain in the classroom dressed in a manner which (1) creates a safety hazard for said student or for other students, (2) constitutes a serious or unnecessary distraction to the learning process, (3) tends to disrupt the campus order, or (4) is in conflict with the district's goals and philosophy regarding the prevention of substance abuse and gang activity.
3. *Required to Change to Accepted Dress.* Students that wear unacceptable clothing will be required to change to accepted dress. All time missed from class due to unacceptable dress may be made up in detention.

Requirements

1. Shoes that are flat and allow students to participate in sports activities should be worn. If sandals are worn, they must have a heel strap, and bring tennis shoes to change into for recesses and PE. Shoe apparel must be an appropriate size for the student. No flip flops, slippers, or shoes with wheels are allowed.
2. Shorts and skirts must appropriately cover areas and will not be an unnecessary distraction to learning. Shorts can not be shorter than mid-thigh.
3. Hats, caps, hoods, and other head coverings may be worn outside and must be taken off when inside. Hats, caps, hoods, and other head coverings shall not be worn indoors.
4. No shirts that show mid-section / stomach.
5. All undergarments must be covered. Tank-tops may be worn but they may not be low-cut and straps must be wide enough to cover undergarments.
6. No shirts with alcohol, drugs, or inappropriate pictures.
7. No pajamas or slippers shall be worn to school or school activities.
8. All clothing shall be clean, neat, and free of odor.

The administration has the final word on appropriate clothing.

The dress code is to ensure that our students will be dressed in such a way as to maximize their school experience.

Dress Code updated 2022