

## Important Dates

### August

3-7 New Teacher Academy

7 First Day for New Teachers

10-12 Teacher Work Days

13 First Day of School

### September

7 Labor Day

### November

11 Veterans' Day Holiday

23-27 Thanksgiving Break

26-27 Thanksgiving Holiday

### December

21-31 Winter Recess

### January

1 Winter Recess

7 End 1st Semester

8 Teacher Work Day

11 Second Semester Begins

18 Dr Martin Luther King Jr Day

### February

15-19 School Recess

15 & 19 Presidents Day Holidays

### March

29-31 Spring Recess

### April

1-2 Spring Recess

2 Half-Day Holiday

### May

31 Memorial Day

### June

2 End 2nd Semester

3-4 Teacher Work Days

4 Graduation

14 First Day of Summer School

### July

5 Independence Day Holiday

22 Last Day of Summer School



# SAN BENITO HIGH SCHOOL DISTRICT

1220 Monterey Street  
Hollister, CA 95023  
(831) 637-5831  
[www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us)

**Shawn Tennenbaum, Ed.D.**  
**Superintendent**

## Annual Notification to Parents, Guardians, and Students of your Rights and Responsibilities

Please review the material in the **Annual Notification to Parents, Guardians, and Students of your Rights and Responsibilities** (ANTP) booklet found on the district website at [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us).

The parent/student signature pages need to be signed at the start of each school year through DocuSign which is also located on the district website adjacent to the ANTP.

2020 - 2021

August 2020

Dear Parents and Guardians:

I am honored to be afforded the opportunity to welcome you and your student to a new school year! The Board of Trustees desires the best for your student and strives to provide every opportunity for the success of all students, year in and year out. Our Mission, “To educate all students to their highest potential so they will have the greatest range of personal options upon graduation” continues to guide us as we make student-centered decisions to improve the school experience.

We welcome you and your student and wish you a successful 2020-2021 school year. You will find that our educational leaders are driven by the desire that your student is provided an excellent education, in a safe and welcoming facility, by a highly qualified faculty and staff. Even though the COVID-19 pandemic has fundamentally shifted how we deliver instruction and operate on a daily basis, our resolve remains strong and our commitment to you and your student even greater. We continue to update and revise our Strategic Plan, which is focused on Academics, Instruction, and Support through extensive stakeholder feedback and invite you to participate in this process throughout the 2020-21 school year. This along with our expanding Career Technical Education pathways, Dual Enrollment opportunities, and Advanced Placement courses allow us to live up to the challenge of our Mission Statement.

In an effort to provide our students and community with modernized facilities, we continue our classroom modernization and new construction efforts. In the 2019-20 school year, a number of new facility projects were completed, and students and staff began using the new Aquatics Facility, Stadium, and Softball Field, which provides much needed space and improvements for our Physical Education courses and Athletic teams. The District also completed a state-of-the-art Science and Robotics Building for our students to utilize during Science, Engineering, and Robotics courses. These are very popular and quite necessary courses as we prepare your students for their future. Additionally, the new Baler Plaza and Student Walkway project provides a safer and more secure campus for students and staff. Beginning in the Fall of 2020, the District is excited to open the new ASB Building, which will serve our Student Payment Center, Athletic Director, ASB Director, Sports Medicine Program and our Leadership courses. Thank you for your continued support of the District as we continue to modernize our facilities.

A key component of the success of all students is the partnership developed between the support system at home and the support system on campus. We encourage you to take advantage of every opportunity to help your student thrive and grow during these exciting High School years. We hope that if you need help finding a way to participate in this process that you will reach out to our Principal, his Administration, the Superintendent and the Board of Trustees. We are here to serve your student, you the family, and our community as a whole.

The Board of Trustees takes to heart the vision that San Benito High School District is a vital component of our community and we wish to help our students grow into mature, productive and successful citizens. Thank you for allowing us to join with you in this important next step in the future of your student.

On behalf of the Board of Trustees and the San Benito High School District, we look forward to continued success, growth, and prosperity in the 2020-21 school year. It is an exciting time to be a Baler . . .

Sincerely,                      John Corrigan, President

Board of Trustees:    Steve DeLay, Clerk  
                                  Patty Nehme, Trustee  
                                  Juan Robledo, Trustee  
                                  Miguel Sahagun, Trustee

Shawn Tennenbaum, Ed.D., Superintendent  
Adrian Ramirez, Principal

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As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child’s education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

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## MISSION STATEMENT

The Mission of San Benito High School is to educate all students to their highest potential so they will have the greatest range of personal options upon graduation.

### As the educational center of our community, San Benito High School:

- provides a safe, orderly, and supportive environment which offers challenging and equitable opportunities for all students; and
- fosters academic achievement of all students while developing vocational, and interpersonal skills required for success in a rapidly changing and technological world; and
- instills a strong work ethic and respect for the community effort while preparing students for active and productive roles in society as adults; and
- promotes individual dignity, integrity, and respect for diversity.

## BALER STRONG – CORE VALUES

SCHOLARSHIP

OPPORTUNITY

TEAMWORK

NURTURE

REFLECTION

GROWTH

### ■ 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 or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school

activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation. [BP 6020]

## ATTENDANCE

For students 6 to 18 years old, daily school attendance is compulsory.

### ■ General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school; teach your child to be on time and that school attendance is an important family value. Daily school attendance improves student achievement. Children ages 6 to 18 years must attend every school day.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences are recorded as a truancy.

A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness.

The references at the end of the sections in this booklet include the following codes:

BP . . . District Board Policy

FAC . . . . . Food and Agriculture Code

AR . . . Administrative Regulation

USC . . . . . United States Code

EC . . . Education Code

CFR . . . . . Code of Federal Regulations

HSC . . . Health and Safety Code

ESEA . . . . . Elementary and Secondary Education Act

PC . . . Penal Code

PPRA . . . . . Pupil Privacy Rights Amendment

WIC . . . Welfare and Institutions Code

FERPA . . . Family Educational Rights and Privacy Act

CCR . . . California Code of Regulations

PPACA . . . Patient Protection and Affordable Care Act

CC . . . Civil Code

Title VI . . . Title VI (or VII, or IX) of the Civil Rights Act of 1964

FC . . . Family Code

IDEA . . . . . Individuals with Disabilities Education Act

GC . . . Government Code

§ 504 . . . . . Section 504 of the Rehabilitation Act of 1973

VC . . . Vehicle Code

EOA . . . . . Equal Opportunities Act

BPC . . . Business and Professions Code

CIF . . . . . California Interscholastic Federation

2. Due to quarantine under the direction of a county or city health officer.
  3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  5. For the purpose of jury duty in the manner provided for by law.
  6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
  7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  - D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  - E. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48205.5, 48260]
- Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]
- ### Attendance Policy
- If a pupil is absent his or her parent/guardian must, in person, in writing, or by phone, contact the school with a reason for the absence. All absences not confirmed by the parent will be considered truant.
- To ensure that all students are in attendance each day, San Benito High School will implement the following procedure when a student has excessive absences or tardies:
- Warning to students via conference with him/her and phone call to parent/guardian via phone-dialer or personal contact.
  - After three full-day unexcused absences, A truancy letter will be sent to parent/guardian.
  - After six full-day unexcused absences, the student will be placed on a truancy contract. The student will be behaviorally ineligible\* for three (3) weeks or until hours are served. Home visits by the School Resource Officer or school personnel may also take place. A second truancy letter, along with a copy of the final truancy contract, will be mailed home.
  - After nine full-day unexcused absences the parent/guardian and student will be scheduled and notified via letter to attend a meeting with an Assistant Principal and/or Student Support Manager to discuss possible solution to improve student's attendance.
  - Any further violations will result in immediate referral of parent and student to the District Attorney for mediation and possible fines for either or both the parent/guardian and/or student. District Attorney-generated attendance contracts may remain in effect until the student graduates. [EC 48263]
  - After six excused full-day absences for illness during the school year, students must submit a doctor's note to cover any future illnesses. A home visit may be conducted to verify the illness. [EC 46011]

## Tardy Policy

Students are expected to be punctual and in their classrooms prior to the tardy bell ringing for each class. When a student is tardy to one or more periods during the day, the school will contact the parent/guardian by automatic phone dialer. Upon the student's sixth tardy, a teacher may write a misconduct which can result in the issuance of detention hours.

Tardy sweeps are unannounced and may occur at any time, to encourage students' prompt arrival to class. One hour of detention will be assigned for students not in class before the class bell rings.

Tardy Letter: After the tenth (10) period tardy, a letter will be sent home to parents. A meeting with the assistant principal may be required.

## Behavioral Ineligibility

Students on behavior ineligibility may not participate in, practice, or attend any school-related activities or athletics. Students may participate in community events as a spectator only.

## Absences

When a student is absent one or more periods during the day, the school will contact the parent/guardian by automatic phone-dialer or personal contact. Emergency contacts are phoned **only if** a parent/guardian cannot be reached when a student is absent. Students over 18 years of age may submit a verification but only with prior parent/guardian and Administration approval by using the 18-year-old consent form available in the Student Services office. Note: The 18-year-old consent form will be revoked or restricted if abused by the student.

Due to school and District Attorney's truancy intervention, parents **must** call the school the day of the absence or within two (2) days to clear absences. Students who have the absence cleared after the two-day grace period are required to serve their assigned detention hours. Clearing the absences is the responsibility of the student and parent/guardian. Only parents/guardians can verify the reasons for a student's absence(s).

## Procedures For Parents/Guardians To Clear Absences

- Send a written note with the student to the Student Services office when the student returns to school.
- Or call 637-5831, extension 100, 105, or 107 (español)
- Or call 637-0138 (24-hour attendance line)

**Provide the following information when clearing an absence:**

- Student's name**
- Student's ID number**
- Caller's name and relationship to student**
- Date(s) of absence(s)**
- Reason for the absence(s)**
- Number where caller can be contacted if leaving a message on the phone system or to verify note**

## ■ **Assignment Credit for Excused Absences**

A pupil whose absence is excused according to the above conditions shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of a class from which a pupil is absent shall determine tests and assignments reasonably equivalent to the tests and assignment that a pupil missed during the absence. Responsibility for requesting missed work lies with the student. [BP 5130 – 5134]

If a student is absent three or more school days for an excused reason, homework can be requested through the their counselor (ext. 126). For absences fewer than three days, students need to contact a classmate or the individual teachers for assignments (it may take 24 hours or longer to get homework from the teacher).

When a student has unexcused absences or has been suspended from class(es), **it is at the teacher's discretion** whether or not the student is allowed to complete any missed assignments and/or tests during the absence. Students and parents/guardians should contact individual teachers.

## ■ **Check Out Policy for Partial Day Absence**

San Benito High School staff encourages and values learning time; thus, checkouts shall be limited to dental or doctor appointments or family emergencies. **If parents/students know in advance that checkout from school is needed, parents are required to call (637-5831 ext. 105) or provide a note by 2:35 p.m. on the day prior to checkout.** If there is a dire emergency, the parent/guardian must come to the Health Office to pick up the student. For the safety of your student, we are not able to verify or respond to cell phone instructions between parents and the student. **In the event of an unanticipated checkout, the parent must**

## **come in to the Student Services Office to pick up the student.**

To leave campus, students must have a SBHS Special Excuse Slip issued by the Health or Student Service Offices. Students must check out at the Health or Student Service Offices before leaving campus for any reason.

For ill students, the office will call parents/guardians and make arrangements for the student to leave campus.

An Assistant Principal, in accordance with Ed. Code 46010.1, may release students with confirmed confidential medical appointments. Parents cannot be notified in these cases.

### **Checkout Procedure**

The student is issued a checkout slip, allowing the student to leave class at the designated date and time. The student picks up the checkout slip prior to the start of the school day in the Student Service Office. **No checkout slips will be delivered.** Any misrepresentation will result in an Attendance Contract for the student. For student safety reasons, if there is an unexpected or emergency request for a student to check out of school, the parent/guardian must come to the school to pick up his/her student.

Provide the following information when checking out a student:

- Student's full name
- Student's ID number
- Time the student needs to check out
- A phone number where parent or guardian can be contacted if leaving a message on the phone system.

### **Emergency Closing/Dismissal & Student Pick Up Location**

San Benito High School may be closed or dismissed early in the event of earthquake, fire, flood, impassable roads, epidemic, or other similar emergency. In the event of such an emergency, students may be picked up in the parking lot near Baler Alley or in front of the Main Administration Building on Monterey Street.

### **■ Senior Absences**

Seniors who accumulate more than 30 period absences (excused or unexcused) from the start of the second semester may lose the privilege of attending the Prom, the Grad Trip, and Graduation ceremony. Students who are absent due to serious illness must present a physician's note to avoid losing these privileges.

### **■ Emergency School Closure**

Schools may close in the case of a natural disaster such

as an earthquake, a fire, a flood, or an epidemic/pandemic like COVID-19. School officials rely on the expertise and advice of public health and safety officials in these decisions. Other means of delivering instruction will be used as possible.

### **■ Attendance Options**

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Students convicted of a violent felony or convicted of a misdemeanor firearms offense may be transferred to another school in the district. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in intra- and inter-district transfers. In some cases, the district must provide transportation. Students attending "persistently dangerous" schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48204.7, 48206.3, 48300, 48301, 48306, 48853.5, 48980, 49068, 51101; 20 USC 7912]

#### **1. Interdistrict Attendance:**

The Board of Trustees recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

##### **Interdistrict Attendance Agreements and Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

## **Transportation**

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600.

The district shall not provide transportation beyond any school attendance area.

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available. [BP 5117 June 2020; EC 8151, 41020, 46600-46610, 48204, 48300-48317, 48900, 48915, 48915.1, 48918, 48980, 48985, 52317; CA Constitution Article 1, Section 31]

### **2. Attendance Where Caregiver Resides:**

If your child lives in the home of a caregiving adult, as defined by law, or a foster home your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980; FC 6550-6552]

### **3. Attendance in District in Which Parent or Guardian is Employed:**

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(a)(7), 48980]

### **4. Special Enrollment Allowances for Some Categories of Students:**

There are enrollment provisions for some students living in the District including foster, homeless, migratory, or military children: 1) they stay enrolled at their school of origin outside the District, 2) their Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. In some cases, they also have rights to expedited enrollment in school, to attend classes and programs (pending proof of immunization), to after-school programs, and fee waivers. The school district and each school site have complete documentation of the rights of homeless, foster, migratory, military, and other special

categories of students. [EC 48204, 48204.7, 48645.3, 48850-48859, 48853.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11431-11435, 11432]

## **Student Immigrant and Religious Rights**

All school age children must be admitted to California Public Schools and be offered all programs accessible to other students. School districts cannot ask about a student's immigrant (or migratory) or religious status. The state Attorney General has information about "know your rights": <https://oag.ca.gov/immigrant/rights>. Immigrant students are still considered residents of their current school district even if parents are deported or are being held in custody. [EC 200, 220, 234.1]

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

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980]

### **■ Leaving School at Lunch Time**

The San Benito School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [EC 44808.5] Students who leave campus and return may be subject to a search of all personal belongings.

### **■ Individualized Instruction**

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

### **Short Term Independent Study**

The Short-Term Independent Study is an educational alternative for students who are required to miss no less than five and no more than 30 school days due to travel or temporary relocation.



To enroll:

1. The student contacts the Short-Term Independent Study Program Office at (831) 637-5831 ext. 184 at least seven school days prior to their departure to allow for work to be collected.
2. A parent, the student, and the Short-Term Independent Study Coordinator sign a contract.
3. The coordinator requests homework from each teacher.
4. The student reports directly to the Short-Term Independent Study Coordinator upon his/her return to school, and the assignments will be reviewed and returned to the teachers.

Students not completing Short-Term Independent Study assignments will not be allowed to participate in this program for one year. [EC 48206.3, 48980]

### **Long Term Independent Study**

San Benito High School District's Long Term Independent Study offers a means of individualizing the educational plan for students whose needs may be best met through study outside the regular classroom setting. Students will receive either one-on-one or small group instruction from their teacher. Each student, along with the instructor, will develop an individual plan which lists the courses to complete each semester and a time line for addressing that plan. For more information, parents/guardians may call the Long Term Independent Study Office at ext. 484. [EC 51745-51749.3]

### **Pregnant or Parenting Students**

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may have excused leave for up to 8 weeks or more without having to complete schoolwork or other requirements, or being subject to penalties. They may return to the same school and courses where they are provided time to make up work. They may choose to attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements unless administration determines they are capable of completing graduation requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 46015, 48200, 48980]

### **■ Truancy**

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: A student is truant after missing three days of school or three 30-minute periods without a valid excuse.

Habitual Truant: If a student is truant three or more times in

a school year and an effort is made to meet with parents, then the student is a habitual truant.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Interventions: Students who are habitually truant, miss a lot of school or disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second truancy may be a written warning from a peace officer that remains in the student's records. Third truancy may result in assignment to an after-school or weekend program, a SARB, a probation officer, or district attorney program. A fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of, and as a ward of the juvenile court. Other actions may include required community service, payment of a fine of \$100, attend a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

Parent Penalties: In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day.

[EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

### **■ Notice of Alternative Programs**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and

independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the Board of Trustees of the district to establish alternative school programs in each district. [EC 58501]

## INSTRUCTION AND CURRICULUM

### ■ District Course Offerings

Annually the District prepares curriculum, course titles, aims, and descriptions in a course catalog. The catalog is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

### ■ School Counselors

School counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. Counselors help students in grades 9-12 make decisions about their courses, extra-curricular activities, and preparation for college and/or careers. They guide students through all the steps including information about financial aid, academic requirements, and careers. Counseling related to academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities will be available to all students without regard to their gender or gender identity, the gender listed in their records, or any protected group as listed under "Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs" on page 28. Most counselors are available by appointment and will meet with students and their families. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 48980, 49600, 48900, 51229; GC 11135; Title VI, Title IX; § 504; CIF 300D]

### ■ California State Academic Standards

Each district in California decides how they will

teach and what resources they will use to reach adopted common-core academic standards. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/) or [www.corestandards.org](http://www.corestandards.org). California launched a computer-based student testing system that ties to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at [www.cde.ca.gov/taltg/cal/](http://www.cde.ca.gov/taltg/cal/). [EC 60119, 60604.5, 60615]

### ■ LCFF and LCAP

The LCFF (Local Control Funding Formula) changed the way the State provides money to school districts. Under this system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at [www.cde.ca.gov/fg/aa/lc/](http://www.cde.ca.gov/fg/aa/lc/).

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. The LCAP must focus on eight areas identified as State priorities:

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Anyone can comment about proposals or expenditures to the school board; at parent, student, community engagement meetings; at staff LCAP meetings; or to the district LCAP Advisory Committee. Complaints regarding LCAP may be filed anonymously or using the District Uniform Complaint Procedures. [EC 305, 47606.5, 47607.3, 52060-52076, 5 CCR 4600, 4622]

### Homeless, Migratory, Foster, Military, and Juvenile Court Youth

Homeless, migratory, foster, military family, juvenile

court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

### **Language Learning Programs**

The District offers a language learning program, Structured English Immersion — nearly all classroom instruction is in English. [EC 306, 310(b)(2); 5 CCR 11310]

### **■ Curriculum and Personal Beliefs**

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950]

### **Family Life, Human Development, and Sexual Health Education**

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include comprehensive sexual health education, HIV education, and research findings regarding pupil health behaviors and risks. Students in grades 9-12 will gain a deeper understanding of HIV transmission, prevention, and treatment. They will also be taught about the prevalence of human trafficking and the methods traffickers employ, including social media and mobile devices. You will be notified before such instruction. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker. You have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, staff teaches these classes. During this class, students in grades 9-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District

or can be obtained online at [www.leginfo.legislature.ca.gov](http://www.leginfo.legislature.ca.gov). [EC 51933-51939]

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

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may opt out of their child participating in such surveys or supplying information to be used for marketing without penalty by submitting a letter in writing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC EC 51513, 60614, 51938; 60615; PPRa; 34 CFR 98; ESEA]

### **Dissection of Animals**

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

### **■ Instructional Support Services**

Student Support Services provided for all San Benito High School District students include: course registration and scheduling, academic guidance, personal counseling, conflict mediation and resolution, attendance and behavior support and intervention, referrals to appropriate community resources, parent/guardian support related to school issues.

### **■ Preparation for Admission to College**

Details for planning college admission are available through the school course catalogue and the Student Support Services, and at the University of California website: [www.ucop.edu/doorways/guide](http://www.ucop.edu/doorways/guide) and [www.ucop.edu/doorways/list](http://www.ucop.edu/doorways/list). Additional information is available on [www.californiacolleges.edu](http://www.californiacolleges.edu). This site provides information

about the specific admission requirements in effect at CSU (California State University) and UC (University of California). Parents and students may gain college information for student athletes and assistance in the college preparation process by accessing individualized service through their counselor at [www.sbhsd.k12.ca.us/content/counseling](http://www.sbhsd.k12.ca.us/content/counseling).

## ■ University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the student’s last two years of high school. A GPA of 3.0 (B) or higher is required for California residents. [EC 48980, 51229]

Links to University of California/California State University requirements:

[www.universityofcalifornia.edu/admissions/undergraduate.html](http://www.universityofcalifornia.edu/admissions/undergraduate.html)

[www.calstate.edu/admission/admission.shtml](http://www.calstate.edu/admission/admission.shtml)

[www.csumentor.edu/planning/high\\_school/subjects.asp](http://www.csumentor.edu/planning/high_school/subjects.asp)

[www.csumentor.edu/planning/high\\_school/](http://www.csumentor.edu/planning/high_school/)

[www.ucop.edu/doorways/](http://www.ucop.edu/doorways/)

## Career Technical Education

Career Technical education courses are offered through the general education program. Pathways include:

- Agriculture & Natural Resources
- Arts, Media & Entertainment
- Building & Construction Trade
- Business & Finance
- Engineering & Architecture
- Health Science & Medical Technology
- Hospitality & Tourism
- Information & Communication Technologies
- Manufacturing & Product Development
- Transportation

The Career Technical Education courses listed in the course catalog under those programs are open to all

students; however, advanced courses have prerequisites, or require the instructor’s permission.

## Definition of Career Technical Education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct). [EC 48980, 51229]

## High School Graduation Requirements compared to UC/CSU Requirements

University Pathway	EC	CSU	UC	SBHSD
	History/Social Science (a)	3	2	2
English Language Arts (b)	3	4	4	4.0
Mathematics (c) *	2	3 <sup>+1</sup>	3 <sup>+1</sup>	3.0
Science (d) **	2	2 <sup>†</sup>	2 <sup>†</sup>	3.0
Foreign Language (e)	1	2	2 <sup>+1</sup>	2.0 Δ
Visual/Performing Arts (f)		1	1	1.0
Physical Education	2			2.0
Elective (g)		1	1	4.0

CTE Pathway	EC	CSU	UC	SBHSD
	History/Social Science (a)	3	2	2
English Language Arts (b)	3	4	4	4.0
Mathematics (c) *	2	3 <sup>+1</sup>	3 <sup>+1</sup>	3.0
Science (d) **	2	2 <sup>†</sup>	2 <sup>†</sup>	3.0
Foreign Language (e)	1	2	2 <sup>+1</sup>	3.0
Visual/Performing Arts (f)		1	1	
Physical Education	2			2.0
Elective (g)		1	1	4.0

\* Students on the University Pathway must complete Algebra 1, Geometry, and Algebra 2. Students on the CTE Pathway must complete Algebra 1, Geometry, and one more math class.

\*\* Must include a physical and biological science

+1 One additional year is recommended in Mathematics for both CSU and UC, and in Foreign Language for UC.

† Specifics of courses vary from CSU to UC.

Δ Two courses in the same Language.

San Benito High School District offers the following Career Technology Education courses that qualify toward the UC/CSU “(a)-(g)” requirements:

Ag Communications and Leadership. . . . . (g)

Ag Engineering . . . . . (g)

Ag Fabrication and Construction . . . . .	(g)
Agriculture and Soil Chemistry . . . . .	(d)
Biology and Sustainable Agriculture . . . . .	(d)
Chemistry and Agri-science . . . . .	(d)
Environmental Horticulture Science . . . . .	(d)
Floriculture . . . . .	(f)
Interdisciplinary Science for Sustainable Agriculture Honors . . . . .	(d)
Ornamental Horticultural Science . . . . .	(d)
Veterinary Science . . . . .	(d)
Advanced Art . . . . .	(f)
Advanced Band . . . . .	(f)
Advanced Ceramics . . . . .	(f)
AP Studio Art . . . . .	(f)
Art 1 & 2 . . . . .	(f)
Concert Choir . . . . .	(f)
Dance A, B, & C . . . . .	(f)
Drama 1, 2, & 3 . . . . .	(f)
Teledramatic Arts . . . . .	(f)
Wood Sculpture Design . . . . .	(f)
Business Accounting . . . . .	(g)
Business and Marketing 2+2 . . . . .	(g)
Principles of Engineering . . . . .	(g)
Anatomy and Physiology . . . . .	(d)
Biology . . . . .	(d)
Sports Medicine I & II . . . . .	(g)
Culinary Arts 1, 2, & 3 . . . . .	(g)
Advanced Multimedia . . . . .	(f)
Multimedia . . . . .	(f)
Art Metal Design . . . . .	(f)

[BP/AR 6146.1 August 2019; EC 35186, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1651]

## SCHOOL RECORDS AND STUDENT ACHIEVEMENT

### ■ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, inspect, and get copies of school records within five business days of a written or oral request or before any meeting regarding an individualized education plan (IEP) or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances, information about your child may be released to District staff, foster

agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, health, and testing information. The records are maintained at the counseling office by the registrar. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5202 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for fifteen cents (15¢) per page. If you cannot afford the cost of copies, they will be provided free of charge. The District uses a contractor for tracking and/or copying student records. With the proper documentation, the records can be changed to reflect a legal change of name and/or gender of a student or a former. You also have the right to file a written request with the superintendent challenging the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, a comment not based on personal observation with time and date noted, misleading information, or a violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [EC 8484.1, 49062.5, 49063, 49060, 49062.5, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

### Students of Military Families

For a smoother transition, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. Also, students can be registered in their district of choice, but must provide proof of residency within 10 days. [EC 51225.1, 51225.2]

### Student Transcripts

Transcripts are available by filling out a request in the Student Services Office. Allow two days (48 hours)

for processing. Current students may request 2 official transcripts at no charge. Graduated students are required to go online through Parchment.com.

### **Senior Eligibility for Graduation Ceremony – “F” Policy for Seniors**

Seniors **may not be eligible to participate in the graduation ceremonies** if any of the following situations occur during their senior year:

Seniors who accumulate more than **30 period absences (excused or unexcused) from the start of second semester.** Students who are absent due to serious illness must present a physician’s note to avoid losing these privileges.

Please contact Student Support Services with any questions regarding grades.

### **Student Data from Social Media Websites**

School Districts may now adopt a plan to gather student information from social media websites. The Board of Trustees has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

### **■ Accessing Student Information On-Line**

Parents/Guardians are encouraged to access their student’s attendance, grades, test scores, and other school-related information online. In order to protect privacy, Parents/Guardians register by providing the school with their email address. For more information, please check the Aeries information page on our school website at: [www.haybaler.org/content/aeries](http://www.haybaler.org/content/aeries).

Parents/Guardians are welcome to use the computers in the school library, please contact the Library at ext. 181 for hours. For technical assistance, please call 831-637-5831, ext. 112, M-F, 8 a.m. to 3 p.m.

### **■ Failing Grades**

The Board of Trustees prescribes regulations requiring the evaluation of each pupil’s achievement for each marking period and requires a conference with, or written report to the parent/guardian of each pupil whenever it becomes evident that the pupil is in danger of failing a course. The refusal of a parent/guardian to attend the conference or respond to the written report shall not preclude failing the pupil at the end of the grading period.

### **■ Communication and Regulations Regarding Pupil Achievement**

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be

used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student’s ability, citizenship and effort. [EC 49067]

Staff members are required to return parent/guardian initiated contacts within two working days. [BP 5206, 6220]

### **■ Teacher Qualifications**

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61]

### **■ Release of Directory Information**

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information includes student’s name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. You may have the district withhold any of this information by submitting a request in writing by September 7, 2020. Written notification received after the date specified will be honored, but the student’s information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

### **■ School Safety Plan**

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

Security cameras are in operation on the campus to help

maintain safety. Students will be assured that: the cameras do not record areas where there is an expectation of privacy (such as locker rooms, restrooms, etc.); the cameras do not record conversations; they are operated in a random scanning manner by computer and do not target individual students; and that the school administrators will view the video recordings only when there is an incident or safety concern. This security camera system is a supplementary tool to assist the school in maintaining a safe campus and cannot be considered as a guarantee of safety or protection from violence or property crimes.

## **STUDENT SERVICES**

### **■ Student Meal Program**

The District's Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Parents/Guardians may pay for meals in advance online at <https://family.titank12.com> or by contacting Jim Lewis or any of the cafeteria staff. When paying in person, cash or check only please. The District will contact you if your account is ten (10) days behind. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a)]

### **■ Student Use of Technology**

The Board of Trustees intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices,

telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

### **Internet Safety**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful

to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

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)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 June 2018; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 7101-7, 7131; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.52]

### **Chromebook 1:1 Deployment**

San Benito High School will distribute and assign Chromebooks to each student. The Chromebook is essential to the learning process and will be used as a means to access class data via learning management systems (i.e.

Google Classroom), submit assignments, check grades, and more. All Chromebooks must be signed in via the student's school issued Google account and will be content filtered as per CIPA compliance. The Chromebooks will be considered educational equipment, in the same manner as a textbook, and will be compliant with similar loss and misuse protocols.

### **School Supported Email Addresses**

San Benito High School will distribute and assign an email address to each student. The student issued school email address is essential to the learning process and will be used as a means to access class data via learning management systems. All email addresses are school property and subject to the same guidelines above in regards to internet use. The student's school issued email address will be content filtered as per CIPA compliance. The email address will be considered educational equipment, in the same manner as a textbook, and will be compliant with similar misuse protocols.

### **School Accountability Report Card**

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us). It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

### **School Bus Information and Fees**

Questions regarding school bus routes and fees should be made to the Transportation Department at extension 320 or 150, Monday through Friday, 7:00 a.m. - 3:00 p.m. Students must follow all rules and regulations while riding aboard District buses. Failure to follow these rules could mean the loss of riding privileges. If suspended from riding privileges, advance fees will not be refunded.

1. Bus applications/emergency info sheet/bus rules can be obtained at the Transportation Office (Room 320) located on the south campus behind the Industrial Arts Department, near the varsity baseball field. Bus routes are normally posted one week prior to the start of school.
2. All bus times are approximate (have students at stop five minutes early).
3. Students must have a bus application and emergency info on file prior to riding.
4. Students board the bus by showing their bus pass or paying the proper fees (correct change only - driver carries no cash).
5. Students may be dropped off at another stop if a note



accompanying the student is signed by his/her parent/guardian (note must have a call back phone number) and approved by the Transportation Supervisor.

6. All bus loading/unloading will take place at the Transportation Department located near the varsity baseball field. This includes regular bus routes, zero period routes, and all activity trips.
7. Current school bus fees are \$ 1.00 each way (\$40.00 monthly).
8. Students who qualify for the free meal program also qualify for free transportation. After completion of the bus pass application, the Food Service Supervisor must sign it before a bus pass will be issued. (Students who qualify for the reduced meal program do not qualify for free transportation.)

### ■ Services to Students with Disabilities

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, contact the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

### ■ Advanced Placement Courses

College level courses within the high school program are called Advanced Placement Courses. The Advanced Placement (AP) Program is based on the premise that college-level material can be taught successfully to able and well-prepared high school students. Teachers are trained to teach these college-level courses and specific materials are provided to support the college level of instruction. In May of the spring semester of the course, students take a national test prepared by the College Board. If a student earns a 3 or better on a 5-point scale, the student may be given college credit for this course. This is especially helpful for families in reducing the length of time and number of courses a student must complete for a Bachelor of Arts or Science Degree.

### Advanced Placement Examination Fees

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980, 52240]

### ■ Fees and Charges

Fees and charges (including purchase of yearbooks, etc.) may be paid with Mastercard or Visa through the Student Payment Center (ext. 140). The district shall charge only those fees specifically authorized by law. The following fees and charges are permissible if approved by the Board of Trustees:

1. Insurance for athletic team members, with an exemption for financial hardship.
2. Insurance for medical or hospital service for students participating in field trips and excursions
3. Student fingerprinting program.
4. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory.
5. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district.
6. Home-to-school transportation and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average non-subsidized cost per student and so long as exemptions are made for indigent and disabled students.
7. Transportation to and from summer employment programs for youth.
8. Physical education uniforms. It is permissible for a district to require students to purchase their own gym clothes of a district-specified design and color, so long as the design and color are of a type sold for general wear outside of the school. Once the gym uniforms become specialized (e.g., logos, school name), they then become “school supplies” and the district must provide the items free of charge. Education Code 49066 provides that a student’s grade may not be adversely affected due to the fact that he/she does not wear standardized P.E. apparel due to circumstances beyond his/her control, such as lack of funds.
9. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies.
10. Fees for community service classes.
11. Eye safety devices, at a price not to exceed the district’s actual costs.
12. Actual costs of duplication for copies of public records.
13. Actual costs of duplication for reproduction of the prospectus of school curriculum.
14. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law.
15. Fines or reimbursements for lost or damaged district property or damage to library property.

16. Tuition for out-of-state and out-of-country residents.
  17. Adult education books, materials, and classes as specified in law.
  18. Child care and development services.
- [EC 8263, 17551, 32033, 32221, 32390, 35331, 35335, 38084, 38119, 39807.5, 39837, 48050, 48052, 48904, 52612, 52613, 60410, 19910-19911, 49091.14, 51815; GC 6253; 5 CCR 350; 8 USC 1184]

## **Pupil Fees**

While there are limited exceptions, families and students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

Pupil Fees: No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student’s education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family’s ability to make a donation.

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a Career Technical Education class. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal, and may be filed anonymously. [EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

is required before attending school; districts may not allow “conditional” admittance into schools. Students may not participate in a classroom setting unless they have been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, and tetanus. Students must be immunized for varicella (chickenpox) or provide proof from a doctor stating they have had the disease.

All new students, advancing students, or students transferring into grades 9-12 must be fully immunized, and will not be admitted without the required booster against pertussis (Tdap). The required immunizations are available through a usual source of medical care, County Health Department, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services. Homeless, foster, migratory, and military youth can be enrolled without proof of immunization. [HSC 120325, 120335, 120338, 120375, 120400, 120405, 120410, 120415, 120480; EC 48216, 48852.7, 48853.5, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i); ne]

## **Exemptions**

These requirements do not apply if a form from licensed physician cites why they should not. Before January 1, 2021 a parent/guardian can submit this form; after January 1, 2021 the physician submits the standardized electronic form directly to the California Immunization Registry (CAIR) and to the school for exemption; this is the only form the school will accept. The form will include physician information, the child’s name and their school, the parent’s/guardian’s name, and the specific basis for and duration of the exemption.

If an outbreak of a communicable disease occurs, a non-immunized student will be excluded from school for their own safety until such a time as directed by health officials or district administration.

Forms submitted prior to January 1, 2020 and exemptions based on beliefs opposed to immunization submitted prior to January 1, 2016 are valid until the pupil enrolls in the next grade span (grades 9-12). Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120372, 120372.05; EC 48216; ne]

# **HEALTH SERVICES**

## **■ Immunizations**

Documented proof that immunizations are up-to-date

## **■ Physical Examinations**

For each child enrolling in the District for the first time, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical

examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

San Benito Co. Public Health Department  
351 Tres Pinos Road, Suite A 202  
Hollister, CA 95023  
(831) 673-5367

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

### **Vision and Hearing Screening**

Hearing screening will be conducted when your child is enrolled or first enters a District school. If a student is receiving a tri-annual IEP (Individualized Education Plan), he/she will receive basic hearing & vision screening. These tests may be administered unless you annually give the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. [EC 44878, 49451, 49452, 49452.5, 49455; ne]

### **■ Medication**

Children may receive or self-administer medication, which is prescribed by a physician, received in its original container, and can get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for and administer glucagon or epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of auto-

injectable epinephrine at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. [EC 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic (specific) condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480; ne]

### **■ Sun Protection**

Students when outdoors can wear sun protective clothing, including, but not limited to school-approved white sun protective hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291; ne]

### **■ Medical, Hospital, and Accident Insurance for Students**

The district DOES NOT provide medical or hospital insurance on individual students, but it DOES provide basic accident insurance for students who may be injured in a school-sponsored activity. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]**

### **Enrollment in a Health Care Plan**

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California

at (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [EC 49452.9; PPACA]

### **School-Sponsored Athletics**

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [EC 49033, 60041; HSC 11032]

### **■ Access to Mental Health Services**

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact Coordinator of Special Education, Melissa Casas at (831) 637-5831 ext. 139 or by email at [mcasas@sbhsd.k12.ca.us](mailto:mcasas@sbhsd.k12.ca.us), contact your school counselor, nurse, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call San Benito Co. Behavioral Health Services at (831) 636-4020. If you are in crisis contact this number or dial 911 immediately. [EC 49428]

### **Suicide Prevention**

Suicide is a leading cause of death among youth, and school personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). Information about district programs and services and links to community and statewide resources are available on the District's website at [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us). [EC 215, 234.5, 234.6, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52]

### **Schools Free of Tobacco, Alcohol, and Drugs**

The Board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies to promote student health and well-being. The District strives for a school environment free of these substances and has prevention and intervention programs. There may be programs through the District or in the community to support students'

cessation from use of tobacco, alcohol, or drugs. For more information please contact the school/district nurse or a school administrator. [EC 51202-51203, 51260-51269; HSC 104420, 11999-11999.3; PC 13864]

### **■ Meningitis**

Meningococcal disease or Meningitis can be a life threatening infection that can be treated, but cannot always be cured. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to [www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx](http://www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx). [HSC 120395-120399]

### **■ Fluoride Treatments**

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [HSC 104855]

### **■ Confidential Medical Services**

School authorities may excuse any student in grades 9-12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

## **STUDENT BEHAVIOR**

All pupils have the right to participate fully in the educational process, free from discrimination, harassment, violence, intimidation, and bullying. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

### **■ School Rules**

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

### **■ Safe Place to Learn**

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites or at any school sponsored activity. School site staff trained in anti-bias shall be made

known to students. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff in grades 9-12 get information about helping LGBTQ students. Information about district programs and services and links to community and statewide resources related to suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, and bullying; and cyber-bullying including social-media bullying are available on the District's website at [sbhsd.k12.ca.us](http://sbhsd.k12.ca.us), the school's website at [www.haybaler.org](http://www.haybaler.org), and online at [www.cde.ca.gov](http://www.cde.ca.gov), [www.cde.ca.gov/lssl/se/bullyfaq.asp](http://www.cde.ca.gov/lssl/se/bullyfaq.asp), [www.cde.ca.gov/lssl/se/bullyres.asp](http://www.cde.ca.gov/lssl/se/bullyres.asp), [www.cde.ca.gov/lssl/vp/ssresources.asp](http://www.cde.ca.gov/lssl/vp/ssresources.asp), [www.californiahealthykids.org](http://www.californiahealthykids.org).

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 28 for assistance. [EC 200, 215, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234, 234.1, 234.4, 234.5, 234.6, 51101, 66250, 66260.6, 66270; CP 422.55, 422.6; 5 CCR 4900; BP 5131.2]

## ■ Digital Communication Devices

Districts may regulate the possession or use of any cellphone, smartphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Students cannot be stopped from using such a device when: there is an emergency; there is a perceived threat of danger; when a teacher or administrator has said it is acceptable; or if it is part of an individualized education program (IEP). Possession or use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5, 48901.7]

## ■ Dress Standards

San Benito High School promotes a campus environment where students' appearance and behavior support a positive learning environment. Students are requested to dress and groom themselves as individuals with a sense of responsibility and self-respect. The school staff recognizes legal rights to freedom of expression, while maintaining student appearance that does not disrupt the educational process and safe learning atmosphere.

Clothing that is offensive, threatening, provocative, vulgar, displays tobacco, alcohol or drug advertising, or displays profanity, racial slurs, or images of gang-related symbols is disruptive to the educational process and may not be worn.

### **Acceptable appearance includes but is not limited to:**

- Shoes and shirts for safety reasons
- Clean clothing to promote healthy, sanitary conditions
- Tops that have at least one strap (no strapless or tube tops or off-the-shoulder tops)
- Clothing with respectful images of flags
- Clothing that fits (no tugging or adjusting needed)
- Clothing that is appropriate for the educational activity which does not endanger students' health, safety or welfare. Educational examples include Family & Consumer Science, Industrial Technology, and P.E.
- Unadorned black earmuffs or school-approved white sun protective hats are the only headgear allowed. Hoods may be worn only outdoors during rainy weather. [EC 35183.5]

### **Inappropriate appearance includes but is not limited to:**

- Gang-related apparel or grooming (bandanas, belts, jewelry, hats, clothing that by its color, arrangement, trademark, or symbol denotes membership in a gang or gang activities). Prohibited apparel includes, but is not limited to:
  - Items with 187 or any type of weapon displayed
  - Items with any reference to North, South, West or East Side
  - Red, blue or black key chains or lanyards dangling from pockets
  - Red or blue belts dangling below the shirt/blouse hem
- Hats, caps, head wraps, scarves, bandanas, or other head apparel worn during the school day, unless that head apparel is part of a school's academic class uniform, part of a student's customary religious attire or prescribed by a physician. Beanies under hoods are not allowed.
- Garments that expose a bare midriff or torso
- Short shorts, very short skirts
- Garments that reveal excessive amounts of bare skin or underclothing
- Strapless tube tops and off-the-shoulder tops without an attached strap
- Underwear worn as outerwear, exposed underwear of any kind.
- Obscene, vulgar, or other inappropriate words or graphics on clothing, buttons, backpacks and/or binders
- Drug, alcohol, or tobacco-related logos, slogans, brand

names, or references, including, but not limited to cookies brand or Huf brand

- Beach wear, swimming attire, or clothing generally considered sleeping attire, including slippers
- Pants worn in a sagging manner (below the hips). Pants shall not be ripped out.
- Pants dragging at the feet are a safety hazard, and are not suitable at school.
- Chains longer than three inches on wallets or belts
- Accessories such as spiked neck or arm bands or other items that can be used as weapons.

Students dressed inappropriately will be asked to modify their attire to fit the SBHS Dress Code, to put on a special SBHS T-shirt, or request a change of clothing from home. Repeat offenders will be subject to disciplinary consequences. Violations include parent notification and a warning. Detention hours may be assigned.

### ■ Student Personal Property

The school will not be responsible for damage/loss of cash or valuable items students bring to school, including items they may wish to use at school such as musical instruments, cameras, calculators, laptop computers, MP3 players, iPods™, and cell phones.

### ■ Personal Deliveries to Students at School Not Allowed

Deliveries will not interrupt instruction. For example, balloons, flowers, gifts, and food delivery (pizza, Uber Eats, etc.) will not be delivered to students. Forgotten textbooks, homework, uniforms, etc., may be left with the receptionist for students to pick up.

### ■ Student Bills

Any student with an unpaid bill will not be able to participate in the following activities until all bills are paid:

1. Grad Trip and the Graduation ceremony
2. Specific dances for which tickets must be purchased in advance, including the PROM and Winter Ball

## DISCIPLINE

### ■ Parent Responsibility

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

may be as much as \$20,900 in damages and another maximum of \$11,500 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

### Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594]

### ■ Drugs, Alcohol, and Tobacco

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; a student 18 or older can be imprisoned for up to six (6) months and/or be fined up to \$1,000. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or 30 hours of community service except for members of the military.

Except for members of the military, possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or thirty (30) hours of community service. Possession of approved tobacco cessation aids is not prohibited. A "tobacco product" is any product made or derived from tobacco or nicotine that is intended for human consumption, including an electronic device that delivers nicotine (commonly known as "e-cigarettes" or "vaping"). [EC 48900, 48901; HSC 11357, 11357.5, 11361, 11362.1, 11362.3, 104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814]

## ■ Impersonation on the Internet

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [PC 528.5]

## ■ Grounds for Suspension or Expulsion

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

- (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). “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. [EC 35291, 48900, 48901.1, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (**grades 4-12**) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

Homework shall be provided for a student suspended for two (2) or more days upon request. Such homework turned in on time that cannot be graded in time, will not be included in the calculation of the pupil’s grade in the class. [EC 48913.5]

## ■ Mandatory Suspension / Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.

2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

## ■ Student Search

The school principal or designee may search the person of a student, the student’s property, vehicle, and District property under the student’s control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Searches may be announced or unannounced, and the District may use drug-sniffing dogs if available. Employees shall not conduct strip searches or body cavity searches of any student. [EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10]

## Drug Sniffing Dogs

In an effort to keep the secondary schools free from illegal drugs, weapons, and alcohol, the District may use specially trained non-aggressive dogs to sniff out and alert

staff to the presence of items prohibited by law or District policy. The trained dogs may sniff the air around lockers, desks, bags, items, or vehicles on District property or at District-sponsored events. The above inspections can be unannounced and may be made at the discretion of the Superintendent or designee.

## ■ Release of Student to Peace Officer

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

## PROTECTIONS, COMPLAINTS AND PROCEDURES

The District is primarily responsible for compliance with local, state, and federal laws and regulations; has policies and procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, and complaints alleging violation of laws governing educational programs, activities, and pupil fees. Employees, students, parents or guardians, school and district advisory committee members, appropriate private school officials and other interested parties are advised of the district policies and how to file a complaint if they so desire.

## ■ Non-Discrimination / Harassment

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Board of Trustees desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or

group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including

discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 June 2020; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 49060-49079, 51500, 51501, 60044; CC 1714.1; GC 11135; PC 422.55, 422.6; 5 CCR 432, 4600-4670, 4900-4965; 20 USC 1681-1688; § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107, 12101-12213; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 104.8, 106.8, 106.9, 110.25]

### **Sexual Harassment**

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

### **Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

### **Complaint Process and Disciplinary Actions**

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform

Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools. [BP 5145.7 June 2018; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; Title 5 CCR 4600-4687, 4900-4965; 20 USC 1221, 1232g, 1681-1688; 42 USC 1983, 2000d-2000d-7, 2000e-2000e-17; Title 34 CCR 99.1-99.67, 106.1-106.71]

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

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment,

intimidation, and bullying; and cyber-bullying including social-media bullying are available on the Districts website at [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us). You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Cindi Krokower, Director of Human Resources  
1220 Monterey Street, Hollister, CA 95023  
(831) 637-5831 ext. 142, [ckrokower@sbhsd.k12.ca.us](mailto:ckrokower@sbhsd.k12.ca.us)

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234 et seq., 234.6, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

### **District's Uniform Complaint Process**

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own

behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Those complaining (Complainants) are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results, the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504: Office of Civil Rights

Child Abuse: Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services: U.S. Secretary of Agriculture

Employment Discrimination: Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education: this school district

Health and Safety/Child Development: Department of Social Services

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

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235.262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

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

Parents should use the District Uniform Complaint Procedure with modifications as included, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 8235.5, 35186]

### **Williams Settlement complaint procedure**

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us), but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, [www.cde.ca.gov/re/cpluc](http://www.cde.ca.gov/re/cpluc). The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.

6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the Board of Trustees at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local Board of Trustees in public session making it part of the public records. [EC 35186, 48985]

### ■ Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA, 34 CFR 99.7(b)]

Board policies and administrative regulations are available on the District web site, [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us).

## DISTRICT FACILITIES

### ■ Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

### ■ Lead Poison

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will handout information to parents of district childcare or preschool programs. [HSC 105286]

### ■ Pesticide Use

The District is not planning to use any pesticide products at school facilities this school year. Should the District find that it does need to use any pesticide products,

parents will receive identification of the products that includes the name, active ingredient(s), and date and location of application. Only fully certified pesticides can be used on school grounds. The identification includes the name and active ingredients. The school's Integrated Pest Management Plan (IPM) is updated by January 30 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us) or [www.haybaler.org](http://www.haybaler.org).

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, [www.cdpr.ca.gov](http://www.cdpr.ca.gov). [EC 17610.1, 17612, 48980; FAC 13184]

Due to the COVID-19 pandemic, the district utilizes the approved cleaner QT Plus (Active Ingredients: Octyl decyl dimethyl ammonium chloride, Dioctyl dimethyl ammonium chloride, Didecyl dimethyl ammonium chloride, Alkyl dimethyl benzyl ammonium chloride) which kills the COVID-19 virus. This disinfectant is used several times per day to ensure the facilities are clean.

### ■ Board of Trustees Meetings

The San Benito High School District Board of Trustees welcomes parents, guardians, students, and community members to its meetings and encourages all to become informed about the operations of the District. Meetings are normally held on the second and fourth Tuesdays of each month to conduct District business. Meeting dates and agendas are posted on a bulletin board in the front of the school, outside of the school library, and on the district website, [www.sbhsd.k12.ca.us](http://www.sbhsd.k12.ca.us). For more information, please contact the Superintendent's Office at extension 132.

During the COVID-19 pandemic, board meetings are held via Zoom conferencing webinars. Each webinar ID and password are posted on the agenda and also on the district website; [www.sbhsd.k12.ca.us/schoolboard](http://www.sbhsd.k12.ca.us/schoolboard).

## Title I School Level Parent Involvement Policy • San Benito High School

San Benito High School has developed a written Title I parent involvement policy with input from Title I parents. The title I policy is posted on the school website at [www.haybaler.org](http://www.haybaler.org). The policy describes the means for carrying out the following Title I parent involvement requirements.

### Involvement of Parents in the Title I Program

To involve parents in the Title I program at San Benito High school, the following practices have been established:

- The School convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. During the fall semester of each year, the Principal and Director of Educational Services convene a meeting to share information on Title I programs and receive input on the parent involvement policy and home-school connection (compact).
- The school offers a flexible number of meetings for Title I parent, such as meetings in the morning or evening. The Title I parents meeting is held on a weeknight to best accommodate working parents. Any parent unable to attend may request the information and/or a separate meeting.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. At the annual Title I meeting parents review and provide input on Title I programs, parent involvement opportunities, the parent involvement policy and the home-school connection.
- The School provides parents of Title I students with timely information about Title I programs. Parents receive information about Title I programs at the annual Title I meeting.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Parents receive information regarding curriculum and assessment at the Title I parent night, Grade Level Parent Nights (9-12), 8th Grade Preview Night, Back to school night, and CAASPP notifications.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Parents are invited to attend 4-year planning meetings, annual pre-scheduling and parent-teacher conferences are held based on requests from either party.

### School Parent Compact

San Benito High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Examples include:
  - o Course Expectations
  - o Notifications of CAASPP testing
  - o Parent Connect Newsletter focused on state testing
  - o Back to school night
  - o Aeries for Grade Updates
  - o Grade Level Parent Nights (9-12)
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Examples include:
  - o Migrant workshops
  - o Parent teacher conferences
  - o College Application Workshops
  - o Family support meeting
  - o Parents invited to prescheduling
  - o Grade Level Parent Nights (9-12)
  - o Parents invited to four year plan
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.
  - o The school will re-implement a parent partnership forum that will be held for parents and teachers to share and discuss similarities and differences in each group's responses on the school climate survey. From this discussion, the group will prepare a presentation on "working with parents as equal partners" to be shared at a faculty meeting.
  - o Encourage parents to participate in WASC self study, School Site Council, Migrant PAC, and other school committees.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Examples include:
  - o Back to school night
  - o Financial Aid Parent Night
  - o Title I parents night
  - o Migrant PAC
  - o Grade level parent nights
  - o Cash-4-College Night
  - o Climate survey
  - o DELAC
  - o 8th grade preview night
  - o Full SSC with elected parents
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
  - o In accordance with California Education Code 48985, communications with parents are translated into Spanish and Spanish translation is provided at meetings.
- The school provides support for parental involvement activities requested by Title I parents.
  - o Requests for parent involvement activities are solicited from parents at Migrant PAC, DELAC and Title I parent meetings.

### Accessibility

San Benito High School Provides opportunities for the participation of all Title I parents, including parents with Limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- o In accordance with California Education Code 48985, communications with parents are translated into Spanish and Spanish translation is provided at meetings.
- o All parent meetings are held in locations accessible by parents with disabilities.
- o Both Migrant Education staff and Student Support Services staff conduct home visits when needed. [20 USC 6318 Section 118(a)-(f) inclusive]