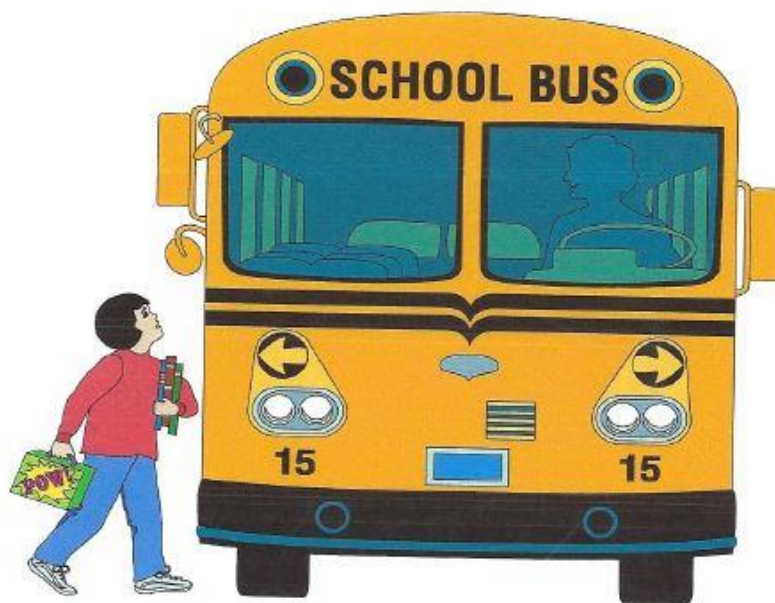


**SNELLING MERCED FALLS
School District
Handbook**



"MUSTANGS"

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MISSION STATEMENT

Snelling-Merced Falls Elementary creates a positive learning environment by focusing on individualized classroom lessons, supportive after school programs and clubs, and personalized professional ethics. Parents, staff, and the community embrace each students' potential and encourages individualized growth for academic and personal success.

PROCEDURES FOR PARENT COMPLAINTS

The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in consolidated categorical aid programs, migrant education, child nutrition programs and special education programs.

Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally. If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the school Superintendent/Principal. The Superintendent/Principal is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. Except when a complaint is directed against the Superintendent/Principal, no party to a complaint may address the Board, either in closed or open session, unless the Board has received the Superintendent/Principal's written report concerning the complaint. Complaints concerning an employee shall be addressed in a closed session of the Board unless the employee requests that the issue be addressed in open session.

BOARD OF EDUCATION

The Board of Education generally meets on the second Thursday of

every month at 6:00 P.M. in the library. The Board consists of five residents of the District, all of whom are elected. Visitors are welcome at meetings.

FOOD SERVICE

Snelling-Merced Falls School District serves breakfast & lunch every school day. Students are to pay for these meals in the school office on Mondays before school begins. There will be no meal charges. If a student runs out of money, he/she will be served a peanut butter sandwich and milk until money is put on their account and parents will be notified. Students must order meals in advance with their teacher. Breakfast is \$1.50 for paid, .30¢ for reduced. Lunch is \$1.80 for paid and .40¢ for reduced. Milk may be purchased separately for .25¢. Students may order extra milk for .25¢ during lunch roll. Monthly menus are sent home with students and are also available in the office.

TRANSPORTATION

Snelling-Merced Falls School provides a morning and after school bus run.

Snelling School selects bus stops with the safety of students in mind. Statistics show that red light crossings increase the danger of school bus related injuries. Therefore, in an effort to enhance the safety of the students, we plan our routes and stops to eliminate red light stops. Any changes to the approved bus schedule and stops must be approved by the Board of Trustees.

Students will be picked up and released at their designated bus stop. Students must have a note from their parents/guardian if any change is to be made to their normal transportation schedule. This includes staying after school or going to someone's home.

The driver of a school bus is responsible for the safety of their passengers. Since the school district is not compelled by law to furnish transportation, it should be considered a privilege, and not a right, to ride the school bus. Students must abide by the following rules in order to ride the bus:

1. Be on time at the bus stop.
2. Stand back 10 feet, if possible, in an orderly line at pickup points until the bus comes to a complete stop.
3. Enter the bus in an orderly fashion and go directly to a seat as directed by the bus driver.

4. Remain seated at all times while the bus is in motion.
5. When exiting the bus, enter the aisle and go directly to the exit door when the bus has come to a complete stop and the driver has indicated it is safe to exit.
6. When crossing a public or private road, do so only in front of the bus.
7. All students required to cross a road, will do so only under the direction of the driver and will move away from traffic while walking to and from the bus stop.
8. When unloading, all students requiring escort across a public or private road will remain on the bus until the driver has indicated it is safe to exit.
9. Move safely away from the bus and remain out of traffic when approaching or departing a school bus stop.
10. Boisterous conduct, profanity, whistling, singing and unnecessary noise, is prohibited.
11. Eating on the bus is prohibited.
12. Keep all parts of the body inside the bus and feet on the floor.
13. Live animals or pets will not be permitted on the bus.
14. Throwing objects from the bus is prohibited.
15. Help keep the bus clean.
16. Be courteous to the driver and fellow pupils.
17. Do not talk unnecessarily with the driver.
18. Items in glass jars are not permitted on the bus.
19. Students will not be allowed to disembark at places other than their usual stop except by parent's written permission.
20. Not obeying the bus driver or following the rules shall result in disciplinary actions as follows.
 1. The student is given a warning.
 2. If a student ignores the warning his behavior is written on a BUS TAG. If a student gets three BUS TAGS he is sent to the principal to discuss the problem. A

copy of all BUS TAGS will be sent to the parents and a signature will be required indicating that the parent has seen the conduct report and is aware of the problem. The student will not be allowed to ride the bus until the conduct report has been signed by the parent and returned.

3. If a student continues to have a problem following the conduct report a parent conference will be held. Further problems on the bus may result in the student being prohibited from riding the bus for a specified period of time.
4. Repeated violations could result in suspension from riding the bus for the remainder of the school year.

21. Students should read, understand and follow all the rules and regulations in effect while riding a school bus. These rules are available at the District office.

Instructions for going to and from bus stops:

Students are required to walk directly from their residence to their bus stop for pick-up and return directly to their residence after getting off the bus at the end of the school day. This means that students are not allowed to cross roadways to get the mail and/or newspaper, visit friends, play around by themselves or with friends etc. until they have returned to their residence from their designated bus stop.

Instructions on school bus danger zones:

School districts are required to instruct students that there is a ten-foot danger zone around the school bus. Students must stay ten feet away from the bus at all times except for loading and unloading.

HEALTH CARE AND SAFETY

IMMUNIZATIONS AND PHYSICALS

Any student who registers for school must show their immunization record upon registering. All children entering kindergarten must have proof of an up to date immunization and verification of a physical before they may officially enter school. Ed Code 49452 also requires districts to provide proof of oral health screenings for kindergartners and first graders entering the

school system for the first time.

Effective August 1, 1997 kindergarten entrants in California must be immunized against Hepatitis B. Also effective this date, kindergarten entrants will be required to have two doses (rather than one) of measles containing vaccine (usually given as MMR). All students entering seventh grade must have completed three Hepatitis B immunizations and second measles (or MMR shot). **Tdap Booster is required for grades 7-12 students.**

For more information on the California School Immunization Law see appendix C for a copy of the **Parent's Guide To Immunization Requirements For Children Entering School or Child Care in California.**

EMERGENCY SITUATIONS

Should an emergency occur, (such as a power failure, water main break, etc.) which would necessitate sending children home from school, every effort will be made to notify parents prior to releasing children. Should a major disaster occur (such as earthquake, flood etc.) your child will follow the disaster plan as outlined by the school. The school will supervise your child until it is safe enough to transport him/her home or for parents to pick the child up.

INSURANCE

Snelling School provides a Student Accident Protection Program for all District students. The program provides limited scheduled accident-medical coverage for your school child(ren) in accordance with Education Code Section 11711 and exceeds the medical protection requirements for students wishing to participate in inter-scholastic athletics, and related activities.

The Insurance Plan is provided by MYERS-STEVENSON and administered locally through CHUCK MEYER INSURANCE, 2824 Park Ave., Suite, C. Merced, Ca. Claim forms are available at the District Office. A student accident report must be filed before a claim can be filed.

You may apply for a more comprehensive insurance plan that includes 24 hour coverage for accident, sickness and dental coverage for your child(ren), in addition to the plan provided by the District. Brochures and applications are available at your District Office or at Chuck Meyer Insurance. IF YOU HAVE QUESTIONS ABOUT COVERAGE, BENEFITS OR CLAIMS, THESE SHOULD BE DIRECTED TO CHUCK MEYER INSURANCE (telephone: 383-7774).

MEDICATION

Any pupil who is required to take physician prescribed or over the counter medication during the regular school day may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedule, and (2) a written statement from the parent or guardian of the pupil, indicating the desire for the school district to assist the pupil in the matters set forth in the physician's statement. For your convenience the school has an **Administration of Medication During School Hours** form in the office.

LICE

The Governing Board requires that the responsibility for the treatment of head lice rests with the parent/guardian. When lice or nits are found, the student shall be excluded from school as soon as possible with proper parental notification. Five school days of excused absence will be allowed for the communicable condition to be resolved. Failure to comply may result in legal action. **The student will not be allowed to return to school until such child is free of both nits and lice. Students must report to the office, upon return to school, to be checked before entering their classroom.**

SCHOOL RULES

SCHOOL DISCIPLINE PROGRAM

Discipline is a system of choices whereby a student knows what behavior is expected in all situations and the positive or negative consequences which result from actions and choices. Students, parents, teachers, and the principal all play active roles in the process to insure consistent use of the program. Each classroom teacher develops rules and student consequences which guide classroom relations on a day to day basis. Secondly, there are school-wide rules which cover areas outside the classroom (yard, cafeteria, bus etc.) These rules are designed by the staff to make school a good, safe, and happy place to learn. Following are general school and cafeteria rules:

GENERAL SCHOOL RULES

1. Fighting, threats, abusive language and actions are prohibited. It is the obligation of students to report all threats or abuse to their yard duty supervisors, teachers or the principal when they occur.
2. Play fighting, pushing, grabbing, tripping or any other action which is deemed unsafe is prohibited.
3. Teachers, staff members and other adults involved in activities at school are to be treated with respect at all times. Staff members are to be obeyed at all times.
4. Trees, buildings, and other objects which are not designed for play use are not for climbing.
5. Students are prohibited from bringing dangerous objects or substances to school.
6. Snelling School is a closed campus. Once a student enters the school boundary, he/she is to remain on campus. Students are not allowed to communicate with unknown persons off campus.
7. Students are not allowed in buildings (office, classrooms, cafeteria or multi-purpose room) unless a staff member is present or they have been given a written pass.
8. The halls, classrooms, library, and restrooms are quiet walking areas. Students are absolutely prohibited from gathering in the restrooms.
9. Students are expected to use appropriate language at school. Vulgar language, teasing, profanity and threatening language is prohibited.
10. All school property and the property of others is to be respected and treated properly.
11. Bicycles and skateboards are not to be ridden on the school grounds.
12. Students are not to arrive at school before 7:50 A.M. unless bussed.
13. Gum chewing is not allowed at school.
14. Students are not allowed to throw balls against the buildings.
15. Except with prior consent from Superintendent/Principal, students shall not possess or use on school campus personal electronic signaling devices including, but not limited to,

paggers; cellular/digital telephones for voice usage, digital imaging, or text messaging or other mobile communications devices such as digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, and digital scanners.

PLAYGROUND RULES

1. Follow directions the FIRST time they are given.
2. Stay in assigned areas of the playground: 1) Students are not allowed to gather in the halls, office or restrooms; 2) Students are not allowed in classrooms WITHOUT AN ADULT unless given PERMISSION, and 3) Students are not allowed to play in the area between the Cafeteria building and office.
3. Play safely: 1) No FIGHTING, PLAY FIGHTING or VULGAR language. 2) Use equipment properly and in designated areas.
4. Do not damage school property.
5. Stop playing immediately when the FIRST BELL rings and prepare to go to your classroom.

CONSEQUENCES

1. Warning.
2. Restricted recess and/or lunch play time privileges.
3. Parent contact and after school detention for repeated violations.
4. Serious violations of any school rules which are harmful to the school, themselves or fellow students will be sent to the principal for suspension or expulsion and parent conference. Students will be sent home for the remainder of the day.

REWARDS

1. Extra lunch recess time.
2. Individual classroom rewards determined by teacher.
3. Positive self esteem as a result of behaving appropriately.

CAFETERIA RULES AND PROCEDURES

1. Students line up at the NORTH DOOR and enter CAFETERIA when given permission.
2. Students enter the cafeteria as their teacher records their lunch on the roll sheet.
3. All students are expected to follow the rules for eating in the Cafeteria as listed below:
 1. Talk in a low voice while in the Cafeteria.
 2. Eat your own food and do not take food away from others.
 3. Remain seated until you are finished eating (5-8th) and dismissed (K-4th).
 4. After leaving the Cafeteria, you may not return.
 5. Food is not to be taken out of the Cafeteria.
 6. Clean up your table, deposit your trash in the garbage, and place your utensils and tray in the designated area before leaving.
4. Students will exit the Cafeteria through the NORTH door at the BACK of the CAFETERIA.

Students who do not follow the rules and procedures for eating in the Cafeteria will receive the following consequences:

1. Removal from the designated table to another table or bench outside the cafeteria.
2. Benched for the remainder of the lunch recess.
3. Receive in house lunch detention.
4. Parents called at home and/or participate in a conference.
5. Lose the privilege of eating in the Cafeteria.

SUSPENSION AND EXPULSION

The Governing Board recognizes that maintaining an environment which promotes learning and protects the health, safety and welfare of the students may require the suspension or expulsion of a student from regular classroom instruction.

The Superintendent/Principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with students discipline, suspension and expulsion.

Students may be suspended or recommended for expulsion when the Superintendent/Principal or designee at the school in which the student is enrolled, determines that the student has done any of the acts listed below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object of this type.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco or any product containing tobacco or nicotine products.
9. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. These grounds for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one through three.

DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process. Following is a list of guidelines for school dress:

1. Any clothing with written or symbolic references to sex, drugs, violence or other references deemed inappropriate by the principal or her representative will be prohibited.
2. Provocative or overly casual clothing is prohibited as outlined below:
 - a. Students are required to wear shirts and blouses which cover the student's torso and shoulders. (No tube tops, halter tops, tops without straps, cut out tank tops or mesh shirts should be worn). Shorts may be worn by boys and girls. The length of the shorts should be at the end of your fingertips when your arm is by your side. Students will be asked to change their shorts if they are too short. Pajama bottoms are not allowed. Lounging pants that presents a health or safety hazard or has written or symbolic references to sex, drugs or violence will be prohibited. Students may call home for permission to change into school clothing.

- b. Students should wear shoes which are appropriate and safe for school. Shoes without backs or flip-flops should not be worn. If students wear shoes or boots, which are difficult to run in, he/she should bring tennis shoes for P.E.
- c. Hats will not be allowed inside buildings.

ATTENDANCE

The State attendance laws require regular school attendance and punctuality with both the school and parents having a responsibility for enforcing these laws. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. **Please call or send absent notes as soon as possible. Excused absences cannot be counted if received later than twenty days following day(s) missed.**

No Academic Penalty for Excused Absence: Students will have a reasonable period of time to complete missed assignments for the reasons below. State law and board policy allow for excused absences only in the cases outlined below:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, vision, or chiropractic appointments.
4. Participation in religious instruction or exercises in accordance with district policy.
5. Attendance at funeral services for a member of the immediate family. An excused absence in this case shall be limited to one day if the service is conducted in California or three days if the service is conducted out-of-state.
6. Exclusion for up to five school days for failure to present evidence of immunization.

7. Appearance in court.
8. Observation of a holiday or ceremony of his/her religion.
9. Attendance at religious retreats for no more than four hours during a semester.

TRUANCY

Students absent without a valid excuse for more than three days in one school year shall be classified as truant. Students who are more than 30 minutes tardy on three or more school days in one school year shall be classified as truant. Such students shall be reported to the Superintendent/Principal (Education Code 48260). The parent/guardian of a student classified as a truant shall be notified pursuant to Education Code 48260.

INDEPENDENT STUDY CONTRACTS

The Governing Board authorizes independent study as an optional alternative instructional strategy by which students may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may best be met through study outside of the regular classroom setting.

Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved.

The Superintendent or designee shall determine that the prospective independent study student understands and is prepared to meet the district's requirements for Independent study. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.

At Snelling School, Independent study contracts are given to students when they cannot attend school for various approved reasons such as travel. Please contact the District Office or your child's teacher one week in advance of the time that you would like and independent study contract.

NOTIFICATIONS REQUIRED BY LAW

The following Notifications Required by Law must be reported to parents or guardians pursuant to Education Code 4898.2.

Education Code 49063 requires districts to notify parents/guardians in writing of rights related to student records. Upon initial enrollment and at the beginning of each year thereafter, the district shall notify parents/guardians that they may inspect and review student records during regular school hours with the help of certificated staff when requested. Parents/guardians may contact the district office to be informed about: 1. What type of student records are kept. 2. Where the records are kept. 3. The titles of the officials responsible for maintaining the records. 4. The location of the log identifying those who request information from the records. 5. District criteria for defining "school officials and employees" and for determining "legitimate educational interest." 6. District policies for reviewing and expunging student records. 7. District procedures for challenging the content of student records. 8. The cost, if any, charged for reproducing copies of records. 9. The categories of information defined as directory information pursuant to Education Code 49073. 10. The right of parents/guardians to file a complaint for alleged failure by the district to comply with the provisions of Section 438 of the Federal Education Provisions Act (20 U.S.C.A. 1232g). 11. The location of all official student records if not centrally located. 12. The availability of qualified certificated personnel to interpret records when requested.

Education Code 49073 mandates school districts to adopt a policy identifying those categories of directory information, as defined in Education Code 49061, which may be released. At the beginning of each school year, all parents/guardians shall be notified as to what categories of directory information the school or district plan to release, and to whom. (Education Code 49063, 49073). Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed. (Education Code 49073). Based on its determination of the best interest of the student, the district may limit or deny the release of specific directory information to any public or private nonprofit organization. (Education Code 49073).

Education Code 4610.1 requires the district to notify parents/guardians that school authorities may excuse any student from school to obtain confidential medical services. The District has the right to determine policy on the release of students.

Students will not be released without parental consent.

Education Code 46014 mandates that the Board adopt regulations governing students' attendance at religious exercises or instruction. Students may participate in religious instruction or exercises under the following regulations: 1. the student shall attend at least the minimum school day (Education Code 46014). 2. The student shall be excused for this purpose no more than four school days per month (Education Code 46014).

Education Code 48205 allows a student's absence to be excused for justifiable personal reasons. When students contemplate absence for personal reasons, their parents/guardians should write the principal to ask that the expected absence be excused. A student's absence shall be excused for justifiable personal reasons including but not limited to: 1. Appearance in court. 2. Observation of a holiday or ceremony of his/her religion. 3. Attendance at religious retreats for no more than four hours during a semester.

Education Code 48208 requires the district to notify parents/guardians annually that (1) individual instruction is available for temporarily disabled students and (2) when a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the district in which the student is receiving care. Such instruction shall be given from one to five hours a week. Home or hospital instruction shall be provided only when a student is expected to be out of school for two weeks or longer. Home or hospital instruction shall be provided only by teachers with valid California teaching credentials. Insofar as possible, the home teacher shall consult with the student's current classroom teacher or teachers so as to provide a continuity of instruction that enables the student to keep up with the regular school program.

In accordance with law, the Superintendent/Principal shall notify parents/guardians of the rights of students and parents/guardians relating to immunizations. (Education Code 48980). Upon enrollment, students must present evidence of full immunizations. Any student without such evidence shall be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent/guardian that states in writing that immunization is contrary to his/her beliefs. Exemption is also allowed to the extent indicated by a physician's written statement describing the condition or circumstances which contradict immunization. The district may conditionally admit a child with documentation from a physician that: 1. He/she has received some but not all, required immunizations and is not due

for any vaccine dose at the time of admission or, 2. He/she has a temporary exemption from immunization for medical reasons.

Education Code 49451 allows a parent/guardian to annually file a statement with the Superintendent/Principal withholding consent to any physical examination of his/her child. The child shall be exempt but shall be subject to exclusion due to a suspected contagious or infectious disease. The Board shall require that periodic examinations be conducted which include tests for vision, hearing and scoliosis.

Education Code 49423 allows for the administration of medication during school hours. Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives; (1) a written statement from such physician detailing the method, amount, and time schedule, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

Education Code 49470, 49472, specifies that a Group Student Accident Insurance Plan shall be provided to every student registered in the district. The specific plan shall be approved by the Governing Board and shall specify that the insurance agent assume all administrative processes.

Education Code 51550 allows that the parent/guardian may request any student to be excused from any part of family life/sex education instruction. Parents/guardians shall be notified in writing before students are offered any instruction in which human reproductive organs and their functions, processes, or diseases are described, illustrated, or discussed. This notification shall inform parent/guardians that they may request in writing that their child not attend the class. No students shall attend such instruction if the school receives this request.

Education Code 51201.5 states that parents/guardians of students in grades 7-12 shall receive written notice explaining the purpose of HIV/AIDS prevention instruction and specifying that the parent/guardian may request that his/her child not receive this instruction. The Superintendent/Principal or designee shall provide parents/guardians an opportunity to examine all instructional materials related to HIV/AIDS instruction before they are used with the students and shall inform them of their right to inspect these materials.

Education Code 49557 states that applications for free or reduced price meal programs shall be provided whenever a new

student is enrolled. Parents/guardians shall be informed of the district policy concerning free or reduced price meals. A letter and application form shall be distributed to all parents/guardians during the first few weeks of school. The letter shall contain information on eligibility standards, application procedures and appeal procedures. This information, and an application form, shall be provided whenever a new student is enrolled.

Board policy 0410 states that the Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration.

Education Code 48900.1 states that whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity, vulgarity, disrupted school activities or other wise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the Superintendent/Principal or designee. Parental attendance may be required on the day the student returns to class or within one week thereafter. The superintendent/Principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed or modified or prevented by serious illness/injury/disability, absence from town, or inability to get certain release time from work. **The Superintendent/Principal shall ensure that every student and his/her parent/guardian is notified in writing of all board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year and that transfer students and their parents/guardians are so advised at the time of enrollment in school.**

Education Code 48204 requires that an elementary grade student who does not reside in the district be considered a resident of the district if the student's parent/guardian works within its boundaries. Students enrolled in the district on the basis of parent/guardian place of employment shall not be obliged to reapply for enrollment the next school year. Proof of the parent/guardian's employment within the district shall be required prior to initial enrollment. Requests may be denied if there is a determination by the current or proposed district that the transfer would adversely affect an existing desegregation plan or a determination by the proposed

district of attendance that the cost of the student's education would exceed any additional state funds received for the transfer.

The Code of Regulations, Title 5, Section 4622 includes the regulation that the Superintendent/Principal or designee annually disseminate information about district complaint procedures including information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education. The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The district shall follow Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in consolidated categorical aid programs, migrant education, child nutrition programs and special education programs. For more information on the Uniform Complaint Procedures, contact the district office.

Section 504 of the Federal Rehabilitation Act of 1973 addresses the identification and education of students who may be eligible for regular or special education and related aids and services. The governing Board recognizes the need to identify and evaluate children with disabilities in order to provide them with a free, appropriate public education. Under Section 504, individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met.