

# BIGGS UNIFIED SCHOOL DISTRICT

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300 B Street, Biggs, California 95917-9732

Telephone: (530) 868-1281

[www.biggs.org](http://www.biggs.org)

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## 2016-17 Parent & Student Handbook



Learn more about:

K to 12<sup>th</sup> grade  
Education Programs

Academies and  
Career Pathways

Your Rights and  
Responsibilities

Health and  
Wellness

School Safety

Testing



**BIGGS UNIFIED SCHOOL DISTRICT**  
2016 - 2017

Dear Parents and Students,

I would like to welcome all of you to a new and exciting 2016-17 school year. While you've been gone, our summer staff has been working hard in cleaning all of the schools in the district and getting things ready for our students and staff. The schools are looking great and we appreciate the hard work that our maintenance, custodial, grounds crews, and our District office staff have done.

The administration and staff look forward to working with you and your child(ren) in creating the best learning environment. The goals for Biggs Unified School District are to meet the academic needs of all students, provide open communication with students and parents, and foster excellent community relations.

Your involvement in our schools is critical to the success of all children, especially your own. Included in this booklet are special sections on community involvement and your rights as a parent. Please join one of the parent groups and be partners with us in your child's education. Regular Board meetings are the first Wednesday of every month; please check the District web-page. Agenda and minutes can also be found on our web page at [www.biggs.org](http://www.biggs.org).

As required by California law (EC 48980) you are hereby notified of the rights and responsibilities presented in this pamphlet. Our school district must maintain a record confirming that parents/guardians have been informed of these rights. Therefore, we sincerely appreciate the prompt completion and return of all forms. Your signature does not indicate consent to participate in any particular program. If you do not carry your own health and/or accident insurance, for the sake of your child(ren), I strongly urge you to consider the supplemental plan presented in this packet.

Please remember all volunteers must have their fingerprints checked by the Department of Justice (see page 32).

**SPECIAL ATTENTION**

Sometimes we send out reminders, messages, and emergency notifications by a contracted commercial phone system. We are excited to continue to keep you informed on school activities and emergencies. This system will improve safety, notify parents of attendance issues, and provide a means to a quick survey. With this program, we will continue to be able to deliver information in a manner of minutes to all of our Biggs Unified School District parents. It is **extremely important** to write your current preferred phone number on the School Emergency Card. Please contact your school if there are any changes to this phone number during the school year.

I look forward to serving you as Superintendent and am committed to making Biggs Unified School District the best district possible. Please contact me at 530-868-1281 x 250 if I can be of any help or assistance to you.

Yours in Education,

Doug Kaelin  
Superintendent

# MISSION STATEMENT

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## OF THE BIGGS UNIFIED SCHOOL DISTRICT

Biggs Unified School District's mission is to prepare each student for the future be it vocational or higher education. Students will leave Biggs Unified School District with respect for the world they inhabit and for all humanity.

### **BIGGS UNIFIED SCHOOL DISTRICT CORE VALUES:**

**1. Student Achievement**

- ❖ Support the success of all students by maintaining and enhancing quality educational programs.

**2. Shared Responsibility**

- ❖ Establish a sense of shared responsibility among all District stakeholders to attack issues in a manner consistent with these core values, and which balances the needs of students, employees and operational demands. Clearly define and pursue common visions that are founded in common sense. Ensure shared accountability for an ownership of agreements made.

**3. Mutual Respect**

- ❖ Promote positive professional relationships. Honor units and employees consistent with our mission to attract and retain quality employees to serve our students. Listen to and consider ideas based on their merit in a fair and honest process.

**4. Fiscal Responsibility**

- ❖ Believe it is critical to project and preserve the long-term fiscal integrity of the District. Engage in clear, honest and open conversations that confront the realities of state and local economics. Promote cooperation and problem-solving to create long-term solutions and maintain the public's trust.

**5. Long-Term Stability**

- ❖ Strive to achieve long-term agreements so that our energy can be focused on providing a high-quality education and improving student achievement.

# ADMINISTRATION

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## Our Board of Education

Kari L. Wheeler 868-1717  
Kathryn Sheppard 868-1201  
M. America Navarro 566-6492  
Dennis Slusser 282-2500  
Pam Sheppard 624-3338

Meetings: First Wednesday of each month  
Time: 7:00 p.m.  
Place: Administration Board Room  
Agenda: <http://www.biggs.org>

## Administration

Doug Kaelin  
Superintendent, Principal of Community Day School and Independent Study  
868-1281, ext. 250

Mandy Leahy  
Principal of Biggs High School  
868-1281, ext. 270 or 271

Minden King  
Principal of Biggs Elementary School and Richvale Elementary School  
868-1281, ext. 221

John Strattard  
Director of Maintenance, Operations, Transportation and Food Service  
868-1281, ext. 257

## Schools (530) 868-1281

<b>School Site</b>	<b>Extension</b>
Biggs Elementary School	221/223
Richvale Elementary School	221/223
Biggs High School	271/270

## Alternative Education: (530) 868-1281

<b>School Site</b>	<b>Extension</b>
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## **I. COMPULSORY SCHOOL ATTENDANCE**

### **A ATTENDANCE OBLIGATIONS (CA Ed. Code 48200, 48400, 48980(j))**

All school age children between the ages of 6 and 18 years not exempted are required by law to attend school each day during the school year except for the following reasons: illness; quarantine (under the direction of the county health officer); medical, dental, optometrical or chiropractic services (we ask that you schedule medical, dental, optometrical or chiropractic services after school or on non-school days whenever possible to limit your child's absences from school); funeral services of a member of the immediate family; jury duty; appearance in court; observance obligations of a student's religion; attendance at religious retreats (not to exceed four hours per semester); exclusion from school for health and safety reasons; employment conferences; or some other reason approved by the school principal. The only exception is when the educational needs are met through a legally acceptable alternative program. Vacations should be scheduled during non-school days.

If your child must miss at least part of the school day, we request that time be in the afternoon.

Pursuant to CA Ed. Code 48205, a student absent from school for one of the previously acceptable reasons 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. A parent/guardian is obligated by law to compel the student to attend school. A parent/guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution.

Remember, every day counts! If you know your child will be missing school, please contact the School Attendance office to discuss the length of the absence and ways you can help your student stay academically connected.

### **B ATTENDANCE AREAS / OPEN ENROLLMENT**

The Governing Board shall allow students who reside permanently within district boundaries to apply for enrollment in any district school where space is available, provided such enrollment does not adversely affect the district's plan to alleviate or prevent the racial or ethnic segregation of minority students.

If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school (20 USC 7912; 5 CCR 11992).

### **C ABSENCE FOR CONFIDENTIAL MEDICAL SERVICES (Cal. Educ. Code §46010.1)**

Under appropriate circumstances, the District may excuse students in grades 7-12 from attendance for the purpose of obtaining confidential medical services without parent consent. For more details on this topic please contact the Office of the District Superintendent.

D RESIDENCY REQUIREMENTS (Cal. Educ. Code §§48204, 48206.3, 48207, 48208, 48850, 42 USC 11431, et seq.)

A pupil shall be deemed to have complied with the residency requirements for school attendance in BUSD if they have met the requirements outlined in Sections 48200 and 48204 of the California Education Code.

E INTERDISTRICT ATTENDANCE AGREEMENTS (Cal. Educ. Code §§46600, 46601, 48204, 48980)

A parent/guardian may apply for an Interdistrict Attendance Agreement for his/her child to attend a school outside his/her resident district. A student who lives with one or more parents who is employed (but does not reside) within the boundaries of a particular school district may request a transfer to that district. The school district chosen may reject such a request so long as it does not discriminate based on race, ethnicity, sex, parental income, academic achievement, or any other arbitrary consideration. Either the district of parent residence or the district of parent employment may prohibit the proposed transfer if it is determined that the transfer will cause a negative financial impact on the district. Parents may appeal a denial of an interdistrict attendance permit or attendance request to the Board of Education for the county in which the parent resides. There are strict procedures and timelines related to any appeal. Interdistrict transfer applications are available. Further information is in the District Office.

F SCHOOLS IDENTIFIED FOR SCHOOL IMPROVEMENT (No Child Left Behind (NCLB))

The District is required to promptly notify parents or guardians of each student enrolled in an elementary school or secondary school identified for school improvement, of the corrective action to be taken, and any plans for restructuring.

G MINIMUM AGE OF ADMISSION TO KINDERGARTEN (CA Ed. Code 48000)

Children who will have their 5th birthday on or before September 1st of the school year shall be admitted to kindergarten at the beginning of that school year.

H TRUANCY

The state mandates that students attend school. Habitual truants will be referred to the School Attendance Review Board or the Butte County District Attorney. Parents who fail to hold their children accountable for school attendance may be subject to a fine.

I VERIFICATION

Statements from a parent or guardian are usually sufficient to verify excused, justified, or personal reasons for absences. A student who misses ten or more days or portions of days in a single school year may be required to have his or her absences verified by a physician's statement or school employee.

Please call the school each day that your child is out to verify the absence.

J SUSPENSION

According to California Education Code, teachers have sole discretion for allowing make-up work for out-of-school suspensions.

K SPECIAL PERMISSION ABSENCE

Upon advance written request of at least five (5) days by the parent(s)/guardian(s), the District Superintendent or designee may approve an absence of up to five (5) days per year. The site principal will review and make his/her recommendation to the Superintendent based on, but not limited to, the following criteria:

- a. Good attendance which is defined as being in attendance for at least 95% of the current school year or the prior school year if the request is made at the beginning of the year.
- b. A "C" average or not deficient in units for grades 5 – 12.
- c. Not identified as performing below the minimum standards for promotion for grades K – 4.
- d. This provision is not eligible to be used in conjunction with the Thanksgiving break, the two (2) week Winter break or in conjunction with Spring break.

The student and parent(s)/guardian(s) are responsible for all work missed. The student and parent(s)/guardian(s) shall request assignments for the time period to be missed at least three days in advance.

Upon return, the student shall have one day for each day missed to turn in the work.

L YEAR END EARLY DEPARTURE PROCEDURE

A request for early year-end departure from school before the close of the school year may be given consideration, with the following procedures applicable:

A written request for early departure, signed by a parent and stating the reason for the request, will be submitted to the principal.

The principal determines whether the request will be granted.

If early departure is due to change in residence, severe illness, or approved personal reasons, the pupil will be awarded credit and a semester grade in each subject according to the pupil's class standing at the time, after completing such make-up and/or examinations deemed appropriate by the teacher and Principal.

Report cards will be mailed to pupils after the close of the school year.

M GRADES AND ABSENCES

Education Code (48205) prohibits the reduction of a grade or loss of academic credits for excused absences. If you know of a student who is penalized in this way, contact the school counselor, school principal, or superintendent.

## II. BEHAVIOR EXPECTATIONS AND DISCIPLINE

### A. RULES OF DISCIPLINE

Rules of discipline are enclosed with this information packet.

### B. OPEN/CLOSED CAMPUS

Having an Open Campus is a privilege. Students are not to loiter on or near private homes and businesses during school hours. There will also be days when the high school campus is closed during lunch. On those days, the students must eat at school unless special arrangements are made in advance. "Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds."

The district operates a closed campus daily for grades 8 and lower, except where the specific written permission and waiver of responsibility by the parents has been furnished, or with Board approval. (EC 44808.5).

### C. DUTY OF DISTRICT REGARDING STUDENT CONDUCT (Cal. Educ. Code §§44807, 49000)

Every teacher and administrator is required to hold pupils accountable for their conduct on the way to and from school, on school grounds, and at school-related activities and events. Teachers and administrators will exert the amount of physical control over students that is legally permissible and reasonably necessary to maintain order, protect property, protect the health and safety of students and staff, and maintain proper and appropriate conditions conducive to learning.

### D. SAFE SCHOOLS

The Biggs Unified School District takes proactive measures to protect the safety of all our students and staff members. Biggs Unified School District representatives work in close collaboration with local, state, and federal health, safety, and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. Plans are regularly reviewed and updated. School system personnel practice these drills on a regular basis. Actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one of three things may occur for students and families: 1) Students may be dismissed on an early dismissal schedule; 2) Schools may experience a "Code Red" lockdown. In a "Code Red" lockdown, classes may continue with all outside activities discontinued; all doors/windows locked and individual classrooms secured; or 3) Schools may experience a shelter in place for students. A shelter in place is a short-term measure used to temporarily separate people from a hazardous outdoor environment and school staff is prepared to maintain as safe and normal an environment as possible within the school.

If an incident occurs at a school, we ask that parents NOT go directly to the school. In times of emergency, a variety of local media will be used to provide information. Parents should tune into local major radio and television stations, call the district office at (530) 868-1281, or visit the district website at [www.biggs.org](http://www.biggs.org) for emergency updates. Parents may be contacted by phone through the District's automated phone system. Students will not be released to parents if public safety officials have declared it is dangerous for parents to travel to the school to pick up students or the lives of persons in the school would be jeopardized in opening the outside school doors or the school is otherwise restricted by those officials. Students will be released to parents as soon as officials have determined it is safe. When students are released they will be released to parents or other individuals listed on the student's emergency form only. No student will be released to any individual who is not

specifically listed on the emergency form including an older sibling. All adults must show photo ID when picking up a student. Parents can help by giving the most accurate, up-to-date health and emergency information to the school office.

E. SKATEBOARDS, ROLLER-BLADES OR SCOOTERS

In accordance with Biggs Unified School District safety and liability guidelines, no skateboards, roller-blades or scooters are allowed to be operated on any Biggs Unified School District site.

F. STUDENT DRESS CODE (CA Ed. Code 35183)

Student dress has been shown to influence behavior and the learning environment. It is expected that all students shall wear clothes that are clean, neat, appropriate, safe and not disruptive to the teaching and learning process.

Students may not wear, display, or be in possession of clothing and/or accessories which are interpreted by school personnel to be negative, derogatory, or inappropriate. This includes clothing and/or accessories that indicate association with a group (gang) which is determined to be detrimental to the safety and well-being of the school community.

The wearing of clothing and/or adornment that advertises or otherwise promotes the use and/or abuse of alcohol, tobacco, other drugs, sexual innuendos or gang involvement is prohibited on school grounds and at school activities on or off campus. A copy of Board Policy 5132, Dress Code, is attached to this packet.

G. GANG POLICY (Cal. Educ. Code §35183)

Gang-related conduct or activities on school campuses and during all school sponsored activities are a threat to the safety of others and are strictly prohibited. The Board of Education intends to maintain campuses which are safe in accordance with California law.

The Board rejects any substantiated gang activity which advocates hazing, drug use, violence, vandalism, disruptive behavior or other illegal activities on school grounds or at school functions. Students wearing, carrying, or displaying gang paraphernalia, making gestures which symbolize gang membership, or intimidating another student may be subject to appropriate disciplinary action.

Gang-related conduct/activities include, but are not necessarily limited to: producing graffiti, wearing of apparel, displaying "colors", conducting hazing such as rites of initiations, displaying hand signals, and clothing arrangements, producing, displaying, or advocating trademarks, accessory items, or any other symbols or actions which would denote membership/involvement in gangs as identified by the administration or by law enforcement.

The Board establishes that gang-related conduct or activities are a source of potential consequent violence. Students who engage in gang related activities shall be subject to disciplinary procedures outlined in Board Procedure, which may include suspension and/or expulsion from school.

H. STUDENT SEARCHES

For the safety and welfare of students and personnel, and to maintain order and discipline, school administrators may physically search students and their lockers, desks, cubby holes, clothing, backpacks, purses, book bags, brief cases and other such containers, or student automobiles, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has

violated or is violating either the law or school rules. Dogs may be used to assist in the detection of contraband. Searches will be reasonable in light of both age and sex of the student and the nature of the suspected infractions. Such searches may be conducted while the student (and/or effects) is/are on school grounds, under school or district supervision and/or while engaged in a school or district activity.

The products of such a search may be turned over to the proper legal authorities, including, but not limited to, the Biggs/Gridley Police, Butte County Sheriff, and/or utilized by the District itself for ultimate disposition and/or use as evidence. If illegal substances are found or if students refuse to cooperate, appropriate school disciplinary actions will be implemented.

Because students' lockers, desks, cubby holes and similar storage areas are the property of the District and because the control of such areas is joint as between the student and the district, these areas are subject to search at any time. A copy of Policy 5145.12, Search and Seizure, is available at the district office or school sites.

I. STUDENT BEHAVIOR STANDARD (Cal. Educ. Code §35291)

The Biggs Unified School District Board of Education believes that every student has a legal right to attend a safe and secure school and its related activities. The school staff has the authority and support to maintain discipline in order for the schools to function in accordance with their intended purpose. The board will not tolerate activities which threaten the safety and well-being of students, staff or property. School personnel will hold students accountable for their conduct at school and at all school related activities.

Each student in the district is expected to abide by all federal, state, local and school laws and regulations. Also, each student is expected to exhibit common courtesies of decency, morality, cleanliness, honesty and cooperation. Any student who fails to comply with the district's student behavior standard is subject to disciplinary action.

A student is subject to school disciplinary action (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off the school campus, or (4) during, or while going to or coming from, a school-sponsored activity. The board has approved a district-wide discipline matrix (enclosed in the Appendix).

A student may be suspended or expelled from school when it is deemed that the student has:

- 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 any firearm, knife, explosive or other dangerous objects unless, in the case of possession of any such object, the student 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 (a principal shall immediately suspend any student found to be in possession of a firearm at school or at a school activity and recommend expulsion to the board);
- c. unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind;

- d. unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind and then either sold, delivered or otherwise furnished to any 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 (including electronic files, other databases and computer information) or private property;
- g. stolen or attempted to steal school property or private property;
- h. possessed or used tobacco or any 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 does not prohibit use or possession by a student of his or her own prescription products;
- i. committed an obscene act or engaged in habitual profanity or vulgarity;
- j. unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code (Section 11014.5);
- k. 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;
- 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, 288, 288a, or 289 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 student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both;
- p. unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. 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 suffer suspension, but not expulsion, pursuant to the provisions of 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);
- r. committed an act or offense enumerated in Education Code Section 48915, quoted below.

J. SEXUAL HARASSMENT (CA Ed. Code 48900.2)

A student may be suspended or recommended for expulsion when it is determined that the student has committed sexual harassment as defined in Government Code Section 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or

pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile or offensive educational environment. (This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.) Copies of BUSD Policy 5145.7 which defines sexual harassment and the grievance procedures are available at the district office. In addition, each secondary school also publishes a student discipline handbook with information specific to that school.

K. HATE VIOLENCE (CA Ed. Code 48900.3)

In addition to the reasons specified, a student in any of grades 4 through 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5 of the Education Code. ("Hate violence" means any act punishable under Section 422.6, 422.7, or 422.75 of the Penal Code.)

L. HARASSMENT (CA Ed. Code 48900.4)

In addition to the grounds specified, a student enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that school personnel or student or group of students by creating an intimidating or hostile educational environment.

M. TERRORISTIC THREATS (CA Ed. Code 48900.7)

- a. In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- b. For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

N. SCHOOL/SCHOOL ACTIVITIES CA Ed. Code 48915:

The principal or superintendent shall recommend expulsion of a pupil for any of the following acts committed at school or a school activity:

- a. Causing serious physical injury to another person.
- b. Possession of any knife, explosive or other dangerous object.

- c. Unlawful possession of any controlled substance.
- d. Robbery or extortion.
- e. Assault or battery upon any school employee.

The principal or superintendent shall immediately suspend and recommend expulsion of a pupil who has committed any of the following acts at school or at a school activity:

- a. Possessing, selling or furnishing a firearm.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance.
- d. Committing or attempting to commit a sexual assault or sexual battery.
- e. Possession of an explosive.

An individual with exceptional needs currently enrolled in a special education program may be expelled for the same reasons as a regular education student providing that an Individual Education Program (IEP) team has met prior to the governing board ordering expulsion. It is necessary for this team to meet because expulsion is considered a change in placement.

O. AUTHORITY OF BUS DRIVER (CA Ed. Code 39831.5)

Students transported in a school bus or in a school student activity bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. Continuing disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. A bus driver shall not require any student to leave the bus en route between home and school or other destinations.

P. LIABILITY OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT

California Education Code (EC) Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$15,693.

The parent or guardian of a minor is liable for any reward, not exceeding \$10,000 adjusted annually for inflation, paid pursuant to Government Code Section 53069.5. Government Code Section 53069.5 allows local agencies to offer and pay a reward for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person.

The District shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts. When the minor and parent are unable to pay for the damages, or to return the property, the school District shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student shall be released.

### III. CURRICULAR INFORMATION

#### A. GRADUATION - MINIMUM PROFICIENCY STANDARDS

No student shall participate in graduation exercises from high school who has not earned a Diploma, Certificate of Completion, or Certificate of Achievement. Differential standards may be set for individuals with exceptional needs and those requiring accommodation. No student shall receive a diploma of graduation or participate in graduation exercises from eight grade who has not passed the constitution test, maintained a 1.5 grade point average, and passed all core classes in both seventh and eighth grade (math, science, social science and English language arts) (BP 6146.1). All students, annually and incoming transfer students, shall be informed of these requirements by the school principal.

#### B. CAREER COUNSELING

Parents must be notified in writing at least once, in advance of career counseling and course selection, to enable to participation in the decision at grade levels 9 through 12 (EC 40).

#### C. ALTERNATIVE SCHOOLS

Education Code Section 58501 requires that a notice be sent regarding the availability of alternative schools. This Code Section requires the following wording:

"NOTICE OF ALTERNATIVE SCHOOLS"

California State Law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative schools or a separate class group within a school that is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resource-fullness, 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.
- f. Accommodate diverse learning styles, unique personal needs, or vocational demands experienced by individual students.

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. Forms for referrals to alternative programs are available at each school office.

#### D. PROMOTION/ACCELERATION/RETENTION/GRADUATION

What follows is the District Policy and Regulation on promotion, acceleration, retention, and graduation.

Biggs/Richvale Elementary School:

The Biggs Unified School District Board of Trustees believes that every child can be successful in their educational endeavors provided that he/she receives the necessary support services. When students do not meet expected achievement levels, ignoring the problem of failure, or doing again what failed to work the first time (simple retention), are not the answers. Neither promotion nor retention is an adequate response to student underachievement, as neither provides appropriate support and requires changes in instructional methodology, content, or curriculum.

The Governing Board expects students to progress through each grade within one school year. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level expectations for student achievement. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

In order to promote student success, the District recognizes the importance of the following:

- a. The adoption of rigorous, grade level academic expectations, and curriculum and assessments to support them.
- b. Practices that provide for early identification of students at risk.
- c. Timely and appropriate interventions for children falling behind
- d. Well-prepared teachers in every classroom.
- e. The critical role that parents or legal guardians play in their student's educational success.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration to a higher-grade level.

E. PROMOTION AND RETENTION CRITERIA (AR 5123(a)):

As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, and administrative regulation.

Decisions regarding promotion and retention shall be based upon criteria identified by the Biggs Unified School District.

These criteria will apply between the following grades and be based primarily on the pupil's level of achievement in the subject areas indicated:

- Between first and second grade (reading only);
- Between second and third grade (reading only);
- Between third and fourth grade (reading only);
- Between fourth and fifth grade (reading, English/language arts, and mathematics);
- Between fifth and sixth grade (reading, English/language arts, and Mathematics);
- Between sixth and seventh grade (reading, English/language arts, and mathematics).

Children five years old or older who have completed one year of kindergarten shall be admitted to first grade regardless of age unless the teacher recommends and the parents/legal guardians and the district agree that the child shall continue in kindergarten for not more than one additional school year. (Education Code 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parents/legal guardians, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300)

A student shall not be retained more than one time. However, students meeting the criteria for retention who have been previously retained will be assigned to remedial or alternative programs.

Pupils will be identified for possible retention, or as being at risk of retention, based on the district-wide multiple achievement measures for each grade level in the content areas identified above. The multiple measures include:

- CAASPP test results - Reading, Language Arts, Mathematics (Normal Curve Equivalent - NCE - of 25 or below)
- Student grades in reading, language arts, and mathematics based on Grade level expectations (Grades of Unsatisfactory and Needs to Improve for Primary; Grades of D and/or F for Intermediate Grades)
- SABE II for English Language Learner students
- RESULTS Assessment Data (Seriously below grade Level)

A Pupil will only be retained when his or her score on the Light's Retention Scale indicates that s/he is an appropriate candidate for retention and the possibility of adverse effects due to the retention are minimal.

Special education students' achievement data will be reviewed in relation to the district multiple measures as well as their IEP requirements. The IEP Team will have the responsibility to make the decision on grade placement based on the students' progress.

For students with Accommodation Plans under section 504 of the Rehabilitation Act, the Accommodation Plan Team will have the responsibility to make the decision on grade placement based on the students' progress.

English Language Learners (ELL) will be given appropriate district language acquisition time to work toward the performance standards on these multiple measures prior to consideration for retention.

#### F. DECISION MAKING ROLES/PROCESS

Pupils scoring below the established criteria shall be retained unless the regular classroom teacher determines, in writing with specific reasons and recommendations, that retention is not appropriate. This written determination shall include recommendations for interventions other than retention that in the opinion of the teacher are necessary to assist the pupil to attain acceptable levels of academic achievement.

#### G. INSTRUCTIONAL INTERVENTIONS/ALTERNATIVES

When a student is recommended for retention or is identified as being at risk of retention, the Superintendent or designee shall provide opportunities for intensive instructional interventions to

assist the student in overcoming his/her academic deficiencies. The district shall offer these students direct, systematic, intensive supplemental instruction based on diagnosed needs. Such opportunities may include but are not limited to tutorial programs, before-and-after school programs, summer school, Saturday school, and/or the establishment of study groups. Each student who participates in an intervention program shall be reassessed at the end of the intervention to determine his/her progress toward meeting the designated criteria.

#### H. APPEAL PROCESS

Parents/legal guardians may decline to have their child participate in the intervention program. Should the parents/legal guardians decline the intervention, s/he must conference with the principal and confirm his/her choice in writing, acknowledging the ramifications of the decision. However, the parents or legal guardians must understand that the student may still be retained if the intervention program is declined.

#### I. PROVISIONS FOR SUPPLEMENTAL INSTRUCTION

Supplemental services shall not be provided during the pupil's regular instructional day if doing so would result in the pupil being removed from classroom instruction in the core curriculum. Core academic areas have been defined as essentially any academic subject the district offers during the regular year, including physical education. (Education Code 37253.5)

Supplemental instruction provisions:

- Plan a program of instruction for each student based on diagnostic information.
- Set clear academic goals for each student, and regularly monitor progress.
- Provide various models that capitalize on existing school programs and resources.
- Ensure that appropriate staff development in supplementary instructional programs is available to staff.
- Evaluate the effectiveness of supplementary instructional programs.

#### J. PROMOTION TO THE NINTH GRADE

7th and 8th grade students:

Students must demonstrate proficiency of the U.S. Constitution.

Students must pass (D or above) all core classes (math, science, social science and English Language Arts) in both seventh and eighth grade.

Only students who meet these requirements will be promoted to the ninth grade. Summer school courses will be accepted in the fall of the following school year in order to meet these promotion requirements, but only after the summer school work has been completed. Upon recommendation of the Superintendent or designee the Board may waive requirements in cases of exceptional hardship, (e.g. illness or last minute transfer into the District). (CF BP/AR 6146 - High School Graduation Requirements)

K. BIGGS HIGH SCHOOL GRADUATION

BASIC REQUIREMENTS 9-12

A student will have met the course requirements for graduation from high school by completing courses of study to include:

Total Credits - 240 credits

Specific Course Requirements

English*	40 credits
Mathematics	30 credits
Science**	20 credits
Fine Arts or Foreign Language***	10 credits
World History/Geography/Cultures	10 credits
U.S. History/Geography	10 credits
American Government/Economics	10 credits
Physical Education****	20 credits
Health Education	5 credits
Computer Skills	5 credits
Reading	<u>20 credits</u>
Required Credits	180 credits
Elective Credits	<u>60 credits</u>
	240 credits

\*English - 40 credits required as follows:

English I, II, III, IV 40 credits \*

\*ELD 1,2,or 3 meets the 1-year English requirement.

\*\*Science –20 credits required as follows:

Physical Science 10 credits required from among:

General Physical Science, Earth Science, Chemistry, or Physics.

Life Science 10 credits required from among :

General Life Science, Biology

10 credits of Animal Science and 10 credits of Plant Science will meet the 10 credit Life Science requirement.

\*\*\*Fine Arts or Foreign Language - 10 credits required from among:

Foreign Language any language offered

Fine Arts Drama, Band, Crafts

Floriculture I or Floriculture II (grades 10/11/12)

\*\*\*\*Physical Education - 20 credits required:

All 9th grade students must be enrolled in physical education.

L. ELECTIVE COURSE REQUIREMENTS AND LIMITATIONS

The District requires students to accumulate a total of 240 credits in order to graduate. In satisfying the District's course requirements a student will receive a total of 180 credits. The balance of 60 credits required for graduation may be taken as elective courses from among the offerings of the school within the following guidelines:

Work Experience and Teacher Assistant - Participation in these programs is restricted to students in grades 11 and 12. The total number of credits to be earned in each program shall be limited to 10 credits per semester for a maximum of 20 credits per year.

Exceptions to the above limitations shall be made only upon the approval of the principal.

M. GRADUATION EXERCISES

To participate in graduation ceremonies for either 8th grade or high school, students must meet all requirements including, but not necessarily limited to course completion, credit accrual, Algebra I, and passing the U.S. constitution test (8th grade) and California High School Exit Exam (by end of 12th grade). Students must qualify for a High School Diploma, Certificate of Completion, or Certificate of Achievement to participate in High School graduation exercises. Graduation exercise is a privilege and not a student right. If a student is suspended during the last month of the school year, they may be held out of the graduation exercises. (See BP 6146)

N. DISSECTION OF ANIMALS (CA Ed. Code 32255)

You have the right to request in writing that a pupil be excused from participating in instructional activities requiring the dissection of preserved or dead animal specimens in biology, physiology and home economics. The teacher may work to develop an alternate approach to provide the same instruction.

O. THE CALIFORNIA COMPREHENSIVE SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION ACT (CA Ed. Code 51930-51939)

The district shall ensure that all pupils in grades 7 to 12, inclusive, receive HIV/AIDS prevention education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in middle school and at least once in high school. This information may be taught by school district personnel or outside consultants and shall accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences. All written and audiovisual educational materials used in this instruction will be available for inspection by the public. You will be notified about the date of instruction and whether this information will be taught by school district personnel or outside agency consultants. You have the right to request a copy of California Education Code Section 51933 and Section 51934.

Students are encouraged to communicate with parents/guardians about human sexuality. If you wish to excuse your student from participation in all or part of this comprehensive sexual health education, HIV/AIDS prevention education, or anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks, you may notify the school by using the Acknowledgement of Rights form provided by the district or another written form. Such requests shall be valid for the

school year in which they are submitted, but may be withdrawn by the parent/guardian at any time. You will be notified of this instruction at least 14 days before the instruction is delivered.

P. NON-MANDATORY PROGRAMS (CA Ed. Code 49091.18)

Except as allowed by law with regard to public school employees, the District does not require the pupil or pupil's family to participate in or submit to any of the following: any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life; any form of parental screening or testing; any non-academic home-based counseling program; or any parent training or family education service plan.

Q. GIFTED AND TALENTED EDUCATION (GATE) PROGRAM (CA Ed. Code 52200, et seq., Title 5 California Code of Regulations 3820, et. seq.)

In an effort to meet the individual needs of all students enrolled in the Biggs Unified School District, the district maintains an alternative educational program which provides special learning opportunities for qualifying students who evidence exceptional intellectual capacity. This program is entitled the Gifted and Talented Education (GATE) Program. It is required that students be formally identified as GATE students in order to enroll in this program. The classes are offered within a variety of formats: pullout, cluster groups within general education classes and special classes within the regular school program. Screening for this program is done in the spring of every year. Nominations may be made by parents, school personnel or community members. Anyone wishing to nominate a student to the screening process should contact the school principal, GATE coordinator, or counselor of the student's school of attendance.

R. INSTRUCTIONAL MATERIALS AND SCHOOL FACILITIES (CA Ed. Code 35186)

The District is required to provide sufficient textbooks and instructional materials. Each pupil, including English learners, must have textbooks or instructional materials, or both, to use in class and take home. The District is also required to provide school facilities that are clean, safe, and maintained in good repair.

S. PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS (CA Ed. Code 35186; No Child Left Behind (NCLB))

The District has an obligation to assign properly qualified teachers to each classroom. Teacher vacancies or misassignments are prohibited. Parents who attend schools of the District receiving Title I federal funds have the right to request and receive timely information on the professional qualifications of their children's classroom teachers and paraprofessionals (teachers' aids), including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

Individual parents of children attending Title I schools are also entitled to receive the following: information on the level of achievement of their child in each of the state academic assessments; and timely notice that their child has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

T. COMPLAINTS REGARDING TEACHER MISASSIGNMENT AND QUALIFICATIONS, TEACHER VACANCIES, INSTRUCTIONAL MATERIALS, AND FACILITIES (CA Ed. Code 35146, 35160.5, Cal. Govt. Code 950-950.8, 54957-54957.8, Title 5 CCR 3080, 4600-4671)

Any parent wishing to bring a complaint related to a teacher's qualifications, assignment, a teacher vacancy, instructional materials, or school facilities may file a Uniform Complaint with the District. Instructions for filing a Uniform Complaint are found in this document under "Rights Information," below.

U. TITLE I PROGRAM (No Child Left Behind (NCLB))

To enrich the educational experiences of qualifying students, federal Title I funds are used to provide additional classroom materials and/or services for those identified students. Annually, parents will be provided with the opportunity to attend a public meeting at their site to discuss the purpose and goals of the Title I Program. Additionally, parents will be provided with periodic opportunities to meet with school representatives to:

- Participate in the planning, operation and evaluation of the school program;
- Discuss parent's rights;
- Assist with the development, implementation and evaluation of the school program; and
- Assist with school/community involvement and communications.

V. LIMITED ENGLISH PROFICIENCY (CA Ed. Code 52132, 52133, 52164.1, 52165, 52173; No Child Left Behind (NCLB))

All parents of limited English proficient (LEP) students who are to be enrolled in an English Immersion class must be notified in writing in English and their primary language of the following: 1) Their child's enrollment in one of the District's language instruction educational programs; 2) the reasons that the child has been identified for participation in the District's language instruction educational program; 3) the child's English and primary language assessment results; 4) a non-technical description of the program in which their child is to be enrolled; 5) other program options that may be available; 6) their right to visit the program; 7) their right to participate in school and District advisory committees; and 8) their right to withdraw their child from the program by signing a waiver available at the school. In addition, parents of English-proficient students must be notified of their child's enrollment in an Immersion Program option or an impacted language program and must give their approval orally or in writing of such placement.

W. FINALITY OF CHANGING GRADES, EFFECT OF PHYSICAL EDUCATION APPAREL ON GRADES (CA Ed. Code 49066)

The grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final.

The governing board of the District and the Superintendent of such District shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions related to the changing of such grade.

No grade of a pupil participating in a physical education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil.

#### **IV. STUDENTS WITH SPECIAL LEARNING NEEDS**

##### **A. STUDENTS WITH HANDICAPS (Section 504 of the U.S. Rehabilitation Act)**

The District does not discriminate against students on the basis of disability or handicap. Per Section 504 of the U.S. Rehabilitation Act, the District provides appropriate accommodations to ensure that all students with handicaps have equal access to a free and appropriate public education.

##### **B. SPECIAL EDUCATION**

If your child is an "individual with exceptional needs," special education is available at no cost to you. To qualify as an individual with exceptional needs, an Individual Educational Planning (IEP) Team must find the student eligible due to one of the following disabilities: autism; hearing impairment; visual impairment; developmental delay; orthopedic impairment; learning disability; emotional disturbance; speech disorder; language disorder or delay; traumatic brain injury; medical disability; or serious health impairment. Special Education services may include assessment; individualized instruction; speech; occupational or physical therapy; counseling; Resource Specialist Program; Special Day Class placement; transportation; or other services determined by an IEP Team. (EC 56030 et. seq.)

If you or an acquaintance knows of a child with any type of disability condition who is not receiving special education services or covered by an accommodation plan, please notify the site principal or superintendent as soon as possible.

##### **C. PARENT COMPLAINTS**

The District has detailed procedures for handling complaints regarding special education eligibility and programs. Any parent who believes the District is in violation of federal or state law governing the identification or placement of a student entitled to or suspected of having special education needs or related issues, may file a written complaint with the District by contacting the Superintendent at the District Office or by calling 868-1281, ext. 250.

##### **D. ATTORNEY'S FEES (Individuals with Disabilities in Education Act (IDEA))**

The Individuals with Disabilities in Education Act states that a court may award reasonable attorneys' fees to a parent/guardian of a disabled pupil who is a prevailing party in any action or proceeding brought under the procedural safeguards of the Act. A court can also order that the parents or their attorney pay the District's attorney fees if it is determined that they have pursued a claim that is "Frivolous, unreasonable or without foundation" or present such a claim for any "improper purpose" such as "to harass, to cause unnecessary delay, or to needlessly increase the cost of litigation.

## **V. HEALTH AND WELFARE INFORMATION**

### **A. IMMUNIZATIONS**

The district must cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. This cooperation may involve student immunizations, which require parental notice and consent. EC 49403.

All students entering, advancing to or repeating seventh (7th) grade must have completed all three shots in the hepatitis B vaccine series. Students who have not started the series or who are overdue for the next dose in the series will be excluded.

A new law (Assembly Bill 354 signed into law in September 2010) requires all students entering or advancing to grades seven through twelve in the 2011-2012 school year to be immunized with a pertussis vaccine booster called Tdap. We will need proof of your child(ren)'s pertussis vaccination before school starts.

Whenever there is good reason to believe that a student is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until the school authorities are satisfied that the condition does not exist. EC 49451, 49455.

### **B. FIRST GRADE HEALTH SCREENING (Cal. Health & Safety Code 124085)**

Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the county health department. Failure to comply with this requirement or signing of an appropriate waiver may result in exclusion from school for up to five days.

### **C. HEALTH SCREENINGS (CA Ed. Code 49452-49457)**

Systematically, health screenings are provided for children. These include screening students for scoliosis, vision and hearing. You may notify the principal of the school your child is attending, in writing, annually, if you do not wish to consent to screening examinations of your student. The student would then be exempt from any screening examination.

### **D. HOME/HEALTH INSTRUCTION (CA Ed. Code 48206.3, 48207 and 48208)**

A student with temporary disabilities that make attendance in regular school day classes impossible or inadvisable shall receive educational services as provided by the district. You are requested to notify the school principal of your student's temporary disability and the need for individual instruction. Note that "temporary disability" means a physical, mental, or emotional disability which after a reasonable period, a student can be expected to return to school. Temporary disability is not a disability identified for special education.

A student with a temporary disability who is placed in a hospital or other residential health facility (excluding a state hospital) located outside of the school district in which you reside will comply with the school residency requirements in the school district in which the facility is located. You are requested to notify the school district in which your student is housed of the student's presence and the need for instructional services.

### **E. MEDICAL SERVICES**

Medical or hospital services for pupils injured while participating in athletic activities under the jurisdiction of, or sponsored or controlled by the district or any authority of any school of the district, are not provided or made available.

No pupil shall be compelled to accept such medical or hospital services without his/her consent, or if s/he is a minor, without the consent of his or her parent (EC 49472).

In spite of the requirement that a school district obtain parental consent prior to medical treatment being rendered, the Education Code (49407) provides that no school district, officer of any school district, school principal, physician, or hospital treating any child enrolled in any school in any district shall be held liable for the reasonable treatment of a child without the consent of a parent or guardian of the child when the child is ill or injured during regular school hours and requires reasonable medical treatment when the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection to any medical treatment other than first aid.

F. EMERGENCY DATA CARD AND MEDICAL SERVICE

It is mandatory that each student have a current emergency data card on file at the school. It is extremely important that the card is complete, current and accurate, particularly the address and phone number. Please complete, sign and return this card to school officials at the opening of school. This emergency data card will let school officials know which physician, relative or family friend to contact in case of emergency and also serves as authorization to allow the student to receive medical services.

School authorities may excuse any pupil grade 7 through 12 from the school for the purpose of obtaining confidential medical service without the consent of the pupil's parent. (64 Ops. Atty. Gen. 346 (1981).

G. MEDICAL AND HOSPITAL SERVICES RELATED TO SCHOOL ATTENDANCE, ACTIVITIES, OR EVENTS (CA Ed. Code 49470-49474)

The District does not provide insurance or medical or dental services, including ambulance service, to pupils injured at school or school-sponsored events, including athletic activities, or while being transported in connection with school events or activities. Insurance is the sole responsibility of the parent/guardian. However, a brochure concerning student insurance is attached for your convenience.

H. MEDICATION DURING THE SCHOOL DAY (CA Ed. Code 49423, 49480)

Any student who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the health aide or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken on a BUSD Health 11a form, and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement. This applies to non-prescription medicine also. Students may carry and self-administer prescription auto-injectable epinephrine upon the school's receipt of specified written confirmation and authorization from the student's physician, surgeon and parent. Students may not have any medication in their possession at school without permission of the health aide and the principal.

I. BICYCLE SAFETY AND HELMET USE

To comply with the California Bicycle Helmet Law and reduce the number of bicycle-related head injuries, all students are strongly encouraged to wear a bicycle helmet while riding to and from school. California law (Vehicle Code Sections 21204/21212) now requires children under the age of 18 to wear an approved bicycle helmet when riding. Studies indicate that head injuries contribute to or are the primary cause of 70-80 percent of all bicycle fatalities.

J. CONTROL OF HEAD LICE IN SCHOOLS

It is necessary that efforts be made to effectively control head lice as soon as it becomes evident that a student may be infested. In order to keep a simple case of pediculosis (head lice) from turning into a widespread problem, there is a need for individuals to work together to eradicate the problem. Any student(s) found with active adult head lice or live nits (eggs) will be excluded from school in order to receive proper treatment. To gain readmittance of the student to school, the parent shall be obligated to verify, in writing, or submit a physician's statement indicating that the student received the necessary treatment and recognition that a second treatment is necessary within an 8-10 day period. The school will furnish more information upon request. (AR 5141.33).

K. SAFETY PLANS

The District Safety Plan is updated on an annual basis and is available for review in the District Office and office of each school site. A summary of emergency procedures is posted in each classroom.

L. STUDENT SAFETY

There is no supervision for your child(ren) prior to 7:30 a.m. Please do not drop your child off before that time. Students who do not ride the bus or attend after-school activities, should be picked up immediately after school. There is no supervision for your child after school.

M. PESTICIDE PRODUCTS

In accordance with AB 2260, every recipient of this handbook is allowed to register with the Biggs Unified School District, in order to receive notification of any pesticide application at your child's school site 72 hours prior to the application. As a registered parent, you will receive the product's active ingredient and the intended application date.

If you would like to register with the Biggs Unified School District, please send a letter requesting notification which includes your name, your student's school of attendance and your home address to Biggs Unified School District, Maintenance & Operations, Attention: Doug Kealin, Superintendent, 300 B Street, Biggs, CA 95917. You may also drop off your letter, in person, at the same address between the hours of 8:15 a.m. to 4:15 p.m. Monday through Friday.

The Biggs Unified School District conforms to the principles of integrated pest management, which includes the suppression and control of pests through cultural, prevention, exclusion and sanitation measures while only utilizing pesticides in an extremely minimal and safe manner.

For more information on pesticides, check the website of the California Department of Pesticide Regulation at: <http://www.cdpr.ca.gov>.

Even if you do not intend to register for notification of pesticide application, you are invited at anytime to look at the records maintained in the school site office of any pesticides applied on your

child's campus. In compliance with the Healthy Schools Act, this information is available to the public and the records for each pesticide application must be kept for four years. We have attached a list for your convenience - "anticipated pesticides".

AB 2260 also requires that we post a "warning" sign 24 hours prior to a pesticide application and that this sign remain posted for 72 hours after the application. The sign will be visibly displayed in the area of the pesticide treatment.

The Biggs Unified School District is confident that we are doing everything possible to control pests in a safe and effective manner, while avoiding any health risks to our students, staff and visitors. The Healthy Schools Act supports ensuring that you are kept informed of any pesticide applied at your child's school site.

N. CHILD ABUSE: PROCEDURES FOR PARENTS OR GUARDIANS OF PUPILS TO IDENTIFY AND REPORT CHILD ABUSE COMMITTED AT A SCHOOL SITE BY A SCHOOL DISTRICT EMPLOYEE OR OTHER PERSON

Parents or guardians of pupils have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site.

To file a complaint, the parent or guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts and county offices of education do not investigate child abuse complaints.

For more information or to file any complaint, please contact the school principal or superintendent's office.

O. PROHIBITION OF TOBACCO ON CAMPUS (CA Ed. Code 48901)

All individuals, including students, staff, and community members are prohibited from using tobacco products including electronic cigarettes, electronic hookahs, and other vapor-emitting devices on district property, including vehicles, buildings, parking areas, grounds, and at District events. (BP 3513.3)(BP 5131.62)

P. DRUG FREE CAMPUSES

Possession, use or sale of narcotics, alcohol or other controlled substances (except as otherwise provided by law) is strictly prohibited. This prohibition is strictly enforced at all school facilities and school activities. Records will be forwarded to local law enforcement and the District will impose appropriate discipline in response to any violations.

Q. RELEASE OF PUPIL TO PEACE OFFICER (CA Ed. Code 48906)

When a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in California Penal Code Section 11165.6, or pursuant to California Welfare and Institutions Code Section 305. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent,

guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing.

R. MEGAN'S LAW (CA Penal Code 290.4)

Parents and other members of the public are entitled to review information pertaining to registered sex offenders. For further information, please contact your local police department or sheriff's office.

## **VI. PARENT INVOLVEMENT**

A. ROLE OF PARENTS/OR LEGAL GUARDIANS

The Board further recognizes the critical role that parents/legal guardians play in their children's educational success. Most research findings conclude that the parent/legal guardian's involvement is a critical element of student success. Expectations for parents/legal guardians, as partners with the district, include the following:

- Communicating an expectation of learning and achievement to their children.
- Supporting literacy in the home and emphasizing the importance of life-long reading.
- Reading to primary age children every night.
- Listening to intermediate children read, when required.
- Working with the child in areas of weakness.
- Working regularly and cooperatively with school personnel regarding their child's program and progress.
- Providing the environment, support, and supervision necessary for the child to complete homework assignments.
- Supporting the recommendations of the schools regarding instructional interventions to increase student achievement.
- Attending parent/guardian conferences and communicating with school personnel regarding the welfare of their children.
- Participating in parent education opportunities.
- Cooperating with school by encouraging consistent student attendance.

B. PARENT INVOLVEMENT (CA Ed. Code 51100)

Parents are encouraged to be involved in their children's education. Each school includes in its school based coordinated plan a parent involvement component that provides parents with opportunities to be involved in information and training sessions to: support their child's academic efforts at school and home; help parents develop parenting skills; build consistent and effective home-school communications; and integrate parent involvement programs into the school plan. Parent volunteers are a valued addition to the educational program. Volunteers are required to check in at the office

before proceeding to a classroom. A copy of Board Policy 6020, Parent Involvement, (Appendix A) is available at the district office or at school sites. Volunteers must be fingerprinted.

C. NOTIFICATION REGARDING SCHOOL PERFORMANCE (No Child Left Behind (NCLB))

The District makes available to parents, schools and the public an annual report card with a variety of information regarding the performance of the District's schools under NCLB. This information includes, by way of illustration and not limitation: information regarding yearly progress of the school, overall student achievement, graduation rates, and teacher qualifications. Complaint policies and procedures regarding the District's compliance with the requirements of NCLB can be obtained from the District office.

D. OUTREACH TO PARENTS OF LIMITED ENGLISH PROFICIENT STUDENTS (No Child Left Behind (NCLB))

The District maintains an outreach program to inform parents of limited English proficient students of how the parents can be involved in their children's education, including how the parents can help their children attain English proficiency, high achievement levels in core academic subjects, and meet State standards. This policy allows for notice of opportunities for and holding regular meetings.

E. PARENT INVOLVEMENT IN PROGRAMS INVOLVING CHILDREN WHO ARE FAILING OR AT RISK OF FAILING (No Child Left Behind (NCLB))

The District maintains a formal written policy that establishes the District's expectations for parental involvement in the planning and implementation of the District's Title I Programs (programs serving students who are failing or are at risk of failing) (Appendix A). This policy is provided to the parents of all children who participate in Title I programs and is available upon request by contacting the District office.

F. VISITS TO CAMPUS (CA Ed. Code 32111, 32212)

All visitors to a campus, including parents, must check in at the Principal's Office immediately upon arriving at a school campus.

G. PARENTS IN THE CLASSROOM (CA Ed. Code 51100)

The District welcomes parents into their children's classrooms, as volunteers subject to the schools' program needs and for observation in order to assist in making educational decisions regarding the students. In order to insure student safety and to limit disruptions that may compromise instruction, any classroom visits must be scheduled with the teacher ahead of time. In the case of emergency, parents should contact the Office of the Principal.

H. NON-PUPIL CHILDREN AND PETS

It is not appropriate for parents to bring their non-pupil children or pets (except animals related to assistance based on disability) to the classroom.

I. VOLUNTEER/PARENT FINGERPRINTING

All volunteers participating in school activities must be fingerprinted through Biggs Unified School District and cleared by the Department of Justice. This procedure applies to all parents who assist in classrooms or accompany students on field trips. These forms are immediately forwarded to the

Department of Justice for processing through "Live Scan" process. This process takes approximately 3 to 30 days. The forms may be obtained from the District Office.

Volunteers only need to be fingerprinted once for Biggs Unified School District.

No volunteer will be assigned until the results of the fingerprint/background check have been received from the Bureau of Criminal Identification Investigation, State Department of Justice.

Except as described below, no person shall volunteer for the district who has been convicted of a sex or controlled substance offense specified in Education Code Sections 44010 and 44011.

No person shall volunteer for the district who has been convicted of a serious felony. Serious felony as used in this paragraph means a serious felony as listed in Penal Code Section 1192.7(C) or Penal Code Section 667.5.

A person may volunteer for the district who has been convicted of a controlled substance offense as defined in Section 44011 if the Superintendent determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon pursuant to Section 4852.01 of the Penal Code, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to Section 1203.4 of the Penal Code.

Persons convicted of charges (other than serious felonies or sex offenses), may volunteer for the district at the discretion of the superintendent when supervised and monitored by a certificated employee.

Upon notification from the Department of Justice that a current volunteer has been convicted of a violent or serious felony, his/her activities shall be immediately suspended. (Education Code 45122.1)

Upon receipt of written notification or e-mail of the fact of conviction from the Department of Justice, the Superintendent or designee shall terminate the volunteer activities without regard to any other procedure for termination specified in the Education Code or district procedures, unless that volunteer has received a certificate of rehabilitation and a pardon. (Education Code 45122.1) (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

If the volunteer challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Superintendent or designee shall immediately reinstate the volunteer. (Education Code 45122.1)

#### J. SCHOOL ACCOUNTABILITY REPORT CARDS

Our School Accountability Report Cards (SARC) can be found on the District web site at [www.biggs.org](http://www.biggs.org) or are available upon request at any school or the District Office, 300 B Street, Biggs, CA 95917 or by calling (530) 868-1281.

## VII. RIGHTS INFORMATION

### A. REASONABLE ACCOMMODATIONS

Any student with a handicap that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such an impairment; is entitled to reasonable

accommodations, including instructional modifications, as well as accessibility to activities and buildings. Major life activities are: seeing; hearing; speaking; walking; learning; working; caring for self; or performing manual tasks. Attention deficit disorder or attention deficit hyperactive disorder may be a disabling condition. (Section 504 of the Federal Rehabilitation Act of 1973)

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Biggs Unified School District may request assistance by contacting the principal of the applicable school or the District Office at 300 B Street, Biggs, CA 95917, Telephone (530) 868-1281, x250.

**B HOMELESS EDUCATION ASSISTANCE ACT (MC KINNEY-VENTO (44 U.S.C. 11431, et seq.))**

If your family lives in any of the following situations...

- in a shelter, motel, vehicle, or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because you cannot find or afford housing, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

If your family is homeless as defined above, your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

If your family is homeless as defined above, when you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)

- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the shelter provider or a social worker for assistance with clothing and supplies, if needed.

Local Area Contact: Meagan Meloy at 879-3781

## C RELIGIOUS INSTRUCTION

With your written consent, your student will be released from school to observe a holiday or ceremony of your student's religion. You are encouraged to schedule any religious instruction for your students during non-school hours since students will not be excused from school to receive religious instruction.

## D NONDISCRIMINATION: RIGHT TO EDUCATION (CA Ed. Code 221.5, Section 504)

The BUSD Board of Education is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of ethnic group classification, religion, age, sex, sexual orientation, gender, race, ancestry, national origin, color, or physical or mental disability, or any other unlawful consideration.

The Nondiscrimination Policy Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program.

In order to fulfill its obligation under Section 504, Biggs Unified School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices in the school system.

Biggs Unified School District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to an informal mediation and/or a hearing with an impartial hearing officer.

## E HATE BEHAVIOR AND HATE CRIMES (CA Ed. Code 233, 233.5)

It is the intent of the Biggs Unified School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and responsibilities of people in our society. The governing board affirms the right for all students, staff, and parents and guardians to be free from hate crimes and behaviors, abusive statements, or any activity which degrades the unique qualities of an individual, such as race, ethnicity, religion, culture, heritage, actual or perceived sexual orientation, gender, physical or mental ability or appearance. Such verbal or physical acts are inflammatory to those victimized by such acts, jeopardize the safety of students and staff, are damaging to one's self-esteem, and will not be tolerated within our schools.

## F UNIFORM COMPLAINT PROCEDURES (UCP)

The Biggs Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful

discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Biggs Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, gender identity or expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in LCAP, Migrant Education, Career Technical And Technical Education And Training Programs, Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Doug Kaelin, Superintendent  
300 B Street, Biggs, CA 95917  
(530) 868-1281

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Biggs Unified School District's UCP policy and complaint procedures shall be available free of charge.

**G** STUDENT RECORDS AND RELEASE OF STUDENT DIRECTORY INFORMATION (CA Ed. Code 49060-49708; 20 U.S.C. 1239g, et seq.; Title 24 Code of Federal Regulations, Part 99, et seq.)

Each school maintains student records (permanent, interim and permitted). Most records are under the supervision of the school principal and are located at the school.

If you (the legal custodial parent or legal guardian) disagree with the content of your student's records, you may question the content of those records and request that the school principal and/or the Superintendent authorize requested modifications.

You are notified that the following specific information is available in Administrative Regulation 5125, Student Records, available at your school or the District Office:

- a. The types of personally identifiable information that the District has designated as directory information.
- b. A parent's or eligible student's right to refuse to let the District designate any or all of those types of information about the student as directory information.
- c. The period of time within which a parent or eligible student must notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information.
- d. Types of student records and information contained therein which are directly related to students and maintained by the District.
- e. The position of the District official/employee responsible for the maintenance of each type of record.
- f. The location of the log or record required to be maintained for student records.
- g. The policies of the District for reviewing and expunging student records.
- h. The right of the parent to access of student records.
- i. The procedures for challenging the content of student records.
- j. The categories of information that the District has designated as "Directory Information."
- k. The right of the parent to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the District to comply with any state/federal provisions.

The school principal and/or the Superintendent supervise access to students' records. Individuals having access to student records are natural parents, adoptive parents or legal guardians, Biggs Unified School District employees as directed by school officials, officials of other public schools or school systems, authorized representatives of selected government offices where such information is necessary pursuant to federal or state law, parents of a student 18 years of age or older who is a dependent, or a student 16 years of age or older who has completed the tenth grade. Upon request, copies of student records will be made available to persons having access to those records according to adopted district procedures.

Directory Information is specific identifying data about a student designated by the District as that which can be shared with others without parental consent. Directory Information means information

contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes:

- a. Name,
- b. Address,
- c. Telephone number,
- d. Electronic mail address,
- e. Photograph,
- f. Date and place of birth,
- g. Major field of study,
- h. Participation in officially recognized activities and sports,
- i. Weight and height of athletic team members,
- j. Dates of attendance,
- k. Degrees and awards received,
- l. Most recent previous school attended.

Directory Information may be released at the discretion of the school principal to the PTA, recruiting officers for the Armed Services, employers, prospective employers, or representatives of the news media. Federal law requires the District to provide military recruiters, upon request, with three Directory Information categories – names, addresses and telephone listings – unless parents/guardians or students have advised the District that they do not want their student’s information so disclosed by notifying the school principal in writing by the end of the third week of the school year. The District retains the right to deny the release of Directory Information if such denial is considered in the best interest of the student.

The District or school may release Directory Information as to former students unless the District receives a written request from the former student prohibiting the release of that information.

The district may release student records via subpoena to the local police department, California Highway Patrol, the Butte County District Attorney, Butte County welfare fraud investigators or any prosecuting agency, Butte County Probation Department, and Butte County Children’s Services.

The Board of Education believes that personal information concerning students and their families should be kept private in accordance with the law, see Board Policy 5022, Student and Family Privacy Rights.

#### **H RIGHT TO INSPECT INSTRUCTIONAL MATERIALS:**

Parents have the right to inspect all primary supplemental instructional materials and assessments (including textbooks, teacher's manuals, films, tapes, and software) within a reasonable time or in accordance with district procedures. (CA Ed. Code 49091.10(a)).

#### **I PROFESSIONAL QUALIFICATION OF TEACHERS AND INSTRUCTIONAL AIDES**

Parents have the right to request and receive timely information regarding the professional qualification of their children’s classroom teachers, including: 1) Whether the teacher has met state qualifying and licensing criteria to teach for the grade levels and subject areas taught by the teacher; 2) Whether the teacher is teaching under an emergency permit or other provisional status through which the license criteria have been waived; 3) The teacher’s BA/BS degree major and whether he or she hold any other graduate certificate or degree and the field of discipline of the certificate or degree; 4) Whether the child is provided service by a paraprofessional, if so, the paraprofessional’s

qualifications. If you are interested in such information, contact the superintendent. (P.L. 107-279, Title IV, 404(d)(1), 116 Stat. 1985)

**J** WHAT TO DO IF YOU HAVE A PROBLEM WITH A POLICY, RULE, OR STAFF MEMBER:

Discuss your concern with the staff member closest to the incident. Try to solve the issue with this person.

If you still feel the problem exists, talk to the principal in charge of the school where the incident took place. If the difficulty resides with transportation, the facilities, food service, or grounds, discuss the situation with the Food Service/Custodial Supervisor or Superintendent.

If you still feel that the problem persists, notify the Superintendent at 868-1281.

**K** COLLECTION OF PERSONAL INFORMATION FOR MARKETING PURPOSES

The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

**L** THE NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS (CA Ed. Code 49510, et seq.)

The National School Lunch and Breakfast Programs are federally funded programs that assist schools and other agencies in providing nutritious meals to children at reasonable prices. Applications for Free/Reduced Priced meals must be filled out every school year. Applications can be obtained by calling the Food Service Supervisor at 868-1281 x257 at any time during the school year. We have attached this information for your convenience.

## **VIII. TESTING**

**A** CALIFORNIA ASSESSMENT SYSTEM

The following tests will be administered during the school year:

- CAASPP – California Assessment of Student Performance and Progress – Grade 3 – 8 and 11<sup>th</sup>
- California Standards Tests
  - English Language Arts
  - Mathematics
  - Written Composition – Grades 4 and 7 only
  - Science – Grades 5, 8, 9, 10 and 11
  - EAP – 11<sup>th</sup> grade
- California Achievement Test, Sixth Edition – Grades 3 and 7 only
- Aprenda 3 and Standards Test in Spanish – Grades 2-11 Spanish speaking English Learners
- CAPA – California Alternative Performance Assessment – for severely disabled students only
- California English Language Development Test – English learners only – Grades K-12

- DRDP (Desired Results Developmental Profile) – State and federal law require districts to be accountable for assessment of pre-school students. Observation data is collected two times per year to measure the child’s progress in health and safety, learning, social-emotional, motor skills, and communication.

- Physical Fitness Tests – Grades 5, 7 and 9 only

**B**     ADDITIONAL TESTS OFFERED AT BIGGS HIGH SCHOOL

The following tests are scheduled for administration during school year:

- Armed Services Vocational Aptitude Battery
- SAT – College Board @ Chico
- The ACT Assessment @ Chico
- General Educational Development Certificate – GED – offered through Oroville Adult Education

**C**     REPORTING STANDARDIZED TEST SCORES TO PARENTS (CA Ed. Code 33031, 60605(g)-(h) and 60641)

The District shall report, in writing, the results of each pupil’s test to the pupil’s parent or guardian, within not more than twenty (20) working days from receipt of the test results from the publisher.

**D**     ADVANCED PLACEMENT – EXAMINATION FEES

The state has access to funds to cover the costs of advanced placement examination fees. If you wish to take advantage of this program, contact the school counselor.

# APPENDIX

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## Biggs Unified School District Board Policies

E(2) 1312.4	Williams Uniform Complaint Procedures Uniform Complaint Procedures Annual Notice
AR 5131.1	Bus Riders Rules and Regulations
BP/AR 5132	Biggs Unified School District Dress Code
BP 5145.3	Nondiscrimination/Harassment
BP 5131.2	Bullying
BP/AR 5145.7	Sexual Harassment
BP/AR 6020	Parent Involvement
BP 6146.1	Graduation Requirements
AR/E 6163.4	Student Use of Technology

## Parents' Rights

## Biggs Unified School District Discipline Matrix

## Healthy Families Medi-cal for Families

## Anticipated Pesticides

## School Calendar

## Butte County Library "My First Library Card" Application

## Student Insurance Plans

## Food Service

Letter to the Parents about the Food Service Programs

Free and Reduced Lunch Application and Information

## **Important – Forms for Parents to Sign**

BUSD Student Use of Technology – Must return to school

BUSD Annual Acknowledgement of Rights – Must return to school

BUSD Discipline Matrix Parent/Student Signature Sheet – Must return to school

# BOARD POLICIES

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E(2) 1312.4(a)

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

### COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

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

School name/address: \_\_\_\_\_

Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

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

**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

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

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

\_\_\_\_\_ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

\_\_\_\_\_ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

\_\_\_\_\_ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

\_\_\_\_\_ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

\_\_\_\_\_ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

\_\_\_\_\_ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

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

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

\_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural

**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

\_\_\_\_\_ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

\_\_\_\_\_ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

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

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Please file this complaint at the following location:

Doug Kaelin, Superintendent

300 B Street, Biggs, CA 95917

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Exhibit  
version: January 4, 2012  
revised: October 1, 2014

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

# **UCP Annual Notice for 2016 - 2017**

## ***Biggs Unified School District***

### **For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties**

The Board of Trustees has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 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 program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Agricultural Vocational Education
- Career Technical Education
- Discrimination, Harassment, Intimidation, and Bullying
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- NCLB Titles I-VII
- Nutrition Services - USDA Civil Rights
- School Facilities
- Special Education
- Tobacco-Use Prevention Education Program
- Unlawful Pupil Fees

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

## **UCP Annual Notice for 2016 - 2017**

### ***Biggs Unified School District***

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Superintendent  
Unit or office: Biggs Unified School District  
Address: 300 B Street, Biggs, CA 95917  
Phone: (530) 868-1281 E-mail address: \_\_\_\_\_

A pupil fees complaint is filed with the Biggs Unified School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision.

The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

## **BUS RIDERS RULES AND REGULATIONS**

The Board of the Biggs Unified School District believes that better informed pupils and parents will help to safeguard the lives of all who ride school buses.

The cooperation of all pupils and parents is requested to ensure the greatest possible safety. Pupils must realize that their safety as well as that of their school mates depends upon cooperative bus conduct.

The following rules, based upon the "Regulations of Pupil Transportation", as set forth by the State Department of Education and the California Highway Patrol, govern the operation of school buses.

**THE DRIVER SHALL HAVE ABSOLUTE JURISDICTION OVER THE CONDUCT OF ALL PUPILS RIDING A BUS.**

1. Students must be on time at designated bus stops at the point of departure.
2. Passengers must stand back in an orderly line at pickup points until the bus comes to a complete halt. Upon boarding the bus, passengers must go directly to a seat and remain seated until the bus comes to a complete stop and it is time to get off.
3. Pupils must sit up in the seat and face the front of the bus, keeping feet out of the aisle. At no time will any pupil extend any part of the body out of the window of the bus.
4. No eating or drinking is allowed on the bus without the written authorization of the principal. Riders shall be responsible to leave the bus clean and free from litter or the privilege may be revoked.
5. No vandalism to the bus or another pupil's property is permitted.
6. Passengers must obey the bus driver's directions promptly.
7. No animals or pets shall be transported in a school bus except a muzzled guide dog accompanied by a blind child.
8. No weapons of any sort, except side arms carried by authorized police officers shall be transported in a school bus.
9. Use of profanity is prohibited.
10. No intoxicating liquors shall be transported at any time in a school bus.

## BUS RIDERS RULES AND REGULATIONS

11. No metal cans or glass containers other than self-contained thermos bottles, etc. shall be permitted on any school bus.
12. Loudness, scuffling, throwing things, smoking, standing or changing seats are examples of activities that draw the attention of the bus driver from the main task of safe operation of the bus. Such action, or any other action by a rider that creates a safety hazard by demanding unnecessary attention of the driver, is prohibited.
13. Bus riders will be taken to their designated bus stops unless a note signed by the parent/guardian requesting the student be left at another designated stop is given to the principal sufficiently in advance to notify the driver of the bus. Bus drivers will accept such notice only from the principal.
14. After departing the bus, students should go directly to the sidewalk or get off the road where the driver can see them.
15. Upon exiting from the bus and crossing the street:
  - a. Cross at least 10 feet in front of the bus.
  - b. Stop when even with the traffic side of the bus and look carefully in both directions.
  - c. Follow the driver's directions.
  - d. Cross quickly, but do not run.
  - e. All elementary school students and junior high school students, will be escorted across the street. Bus drivers will escort older students as well when in their judgment conditions warrant it.
16. Riders desiring to ride a bus to which they have not been assigned must have the permission of the principal's office. Permission will be granted only when the request is submitted in writing and signed by the parent/guardian and there is sufficient room on the bus. Buses will stop only at designated stops. Drivers will honor such a request only from the principal.
17. There shall be no shoving, scuffling, rock throwing, or general horse-play among students when waiting to board a bus. All pupils shall wait in the designated area and shall not trespass on private property. Parents shall be held responsible for the conduct of their children at any designated bus loading area.

Approved: September 2, 1987

Students

## **BIGGS UNIFIED SCHOOL DISTRICT DRESS CODE**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

*(cf. 4119.22 - Dress and Grooming)*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

*(cf. 5144 - Discipline)*

### **Gang-Related Apparel**

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5136 - Gangs)*

*Legal Reference:*

EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeqlin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy  
 adopted: January 4, 2012

Biggs Unified School District  
 Parent & Student Handbook  
 2016-2017

**BIGGS UNIFIED SCHOOL DISTRICT**  
 Biggs, California

**DRESS AND GROOMING****Student Dress and Appearance**

Students will attend school in clean, neat and properly fitted clothing. It is the mission of the district not only to provide academic education but also to provide educational in morals, manners, and dress and grooming because these are elements of good citizenship. In recognition of the district instructional responsibilities and goals, the district hereby adopts the following regulations relative to the dress and appearance of the students which shall apply to all regular school activities and other school events such as sporting events, dances, field trips, extra-curricular activities, et cetera:

1. Shoes must be worn at all times except for sock hops. For safety reasons, no backless shoe in grades K-8.
2. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities. District shall send home to parents/guardians a notice which details what is considered "gang related" from the Sheriff's Department.
3. No hats, caps, or other head gear may be worn inside classroom.
4. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit, or which depicts or suggests sexually-related or obscene gestures, pictures or wording which promote violence, the use/abuse of drugs, tobacco, or alcohol may not be worn or carried on campus or at school activities.
5. Clothing, jewelry, paraphernalia or material which advocates racial, ethnic or religious prejudice may not be worn or carried on campus or at school activities.
6. Clothing, jewelry, paraphernalia or material which depicts anti-social behavior, violence, mutilation or gore is not appropriate for school and may not be worn or carried on campus as school activities.
7. For safety reasons, chains, spiked or studded accessories, et cetera may not be worn or carried on campus or at school activities.

**DRESS AND GROOMING (CONTINUED)**

8. No student may wear articles of clothing, jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
9. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.
10. Clothes shall be sufficient to conceal undergarments and upper torso at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. Revealing trousers or shorts worn too low are not allowed. Mid-thigh is the half-way point between inseam and knee while standing.

The requirements and examples of prohibited clothing include, but are not limited to the following:

- a. Example of Prohibited Tops:
  - See-through or fish-net fabrics; acceptable only if over an accepted top;
  - Halter tops;
  - Off-the-shoulder or low cut tops;
  - Bare midriffs;
  - Underwear sleeveless tops;
  - Tank tops; (with straps less than 1" or with underclothing showing)
  - Tube tops;
- b. Bottoms
  - (1) Requirements
    - Must fit at waist and be worn at the waist;
    - Must be no more than one size too large or one size too small;

**DRESS AND GROOMING (CONTINUED)**

- Pants must not reveal undergarment;
  - Dresses, jumpers, skirts, skorts, and shorts must be mid-thigh or longer. Kickers, pedal pushers, claim diggers or shorts, are acceptable provided that they are a tailored pant garment, and they end in length between the knee (or mid-thigh for shorts) and mid-calf.
  - Bottoms must be void of all graphics - school approved and small inconspicuous logos are acceptable.
- (2) Example of Prohibited Bottoms:
- Torn or radically altered bottoms;
  - Tight form-fitting pants, skirts, dresses, skorts, or shorts;
- c. Outer Garments
- (1) Requirements
- Hoods may not be worn on campus. Hoods may be worn outside only in inclement weather.
- d. Shoes
- (1) Requirements
- Must be worn at all times;
  - Closure must be properly secured.
- (2) The following are prohibited shoes
- No backless footwear or sandals without back strap in grades K-8.
- e. Undergarments
- (1) Requirements
- May not be exposed.

**DRESS AND GROOMING (CONTINUED)**

## f. Belts

## (1) Requirements

- Must be appropriate size and worn correctly.

## g. Headwear

## (1) Requirements

- Hats, caps, et cetera, may not be worn at school unless school approved. No alterations are allowed and they must be worn properly.
- K-8, no headgear in buildings;
- 9-12 Hats are not to be worn in classrooms.

## (2) The following are prohibited Headwear

Non-school approved:

- Hats;
- Caps;
- Visors;
- Bandannas/Hairnets

## h. Accessories/Other

## (1) The following are prohibited Accessories/Other

- Sunglasses may not be worn indoors nor during play except as prescribed for medical reasons;
- Suspenders must be worn correctly.

Any apparel, hairstyle, or cosmetic, even if not specifically mentioned above, which creates a safety concern, draws undue attention to the wearer, tends to detract from the educational process or causes disturbances among other students will not be allowed.

**DRESS AND GROOMING (CONTINUED)**

11. Gym clothes may not be worn in classes other than physical education. Gym clothes must be worn during physical education classes.
12. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
13. Sunglasses are not permitted to be worn in classes or any district buildings, unless a medical need exists.
14. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
15. The principal or principal's designee shall determine and enforce the Student Dress and Appearance Policy at each school site and at each school-sponsored event in accordance with BP/AR 5132. The principal or designee may declare optional dress attire for special designated school days.

In cooperation with teachers, students and parents/guardians, the Superintendent or designee shall establish and regularly review school rules which reflect board policy governing student dress and grooming. At the beginning of each school year or upon enrollment, the parent/guardian of each student shall be mailed a copy of the Student Dress and Appearance Policy, the regulations and implementation procedures. The Student Dress and Appearance Policy, the regulations and implementation procedures shall also be posted at each school site.

1. If a student is suspected of violating the Student Dress and Grooming Policy, the violation shall be reported to the principal or designee's office.
2. The principal or designee shall observe the student and make an initial determination whether the student may be violating the Student Dress and Grooming Policy.
3. If a possible violation is observed by the principal or designee, the principal or designee shall call the student to his/her office for an informal conference. If the

**DRESS AND GROOMING (CONTINUED)**

day, the principal or designee who observed the possible violation may hold the informal conference on the next day on which school is in session. At the time of possible violation occurs at a school activity or after the end of the regular school the conference, a school employee shall make a reasonable effort to contact the student's parent/guardian and inform his/her of the suspected violation of the Student Dress and Grooming Policy, and a copy of the Student Dress and Grooming Policy, the regulations and implementation procedures, shall be given to the student. The principal or designee shall explain to the student and his/her parent/guardian the nature of the alleged violation.

4. The student shall have the opportunity to present his/her version and evidence in his/her defense in response to the contention that the Student Dress and Grooming Policy has been violated. If the principal or designee is not persuaded, the student shall be asked to remove the article of clothing or jewelry, accessory or other item and the principal or designee shall retain the article of clothing and/or jewelry or other accessory or item until the end of the school day. At that time, the item will be return to the student and the student will be directed not to wear the item and/or bring the item to school in the future. If removal of the clothing may prove embarrassing to the student, the principal or designee may provide a change of clothing or may direct the student to return home, only after notifying the student's parent/guardian to change the clothing.
5. Whenever a student is determined to have violated the Student Dress and Grooming Policy, the parent/guardian shall be notified either in writing or by telephone about the violation within two school days. The parent/guardian shall be given an opportunity to meet with the principal or designee to discuss the violation. If the parent/guardian is not satisfied at the conclusion of the conference with the decision of the principal or designee, the parent/guardian may request a review of the decision by the Superintendent. The determination of the Superintendent shall be final and binding.
6. Any student who violates the Student Dress and Grooming Policy a second time in addition to the action set forth in section 1-5 above, the student will be found to be in willful disobedience and defiance of school rules and a parent/guardian

**DRESS AND GROOMING (CONTINUED)**

conference will be required and after-school detention will be assigned to the student as determined by the site administrator.

7. Any student who violates the Student Dress and Grooming Policy a third time in addition to the action set forth in section 1-5 above, the student will be found to be in willful disobedience and defiance of school rules and school authority and a parent/guardian conference will be required and in-school/out-of school suspension may be imposed as a form of disciplinary action as determined by the site administrator.
  8. Any student who violates the Student Dress and Grooming Policy a more than three times may be subject to more severe disciplinary action in accordance with state law and school rules and regulations.
- \* At each level of dress code violation students will be required to change into District provided clothing.

Regulation  
approved: January 4, 2012

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

**NONDISCRIMINATION/HARASSMENT**

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic 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 of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the 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 files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of 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. He/she shall provide training and 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

**NONDISCRIMINATION/HARASSMENT** (continued)

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 educational program. He/she shall report his/her findings and recommendations to the Board after each review.

*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 1330 - Use of Facilities)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

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 for behavior that 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.

*(cf. 4118 - Suspension/Disciplinary Action)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

*Legal References: (See next page)*

**NONDISCRIMINATION/HARASSMENT** (continued)*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination  
 48900.3 Suspension or expulsion for act of hate violence  
 48900.4 Suspension or expulsion for threats or harassment  
 48904 Liability of parent/guardian for willful student misconduct  
 48907 Student exercise of free expression  
 48950 Freedom of speech  
 48985 Translation of notices  
 49020-49023 Athletic programs  
 51500 Prohibited instruction or activity  
 51501 Prohibited means of instruction  
 60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime  
 422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record  
 4600-4687 Uniform complaint procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972  
 12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504  
 106.8 Designation of responsible employee for Title IX  
 106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

*Donovan v. Poway Unified School District*, (2008) 167 Cal.App.4th 567  
*Flores v. Morgan Hill Unified School District*, (2003) 324 F.3d 1130

*Management Resources:*CSBA PUBLICATIONS

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*  
*Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014*  
*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

**NONDISCRIMINATION/HARASSMENT (continued)**

*Management Resources: (Continued)*

FIRST AMENDMENT CENTER PUBLICATIONS

*Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006*

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

*Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter: Harassment and Bullying, October 2010*

*Notice of Non-Discrimination, January 1999*

WEB SITES

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

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

*California Safe Schools Coalition: <http://www.casafeschools.org>*

*First Amendment Center: <http://www.firstamendmentcenter.org>*

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

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

*(4/13 2/14) 10/14*

Policy

Adopted: January 4, 2012

Revised: October 3, 2012

Revised: June 5, 2013

Revised: April 2, 2014

Revised: December 10, 2014

**BIGGS UNIFIED SCHOOL DISTRICT**

Biggs, California

## Students BULLYING

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

*(cf. [5131](#) - Conduct)*

*(cf. [5136](#) - Gangs)*

*(cf. [5145.3](#) - Nondiscrimination/Harassment)*

*(cf. [5145.7](#) - Sexual Harassment)*

*(cf. [5145.9](#) - Hate-Motivated Behavior)*

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

*(cf. [5145.2](#) - Freedom of Speech/Expression)*

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

*(cf. [0420](#) - School Plans/Site Councils)*

*(cf. [0450](#) - Comprehensive Safety Plan)*

*(cf. [0460](#) - Local Control and Accountability Plan)*

*(cf. [1220](#) - Citizen Advisory Committees)*

*(cf. [1400](#) - Relations Between Other Governmental Agencies and the Schools)*

*(cf. [6020](#) - Parent Involvement)*

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

*(cf. [1020](#) - Youth Services)*

**BULLYING** (continued)**Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. [5137](#) - *Positive School Climate*)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. [6142.8](#) - *Comprehensive Health Education*)

(cf. [6142.94](#) - *History-Social Science Instruction*)

(cf. [6163.4](#) - *Student Use of Technology*)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. [4131](#) - *Staff Development*)

(cf. [4231](#) - *Staff Development*)

(cf. [4331](#) - *Staff Development*)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

**Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

**BULLYING** (continued)

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. [6164.2](#) - *Guidance/Counseling Services*)

**Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. [1312.3](#) - *Uniform Complaint Procedures*)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

**Investigation and Resolution of Complaints**

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

**BULLYING** (continued)

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

**Discipline**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code [48900](#), may include suspension or expulsion in accordance with district policies and regulations.

(cf. [5138](#) - Conflict Resolution/Peer Mediation)

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. [6159.4](#) - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

*Legal Reference:*EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[32282](#) Comprehensive safety plan

[32283.5](#) Bullying; online training

[35181](#) Governing board policy on responsibilities of students

[35291-35291.5](#) Rules

[48900-48925](#) Suspension or expulsion

[48985](#) Translation of notices

[52060-52077](#) Local control and accountability plan

PENAL CODE

[422.55](#) Definition of hate crime

[647](#) Use of camera or other instrument to invade person's privacy; misdemeanor

[647.7](#) Use of camera or other instrument to invade person's privacy; punishment

[653.2](#) Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

[4600-4687](#) Uniform complaint procedures

UNITED STATES CODE, TITLE 47

[254](#) Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.107](#) Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

[104.7](#) Designation of responsible employee for Section 504

**BULLYING** (continued)

[106.8](#) Designation of responsible employee for Title IX

[110.25](#) Notification of nondiscrimination on the basis of age

**COURT DECISIONS**

*Wynar v. Douglas County School District, (2013) 728 F.3d 1062*

*J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094*

*Lavine v. Blaine School District, (2002) 279 F.3d 719*

**Management Resources:****CSBA PUBLICATIONS**

*Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014*

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*  
*Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

*Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009*

*Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008*

*Bullying at School, 2003*

**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

*Dear Colleague Letter: Bullying of Students with Disabilities, August 2013*

*Dear Colleague Letter: Harassment and Bullying, October 2010*

**WEB SITES**

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Common Sense Media: <http://www.common Sense Media.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

U.S. Department of Education: <http://www.ed.gov>

(4/13 10/14) 7/15

Policy

Adopted: June 5, 2013

Revised: December 10, 2014

Revised: September 24, 2015

**BIGGS UNIFIED SCHOOL DISTRICT**

Biggs, California

**SEXUAL HARASSMENT**

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. 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 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.

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

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

Complaints regarding sexual harassment 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.

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

**SEXUAL HARASSMENT** (continued)

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. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

**Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and 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.

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.7 - Employment Status Report)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

**SEXUAL HARASSMENT** (continued)**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.

(cf. 3580 - District Records)

*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

*Donovan v. Poway Unified School District*, (2008) 167 Cal.App.4th 567

*Flores v. Morgan Hill Unified School District*, (2003, 9th Cir.) 324 F.3d 1130

*Reese v. Jefferson School District*, (2001, 9th Cir.) 208 F.3d 736

*Davis v. Monroe County Board of Education*, (1999) 526 U.S. 629

*Gebser v. Lago Vista Independent School District*, (1998) 524 U.S. 274

*Oona by Kate S. v. McCaffrey*, (1998, 9th Cir.) 143 F.3d 473

*Doe v. Petaluma City School District*, (1995, 9th Cir.) 54 F.3d 1447

*Management Resources: (See next page)*

**SEXUAL HARASSMENT** (continued)

*Management Resources:*

CSBA PUBLICATIONS

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Questions and Answers on Title IX and Sexual Violence, April 2014*

*Dear Colleague Letter: Sexual Violence, April 4, 2011*

*Sexual Harassment: It's Not Academic, September 2008*

*Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*

WEB SITES

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

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

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

(3/09 3/12) 10/14

Policy  
adopted: January 4, 2012  
revised: October 3, 2012  
revised: December 10, 2014

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

**Students**  
**SEXUAL HARASSMENT**

AR 5145.7(a)

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

\_\_\_\_\_  
Superintendent  
(title or position)  
\_\_\_\_\_  
300 B Street; Biggs, CA 95917  
(address)  
\_\_\_\_\_  
(530) 868-1281  
(telephone number)  
\_\_\_\_\_  
(email)

*(cf. 1312.3 - Uniform Complaint Procedures)*

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

**SEXUAL HARASSMENT** (continued)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

**Reporting Process and Complaint Investigation and Resolution**

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee.

**SEXUAL HARASSMENT** (continued)

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

**Confidentiality**

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

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

*(cf. 5125 - Student Records)*

**Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was

**SEXUAL HARASSMENT** (continued)

harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

**Notifications**

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

*(cf. 5145.6 - Parental Notifications)*

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

A copy of the District's sexual harassment policy and regulation shall be posted on District and School websites and, when available, on District-supported social media.

*(cf. 1113 - District and School Web Sites)*

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Regulation

approved: January 4, 2012

revised: October 3, 2012

revised: December 10, 2014

revised: September 24, 2015

Biggs Unified School District

Parent & Student Handbook

2016-2017

**BIGGS UNIFIED SCHOOL DISTRICT**

Biggs, California

**Instruction**  
**PARENT INVOLVEMENT**

BP 6020(a)

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.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0420.1 - School-Based Program Coordination)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1230 - School-Connected Organizations)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1250 - Visitors/Outsiders)*

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

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5145.6 - Parental Notifications)*

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

*(cf. 0500 - Accountability)*

**Title I Schools**

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

*(cf. 6171 - Title I Programs)*

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

**PARENT INVOLVEMENT** (continued)

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

*(cf. 3100 - Budget)*

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

**Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference: (see next page)*

## PARENT INVOLVEMENT (continued)

### *Legal Reference:*

#### EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

#### LABOR CODE

230.8 Time off to visit child's school

#### UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

### *Management Resources:*

#### CSBA PUBLICATIONS

*Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006*

#### STATE BOARD OF EDUCATION POLICIES

*89-01 Parent Involvement in the Education of Their Children, rev. 1994*

#### U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

*Parental Involvement: Title I, Part A, April 23, 2004*

#### WEB SITES

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

California Department of Education, Family, School, Community Partnerships:  
<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

## PARENT INVOLVEMENT

### District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

*(cf. 6171 - Title I Programs)*

The Superintendent or designee may:

- a. Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the LEA plan in accordance with the review schedule established by the Board of Trustees

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

- b. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
  - c. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
  - e. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
  - e. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)
  3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

**PARENT INVOLVEMENT** (continued)

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
  - (cf. 4131 - Staff Development)*
  - (cf. 4231 - Staff Development)*
  - (cf. 4331 - Staff Development)*
- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request

**PARENT INVOLVEMENT** (continued)

- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
- f. Adopt and implement model approaches to improving parent involvement
- g. Establish a districtwide parent advisory council to provide advice on all matters related to parent involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families

*(cf. 1020 - Youth Services)*

- j. Provide a master calendar of district activities and district meetings

**PARENT INVOLVEMENT** (continued)

- k. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

*(cf. 1230 - School-Connected Organizations)*

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Regularly evaluate the effectiveness of staff development activities related to parent involvement
- p. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

- 4. Coordinate and integrate Title I parent involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs (20 USC 6318)

*(cf. 5148.3 - Preschool/Early Childhood Education)*

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

**PARENT INVOLVEMENT** (continued)

5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
  - b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
  - c. Recommend to the Board measures to evaluate the impact of the district's parent involvement efforts on student achievement
6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians

**PARENT INVOLVEMENT** (continued)

- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

*(cf. 5145.6 - Parental Notifications)*

**School-Level Policies for Title I Schools**

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet

**PARENT INVOLVEMENT** (continued)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5123 - Promotion/Acceleration/Retention)*

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
- 5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
  - 6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 6145 - Extracurricular/Cocurricular Activities)*

*(cf. 6154 - Homework/Makeup Work)*

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

**PARENT INVOLVEMENT** (continued)

- (2) Frequent reports to parents/guardians on their children's progress
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above
  8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

**District Strategies for Non-Title I Schools**

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter

**PARENT INVOLVEMENT** (continued)

- b. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
  - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
- c. Provide information about parent involvement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
- e. Develop mechanisms to encourage parent/guardian input on district and school issues

**PARENT INVOLVEMENT** (continued)

- f. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
  - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate parent involvement programs into school plans for academic accountability

Regulation  
approved: January 4, 2012

Biggs Unified School District  
Parent & Student Handbook  
2016-2017

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

## HIGH SCHOOL GRADUATION REQUIREMENTS

The Board of Trustees desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. [5127](#) - *Graduation Ceremonies and Activities*)

(cf. [5147](#) - *Dropout Prevention*)

(cf. [6143](#) - *Courses of Study*)

(cf. [6146.3](#) - *Reciprocity of Academic Credit*)

### Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code [51225.3](#))

(cf. [6142.91](#) - *Reading/Language Arts Instruction*)

2. Three courses in mathematics (Education Code [51225.3](#))

Mathematics I requirement, but shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code [51224.5](#))

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code [51225.3](#), 51225.35)

(cf. [6011](#) - *Academic Standards*)

(cf. [6142.92](#) - *Mathematics Instruction*)

(cf. [6152.1](#) - *Placement in Mathematics Courses*)

3. Two courses in science, including biological and physical sciences (Education Code [51225.3](#))

(cf. [6142.93](#) - *Science Instruction*)

4. Three courses in social studies, including United States history; world history; a one-semester course in American government and civics; and a one-semester course in economics (Education Code [51225.3](#))

(cf. [6142.3](#) - *Civic Education*)

(cf. [6142.94](#) - *History-Social Science Instruction*)

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

The CTE course may be offered through different means, including a district-operated program, regional occupational center or program, or county office of education program pursuant to a joint powers agreement. See BP/AR 6178 - Career Technical Education and BP 6178.2 - Regional Occupational Center/Program for program details pertaining to CTE.

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (CTE) (Education Code [51225.3](#))

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

(cf. [6142.2](#) - *World/Foreign Language Instruction*)

(cf. [6142.6](#) - *Visual and Performing Arts Education*)

(cf. [6178](#) - *Career Technical Education*)

(cf. [6178.2](#) - *Regional Occupational Center/Program*)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code [51225.3](#))

(cf. [6142.7](#) - *Physical Education and Activity*)

Note: Pursuant to Education Code [51225.3](#), the Board may prescribe additional coursework (e.g., health education, service learning) or other requirements (e.g., portfolios or senior projects) that district students must complete in order to obtain a diploma. If the Board does so, such courses or projects should be listed below.

1. Semester of Health Education

2. Semester of Computer's

(cf. [6142.1](#) - *Sexual Health and HIV/AIDS Prevention Instruction*)

(cf. [6142.4](#) - *Service Learning/Community Service Classes*)

(cf. [6142.8](#) - *Comprehensive Health Education*)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. [6146.11](#) - *Alternative Credits Toward Graduation*)

(cf. [6146.2](#) - *Certificate of Proficiency/High School Equivalency*)

(cf. [6146.4](#) - *Differential Graduation and Competency Standards for Students with Disabilities*)

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code [51225.1](#) and [49701](#).

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.1](#) - Education for Foster Youth)

(cf. [6173.2](#) - Education for Children of Military Families)

**Retroactive Diplomas**

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code [60851.6](#))

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code [51430](#))

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code [51440](#))

*Legal Reference: see next page*

**HIGH SCHOOL GRADUATION REQUIREMENTS (continued)***Legal Reference:*EDUCATION CODE[47612](#) Enrollment in charter school[48200](#) Compulsory attendance[48412](#) Certificate of proficiency[48430](#) Continuation education schools and classes[48645.5](#) Acceptance of coursework[48980](#) Required notification at beginning of term[49701](#) Interstate Compact on Educational Opportunity for Military Children[51224](#) Skills and knowledge required for adult life[51224.5](#) Algebra instruction[51225.1](#) Exemption from district graduation requirements[51225.2](#) Pupil in foster care defined; acceptance of coursework, credits, retaking of course[51225.3](#) High school graduation

51225.35 Mathematics course requirements; computer science

[51225.36](#) Instruction in sexual harassment and violence; districts that require health education for graduation[51225.5](#) Honorary diplomas; foreign exchange students[51228](#) Graduation requirements[51240-51246](#) Exemptions from requirements[51250-51251](#) Assistance to military dependents[51410-51412](#) Diplomas[51420-51427](#) High school equivalency certificates[51450-51455](#) Golden State Seal Merit Diploma[51745](#) Independent study restrictions[56390-56392](#) Recognition for educational achievement, special education[60851.5](#) Suspension of high school exit examination[60851.6](#) Retroactive diploma; completion of all graduation requirements except high school exit examination[66204](#) Certification of high school courses as meeting university admissions criteria[67386](#) Student safety; affirmative consent standardCODE OF REGULATIONS, TITLE 5[1600-1651](#) Graduation of students from grade 12 and credit toward graduationCOURT DECISIONS*O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452**Management Resources:*WEB SITESCSBA: <http://www.csba.org>California Department of Education, High School: <http://www.cde.ca.gov/ci/gq/hs>

University of California, List of Approved a-g

Courses: <http://www.universityofcalifornia.edu/admissions/freshman/requirements>

(11/11 12/13) 12/15

## Policy

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revised: April 2, 2014

revised: March 2, 2016

Biggs Unified School District  
Parent & Student Handbook  
2016-2017**BIGGS UNIFIED SCHOOL DISTRICT**

Biggs, California

**STUDENT USE OF TECHNOLOGY**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

*(cf. 0440 - District Technology Plan)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 4131- Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

*(cf. 6163.1 - Library Media Centers)*

**Online/Internet Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.

**STUDENT USE OF TECHNOLOGY** (continued)

3. Students shall not access, post, submit, publish, or display 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.

*(cf. 5131 - Conduct)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*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)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

*Personal information* includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

**STUDENT USE OF TECHNOLOGY** (continued)

6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

*(cf. 5131.9 - Academic Honesty)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

*(cf. 5131.5 - Vandalism and Graffiti)*

10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

*(cf. 5145.12 - Search and Seizure)*

Whenever a student is found to have violated Board policy, administrative regulation, 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

technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

Regulation  
approved: January 4, 2012

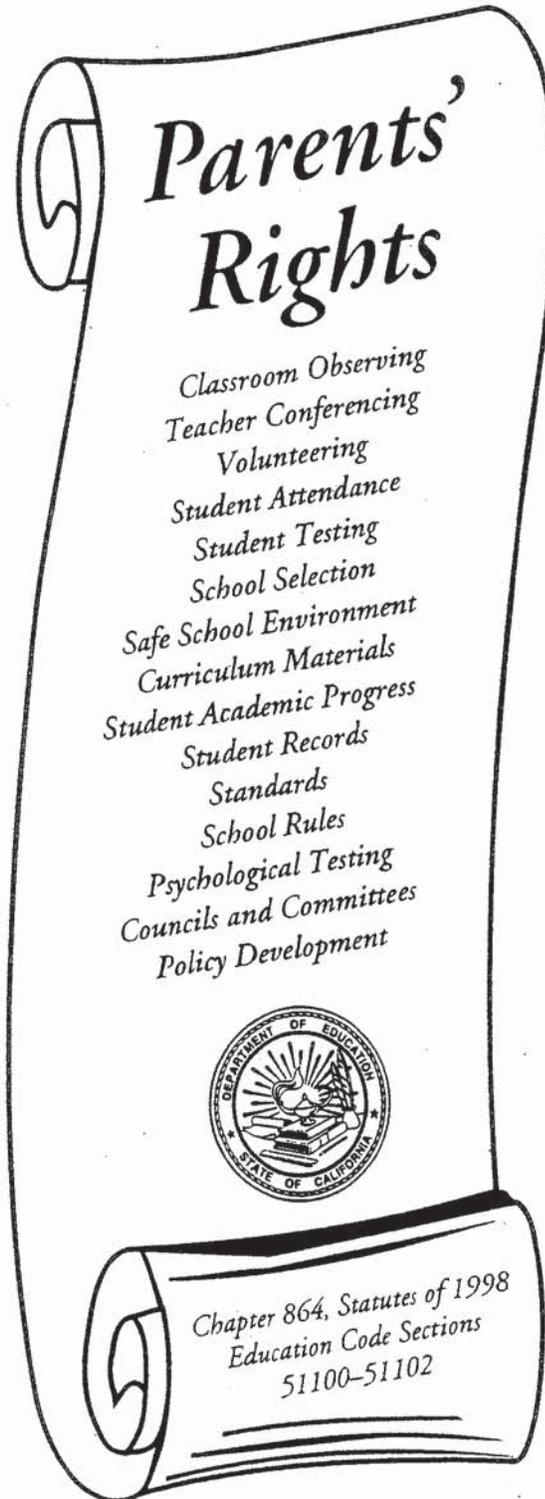
**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

## Beyond High School

Students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education. Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The *a-g* requirements noted below are submitted by the Regents of the University of California and are, generally, the most rigorous:

- a. An English class every semester of every year for four years.
- b. A mathematics class every semester of every year for three years, including algebra and geometry. Four years are recommended.
- c. Two years of a laboratory science beyond the ninth grade. An additional year is recommended.
- d. Two years of history–social science, which are to include U.S. government, world history, culture, and geography.
- e. Two years of the same language other than English.
- f. Two years of college preparatory electives in addition to those required in “a–e” above.
- g. One year of visual and performing arts, effective for the entering class of 2003.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Your child’s high school counseling office can provide the testing dates and locations.



## Resources and Information

To obtain information on parents' rights or family involvement issues, contact the Educational Partnerships Office, California Department of Education, 721 Capitol Mall, Sacramento, CA 95814 or call 916-657-5342. To obtain copies of any of the materials listed below, please contact the publisher.

### Comprehensive Partnership Materials

- Ballen, J., and O. Moles. 1994. *Strong Families, Strong Schools: Building Community Partnerships for Learning*. Washington, D.C.: U.S. Department of Education.
- California Department of Education. 1997. *Family-School Compacts*. Challenge Toolkit Series. Sacramento: California Department of Education.
- de Kanter, A.; A. L. Ginsburg; J. Pederson; T. K. Peterson; and D. Rich. 1997. *A Compact for Learning: An Action Handbook for Family-School-Community Partnerships*. Washington, D.C.: U.S. Department of Education.
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### Organizations

Center for Research on the Education of  
Students Placed at Risk (CRESPAR)

Howard University  
2900 Van Ness Street, NW  
Washington, DC 20008  
202-806-8484

Center on School, Family, and Community  
Partnerships

Johns Hopkins University  
3505 North Charles Street  
Baltimore, MD 21218  
410-516-8818

U.S. Department of Education  
1-800-USA-LEARN

### Online Resources

California Department of Education Parent  
Involvement: <<http://www.cde.ca.gov/cyfsbranch/lsp/f-phome.htm>>

Center on School, Family, and Community  
Partnerships Publications: Johns Hopkins  
University: <<http://scov.csos.jhu.edu/p2000/listsab.htm>>

U.S. Department of Education Partnership  
for Family Involvement in Education:  
<<http://pfie.ed.gov/>>

U.S. Department of Education ED Pubs  
Online Ordering System: <<http://www.ed.gov/pubs/edpubs.html>>

# Family Involvement

In a democracy parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998:

- Classroom observing
- Teacher conferencing
- Volunteering
- Student attendance
- Student testing
- School selection
- Safe school environment
- Curriculum materials
- Student academic progress
- Student records
- Standards
- School rules
- Psychological testing
- Councils and committees
- Policy development

*Education Code* Section 51101(c) notes: "This section may not be construed so as to authorize a school to inform a parent or guardian, . . . or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction." (Chapter 864, Statutes of 1998)

## Classroom Observing

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

## Teacher Conferencing

Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

## Volunteering

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

## Student Attendance

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

## Student Testing

Parents have the right to be notified of their child's performance on standardized and state-wide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

## School Selection

Parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request.

## Safe School Environment

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

## **Curriculum Materials**

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

## **Student Academic Progress**

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

## **Student Records**

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

## **Standards**

Parents have the right to receive information regarding the academic standards their child is expected to meet.

## **School Rules**

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

## **Psychological Testing**

Parents have the right to receive information on all psychological testing recommended for their child.

## **Councils and Committees**

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

## **Policy Development**

Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students.

This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do to support their child's learning environment, including but not limited to:
  - Monitoring school attendance
  - Monitoring homework completion
  - Encouraging participation in extracurricular activities
  - Monitoring and regulating television viewing
  - Planning and participating in activities at home supportive of classroom activities
  - Volunteering at school
  - Participating in decision-making processes at school



# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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48900(A1): Caused, attempted to cause, or threatening to cause physical injury to another person			
Biggs and Richvale Elementary Schools K-6	* In-House suspension	* 1-2 day suspension	* 2-5 day suspension
Biggs Elementary School 7-8	* Detention * Saturday School * Possible 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension
CDS	* 1 day suspension * Saturday School	* 1 – 2 day suspension	* 3 – 5 day suspension * Recommend expulsion
Biggs High School	* Saturday School * 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Recommend expulsion
District Policy	* Detention * In-house suspension/suspension * Saturday School	* 2 – 5 day suspension * Incident reported to DART * Expulsion Hearing	* 3 – 5 day suspension * Incident reported to DART * Expulsion Hearing

\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion

# Biggs Unified School District

	First Offense	Second Offense	Third Offense	Comments
<b>48900(A2): Willfully used forced or violence upon the person of another</b>				
Biggs and Richvale Elementary Schools K-6	* 1 day suspension	* 2 day suspension	* 3-5 day suspension	* Recommend counseling * Consider appropriateness of educational placement and/or setting * Consider expulsion
Biggs Elementary 7-8	* 1 – 3 day suspension	* 2 – 3 day suspension	* 3 – 5 day suspension * Saturday School	* Recommend counseling * Consider appropriateness of educational placement and/or setting * Consider expulsion
CDS	* 3 – 5 day suspension	* 5 day suspension * Expulsion hearing	* 5 day suspension * Arrest * Expulsion hearing	* Recommend counseling * Consider appropriateness of educational placement and/or setting * Consider expulsion
Biggs High School	* 3 – 5 day suspension	* 5 day suspension * Expulsion hearing	* 5 day suspension * Arrest * Expulsion hearing	* Recommend counseling * Consider appropriateness of educational placement and/or setting * Consider expulsion
District Policy	* 1 – 5 day suspension	* 5 day suspension * Expulsion Hearing	* 5 day suspension * Arrest * Expulsion hearing	* Recommend counseling * Consider appropriateness of educational placement and/or setting * Consider expulsion
<b>48900(A2): Willfully used forced or violence upon the person of another</b>				
Biggs and Richvale Elementary Schools K-6	* 1 – 3 day suspension	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* Police report filed in all cases
Biggs Elementary 7-8	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* Police report filed in all cases
CDS	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* Police report filed in all cases
Biggs High School	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* Police report filed in all cases
District Policy	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* 5 day suspension * Expulsion hearing	* Police report filed in all cases

# Biggs Unified School District

	First Offense	Second Offense	Third Offense	Comments
<b>48900(B): Possessing or selling firearms or weapons, including pocket knives and explosives, (i.e.: razors, matches, lighters, fire crackers, etc.)</b>				
Biggs and Richvale Elementary Schools K-6	* K-2: 1 day suspension	* 5 day suspension		* Authorities will be notified
	* 3-6: 5 day suspension	* Expulsion hearing		
	* Possible expulsion hearing			
	* 5 day suspension	* 5 day suspension		* Authorities will be notified
Biggs Elementary School 7-8	* Possible expulsion hearing	* Expulsion hearing		
	* 5 day suspension	* 5 day suspension		* Authorities will be notified
CDS	* Possible expulsion hearing	* Expulsion hearing		
	* 5 day suspension	* 5 day suspension		* Authorities will be notified
Biggs High School	* Possible expulsion hearing	* Expulsion hearing		
	* 5 day suspension	* 5 day suspension		* Authorities will be notified
District Policy	* Possible expulsion hearing	* Expulsion hearing		
	* 5 day suspension	* 5 day suspension		* Authorities will be notified
<b>48900(C): Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance</b>				
Biggs and Richvale Elementary Schools K-6	* 5 day suspension	* 5 day suspension		* Authorities will be notified
	* Possible expulsion hearing	* Expulsion hearing		* Drug counseling referral
	* Parent conference to set up contract			
	* Recommend counseling			
Biggs Elementary 7-8	* 5 day suspension	* 5 day suspension		* Authorities will be notified
	* Possible expulsion hearing	* Expulsion hearing		* Drug counseling referral
	* Parent conference to set up contract			
	* Recommend counseling			
CDS	* 5 day suspension	* 5 day suspension		* Authorities will be notified
	* Possible expulsion hearing	* Expulsion hearing		* Drug counseling referral
	* Parent conference to set up contract			
	* Recommend counseling			
Biggs High School	* 5 day suspension	* 5 day suspension		* Authorities will be notified
	* Possible expulsion hearing	* Expulsion hearing		* Drug counseling referral
	* Parent conference to set up contract			
	* Recommend counseling			
District Policy	* 5 day suspension	* 5 day suspension		* Authorities will be notified
	* Possible expulsion hearing	* Expulsion hearing		* Drug counseling referral
	* Parent conference to set up contract			
	* Recommend counseling			

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
<b>48900(D): Unlawfully offered, arranged, or negotiated to sell any controlled substance or any items that represent controlled substance</b>			
Biggs and Richvale Elementary Schools K-6	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing	* Authorities will be notified * Drug counseling referral
Biggs Elementary 7-8	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing	* Authorities will be notified * Drug counseling referral
CDS	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing	* Authorities will be notified * Drug counseling referral
Biggs High School	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing	* Authorities will be notified * Drug counseling referral
District Policy	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing	* Authorities will be notified * Drug counseling referral

<b>48900(E): Committed or attempted to commit robbery or extortion</b>			
Biggs and Richvale Elementary Schools K-6	* 1 – 5 day suspension * Possible expulsion hearing	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing
Biggs Elementary School 7-8	* 1 – 5 day suspension * Possible expulsion hearing	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing
CDS	* 1 – 5 day suspension * Possible expulsion hearing	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing
Biggs High School	* 1 – 5 day suspension * Possible expulsion hearing	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing
District Policy	* 1 – 5 day suspension * Possible expulsion hearing	* 5 day suspension * Possible expulsion hearing	* 5 day suspension * Expulsion hearing

<b>48900(F): Caused or attempted to cause damage to school property or private property (Vandalism)</b>			
Biggs and Richvale Elementary Schools K-6	* 1 day suspension * Restitution and/or clean up	* 2 – 4 day suspension * Restitution and/or clean up	* 5 day suspension * Restitution and/or clean up
Biggs Elementary 7-8	* Saturday School * 1 day suspension * Restitution and/or clean up	* 2 – 4 day suspension * Restitution and/or clean up	* 5 day suspension * Restitution and/or clean up
CDS	* Saturday School * 1 day suspension * Restitution and/or clean up	* 2 – 4 day suspension * Restitution and/or clean up	* 5 day suspension * Restitution and/or clean up
Biggs High School	* Saturday School * 1 day suspension * Restitution and/or clean up	* 2 – 4 day suspension * Restitution and/or clean up	* 5 day suspension * Restitution and/or clean up
District Policy	* Saturday School * 1 day suspension * Restitution and/or clean up	* 2 – 4 day suspension * Restitution and/or clean up	* 5 day suspension * Restitution and/or clean up

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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## 48900(G): Stolen or attempted to steal school property of private property

Biggs and Richvale Elementary School K-6	* 1 – 5 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing	* Authorities will be notified if greater than \$25.00
Biggs Elementary 7-8	* 1 – 5 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing	* Authorities will be notified if greater than \$25.00
CDS	* 1 – 5 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing	* Authorities will be notified if greater than \$25.00
Biggs High School	* 1 – 5 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing	* Authorities will be notified if greater than \$25.00
District Policy	* 1 – 5 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing	* Authorities will be notified if greater than \$25.00

## 48900(H): Possessing or used tobacco, or any product containing tobacco (cigarettes, cigars, smokeless tobacco, snuff, electronic cigarettes, etc.)

Biggs and Richvale Elementary School K-6	* 1 day suspension * Referral to intervention	* 2 day suspension * Referral to intervention	* 3 day suspension * Possible SARB referral * Referral to intervention	* Referral will be made for intervention
Biggs Elementary School 7-8	* 1 day suspension * Referral to intervention	* 2 day suspension * Referral to intervention	* 3 day suspension * Possible SARB referral * Referral to intervention	* Referral will be made for intervention
CDS	* 1 day suspension * Referral to intervention	* 2 day suspension * Referral to intervention	* 3 day suspension * Possible SARB referral * Referral to intervention	* Referral will be made for intervention
Biggs High School	* 1 day suspension * Referral to intervention	* 2 day suspension * Referral to intervention	* 3 day suspension * Possible SARB referral * Referral to intervention	* Referral will be made for intervention
District Policy	* 1 day suspension * Referral to intervention	* 2 day suspension * Referral to intervention	* 3 day suspension * Possible SARB referral * Referral to intervention	* Referral will be made for intervention

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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48900(I): Committed an obscene act: engaging in habitual profanity			
Biggs and Richvale Elementary School K-6	* 1 day suspension	* 2 day suspension	* 3 day suspension * Administrator to judge degree of obscenity
Biggs Elementary 7-8	* Saturday School * 1 day suspension	* 2 day suspension	* 3 day suspension * Administrator to judge degree of obscenity
CDS	* 1 day suspension	* 2 day suspension	* 3 day suspension * Administrator to judge degree of obscenity
Biggs High School	* Saturday School * 1 day suspension	* 2 day suspension	* 3 day suspension * Administrator to judge degree of obscenity
District Policy	* 1 day suspension	* 2 day suspension	* 3 day suspension * Administrator to judge degree of obscenity

48900(J): Possession or sale of drug paraphernalia			
Biggs and Richvale Elementary School K-6	* 5 day suspension * Expulsion hearing		* Authorities will be notified * Drug Counseling referral
Biggs Elementary 7-8	* 5 day suspension * Expulsion hearing		* Authorities will be notified * Drug Counseling referral
CDS	* 5 day suspension * Expulsion hearing		* Authorities will be notified * Drug Counseling referral
Biggs High School	* 5 day suspension * Expulsion hearing		* Authorities will be notified * Drug Counseling referral
District Policy	* 5 day suspension * Expulsion hearing		* Authorities will be notified * Drug Counseling referral

48900(K): Class disruption			
Biggs and Richvale Elementary School K-6	* Detention * Removed from class * Teacher contact parent	* 1 – 2 detention * Removed from class * Teacher contact parent	* 1 – 3 detention * Removed from class * Possible suspension * Teacher contact parent * Teachers may suspend from their class 1 day * Administration will determine severity of problem * Parent conference and/or child study to modify behavior
Biggs Elementary 7-8	* Detention * Removed from class * Teacher contact parent	* 1 – 2 detention * Saturday School * Removed from class * Teacher contact parent	* Teachers may suspend from their class 1 day * Administration will determine severity of problem * Parent conference and/or

# Biggs Unified School District

	First Offense	Second Offense	Third Offense	Comments
CDS	* Detention * Removed from class * Teacher contact parent	* Saturday School * 1 – 2 detention * Removed from class * Teacher contact parent	* 1 – 3 detention * Removed from class * Possible suspension 1-2 days * Teacher contact parent	* <i>child study to modify behavior</i> * <i>Teachers may suspend from their class 1 day</i> * <i>Administration will determine severity of problem</i> * <i>Parent conference and/or child study to modify behavior</i>
Biggs High School	* Detention * Removed from class * Teacher contact parent	* Saturday School * 1 – 2 detention * Removed from class * Teacher contact parent	* 1 – 3 detention * Removed from class * Possible suspension 1-2 days * Teacher contact parent	* <i>Teachers may suspend from their class 1 day</i> * <i>Administration will determine severity of problem</i> * <i>Parent conference and/or child study to modify behavior</i>
District Policy	* Detention * Removed from class	* Saturday School * 1 – 2 detention * Removed from class	* 1 – 3 detention * Removed from class * Possible suspension 1-2 days	* <i>Teachers may suspend from their class 1 day</i> * <i>Administration will determine severity of problem</i> * <i>Parent conference and/or child study to modify behavior</i>

48900(K): Willfully defy valid authority, teacher, administrators, school officials, school personnel				
Biggs and Richvale Elementary Schools K-6	* Detention/ Parent contacted	* 1 – 2 day suspension	* 3 – 5 day suspension	* <i>SARB referral possible</i>
Biggs Elementary 7-8	* Detention, Teacher contact parent * Saturday School * 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension	* <i>SARB referral possible</i>
CDS	* Detention * Teacher contact parent * 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Possible expulsion hearing	* <i>SARB referral possible</i>
Biggs High School	* Detention * Teacher contact parent * 1 day suspension * Saturday School	* 1 – 2 day suspension	* 3 – 5 day suspension * Possible expulsion hearing	* <i>SARB referral possible</i>
District Policy	* Detention * Saturday School * 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Possible expulsion hearing	* <i>SARB referral possible</i>

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
<b>48900(L): Knowingly received stolen school property or private property</b>			
Biggs and Richvale Elementary Schools k-6	* 1 – 5 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing * Authorites will be notified if greater than \$25.00
Biggs Elementary School 7-8	* Saturday School * 1 – 3 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing * Authorites will be notified if greater than \$25.00
CDS	* 1 – 3 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing * Authorites will be notified if greater than \$25.00
Biggs High School	* Saturday School * 1 – 3 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing * Authorites will be notified if greater than \$25.00
District Policy	* 1 – 3 day suspension * Restitution	* 5 day suspension * Restitution	* 5 day suspension * Restitution * Expulsion hearing * Authorites will be notified if greater than \$25.00
<b>48900(M): Possessed an imitation firearm (weapons – gun and/or knives)</b>			
Biggs and Richvale Elementary School	* K-3: 1 day in-house suspension * 4-6: 1 day suspension	* 3 day suspension	* 5 day suspension
Biggs Elementary School 7-8	* 1 day suspension	* 3 day suspension	* 5 day suspension * Contact law enforcement
CDS	* 1 day suspension	* 3 day suspension	* 5 day suspension
Biggs High School	* 1 day suspension	* 3 day suspension	* 5 day suspension
District Policy	* 1 day suspension	* 3 day suspension	* 5 day suspension
<b>48900(N): Committed or attempted to commit a sexual assault</b>			
Biggs and Richvale Elementary Schools K-6	* Warning * Parents contacted	* Detention * Parents contacted	* 1 day suspension * Behavior contract * Counseling suggested * 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Sheriff by Administrator when deemed appropriate
Biggs Elementary 7-8	* 1 day suspension * Parent conference	* 1 – 3 day suspension * Behavior contract * Counseling suggested	* 3 – 5 day suspension * Expulsion hearing * 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Police by Administrator when deemed appropriate

# Biggs Unified School District

	First Offense	Second Offense	Third Offense	Comments
CDS	* 1 – 3 day suspension * Parent conference	* 3 – 5 day suspension * Behavior contract * Counseling suggested	* 3 – 5 day suspension * Expulsion hearing	* 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Police by Administrator when deemed appropriate
Biggs High School	* 1 – 3 day suspension * Parent conference	* 3 – 5 day suspension * Behavior contract * Counseling suggested	* 3 – 5 day suspension * Expulsion hearing	* 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Police by Administrator when deemed appropriate
District Policy	* Warning * 1 – 3 day suspension	* Detention – 5 day suspension * Behavior contract * Counseling suggested	* 1 – 5 day suspension * Expulsion hearing	* All schools to provide education on Sexual Harassment

48900(O): Harassed, threatened or intimidated				
Biggs and Richvale Elementary Schools K-6	* Detention * Parent conference	* 1 day suspension	* 2 day suspension	* Recommend counseling * Consider appropriateness of education placement and/or setting * Consider expulsion
Biggs Elementary 7-8	* Detention * Saturday School * Possible 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension	* Recommend counseling * Consider appropriateness of education placement and/or setting * Consider expulsion
CDS	* 1 – 3 day suspension * Parent conference	* 1 – 3 day suspension	* 3 – 5 day suspension * Recommend expulsion	* Recommend counseling * Consider appropriateness of education placement and/or setting * Consider expulsion
Biggs High School	* 1 – 3 day suspension * Parent conference * Saturday School	* 1 – 3 day suspension	* 3 – 5 day suspension * Recommend expulsion	* Recommend counseling * Consider appropriateness of education placement and/or setting * Consider expulsion
District Policy	* Detention * Saturday School	* 1 – 3 day suspension	* 2 – 5 day suspension * Recommend expulsion	* Recommend counseling * Consider appropriateness of education placement and/or setting * Consider expulsion

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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48900(P): Offered, arranged to sell, negotiated to sell prescription drugs; Soma			
Biggs and Richvale Elementary Schools K-6	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Possible expulsion</li> <li>* Parent conference to set up contract</li> <li>* Recommend counseling</li> </ul>	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Expulsion hearing</li> </ul>	<ul style="list-style-type: none"> <li>* Authorities will be notified</li> <li>* Drug counseling referral</li> </ul>
Biggs Elementary 7-8	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Possible expulsion</li> <li>* Parent conference to set up contract</li> <li>* Recommend counseling</li> </ul>	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Expulsion hearing</li> </ul>	<ul style="list-style-type: none"> <li>* Authorities will be notified</li> <li>* Drug counseling referral</li> </ul>
CDS	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Possible expulsion</li> <li>* Parent conference to set up contract</li> <li>* Recommend counseling</li> </ul>	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Expulsion hearing</li> </ul>	<ul style="list-style-type: none"> <li>* Authorities will be notified</li> <li>* Drug counseling referral</li> </ul>
Biggs High School	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Possible expulsion</li> <li>* Parent conference to set up contract</li> <li>* Recommend counseling</li> </ul>	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Expulsion hearing</li> </ul>	<ul style="list-style-type: none"> <li>* Authorities will be notified</li> <li>* Drug counseling referral</li> </ul>
District Policy	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Possible expulsion</li> <li>* Parent conference to set up contract</li> <li>* Recommend counseling</li> </ul>	<ul style="list-style-type: none"> <li>* 5 day suspension</li> <li>* Expulsion hearing</li> </ul>	<ul style="list-style-type: none"> <li>* Authorities will be notified</li> <li>* Drug counseling referral</li> </ul>

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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## 48900.2: Sexual Harassment

Biggs and Richvale Elementary Schools K-6	* Warning	* Detention	* Suspension * Behavior contract * Counseling suggested	* 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Sheriff by Administrator when deemed appropriate
Biggs Elementary 7-8	* 1 day suspension * Parent conference	* 1 – 3 day suspension * Behavior contract * Counseling suggested	* 3 – 5 day suspension * Expulsion hearing	* 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Sheriff by Administrator when deemed appropriate
CDS	* 1 – 3 day suspension * Parent conference	* 3 – 5 day suspension * Behavior contract * Counseling suggested	* 5 day suspension * Expulsion hearing	* 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Sheriff by Administrator when deemed appropriate
Biggs High School	* 1 – 3 day suspension * Parent conference	* 3 – 5 day suspension * Behavior contract * Counseling suggested	* 5 day suspension * Expulsion hearing	* 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Sheriff by Administrator when deemed appropriate
District Policy	* Warning – 3 day suspension	* Detention – 5 day suspension * Behavior contract * Counseling suggested	* 1 – 5 day suspension * Expulsion hearing	* 4 <sup>th</sup> grade and up by law comes under sexual harassment Legislation * Referral to Sheriff by Administrator when deemed appropriate

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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48900.3: Caused, attempted to cause, threatened to cause, or participated in an act of hate violence			
Biggs and Richvale Elementary School K-6	* In-house suspension	* 1-2 day suspension	* 3-5 day suspension
Biggs Elementary School 7-8	* Detention * Possible 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension
CDS	* 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Recommend expulsion
Biggs High School	* 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Recommend expulsion
District Policy	* Detention * In-house suspension * 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Recommend expulsion

\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion  
\* Recommend counseling  
\* Consider appropriateness of educational placement and/or setting  
\* Consider expulsion

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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48900.4: Harassment, threat, or intimidation, directed against school personnel or pupils. Creating hostile environment			
Biggs and Richvale Elementary School K-6	* In-house suspension * Possible 1 day suspension	* 1 day suspension	* 2-3 day suspension
Biggs Elementary School 7-8	* Detention * Saturday School * Possible 1 day suspension	* 1 – 2 day suspension * Saturday School	* 3 – 5 day suspension
CDS	* 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Recommend expulsion
Biggs High School	* Saturday School * 1 day suspension	* 1 – 2 day suspension * Saturday School	* 3 – 5 day suspension * Recommend expulsion
District Policy	* Detention * Saturday School * 1 day suspension	* 1 – 2 day suspension	* 3 – 5 day suspension * Recommend expulsion

\* *Recommend counseling*  
\* *Consider appropriateness of educational placement and/or setting*  
\* *Consider expulsion*  
\* *Recommend counseling*  
\* *Consider appropriateness of educational placement and/or setting*  
\* *Consider expulsion*  
\* *Recommend counseling*  
\* *Consider appropriateness of educational placement and/or setting*  
\* *Consider expulsion*  
\* *Recommend counseling*  
\* *Consider appropriateness of educational placement and/or setting*  
\* *Consider expulsion*  
\* *Recommend counseling*  
\* *Consider appropriateness of educational placement and/or setting*  
\* *Consider expulsion*

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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48901.5: Cell Phones, MP3 Players (all brands), Portable Game Devices, Radios, Walkmans, or other electronic signaling devices (only if displayed or disruptive to class or school activity)				
Biggs and Richvale Elementary School K-6	* Confiscated – returned to student at the end of the school day	* Confiscated – parent must pick up * Detention	* Confiscated – parent must pick up * 1 day Suspension	* Continued problem will be considered defiance
Biggs Elementary School 7-8	* Confiscated – returned to student at the end of the school day	* Confiscated – parent must pick up * Detention	* Confiscated – parent must pick up * 1 – 3 day suspension	* Continued problem will be considered defiance
CDS	* Confiscated – returned to student at the end of the school day	* Confiscated – parent must pick up * Detention	* Confiscated – parent must pick up * 1 – 3 day suspension	* Continued problem will be considered defiance
Biggs High School	* Confiscated – returned to student at the end of the school day	* Confiscated – parent must pick up * Detention * Saturday School	* Confiscated – parent must pick up * 1 – 3 day suspension	* Continued problem will be considered defiance
District Policy	* Confiscated – returned to student at the end of the school day	* Confiscated – parent must pick up * Detention	* Confiscated – parent must pick up * 1-3 day Suspension	* Continued problem will be considered defiance

Public display of affection, (i.e.: embracing, kissing, hugging)				
Biggs and Richvale Elementary School K-6	* Warning Parents notified	* Detention Parent notified	* Detention	* Suspension if a continued problem – the only acceptable contact is holding hands
Biggs Elementary School 7-8	* Warning Parents notified	* Detention Parent notified * Saturday School	* Detention * Saturday School	* Suspension if a continued problem – the only acceptable contact is holding hands
CDS	* Warning Parents notified	* Parent notified * 1 hour detention	* Saturday School * 1 – 3 day suspension	* Suspension if a continued problem – the only acceptable contact is holding hands
Biggs High School	* Warning Parents notified	* Parent notified * 1 hour detention * Saturday School	* Saturday school * 1 – 3 day suspension	* Suspension if a continued problem – the only acceptable contact is holding hands
District Policy	* Warning Parents notified	* Possible detention * Saturday School	* Detention/suspension * Saturday School	* Suspension if a continued problem – the only acceptable contact is holding hands

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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Not serving detention			
Biggs and Richvale Elementary Schools K-6	* 1 day suspension	* 1 day suspension and detention not served	* 1-2 day suspension Saturday School * Parents are notified for detention date
Biggs Elementary School 7-8	* Saturday School and detentions not served	* 1 day suspension and detention not served	* 1-2 day suspension Saturday School * Parents are notified for detention date
CDS	* 1 day suspension plus detentions not served	* 1 day suspension plus detention not served	* 1 day suspension plus detention not served * Parents are notified for detention date
Biggs High School	* Saturday School * 1 day suspension plus detentions not served	* 1 day suspension plus detention not served	* 1 day suspension plus detention not served * Parents are notified for detention date
District Policy	* 1 day suspension plus detentions not served		* Parents are notified for detention date

Cutting class/more than 15 minutes late to class			
Biggs and Richvale Elementary Schools K-6	* Detention	* Detention	* 1 – 3 day suspension * “Cut” is defined as being at least 15 minutes late to class
Biggs Elementary School 7-8	* Detention	* Detention	* 1 – 3 day suspension * “Cut” is defined as being at least 15 minutes late to class
CDS	* Detention	* Detention	* 1 – 5 day suspension * “Cut” is defined as being at least 15 minutes late to class
Biggs High School	* Detention	* Detention * Saturday School	* 1 – 5 day suspension * “Cut” is defined as being at least 15 minutes late to class
District Policy	* Detention	* Detention * Saturday School	* 1 – 5 day suspension * “Cut” is defined as being at least 15 minutes late to class

Hazing, i.e.: humiliating an individual through trickery or offensive comments			
Biggs and Richvale Elementary Schools K-6	* Detention	* 1 day suspension	* 3 – 5 day suspension * Hazing is a misdemeanor under California Penal Code
Biggs Elementary School 7-8	* Detention	* 1 day suspension	* 3 – 5 day suspension * Hazing is a misdemeanor under California Penal Code
CDS	* 1 – 2 hours detention	* 1 – 3 day suspension	* 3 – 5 day suspension * Possible prosecution * Hazing is a misdemeanor under California Penal Code
Biggs High School	* 1 – 2 hours detention * Saturday School	* 1 – 3 day suspension	* 3 – 5 day suspension * Possible prosecution * Hazing is a misdemeanor under California Penal Code
District Policy	* Detention * Saturday School	* 1 – 3 day suspension	* 3 – 5 day suspension * Hazing is a misdemeanor under California Penal Code

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
---------------	----------------	---------------	----------

Gambling			
Biggs and Richvale Elementary Schools K-6	* Detention	* 1 day suspension	* 3 – 5 day suspension
Biggs Elementary School 7-8	* Detention	* 1 day suspension	* 3 – 5 day suspension
CDS	* 1 – 2 hours detention	* 1 – 3 day suspension	* Referral to Sheriff for prosecution
Biggs High School	* 1 – 2 hours detention * Saturday School	* 1 – 3 day suspension	* 3 – 5 day suspension * Referral to Sheriff for prosecution
District Policy	* Detention * Saturday School	* 1 – 3 day suspension	* 3 – 5 day suspension * Referral to Sheriff for prosecution

# Biggs Unified School District

First Offense	Second Offense	Third Offense	Comments
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## Violating Dress Code

Biggs and Richvale Elementary Schools K-6	* Warning – Student required to change items Parent notified of inappropriateness	* Detention Parent notified of inappropriateness, student required to change item	* 1 day suspension	* Students will be asked to change Parent notification confiscation of article if appropriate Student may be asked to wear borrowed clothing
	* Warning – Student required to change items Parent notified of inappropriateness	* Detention Parent notified of inappropriateness, student required to change item	*Saturday school *1 day suspension	* Students will be asked to change Parent notification confiscation of article if appropriate Student may be asked to wear borrowed clothing
CDS	* Warning – Student asked to change items Parent notified of inappropriateness	* Detention Parent notified of , student required to change item inappropriateness	* 1 – 3 day suspension	* Students will be asked to change Parent notification confiscation of article if appropriate Student may be asked to wear borrowed clothing
	* Warning – Student asked to change items Parent notified of inappropriateness	* Detention Parent notified of inappropriateness	* 1 – 3 day suspension * Saturday School	* Students will be asked to change Parent notification confiscation of article if appropriate Student may be asked to wear borrowed clothing
District Policy	* Warning – Student asked to change items	* Detention Parent notified of inappropriateness	* 1 – 3 day suspension * Saturday School	* Students will be asked to change Parent notification confiscation of article if appropriate Student may be asked to wear borrowed clothing

# Biggs Unified School District

	First Offense	Second Offense	Third Offense	Comments
<b>Computer Misuse</b>				
Biggs and Richvale Elementary Schools K-6	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Authorities will be informed if vandalism or stealing is involved
Biggs Elementary School 7-8	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Authorities will be informed if vandalism or stealing is involved
CDS	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Authorities will be informed if vandalism or stealing is involved
Biggs High School	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Authorities will be informed if vandalism or stealing is involved
District Policy	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Detention, suspension, to permanent loss of computer privilege	* Authorities will be informed if vandalism or stealing is involved

**NOTE:** -- All Suspensions REQUIRE a conference with the principal. Students may be REFUSED RE-ENTRY if parent refuses to meet with the principal or principal designee.  
 --Authorities may search students and school properties for possession of alcohol, drugs or stolen goods when reasonable suspicion or cause exists. Lockers belong to the school and random searches may be done.  
 --Classroom teachers will develop classroom behaviors and expectations and make sure they are known by students.  
 --Classroom disciplines shall be developed by each teacher and posted on the wall.  
 --Only school approved hats may be worn. Other hats will be confiscated and returned to parents only.  
 --Gang related apparel and paraphernalia is prohibited on school grounds.  
 --Expulsion hearings are held by the Biggs Board of Education or designee.  
 --SARB: 3 unexcused absences (suspensions) will result in letters to SARB. At 5 unexcused absences a referral is sent and a SARB hearing is held.  
 --A violation of dress code will be considered defiance and disciplined under code 48900K, willingly defying authority.  
 --Bus consequences for referrals will be handled in the following order: Warning, 3 days off of the bus, 5 days off of the bus, 9 weeks off of the bus, the rest of the year off of the bus.  
**I understand that there may be incidences not covered in this discipline plan or those that are more serious than generally encountered and may require extraordinary consequences. i.e.: expulsion hearing or authorities.**

**Mandatory Recommendation of Expulsion:**

1. Education Code Section 48915(a) identifies grounds on which a recommendation for expulsion must be made. These grounds are:
  - a. Causing serious physical injury to another person except in self-defense
  - b. Possessing a knife, explosive, or other dangerous object of no reasonable use to the pupil.
  - c. Unlawful possession of any controlled substance listed in Health and Safety Code Section 11053 et seq., except for a first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - d. Robbery or extortion.
  - e. Assault or battery, as defined in Section 240 and 242 of the Penal Code, upon any school employee.

# Solicitud de seguro de salud



Donde encontrará un seguro de salud a bajo costo, incluyendo Medi-Cal



## Ve a dentro

Cosas que hay que saber	1
Solicitud	2-19
Anexos A-F	20-28
Preguntas frecuentes (FAQ)	29-33

Covered California es el lugar donde las personas y familias pueden obtener seguro de salud a bajo costo. Con sólo una solicitud, sabrá si usted es elegible para el seguro de salud gratuito o de bajo costo, incluyendo Medi-Cal.

**El estado de California creó Covered California™ para ayudarle a usted y a su familia a obtener seguro de salud.**

Tener un seguro de salud puede darle tranquilidad y le ayuda a hacer posible que usted y su familia se mantengan sanos. Con un seguro de salud, usted sabrá que usted y su familia pueden obtener cuidado de salud cuando lo necesiten.

**Use esta solicitud para ver a qué opciones de seguro usted es elegible:**

- Seguro de Medi-Cal gratuito o de bajo costo
  - Seguro de bajo costo para las mujeres embarazadas a través de Acceso para bebés y madres (AIM)
  - Planes de seguro de salud privados de bajo costo
  - Ayuda para pagar su seguro de salud
- ➔ Posiblemente sea elegible para un programa gratuito o de bajo costo incluso si gana hasta \$94,000 al año para una familia de 4 personas.
- ➔ Usted puede usar esta solicitud para solicitar para cualquier persona de su familia, aunque tengan seguro ahora.

**Solicite más rápido a través de Covered California en CoveredCA.com**

O llame al 1-800-300-0213 (TTY: 1-888-889-4500)  
Usted puede llamar de lunes a viernes de 8 a.m. a 8 p.m.  
y los sábados de 8 a.m. a 6 p.m.

**Puede pedir esta solicitud en otros idiomas**

Español	1-800-300-0213
繁體字	1-800-300-1533
Tiếng Việt	1-800-652-9528
한국어	1-800-738-9116
Tagalog	1-800-983-8816
Русский	1-800-778-7695
Հայերեն	1-800-996-1009
فارسی	1-800-921-8879
ភាសាខ្មែរ	1-800-906-8528
Hmoob	1-800-771-2156
العربية	1-800-826-6317

Llame al 1-800-300-0213 para pedir esta solicitud en otros formatos, como letras grandes.



# Application for Health Insurance



Your destination for affordable health insurance, including Medi-Cal



## See Inside

Things to know	1
Application	2-19
Attachments A-F	20-28
Frequently Asked Questions (FAQ)	29-33

Covered California is the place where individuals and families can get affordable health insurance. With just one application, you'll find out if you qualify for free or low-cost health insurance, including Medi-Cal.

**The state of California created Covered California™ to help you and your family get health insurance.**

Having health insurance can give you peace of mind and help make it possible for you to stay healthy. With insurance, you'll know you and your family can get health care when you need it.

**Use this application to see what insurance choices you qualify for:**

- Free or low-cost insurance from Medi-Cal
  - Low-cost insurance for pregnant women through Access for Infants and Mothers (AIM)
  - Affordable private health insurance plans
  - Help paying for your health insurance
- ➔ You may qualify for a free or low-cost program even if you earn as much as \$94,000 a year for a family of 4.
- ➔ You can use this application to apply for anyone in your family, even if they already have insurance now.

**Apply faster through Covered California at CoveredCA.com**

Or call: 1-800-300-1506 (TTY: 1-888-889-4500)  
You can call Monday to Friday, 8 a.m. to 8 p.m.,  
and Saturday, 8 a.m. to 6 p.m.

## You can get this application in other languages

Español	1-800-300-0213
繁體字	1-800-300-1533
Tiếng Việt	1-800-652-9528
한국어	1-800-738-9116
Tagalog	1-800-983-8816
Русский	1-800-778-7695
Հայերեն	1-800-996-1009
فارسی	1-800-921-8879
ភាសាខ្មែរ	1-800-906-8528
Hmoob	1-800-771-2156
العربية	1-800-826-6317

Call 1-800-300-1506 to get this application in other formats, such as large print.



**Anticipated Pesticides**

One of the requirements of the Healthy Schools Act is that all school districts must annually provide to all parents, guardians, and staff members, a list of all anticipated pesticides to be applied for the year. The list is as follows:

<b>Product</b>	<b>Active Ingredients</b>	<b>Purpose</b>
Reward	Diquat dibromide E6, 7-dihydrodipyrido (v,2-9 2,6) pyrquzinediium dibromid 37.3% Other 62.7%	Weed Growth Inhibitor
Wasp & Hornet Killer	d-trans allethrin, Lambda-cyhalothrin	Wasp & Hornet
Dragnet (FMC)	Permethrin	Ants, Spiders, Wasps, Roaches
Maxxthor SC	Bifenthrin	Ants, Spiders, Roaches
Maxforce FC Select Gel	Fipronil	Roaches
Tangard 5 FR (UPI)	Permethrin	Spiders, Ants
Final Blox	Brodifacoum	Rats, Mice
Termidor SC	Fipronil	Ants
Roundup Pro	Glyphosate	Weeds (growth inhibitor)
Surflan A.S.	Oryzalin:3,5-dinitro-N4N4-dipropylsulfanilamide	Selective pre-emergence
2,4-D L.V. 6 Ester	Isooctyl Ester of 2,4-Dichlorophenoxyacetic Acid	Weed Killer
EndRun	Dimethylamine salt of 2,4-dichlorophenoxyacetic acid	Weed Controller
INDUCE	Alkyl Aryl Polyoxylkane Ether and Free Fatty Acids	Wetter/Spreader Adjuvant
Pre-emergent	Nitrogen stabilized with dicyandiamide	Weed Killer
Board-leaf weed killer	Urea, Muriate of Potash	Weed Killer

\*There will be no pesticide applications during regular school hours, unless the presence of that pest is deemed more dangerous than the treatment. \*\*This list is in compliance with the Healthy Schools Act, which requires that all parents and staff be informed, on an annual basis, of the pesticides that may be applied on their school campus for the year. Therefore, the reader of this list should not draw any conclusions about actual pesticide application in the District. Because the Biggs Unified School District adheres to an IPM policy, or reduced pesticide approach to pest control, actual applications of any of the above pesticides will vary from site to site depending on the situation. Each school site will have a record of any and all pesticide applications. This record is viewable to the public, upon request, at the school office.



# Biggs Unified School District 2016/2017 Calendar

Doug Kaelin, Superintendent

## 2016

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31er			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14er	15	16	17
18	19	20	21	22	23	24
25	26	27	28er	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4*	5*	6*	7*	8
9	10	11	12er	13	14	15
16	17	18	19	20	21	22
23	24	25	26er	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16er	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21***	22	23	24
25	26	27	28	29	30	31

## 2017

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25er	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8er	9	10	11
12	13	14	15	16	17	18
19	20	21	22er	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8er	9	10	11
12	13	14	15	16	17	18
19	20	21	22er	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5er	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26er	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10er	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1**	2***	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**8/16/2016 - First Day of School**  
**6/2/2017 - Last Day of School**

**06/01/2017 - BES Graduation**  
**06/02/2017 - H.S. Graduation**

**Non-school Days - Staff Days**

District designated holidays per Ed Code 37220 & 45205	
Jul 4	Independence Day
Sep 5	Labor Day
Nov 11	Veterans Day
Nov 24	Thansgiving Day
Nov. 25	Local Holiday
Dec. 22	In Lieu of
Dec. 23	Local Holiday
Dec. 26	Christmas Day (observed)
Jan 2	New Year's Day (observance)
Jan 16	Martin Luther King Jr. Day
Feb 20	Presidents' Day
Apr. 17	In Lieu of
May. 29	Memorial Day
Oct. 3	10 Mo. Classified Alternate
Nov. 23	12 Mo. Classified Alternate

**All Schools**  
 Winter Recess: 12/22/16 - 01/06/17  
 Spring Recess: 4/10/17 - 4/17/17  
 (Easter April 16th)

**Staff Return Dates**  
 8/11 Teachers Return  
 8/12 Aides Return

**ELEMENTARY GRADING PERIODS**  
 First Trimester Nov. 4th 57 days  
 Second Trimester Feb. 24th 60 days  
 Third Trimester June 2nd 63 days

**SECONDARY GRADING PERIODS**  
 First Semester Dec. 21st 84 days  
 Second Semester June 2nd 96 days

\* Minimum Days (Grades K-8)  
 \*\* Minimum Days (Grades 9-12)  
 \*\*\* Minimum Days ALL Grades

er Early Release Days

Board approved: 5/6/15  
 Updated:





Dear Parent/Guardian,

We would like to invite you and your family to the **Butte County Library!**

If your student doesn't currently have a library card, we invite you to fill out this application for your student. Bring it to your local library for a free library card!

Our library branches are located in Biggs, Chico, Durham, Gridley, Oroville and Paradise. For more information, please visit the library website [www.buttecounty.net/bclibrary](http://www.buttecounty.net/bclibrary) or call toll-free 1-855-379-4097. Most library branches are open Tuesday through Sunday.

We hope to see you soon!

Sincerely,

Susie Serrano, Countywide Children's Librarian

### BUTTE COUNTY LIBRARY CARD APPLICATION

Welcome to the Butte County Library. Your new library card will open the doors to a whole world of books, movies, music, programs for children and adults, computers and online information. If you have questions about anything, just ask a library staff member for assistance.

- PLEASE PRINT LEGIBLY and **present your completed application with photo identification.**
- **If your ID does not show your current address, please provide address verification (such as a utility bill or printed personal check).**
- Applications for children under 18 require a parent's signature.

Patron type (circle one)	Adult (18 years+)	Young Adult (13-17 years)	Child (12 & younger)
Last Name	First Name	Middle Name	
CA Drivers License or other photo ID	Birth date	/ /	Gender M F
		MM DD YYYY	
E-mail Address	Online Library PIN		
Mailing Address	Apartment #		
City	State	Zip	Phone
Permanent Address (if different from mailing address)			
City	State	Zip	Do you reside in the city limits? Yes No
<b>Print</b> Parent or Guardian Name (for children under 18)			
Parent or Guardian Library Card Number or Drivers License			
Parent or Guardian <b>Signature</b> (for children under 18)			Date
I apply for the right to use the Butte County Library, and I agree to comply with its policies, to pay all fines, to make good any loss or injury to items incurred by me and to give immediate notice of my change of address. Parent or Guardian is responsible for children under age 18.			
Signature			Date
			2014



# Biggs Unified School District

300 B STREET, BIGGS, CALIFORNIA 95917  
(530)868-1281

Doug Kaelin  
Superintendent

August 1, 2016

Dear Parent,

RE: Voluntary Participation Student Accident/Health Insurance  
2016/2017 School Year

Biggs unified school district does not provide medical insurance for student injuries, but does make voluntary student insurance available. Last year, not many families took advantage of this affordable insurance. Through this letter, we hope to bring more attention to this insurance that thousands of others participate in; a program meant to give you a number of coverage options for your child. Details and an enrollment form are in the accompanying packet.

Several benefit levels are offered. You can limit coverage to school-related injuries only or opt for 24/7 protection. Also offered is a Student Health Care plan (most recommended by the insurance company if your child has no other health insurance), and an extended dental accident plan. Whether you are looking to fill in the gaps in other insurance or looking for primary coverage for your child, you will probably find an option to fit your needs.

Coverage can begin early! As a student of a participating school, your child is eligible for enrollment in any of these programs at any time however, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

Please obtain a brochure online at [www.peinsurance.com](http://www.peinsurance.com) or visit your child's school office. If you have any questions, please call the plan administrator, Pacific Educators, Inc at (800) 722-3365 or [www.peinsurance.com](http://www.peinsurance.com). Bilingual representatives are available for parents who need assistance in Spanish.

**In order to document your having been notified of this matter, please sign and complete the bottom of this form and immediately send it back to the school with your child.**

As parent/guardian of \_\_\_\_\_, I understand that the school District does not provide medical insurance for student injuries but does make voluntary student insurance available. I have received the information on this program.

- I will enroll my child in the program  
 I will not enroll my child in the program

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

# Biggs Unified School District

300 B STREET, BIGGS, CALIFORNIA 95917  
(530)868-1281

Doug Kaelin  
Superintendent

1 de agosto de, el año 2016

Querido padre,

RE: Participación voluntaria del estudiante de accidentes / Seguro de Salud  
Año escolar 2016/2017

distrito escolar unificado Biggs no proporciona seguro médico para las lesiones de los estudiantes, pero hace que el seguro escolar voluntaria disponible. El año pasado, muchas familias no se aprovecharon de este seguro asequible. A través de esta carta, esperamos traer más atención a este seguro de que miles de personas participan en; un programa destinado a darle una serie de opciones de cobertura para su hijo. Detalles y un formulario de inscripción están en el paquete adjunto.

Varios niveles de beneficios se ofrecen. Puede limitar la cobertura sólo a las lesiones relacionadas con la escuela o bien optar por la protección 24/7. También se ofrece un plan de Atención Médica para Estudiantes (más recomendado por la compañía de seguros si su hijo no tiene otro seguro de salud), y un plan de accidentes dentales extendida. Ya sea que usted está buscando para llenar los vacíos en otro seguro o en busca de cobertura primaria para su hijo, es probable que encuentre una opción para satisfacer sus necesidades.

La cobertura puede comenzar temprano! Como estudiante de una escuela participante, su hijo es elegible para la inscripción en cualquiera de estos programas en cualquier momento, sin embargo, se le anima a considerar la inscripción temprano para conseguir el máximo valor del plan (s) seleccionado.

Por favor, obtener un folleto en línea en [www.peinsurance.com](http://www.peinsurance.com) o visite la escuela de su hijo. Si usted tiene alguna pregunta, por favor llame al administrador del plan, el Pacífico educadores, Inc. al (800) 722 a 3365 o [www.peinsurance.com](http://www.peinsurance.com). Representantes bilingües están disponibles para los padres que necesiten ayuda en español.

Con el fin de documentar su haber sido notificado de este asunto, por favor firme y complete la parte inferior de este formulario y enviarlo inmediatamente de regreso a la escuela con su hijo.

Como padre / tutor de \_\_\_\_\_, entiendo que el distrito escolar no provee seguro médico para las lesiones de los estudiantes, pero hace que el seguro escolar voluntaria disponible. He recibido la información sobre este programa.

- voy a inscribir a mi hijo en el programa  
 no voy a inscribir a mi hijo en el programa

Firmado \_\_\_\_\_ Fecha \_\_\_\_\_

Por favor escriba el nombre \_\_\_\_\_



- Please note that there are four pages to the brochure (not including this one)
- You may apply online with a credit card here [www.peinsurance.com/signup](http://www.peinsurance.com/signup) OR:
- If you would like to apply with a paper application, the third page below is an actual application that you can print and complete by hand, **or you may complete on computer and print.** DO NOT SEND CASH. Make check or money order payable to Pacific Educators and mail to:
  - **Pacific Educators**  
**2808 E. Katella Ave., Suite 101**  
**Orange, CA 92867**
- The last page is a **FREE Prescription Drug Card Program** you can print and take to a Pharmacy to help anyone lower their prescription drug costs.
- If you have any questions, please do not hesitate to contact us directly (800) 722-3365 or email at [studentinsurance@peinsurance.com](mailto:studentinsurance@peinsurance.com)



- Tenga en cuenta que hay cuatro páginas del folleto (no incluido ésta)
- Usted puede aplicarse en línea con una tarjeta de crédito aquí [www.peinsurance.com/signup](http://www.peinsurance.com/signup)
- Si desea realizar su solicitud, la tercera página es la aplicación que puede imprimir y llenar a mano, **o puede completar en la computadora e imprimir**. POR FAVOR NO ENVIE DINERO EN EFECTIVO. Haga un cheque o giro postal a Pacific Educators y envíelo a:
  - **Pacific Educators**  
**2808 E. Katella Ave, Suite 101**  
**Orange, CA 92867**
- La última página es un **GRATIS tarjeta de medicamentos prescripción programa**, se puede imprimir y llevar a una farmacia para ayudar a alguien a reducir el coste de medicamentos prescripción.
- Si tiene alguna pregunta, por favor no dude en ponerse en contacto directamente con nosotros (800) 722-3365

# 2016-2017 STUDENT INSURANCE PLANS

## WE RECOMMEND 24-HOUR-A-DAY COVERAGE

- Accidents happen! When they happen to your child, someone must pay the bills.
- Here are Accident insurance plans to cover your child either 24 hours a day (24-Hour Plan) or while in school (School-Time Plan).
- These plans provide benefits to help meet the cost of medical and Hospital expense.
- If you have other insurance, these plans can help offset the deductibles and coinsurance for those plans.
- If you have no other insurance, these plans will provide basic coverage.
- Any benefits payable by the Policy as a result of medical, surgical, dental, Hospital or nursing service will be paid directly to the Hospital or person rendering such service unless proof of payment in full is provided.

24-HOUR	SCHOOL TIME	IMPORTANT PROTECTION FACTS
✓	✓	BECOMES EFFECTIVE THE DATE PREMIUM PAYMENT IS RECEIVED BY THE COMPANY OR ITS REPRESENTATIVE (but not prior to the opening day of school).
✓	✓	PROVIDES COVERAGE DURING THE HOURS THAT SCHOOL IS IN REGULAR SESSION.
✓		PROVIDES 24-HOUR-A-DAY PROTECTION.
✓	✓	PROVIDES COVERAGE DURING THE TIME NECESSARY FOR TRAVEL BETWEEN THE INSURED'S HOME AND THE BEGINNING OR END OF REGULAR SCHOOL SESSIONS.
✓	✓	PROVIDES COVERAGE WHILE PARTICIPATING IN (OR ATTENDING) ACTIVITIES ORGANIZED, SPONSORED AND SUPERVISED BY THE SCHOOL. Coverage is also provided for travel directly to and from such activities in a Designated Vehicle furnished by the school.
	✓	COVERAGE EXPIRES AT THE CLOSE OF THE REGULAR SCHOOL TERM. (Coverage will be extended while attending academic classes for credit in the summer, when classroom sessions are exclusively sponsored and solely supervised by the school; however, no coverage will be provided for travel to and from classes).
✓		COVERAGE CONTINUES WITHOUT INTERRUPTION ALL SUMMER until school re-opens for the following term.

OPTIONAL FOOTBALL COVERAGE BEGINS ON THE DATE OF PREMIUM RECEIPT BY THE COMPANY, ITS REPRESENTATIVES OR SCHOOL OFFICIALS, BUT NOT PRIOR TO THE FIRST OFFICIAL DATE OF PRACTICE; AND CONTINUES THROUGH THE DATE OF THE LAST OFFICIAL GAME OF THE CURRENT SEASON INCLUDING PLAYOFFS.

**To File A Claim:** Report accidents to the school official. Simplified forms will be furnished through the principal's office (during vacation time contact the administrators of the plan). COMPLETED PROOF OF LOSS AND ACCUMULATED BILLS MUST BE RECEIVED BY GUARANTEE TRUST LIFE INSURANCE COMPANY WITHIN 90 DAYS.

## Accident Insurance

### 24-Hour-A-Day Coverage

#### 24-Hour-A-Day Protection for each Covered Accident

Protects your child for the entire school year and extends throughout the summer - right up to the day school opens.

Your child's coverage is good **WORLDWIDE, 24-HOURS-A-DAY**. This includes covered accidents:

- ☞ At home
- ☞ At play
- ☞ At school
- ☞ On vacation
- ☞ Scouting, camping etc.
- ☞ During covered travel
- ☞ While engaged in sports, except those specifically excluded or for which optional coverage is required\*

**\*See OPTIONS for available optional sports coverage, if any.**

### School-Time Coverage

Your child is protected while attending regular school sessions. Also covered is travel directly to and from your residence to attend regular school sessions for travel time required, but not more than one hour before or after regular classes. Travel time on the school bus is extended for any additional time needed. In addition, coverage is provided while participating in (or attending) covered activities exclusively organized, sponsored and solely supervised by the school and school employees, including travel directly to and from the activity in a Designated Vehicle furnished by the school and supervised solely by school employees. Optional coverage may be required for interscholastic sports. See OPTIONS for available optional sports coverage, if any.

Blanket Accident insurance is issued on Form Series GP-1200 by Guarantee Trust Life Insurance Company. This product, and its features are subject to state availability and may vary by state. Certain exclusions and limitations may apply. This brochure is a brief description of the coverage. For complete details of coverage please contact the agent administering the program.

# PLANES DE SEGUROS PARA ESTUDIANTES 2016-2017

## RECOMENDAMOS LA COBERTURA DE 24 HORAS DEL DÍA

- ¡Los accidentes son comunes! Cuando le suceden a su hijo, alguien debe pagar esos costos.
- Aquí le presentamos planes de seguros contra accidentes para cubrir a su hijo las 24 horas del día (Plan de 24 horas) o en la escuela (Plan de Tiempo Escolar).
- Estos planes le proporcionan beneficios para ayudarlo a cubrir los costos médicos y hospitalarios.
- Si usted tiene otro seguro, estos planes pueden ayudarlo a cubrir los deducibles y los coseguros de dichos planes.
- Si usted no tiene otro seguro, estos planes le proporcionarán cobertura básica.
- Cualquier beneficio pagable por esta póliza como resultado de un servicio médico, quirúrgico, dental, hospitalario o de enfermería será pagado directamente al hospital o a la persona que proporcione dichos servicios, a menos que se proporcione prueba del pago completo.

24 HORAS	TIEMPO ESCOLAR	DETALLES IMPORTANTES SOBRE LA PROTECCIÓN
✓	✓	LA COBERTURA SE VUELVE EFECTIVA EL DÍA QUE LA COMPAÑÍA O SU REPRESENTANTE RECIBA EL PAGO DE LA PRIMA (PERO NO ANTES DEL PRIMER DÍA QUE ABRA LA ESCUELA).
✓	✓	PROPORCIONA COBERTURA DURANTE LAS HORAS EN LAS CUALES LA ESCUELA ESTÁ EN ACTIVIDADES REGULARES.
✓		PROPORCIONA COBERTURA LAS 24 HORAS DEL DÍA.
✓	✓	PROPORCIONA COBERTURA DURANTE EL TIEMPO NECESARIO PARA VIAJAR ENTRE EL HOGAR DEL ASEGURADO Y EL INICIO O FIN DE LAS ACTIVIDADES ESCOLARES REGULARES.
✓	✓	PROPORCIONA COBERTURA MIENTRAS SE PARTICIPA (O SE ASISTE) A ACTIVIDADES ORGANIZADAS, PATROCINADAS Y SUPERVISADAS POR LA ESCUELA. También se proporciona cobertura para viajar directamente hacia y desde tales actividades en un Vehículo Designado y proporcionado por la escuela.
	✓	LA COBERTURA EXPIRA AL TERMINAR EL CICLO ESCOLAR REGULAR. (La cobertura se extenderá mientras se asista a clases académicas para obtener créditos en el verano, cuando las actividades escolares son patrocinadas y supervisadas exclusiva y únicamente por la escuela, no se proporcionará cobertura para el transporte de y hacia las clases.
✓		LA COBERTURA CONTINÚA SIN INTERRUPCIÓN TODO EL VERANO, hasta que la escuela inicie el siguiente ciclo escolar.

LA COBERTURA OPCIONAL DE FÚTBOL COMIENZA EN LA FECHA EN QUE LA COMPAÑÍA, SUS REPRESENTANTES O LOS OFICIALES DE LA ESCUELA RECIBAN LA PRIMA, PERO NO ANTES DE LA PRIMERA FECHA OFICIAL DE ENTRENAMIENTO, Y CONTINÚA HASTA LA FECHA DEL ÚLTIMO PARTIDO OFICIAL DE LA TEMPORADA ACTUAL, INCLUYENDO LAS ELIMINATORIAS.

Para presentar un reclamo: Reporte los accidentes al oficial de la escuela. Se proporcionarán formularios simplificados en la oficina del director (durante las vacaciones, contacte a los administradores del plan). SE DEBE PROPORCIONAR UNA PRUEBA COMPLETA DE PÉRDIDA Y FACTURAS ACUMULADAS A GUARANTEE TRUST LIFE INSURANCE COMPANY DENTRO DE 90 DÍAS.

## Seguro Contra Accidentes

### Cobertura las 24 horas del día

**¡Protección las 24 horas para cada accidente cubierto!**

Protege a su hijo durante todo el año escolar y se extiende durante el verano - hasta que la escuela inicie nuevamente.

Su hijo estará cubierto EN TODO EL MUNDO, LAS 24 HORAS DEL DÍA. Esto incluye accidentes cubiertos:

- ✎ En el hogar
- ✎ Al jugar
- ✎ En la escuela
- ✎ Durante las vacaciones
- ✎ Al acampar, explorar, etc.
- ✎ Durante viajes cubiertos

✎ Mientras participe en deportes, excepto aquellos que estén excluidos específicamente o para los cuales se requiere cobertura opcional\*

\*Vea las OPCIONES para descubrir cualquier cobertura opcional para deportes.

### Cobertura durante el tiempo escolar

Su hijo está protegido al asistir a las actividades escolares regulares. También está cubierto el viaje directamente hacia y desde su residencia para asistir a las actividades escolares regulares para el tiempo requerido, pero no más de una hora antes o después de las clases regulares. El tiempo de viaje en el autobús escolar se extiende a cualquier tiempo adicional necesario. Además, se proporciona cobertura al participar en (o asistir a) actividades cubiertas que son organizadas, patrocinadas y supervisadas exclusiva y únicamente por la escuela y los empleados de la escuela, incluyendo el viaje directamente hacia y desde una actividad en un vehículo asignado para el traslado, proporcionado por la escuela y supervisado únicamente por empleados de la escuela. La cobertura opcional puede ser necesaria para deportes interescolares. Vea las OPCIONES para descubrir cualquier cobertura opcional para deportes.

La póliza de Cobertura Total (Blanket Accident) se emite en el Formulario de la Serie GP-1200 por la Compañía Guarantee Trust Life Insurance. Este producto y sus características están sujetas a la disponibilidad en el estado y pueden variar de acuerdo al estado. Pueden aplicar algunas exclusiones y limitaciones. Este folleto es una breve descripción de la cobertura. Para solicitar información detallada de la cobertura, por favor, comuníquese con el agente encargado de administrar el programa.

CA-S-16-17

# 2016-2017 STUDENT INSURANCE PLANS

## What's Covered? Up to \$50,000.00 as described under Coverage and Benefits for:

- ACCIDENTS OCCURRING WHILE COVERAGE IS IN FORCE
- LOSS FROM ACCIDENTAL BODILY INJURY RESULTING DIRECTLY AND INDEPENDENTLY OF ALL OTHER CAUSES
- COVERED MEDICAL EXPENSE WHICH BEGINS WITHIN 120 DAYS OF THE ACCIDENT AND IS INCURRED WITHIN 52 WEEKS OF THE DATE OF FIRST MEDICAL TREATMENT

Your school district does not carry medical or dental insurance for your child should he/she be injured on school premises while under school grounds jurisdiction, or through school sponsored activities. However it does make this plan available to you, for your consideration.

Esto es para avisarle que su Distrito de la Escuela no tiene aseguración medica ni dental para su niño/hija si se lastima en el terreno de la escuela aunque haiga supervisor en las actividades. Pero se puede tener un plan para su consideración. Este plan de aseguración es voluntario. Usted debe saber que la ley del estado requiere cualquier estudiante que participe en deportes escolares debe tener aseguración adecuada para medico antes de paticipar en deportes.

## COVERAGE & BENEFITS

BENEFITS ARE PAYABLE UP TO THE DOLLAR AMOUNTS SPECIFIED BELOW

BENEFITS PER ACCIDENT		HIGH OPTION	LOW OPTION	BENEFITS PER ACCIDENT		HIGH OPTION	LOW OPTION
HOSPITAL & GENERAL NURSING CARE	ROOM AND BOARD, Per Day	Semi-private	\$300	OUTPATIENT IMAGING PROCEDURES Including X-rays and Interpretation	FRACTURE OR DISLOCATION	\$500	\$250
	INTENSIVE CARE, Per Day	\$1,200	\$600		NO FRACTURE OR DISLOCATION	\$100	\$50
HOSPITAL MISCELLANEOUS EXPENSE	During Hospital Confinement or for out-patient surgery under general anesthetic, such as the cost of the operating room, laboratory tests, x-rays, anesthesia, drugs (excluding take-home drugs) or medicines, therapeutic services and supplies	\$3,000	\$1,500	PRESCRIPTION DRUGS	MAGNETIC RESONANCE IMAGING (MRI) or CAT SCAN	\$900	\$500
					100% of Reasonable & Customary	\$50	
HOSPITAL EMERGENCY CARE		\$300	\$150	DENTAL TREATMENT	For Injury to Teeth - PER TOOTH	\$300	\$150
DOCTOR'S FEES FOR SURGERY	In accordance with the Surgical Schedule	\$270 Unit Value	\$175 Unit Value	EYEGLASS REPLACEMENT EXPENSE	For broken eyeglasses or lenses resulting from an injury requiring medical treatment	\$150	\$100
ANESTHESIA SERVICES	Percent of Surgical Fee	25%	25%	RE-AGGRAVATION OR RE-INJURY OF A PRE-EXISTING CONDITION		\$500	\$500
ASSISTANT SURGEON	Percent of Surgeon's Fee	25%	25%	OTHER BENEFITS Only one of these amounts, the largest, will be paid for loss resulting from any one Accident	ACCIDENTAL DEATH caused by an Injury and occurring within 365 days of covered Accident	\$5,000	\$5,000
					DOCTOR'S VISITS		
	Subsequent Visits	\$60	\$30		Loss of one hand, one foot or one eye	\$5,000	\$5,000
	Including Physical Therapy which is limited to 9 visits.				Both hands, feet or eyes	\$10,000	\$10,000
ORTHOPEDIC APPLIANCES	Includes Braces and Crutches	\$100	\$50				
CASTS	Non-surgical cases	\$100	\$50				
AMBULANCE EXPENSE		100% of Reasonable & Customary	\$250				

**EXTENDED DENTAL BENEFIT OPTION:** For an additional premium the Dental Treatment Benefit will be increased to pay all Reasonable and Customary charges for: examination, diagnoses and x-ray; restorative treatment; endodontics; and oral surgery (not to include periodontics or orthodontics); up to \$250 for dental prostheses toward the cost of a bridge, partial denture or denture, or for replacement in kind of previous dental repairs. If during the Benefit Period, the Insured's dentist certifies that treatment must be deferred, the Insurance Company will pay up to a maximum of \$100 in lieu of all other dental benefits.

### EXCLUSIONS: The Policy does not provide benefits for:

1. Treatment, services or supplies which: are not Medically Necessary; are not prescribed by a Doctor as necessary to treat an Injury; are determined to be Experimental/Investigational in nature; are received without charge or legal obligation to pay; are received from persons employed or retained by the school or any Family Member, unless otherwise specified; or are not specifically listed as Covered Charges in the Policy.
2. Intentionally self-inflicted Injury, violating or attempting to violate any duly enacted law. Injury by acts of war, whether declared or not.
3. Injury covered by Worker's Compensation or the Occupational Disease Law.
4. Hernia or slipped femoral capital epiphysis.
5. Injury sustained fighting or brawling, except as an innocent victim.
6. Treatment of sickness or disease in any form, blisters, insect bites, frostbite, heat exhaustion or sunstroke.
7. Treatment of vegetation or ptomaine poisoning or bacterial infections, except pyogenic infections due to accidental open cuts.
8. Injury sustained while operating, riding in or upon, mounting or alighting from, any two- three- or four wheeled motor/engine driven recreational vehicle or snowmobile or all terrain vehicle (ATV).
9. Injury sustained while participating in or practicing for interscholastic tackle football in grades 9 through 12, including travel, unless optional coverage has been purchased.

**EXCESS PROVISION:** All Covered Charges over \$500 will be considered for payment on an Excess basis if any Other Valid and Collectible Insurance or Plan covers the Insured person. The Company will pay the first \$500 in Covered Charges regardless of other insurance.

**This is an illustration of your child's benefits. Please keep for your records. This is not a contract. The Master Policy is on file with your school.**

*Underwritten and Claims Paid by: GUARANTEE TRUST LIFE INSURANCE COMPANY, Glenview IL - (800) 622-1993*

*Administered by: PACIFIC EDUCATORS, INC., 2808 E. Katella Ave., Suite 101, Orange, CA 92867-5299 (714) 639-0962 or (800) 722-3365 Pacific Educators' California License No. - 0429928*

# PLANES DE SEGUROS PARA ESTUDIANTES 2016-2017

¿Qué cubren? Hasta un máximo de \$50,000 de acuerdo a la descripción en la Cobertura y Beneficios

- ACCIDENTES QUE OCURRAN DURANTE LA VIGENCIA DE LA COBERTURA.
- PÉRDIDA DEBIDO A LESIONES ACCIDENTALES QUE RESULTEN DIRECTA E INDEPENDIENTEMENTE DE TODAS LAS OTRAS CAUSAS.
- GASTOS MÉDICOS CUBIERTOS, LOS CUÁLES COMIENZAN EN LOS PRIMEROS 120 DÍAS DESPUÉS DEL ACCIDENTE Y QUE SE INCURREN EN LAS PRIMERAS 52 SEMANAS DE LA PRIMERA FECHA DE TRATAMIENTO MÉDICO.

## COBERTURA Y BENEFICIOS

LOS BENEFICIOS SE PAGAN HASTA EL MONTO EN DÓLARES ESPECIFICADO A CONTINUACIÓN

BENEFICIOS POR ACCIDENTE		OPCIÓN ALTA	OPCIÓN BAJA	BENEFICIOS POR ACCIDENTE		OPCIÓN ALTA	OPCIÓN BAJA
HOSPITAL Y CUIDADOS GENERAL DE ENFERMERÍA	CUARTO, por día CUIDADO INTENSIVO, por día	Semi-privado \$1,200	\$300 \$600	HONORARIOS MÉDICOS	Primera Visita Visitas Subsiguientes	\$120 \$60	\$60 \$30
GASTOS DIVERSOS DEL HOSPITAL	Durante la internación en el hospital o para cirugía ambulatoria bajo anestesia general, como el costo del cuarto de operaciones, exámenes de laboratorio, rayos X, anestesia, medicamentos (excluyendo medicamentos para llevar a casa), servicios terapéuticos y suplementos.	\$3,000	\$1,500	Una visita al día No aplica cuando está relacionado con cirugía	Incluyendo terapia física, la cual está limitada a 9 visitas		
HOSPITAL DE URGENCIAS		\$300	\$150	MEDICAMENTOS DE PRESCRIPCIÓN		100% de lo razonable y usual	\$50
HONORARIOS DEL MÉDICO PARA LA CIRUGÍA	De acuerdo a la programación quirúrgica	\$270 Valor de Unidad	\$175 Valor de Unidad	EQUIPO ORTOPÉDICO	Abrazadera y Muletas	\$100	\$50
SERVICIOS DE ANESTHESIA	Porcentaje de gastos quirúrgicos	25%	25%	GASTOS DE REEMPLAZO DE ANTEOJOS	Para anteojos o lentes rotos como consecuencia de una lesión que requiera tratamiento médico	\$150	\$100
CIRUJANO ASISTENTE	Porcentaje de la tarifa del cirujano	25%	25%	AGRAVACIÓN O LESIÓN POR CONDICIÓN EXISTENTE		\$500	\$500
COSTO DE AMBULANCIA		100% de lo razonable y usual	\$250	YESO	Sin cirugía	\$100	\$50
TOMA DE IMÁGENES	Fractura o Dislocación	\$500	\$250	TRATAMIENTO DENTAL	Por lesión a los dientes - POR DIENTE	\$300	\$150
Incluyendo rayos X e Interpretación	Sin Fractura O Dislocación Resonancia Magnética (RM) O Tac	\$100 \$900	\$50 \$500	OTROS BENEFICIOS	MUERTE ACCIDENTAL, causada por una lesión y que ocurra dentro de los 365 días del accidente cubierto	\$5,000	
				Sólo una de estas cantidades, la más grande, será pagada por pérdidas que resulten de un accidente	DESMEMBRAMIENTO, causado por una lesión y que ocurra dentro de los 365 días del accidente cubierto	\$5,000	
					Pérdida de una mano, pie u ojo	\$10,000	
					Ambas manos, pies u ojos		

**OPCIÓN DE BENEFICIO DENTAL EXTENDIDO:** Por una prima adicional, el Beneficio de Tratamiento Dental se incrementará para pagar todos los cargos razonables y usuales para examinación, diagnósticos y rayos X; tratamiento restaurativo, endodoncia; y cirugía oral (no incluye periodoncia u ortodoncia); hasta \$250 por prótesis dental para pagar el costo de un puente, dentadura parcial o dentadura, o para reemplazar reparaciones dentales en condiciones similares. Si durante el Periodo de Beneficios el dentista del Asegurado certifica que el tratamiento debe ser aplazado, la aseguradora pagará hasta un máximo de \$100 por todos los otros beneficios dentales.

Este es un ejemplo de los beneficios de su hijo. Por favor guárdelo. Esto no es un contrato. La póliza principal está archivada en la escuela.

**EXCLUSIONES:** La póliza no proporciona los siguientes beneficios:

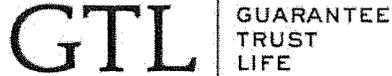
- 1) Tratamiento, servicios o suplementos que: no son médicamente necesarios; no fueron recetados por un doctor conforme lo necesario para tratar una lesión; se ha determinado que son experimentales/de investigación; se reciben sin cargo u obligación legal de pagar; se reciben de personas empleadas por la escuela o cualquier familiar; o no están listados específicamente como cargos cubiertos en la póliza.
- 2) Lesión intencional o infligida a sí mismo, violar o intentar violar cualquier ley debidamente promulgada. Lesiones por actos de guerra, ya sea que esta esté declarada o no.
- 3) Lesiones cubiertas por la ley de compensación para los trabajadores o la ley de enfermedades ocupacionales.
- 4) Hernia o deslizamiento de la epifisis de la cabeza femoral.
- 5) Heridas sostenidas por causa de una pelea, excluyendo cuando se es una víctima inocente.
- 6) Tratamiento o enfermedad de cualquier forma, ampollas, picaduras de insectos, congelación, agotamiento por calor o insolación.
- 7) Tratamiento por envenenamiento por vegetación o por toxina o infecciones bacterianas, excepto infecciones piogénicas debido a cortadas accidentales.
- 8) Lesión sostenida al operar, montarse en o sobre cualquier vehículo recreacional motorizado de dos, tres o cuatro ruedas o cualquier motonieve o cualquier vehículo todo terreno (ATV).
- 9) Heridas sostenidas al participar en o practicar fútbol americano interescolar en los grados del 9 al 12, incluyendo los viajes, a menos que se haya comprado cobertura opcional.

**ECLÁUSULA DE EXCESO:** El pago de todos los Cargos Cubiertos superiores a los \$500 será considerado como Exceso, si cualquier Otro Seguro o Plan Válido y Cobrable cubre a la Persona asegurada. La Compañía pagará los primeros \$500 en Cargos Cubiertos sin importar la existencia de otro seguro.

Reclamaciones suscritas y pagadas por: GUARANTEE TRUST LIFE INSURANCE CO., Glenview IL 60025 - (800) 622-1993

Administrado por: PACIFIC EDUCATORS, INC., 2808 E. Katella Ave., Suite 101, Orange, CA 92667, (800) 722-3365. Licencia en California de Pacific Educators No. - 0429928

# 2016-17 SCHOOL YEAR APPLICATION



ONE TIME ANNUAL PAYMENT		
OPTIONS	HIGH OPTION	LOW OPTION
<b>24-HOUR-A-DAY PLAN</b> \$50,000 Maximum per Injury Grades Pre-K thru 8 Grades 9 thru 12	<input type="checkbox"/> \$161.00 <input type="checkbox"/> \$192.00	<input type="checkbox"/> \$75.00 <input type="checkbox"/> \$92.00
<b>SCHOOL-TIME PLAN</b> \$50,000 Maximum per Injury - High Option \$25,000 Maximum per Injury - Low Option Grades Pre-K thru 8 Grades 9 thru 12	<input type="checkbox"/> \$25.00 <input type="checkbox"/> \$54.00	<input type="checkbox"/> \$11.00 <input type="checkbox"/> \$24.00
<b>OPTIONAL FOOTBALL COVERAGE</b> (2016 Season Only) Payable in addition to School-Time and 24-Hour \$25,000 Maximum per Injury Grade 9 Grades 10 thru 12	<input type="checkbox"/> \$80.00 <input type="checkbox"/> \$177.00	<input type="checkbox"/> \$36.00 <input type="checkbox"/> \$84.00
<b>EXTENDED DENTAL BENEFIT OPTION</b> <input type="checkbox"/> \$6.00		
<b>TOTAL \$</b> _____ (Please do not send cash) <b>MAKE CHECK PAYABLE TO:</b> <b>PACIFIC EDUCATORS, INC.</b>		
<b>NO REFUNDS ARE AVAILABLE</b>		

PLEASE PRINT CLEARLY

<b>STUDENT'S NAME</b> _____		
FIRST NAME	MIDDLE INITIAL	LAST NAME
<b>DATE OF BIRTH</b> _____		<b>MALE</b> <input type="checkbox"/> <b>FEMALE</b> <input type="checkbox"/>
MONTH	DAY	YEAR
<b>SCHOOL DISTRICT</b> _____		<b>SCHOOL</b> _____
<b>GRADE</b> _____	<b>STUDENT'S ADDRESS</b> _____	
<b>CITY</b> _____	<b>STATE</b> _____	<b>ZIP</b> _____
<b>TELEPHONE #</b> _____		<b>DATE OF APPLICATION</b> _____
<b>PARENT OR GUARDIAN'S EMAIL ADDRESS</b> _____		
<b>SIGNATURE OF PARENT OR GUARDIAN</b> _____		

TO PAY BY CREDIT/DEBIT CARD (fee applies)  
 PLEASE GO TO:  
 WWW.PEINSURANCE.COM OR CALL (800) 722-3365

L-06-30

## PLEASE REMEMBER TO:



COMPLETE THE APPLICATION FORM AND CHECK THE PLAN AND OPTIONS YOU WANT.



MAKE YOUR CHECK OR MONEY ORDER (PLEASE DO **NOT** SEND CASH) FOR THE TOTAL ENCLOSED PAYABLE AS INDICATED.

MAIL THE APPLICATION WITH YOUR CHECK OR MONEY ORDER TO:



**Pacific Educators, Inc.**  
**2808 E. Katella Ave., Suite 101**  
**Orange, CA 92867-5299**



PLEASE NOTE: YOUR CANCELED CHECK IS YOUR RECEIPT. IF CANCELED CHECK IS NOT RECEIVED WITHIN 60 DAYS, PLEASE CONTACT YOUR PLAN ADMINISTRATOR.

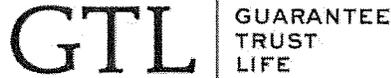
**For faster service you can pay by credit or debit card (fee applies) please visit us online at:**

**Pacific Educators**  
**www.peinsurance.com**  
**click Products then Students**  
**or call (800) 722-3365**

# Aplicación De Año Escolar 2016-17

0280

SOLO UN PAGO POR AÑO		
NO HAY REEMBOLSOS DISPONIBLES		
OPCIONES	Opción Alta	Opción Baja
Protección las 24 horas al día <b>\$50,000 MAXIMO POR LESIÓN</b> Grados P- 8 Grados 9-12	<input type="checkbox"/> \$161.00 <input type="checkbox"/> \$192.00	<input type="checkbox"/> \$75.00 <input type="checkbox"/> \$92.00
Plan Tiempo Escolar <b>\$50,000 MAXIMO POR LESIÓN - OPCION ALTA</b> <b>\$25,000 MAXIMO POR LESIÓN - OPCION BAJA</b> Grados P- 8 Grados 9- 12	<input type="checkbox"/> \$25.00 <input type="checkbox"/> \$54.00	<input type="checkbox"/> \$11.00 <input type="checkbox"/> \$24.00
Cobertura Fútbol Americano (sólo temporada 2016) <b>\$25,000 MAXIMO POR LESIÓN</b> Pagable en adición a los planes 24 horas o Tiempo Escolar Grado 9 Grados 10 - 12	<input type="checkbox"/> \$80.00 <input type="checkbox"/> \$177.00	<input type="checkbox"/> \$36.00 <input type="checkbox"/> \$84.00
Opción De Beneficios Dentales Extendidos Estudiantes de grados K a 12 <input type="checkbox"/> \$6.00		
<b>TOTAL \$ _____</b> (favor no enviar efectivo) HAGA CHEQUE PAGADERO A: <b>PACIFIC EDUCATORS, INC.</b>		



**POR FAVOR ESCRIBIR CLARAMENTE:**

NOMBRE DEL ESTUDIANTE _____ <small>PRIMER NOMBRE      INICIAL 2o. NOMBRE      APELLIDO</small>		
FECHA DE NACIMIENTO _____ <small>MES      DÍA      AÑO</small>		MASCULINO <input type="checkbox"/> FEMENINO <input type="checkbox"/>
DISTRITO ESCOLAR _____		ESCUELA _____
GRADO _____	DIRECCIÓN DEL ESTUDIANTE _____	
CIUDAD _____	ESTADO _____	CÓDIGO POSTAL _____
TELÉFONO # _____		FECHA DE LA SOLICITUD _____
CORREO ELECTRONICO DEL PADRE O TUTOR _____		
FIRMA DEL PADRE O TUTOR _____		

PARA PAGAR CON TARJETA DE CRÉDITO / DÉBITO (APLICAN TARIFAS)  
 WWW.PEINSURANCE.COM  
 (MARQUE: PRODUCTS Y LUEGO: STUDENTS)  
 O LLAMA AL 800-722-3365

GP-1200 (CA-1)

## POR FAVOR RECUERDE:



COMPLETAR EL FORMULARIO DE SOLICITUD Y MARCAR EL PLAN Y LAS OPCIONES QUE DESEA.



EMITIR SU CHEQUE O GIRO POSTAL (POR FAVOR NO ENVÍE EFECTIVO) POR EL TOTAL A PAGAR DE ACUERDO A LO INDICADO.

**Envíe su Aplicación con su cheque o el giro postal a:**



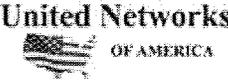
**Pacific Educators, Inc.**  
**2808 E. Katella Ave., Suite 101**  
**Orange, CA 92867-5299**



POR FAVOR TOME EN CUENTA: SU CHEQUE CANCELADO ES SU RECIBO. SI NO RECIBE UN CHEQUE CANCELADO DENTRO DE 60 DÍAS, POR FAVOR COMUNÍQUESE CON EL ADMINISTRADOR DE SU PLAN.

**Para obtener un servicio más rápido, puede pagar por medio de tarjeta de crédito o débito (aplican tarifas). Por favor visítenos en:**

**Pacific Educators - [www.peinsurance.com](http://www.peinsurance.com)**  
**(chasque PRODUCTS entonces STUDENTS)**  
**o llama 800-722-3365**

<p style="text-align: center;">   <b>Pacific Educators</b>  <small>FREE Prescription Drug Card</small> </p> <p> <b>Member:</b> California Student  <b>ID Number:</b> 26291W22ES  <b>Program:</b> UNARxCard  <b>RxBIN:</b> 610709  <b>RxGrp:</b> PFCEDU         </p> <p> <b>Note:</b> Everyone is eligible for this program. There are no age or income restrictions. Each family member must have his/her own card. If you can't print a card have your pharmacy call the Pharmacy Help Line and we will help them process your prescription.         </p> <p style="text-align: center;"> <u>THIS PROGRAM IS NOT INSURANCE</u>  <small>THIS PROGRAM IS A POINT OF SALE DISCOUNT PLAN</small> </p>	<p> <b>INSTRUCTIONS</b> This card is pre-activated and can be used immediately. Simply print this card and take to any participating pharmacy to receive a discount. You can search pharmacy, pricing information, and FAQ's on the website. We are restricted from disclosing drug pricing over the phone.            Customer Service (TOLL FREE) 800-726-4232         </p> <p> <b>ATTENTION PHARMACIST</b> If you need help processing a prescription call our Pharmacy Help Line at Pharmacy Help Line (TOLL FREE) 877-321-6755.         </p> <p> <b>PROGRAM POWERED BY:</b> </p> <p style="text-align: center;">   </p> <p style="text-align: center;"> <small>© Copyright 2010 United Networks of America</small> </p>
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**IMPORTANT: PRINT CARD. YOU WILL NEED TO BRING THIS CARD TO THE PHARMACY WITH YOUR PRESCRIPTION.**

We are proud to announce that Pacific Educators is now making available a **FREE Prescription Drug Card Program** to help anyone lower their prescription drug costs.

This card can be used with a primary plan and/or on prescriptions not covered by your insurance plan. It also can be used even if you don't have any insurance. The Rx Card Program has no restrictions or participation requirements and is open to anyone.

*This Free Prescription Drug Card is pre-activated and can be used immediately.*





**Member:** California Student  
**ID Number:** 26291W22ES  
**Program:** UNARxCard  
**RxBIN:** 610709  
**RxGrp:** PFCEDU

**Note:** Todos son elegibles para este programa. No hay restricciones de edad orincome . Cada miembro de la familia debe tener su tarjeta / herown . Si no puede imprimir una una tarjeta de tener su farmacia llamada Línea de Ayuda thePharmacy y les ayudará yourprescription proceso.

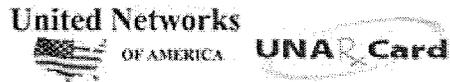
**ESTE PROGRAMA NO ES SEGURO**  
Este programa es un PUNTO DE VENTA plan de descuento

**INSTRUCCIONES** Esta tarjeta es pre-activado y se puede utilizar inmediatamente. Sólo hay que imprimir esta tarjeta participating pharmacy to receive a discount. You can search y llevar a cualquier farmacia participante para recibir un descuento. Puede buscar farmacia, información de precios, preguntas frecuentes en el sitio web. Estamos restringidos de la revelación de precios de los medicamentos sobre el teléfono.

Atención al cliente ( llamada gratuita ) 800-726-4232

**ATTENTION PHARMACIST** If you need help processing a prescription call our Pharmacy Help Line at Pharmacy Help Line (TOLL FREE) 877-321-6755.

PROGRAM POWERED BY:



© Copyright 2010 United Networks of America

**IMPORTANTE: TARJETA DE IMPRESIÓN . USTED NECESITA PARA LLEVAR ESTA TARJETA A LA FARMACIA CON SU RECETA.**

Estamos orgullosos de anunciar que el Pacífico Educadores ahora está haciendo disponible una GRATIS con receta Programa de la tarjeta de drogas para ayudar a alguien a reducir sus costos de medicamentos recetados.

Esta tarjeta se puede utilizar con un plan primario y / o en las recetas no cubiertos por su plan de seguro. También puede ser usado incluso si usted no tiene ningún tipo de seguro . El Programa Rx Card no tiene restricciones o requisitos de participación y está abierto a cualquier persona.

Esta receta gratuitos tarjeta de medicamentos es pre - activado y se puede utilizar inmediatamente.



# WELCOME BACK 2016

The Child Nutrition Department at Biggs Unified is here to ease your mind about breakfast and lunch for your **children. We strive to provide healthy and tasty “kid approved” meals that meet Healthy Hunger Free Kids Act** and USDA Dietary Guidelines for Healthy Americans with a focus on whole grains, fruits and vegetables.

## CHILD NUMBERS

ID numbers are assigned to all students. This number is the number the students need to memorize and use when coming through the cafeteria line for lunch. Please assist your child in learning his or her number to keep the cafeteria lines moving.

## BREAKFAST is FREE to all Biggs Students

Lunch cost \$2.75 for full pay students & .40 cents for reduced price. If your child will be having lunch from the cafeteria and they are not approved for free lunch they will need to bring lunch \$\$\$\$. Students can pay daily or may pay money ahead on their meal account, this is the preferred payment method. Charging is not recommended. If charging a meal is necessary, only 10 days of charging will be allowed per board policy. Please keep meal accounts current.

Please turn in your free/reduced meal application to the office ASAP. These applications are totally confidential. You will be notified by mail of the results of your application.



**BIGGS UNIFIED SCHOOL DISTRICT**  
300 B Street, Biggs, CA 95917

Dear Parent/Guardian:

The **Biggs Unified School District** participates in the National School Lunch Program and/or School Breakfast Program by offering healthy meals every school day. Students may buy lunch for **\$2.75** and breakfast is free for every student. Your children may qualify for free or reduced-price meals by completing the Application for Free and Reduced-Price Meals. Eligible students may receive meals at the reduced-price rate of **.40 cents** for lunch and breakfast is free.

This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

**1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?**

- All children in households receiving benefits from CalFresh, CalWORKs, or FDPIR are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, migrant, or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 21,978	\$ 1,832	\$ 916	\$ 846	\$ 423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
For each additional family member, add:					
	\$ 7,696	\$ 642	\$ 321	\$ 296	\$ 148

**2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?**

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will qualify for free meals, please call or email **John Strattard, Biggs Unified School District**.

**3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD?**

No. **Complete one Application for Free and Reduced-Price Meals for all students in your household.** We cannot approve an Application that is not complete, so be sure to fill out all required information. Return the completed Application to: **Biggs Unified School District office, cafeteria or school office, 300 B Street, Biggs, 530-868-1281 ex: 257**

**4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?**

No, but please read the letter carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact **John Strattard, Biggs Unified School District at 530-868-1281 ex: 257 immediately.**

**5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?**

Estimado Padre / Tutor:

El Distrito Escolar Unificado de Biggs participa en el Programa Nacional de Almuerzos Escolares y / o el Programa de Desayunos Escolares, ofreciendo comidas saludables todos los días escolares. Los estudiantes pueden comprar el almuerzo por \$ 2.75 y el desayuno es gratuito para todos los estudiantes. Sus hijos pueden calificar para recibir comidas gratis oa precio reducido. Estudiantes elegibles pueden recibir comidas a la tasa baja en precio de 0.40 centavos para el almuerzo y el desayuno es gratis. Usted o sus hijos no tienen que ser ciudadanos americanos para recibir comidas gratis oa precio reducido.

Este paquete incluye una aplicación gratuita y de Precio Reducido y un conjunto de instrucciones detalladas. A continuación se presentan algunas preguntas y respuestas comunes para ayudarle con el proceso de solicitud.

#### 1. ¿QUIÉN PUEDE RECIBIR COMIDAS GRATIS O DE PRECIO REDUCIDO?

- Todos los niños en hogares que reciben beneficios de estampillas de comida, CalWORKs, o FDPIR son elegibles para recibir comidas gratis.
- Los niños de acogida bajo la responsabilidad legal de una agencia de cuidado de crianza o tribunal son elegibles para recibir comidas gratis.
- Los niños que participan en el programa Head Start de su escuela son elegibles para recibir comidas gratis.
- Los niños que participan en el parentesco Tutela de asistencia de pago (Kin-GAP) son elegibles para recibir comidas gratis.
- Los niños que cumplen la definición de sin hogar, emigrante o fugitivo califican para comidas gratis.
- Los niños pueden recibir comidas gratis oa precio reducido si los ingresos de su familia están dentro de los límites de las Directrices de Elegibilidad de Ingresos. Sus hijos pueden calificar para recibir comidas gratis oa precio reducido si el ingreso familiar está en o por debajo de los límites de esta tabla.

2. ¿Cómo puedo saber si mis hijos califican como sin hogar, emigrante RUNAWAY, o Head Start? ¿Los miembros de su familia carecen de una dirección permanente? ¿Te quedas juntos en un albergue, hotel, u otro arreglo de vivienda temporal? ¿Tiene reubicar su familia sobre una base estacional? ¿Hay niños que viven con usted que han optado por dejar a su familia antes o del hogar? Si usted cree que los niños en su hogar cumplen con estas descripciones y no se han informado que sus hijos recibir comidas gratis, por favor póngase en contacto con el Distrito Escolar John Strattard, Unified Biggs.

3. ¿Necesito llenar una solicitud para cada niño? Use una aplicación gratuita y de Precio Reducido a todos los niños en su hogar. No podemos aprobar una solicitud que no esté completa, así que asegúrese de llenar toda la información requerida. Devuelva la solicitud completa a: oficina, cafetería o escuela de la oficina del Distrito Escolar Unificado de Biggs. 300 B Street, Biggs, 530-868-1281 ex: 257.

4. ¿DEBO COMPLETAR UNA SOLICITUD SI RECIBÍ UNA CARTA ESTE AÑO ESCOLAR DICIENDO QUE MIS HIJOS YA aprobados para comidas gratis? No, pero por favor, lea la carta que recibió detenidamente y siga las instrucciones. Si algún niño en su hogar habían desaparecido de su notificación de elegibilidad, por favor póngase en contacto con John Strattard, Biggs Distrito Escolar Unificado de inmediato. 530-868-1281 ex: 257.

5. SOLICITUD DE MI HIJO FUE APROBADA EL AÑO PASADO. ¿NECESITO LLENAR UNO NUEVO? Sí, si quieres participar en el programa de comidas. La solicitud de su hijo es válida solo para ese año escolar y para los primeros días de este año escolar. Debe enviar una nueva solicitud a menos que la escuela le dijo que su hijo es elegible para el nuevo año escolar.

6. Yo RECIBIR Mujeres, Infantes y Niños (WIC) BENEFICIOS. ¿Pueden mis hijos recibir comidas gratis? Niños en hogares que participan en WIC podrían ser elegibles para recibir comidas gratis oa precio reducido. Por favor, llenar una solicitud y devolverla para su procesamiento.

7. ¿La información que proporcione será revisada? Los funcionarios escolares pueden verificar la información de la aplicación en cualquier momento durante el año escolar. Se le puede pedir a comprobantes de su ingreso, o elegibilidad actual para estampillas de comida, CalWORKS, FDPIR, o Kin-GAP.

8. Si yo no califico ahora, puedo solicitar más tarde? Sí, se puede aplicar en cualquier momento durante el año escolar. Por ejemplo, los niños con un padre o tutor que queda sin empleo pueden ser elegibles para recibir comidas gratis oa precio reducido si el ingreso de los hogares cae por debajo del límite de ingresos.

Yes, if you want to participate in the meal program. Your child's Application is only good for one school year at a time and for the first few days of the following school year. You must send in a new Application unless the school told you that your child is eligible for the new school year. If you do not send in a new Application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

- 6. I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILDREN RECEIVE FREE MEALS?** Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please complete an Application.
- 7. WILL THE INFORMATION I PROVIDE BE CHECKED?**  
Yes. School officials may verify the information on the Application at any time during the school year. You may be asked to send additional information to prove your income, or current eligibility for CalFresh, CalWORKS, or FDPIR.
- 8. IF I DO NOT QUALIFY NOW, MAY I APPLY LATER?**  
Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.
- 9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION?**  
You should talk to the school officials. You may also ask for a hearing by calling or writing to: **Biggs Unified School District, 300 B Street, Biggs CA 95917 or call 530-868-1281 ex: 257.**
- 10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?**  
Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
- 11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?**  
List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, enter on the Application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.
- 12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?**  
All household members must be included on the Application even if the individual does not receive income. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank, the income will be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.
- 13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?**  
Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
- 14. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?**  
List any additional household members on a separate piece of paper, and attach it to your application. **Contact John Strattard, 530-868-1281 ex: 257** to receive a second application.
- 15. MY FAMILY NEEDS ADDITIONAL FINANCIAL ASSISTANCE. ARE THERE OTHER PROGRAMS WE CAN APPLY FOR?** Yes. For information on CalFresh and CalWORKS, contact your county welfare department by reviewing the CalFresh Web page at <http://www.calfresh.ca.gov/PG839.htm> or by phone at 877-847-3663. For additional assistance in your local area, contact the California referral hotline by phone at 211.

If you have other questions or need help, please call 530-868-1281 ex: 257.

Sincerely, **John Strattard**

9. ¿QUÉ PASA SI NO ESTOY DE ACUERDO CON LA DECISIÓN DE LA ESCUELA CON RESPECTO A MI SOLICITUD? Usted debe hablar con las autoridades escolares. También podría solicitar una audiencia ya sea llamando o escribiendo a: Distrito Biggs Unified School, 300 B Street, Biggs, Ca 95917 o llame al 530-868-1281 ex: 257.

10. ¿Puedo solicitar aunque alguien en mi hogar no sea ciudadano americano? Sí. Usted, sus hijos u otros miembros de la familia no tiene que ser ciudadanos estadounidenses para solicitar comidas gratis oa precio reducido.

11. ¿QUÉ PASA SI MI INGRESO NO ES SIEMPRE EL MISMO? Anote la cantidad que recibe normalmente. Por ejemplo, si usted normalmente recibe \$ 1000 al mes pero se ausentó al trabajo el mes pasado y solo recibió \$ 900, el estado de la aplicación que usted recibe \$ 1,000 por mes. Si normalmente recibe horas extras, incluya, pero no lo incluya si sólo ocasionalmente trabaja horas extras. Si usted ha perdido su trabajo o sus horas o salarios reducidos, utilice sus ingresos actuales.

12. ¿QUÉ PASA SI ALGUNOS MIEMBROS DEL HOGAR NO TIENEN INGRESOS PARA REPORTAR? Los miembros del hogar no pueden recibir algunos tipos de ingresos le pedimos que informe sobre la aplicación o no puede recibir ingreso alguno. Cada vez que esto sucede, por favor escriba un "0" en el campo de resultados. Sin embargo, si cualquier campo de ingreso están vacíos o en blanco, los que serán contados como ceros. Por favor tenga cuidado al salir de los campos de ingresos en blanco, como vamos a suponer que te referías a hacerlo.

13. Nosotros estamos en el servicio militar. QUÉ Presentamos nuestra INGRESO DIFERENTE? Sus salarios y bonificaciones en efectivo básicos deben ser reportados como ingresos. Si obtiene los derechos de emisión de valor de efectivo para vivienda fuera de la base, la alimentación, o la ropa, o recibir pagos Familia Subsistence Allowance Suplementario, también se debe incluir como ingreso. Sin embargo, si su vivienda es parte de la Iniciativa de Privatización de Viviendas para Militares, no incluya su subsidio de vivienda como ingreso. Cualquier pago de combate adicional resultante de despliegue también se excluye de los ingresos.

14. ¿QUÉ PASA SI NO HAY SUFICIENTE ESPACIO EN LA SOLICITUD DE MI FAMILIA? Haga una lista de los miembros adicionales del hogar en un pedazo de papel, y adjuntarlo a su solicitud. Contacto John Strattard, 530-868-1281 ex: 257 para recibir una segunda aplicación.

15. MI FAMILIA NECESITA AYUDA FINANCIERA ADICIONAL. ¿HAY OTROS PROGRAMAS QUE PODEMOS APLICAR? Para averiguar cómo aplicar para otros programas de asistencia CalFresh o, en contacto con su oficina de asistencia local.

Si usted tiene otras preguntas o necesita ayuda, por favor llame al 530-868-1281 EX: 257

Atentamente,  
John Strattard

## Guia de Ingresos Elegibles

Julio 1, 2016–Junio 30, 2017

Personas En Hogar	Anual	Mensual	Quincenal	Cada Dos Semanas	Semanal
1	\$ 21,978	\$ 1,832	\$ 916	\$ 846	\$ 423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
Para cada miembro adicional del hogar añada:					
	\$ 7,696	\$ 642	\$ 321	\$ 296	\$ 148

**School Year 2016-2017 Biggs Unified School District Application for Free and Reduced-Price Meals: State Meal Program** Complete one application per household. Read the instructions included with Application on how to apply. Please print and use a pen. This institution is an equal opportunity provider. California Education Code Section 49557(a): "Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate dining areas, or by any other means."

**STEP 1 – STUDENT INFORMATION**

Children in Foster Care and children who meet the definition of Homeless, Migrant, or Runaway are eligible for free meals. Attach another sheet of paper for additional names.

Enter the name of EACH STUDENT who will attend school (First, Middle Initial, Last) <b>EXAMPLE: Joseph P Adams</b>	Enter school name and grade level <b>Lincoln Elementary</b>	Enter student's birth date <b>12-15-2010</b>	Check the applicable box if the student is foster, homeless, migrant, or runaway.		
			Foster Child	Homeless	Migrant
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDIPIR**

Do ANY household members (including yourself) currently participate in one of the following assistance programs?

If NO, skip STEP 2 and complete STEP 3.  
If YES, do not complete STEP 3. Check the applicable program box, enter one case number, and then go to STEP 4.

Select Program Type:  
 CalFresh     CalWORKs     FDIPIR

Enter Case Number: \_\_\_\_\_

**STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'Yes' to STEP 2)**

**A. STUDENT INCOME:** Sometimes students in the household earn income. Please include the TOTAL income earned by all students listed in STEP 1 here. Report total income in whole dollars earned before taxes and deductions.  
Enter the appropriate pay period: W = Weekly, 2W = Bi-Weekly, 2M = Twice a Month, M = Monthly, Y = Yearly

Enter the name of ALL OTHER Household Members (First and Last)	Earnings from Work	How Often	Public Assistance/SSI/Child Support/Alimony	How Often	Pensions/Retirement/All Other Income	How Often	Total Student Income	
							How Often	How Often
	\$		\$		\$			
	\$		\$		\$			
	\$		\$		\$			
	\$		\$		\$			

**B. ALL OTHER HOUSEHOLD MEMBERS (including yourself):** List ALL household members not listed in STEP 1 even if they do not receive income. For each household member, report the TOTAL income for each source in whole dollars only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. Report all income earned before taxes and deductions. Enter the appropriate pay period in the "How Often" column: W = Weekly, 2W = Bi-Weekly, 2M = Twice a Month, M = Monthly, Y = Yearly

Enter the name of ALL OTHER Household Members (First and Last)	Earnings from Work	How Often	Public Assistance/SSI/Child Support/Alimony	How Often	Pensions/Retirement/All Other Income	How Often	Total Student Income	
							How Often	How Often
	\$		\$		\$			
	\$		\$		\$			
	\$		\$		\$			
	\$		\$		\$			

Total Household Members (Children and Adults)  Enter the last four digits of Social Security number (SSN) from the Primary Wage Earner or Other Adult Household Member  Check the box if NO SSN

**STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE**

Certification: "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws."

Signature of adult completing this form: \_\_\_\_\_

Print Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DO NOT COMPLETE. SCHOOL USE ONLY**

Annual Income Conversion: Weekly x52, Bi-Weekly x26, Twice a Month x24, Monthly x12  
How Often?  Weekly  Bi-Weekly  Twice a Month  Monthly  Yearly

Total Household Size:  Eligibility Status:  Free  Reduced-price  Paid (Denied)  Categorical  Error  
Verified as:  Homeless  Migrant  Runaway

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verifying Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one):  
 Hispanic or Latino     Not Hispanic or Latino

Race (check one or more):  
 American Indian or Alaskan Native     Asian     Black or African American  
 Native Hawaiian or other Pacific Islander     White

año escolar 2016-2017 Biggs Unified School District Solicitud de comidas gratis o a precio reducido Llene una solicitud por hogar. Haga su solicitud en línea en [insert Web address] Artículo 49557(a) del Código de Educación de California: "Las solicitudes de comidas gratis o a precio reducido se pueden presentar en cualquier momento durante un día de clase. A los menores que participen en el Programa Nacional de Almuerzos Escolares (Federal National School Lunch Program) no se les identificará abiertamente con el uso de fichas, boletos o filas para servir especiales; entradas o comedores separados; ni por ningún otro medio".

**PASO 1 Anote TODOS los miembros del hogar que son bebés, niños o estudiantes hasta el grado 12 (si necesita más espacio para más nombres, adjunte otra hoja de papel)**

Definición de miembro del hogar: "Cualquier persona que viva con usted y comparta los ingresos y gastos, incluso si no es su pariente".

Los menores bajo cuidado adoptivo temporal, y los que cumplen con la definición de sin hogar, inmigrante o se fugó del hogar reúnen los requisitos para recibir comidas gratis. Para obtener más información, lea Cómo solicitar comidas escolares gratis o a precio reducido.

Primer nombre del menor	Inicial	Apellido del menor	¿Estudiante? SI No	Bajo cuidado adoptivo temporal

Marque todos los pertinentes

**PASO 2 ¿Algún miembro del hogar (incluyéndolo a usted) participa actualmente en uno o más de los siguientes programas de asistencia?**

SI respondió que SI > Marque la casilla del programa pertinente, anote el número de caso y vaya al PASO 4 (No llene el PASO 3)

SI respondió que NO > Llene el PASO 3

CalFresh  CalWORKS  FDIPIR  Número de caso: \_\_\_\_\_ Anote sólo un número de caso en este espacio.

**PASO 3 Declare los ingresos de TODOS los miembros del hogar (sáltese este paso si respondió que 'SI' en el PASO 2)**

**A. Ingresos de los menores**  
En ocasiones, los menores del hogar tienen ingresos. Incluya aquí los ingresos TOTALES que reciben todos los miembros del hogar arrolados en el PASO 1.

**B. Todos los miembros adultos del hogar (incluyéndolo a usted)**  
Anote todos los miembros del hogar que no anotó en el PASO 1 (incluyéndose a usted mismo) incluso si no reciben ingresos. Para cada miembro que reciba ingresos, declare los ingresos totales de cada fuente en números redondos. Si no reciben ingresos de ninguna fuente, anote '0'. Si anota '0' o deja los campos en blanco, está certificando (prometiéndolo) que no hay ingresos que declarar.

Nombre de los miembros adultos del hogar (nombre y apellido)	¿Frecuencia?		¿Frecuencia?		¿Frecuencia?		¿Frecuencia?	
	Entrada mensual	2 veces a mes						
Ingresos de trabajo	\$		\$		\$		\$	
Ingresos de jubilación/ pensión alimentaria	\$		\$		\$		\$	
Mantenimiento de menores/ asistencia pública	\$		\$		\$		\$	
Pensiones/jubilación/ todos los demás ingresos	\$		\$		\$		\$	
Últimos cuatro dígitos del número de seguro social (SSN) del principal proveedor o de otro miembro adulto del hogar	X	X	X	X	X	X	X	X

Total de miembros del hogar (Del PASO 1 y PASO 3)

**PASO 4 Información de contacto y firma del adulto**

Certificación: "Certifico (prometo) que toda la información en esta solicitud es verdadera y que he declarado todos los ingresos. Entiendo que esta información se proporciona en relación con la recepción de fondos federales y que los funcionarios escolares podrían verificar (revisar) la información. Entiendo que si doy intencionalmente información falsa, mis hijos podrían perder los beneficios alimentarios y yo podría ser enjuiciado bajo las leyes estatales y federales pertinentes".

Dirección: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_ Teléfono o correo electrónico: \_\_\_\_\_ Nombre en letra de molde del adulto que llenó este formulario: \_\_\_\_\_ Fecha de hoy: \_\_\_\_\_

**OPCIONAL Identidad étnica y racial de los menores**

Estamos obligados a pedir esta información sobre la raza e identidad étnica de sus hijos. Esta información es importante y nos ayuda a asegurarnos de que estamos sirviendo plenamente a nuestra comunidad. Responder esta sección es opcional y no afecta el cumplimiento de los requisitos de sus hijos para recibir comidas gratis o a precio reducido.

Identidad étnica (marque una):  Hispano o latino  No hispano o latino  Asiático  Indígena americano o nativo de Alaska  Negro o afroestadunidense  Nativo de Hawái u otra isla del Pacífico  Blanco

**NO LLENE LA SIGUIENTE INFORMACIÓN ES PARA USO DE LA ESCUELA SOLAMENTE.**

Approved as:  Free  Reduced-Price  Paid (Denied) Reason: \_\_\_\_\_

Verified as:  Homeless  Migrant  Runaway  Categorical  Error Prone

Total Household Income: \_\_\_\_\_ How often? \_\_\_\_\_

Weekly  Bi-Weekly  2x Month  Monthly  Yearly  
 Annual Income Conversion  
 Weekly x52 | Bi-Weekly x26 | Twice Per Month x24 | Monthly x12

Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_ Confirming Official: \_\_\_\_\_ Date: \_\_\_\_\_

Verifying Official: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT USE OF TECHNOLOGY

### ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

The BIGGS UNIFIED SCHOOL DISTRICT authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

#### Definitions

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.

#### Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another

student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

### **Privacy**

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

### **Personally Owned Devices**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

### **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

### Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

### Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please print)

School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Exhibit  
version: September 24, 2015

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California



PLEASE COMPLETE AND RETURN THIS FORM  
TO YOUR CHILD'S SCHOOL  
NO LATER THAN ONE WEEK FROM THE START OF SCHOOL

STUDENT'S NAME \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First)

**BUSD ANNUAL ACKNOWLEDGEMENT OF RIGHTS**  
**Grades K-12**

California law requires public school districts to annually notify the parent/guardian of each public student of a variety of parental rights. California law also requires that the parent/guardian provide school officials with written confirmation that he/she has been so notified. Therefore, you are requested to read the Parents' Rights and Responsibilities information, and return this signed form, Acknowledgement of Rights, to the school your son/daughter attends no later than three weeks from the start of school.

I acknowledge that I have received and reviewed the Biggs Unified School District's Parents'/Students' Rights and Responsibility Handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Parents who **DO NOT** want Student Directory Information released must make this known in writing to the principal of their child's school.

PARENT'S REQUEST FOR EXEMPTION: I hereby request to have my child exempted from:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Write in name of each item for which you request exemption)

\_\_\_\_\_  
Signature of Parent/Guardian      Date



# Biggs Unified School District Discipline Matrix

I have read and understand the consequences of the Biggs Unified School District Discipline Matrix.

---

Parent Signature

---

Student Signature

---

Principal or Principal Designee

---

Date

# Matrix de Disciplina del Escolar Unificado de Pierce

Yo he leído y entiendo las consecuencias de la Matrix de Disciplina del Distrito Escolar Unificado de Biggs

---

Firma del Padre/Madre

---

Firma del Alumno

---

Firma del Director/a o persona designada

---

Fecha