

2017-2018 Parent-Student Handbook



Si necesita una copia en español por
favor consulte la oficina.



Krystal Families,

After reading the Parent/Student Handbook and discussing it with your child please fill out the information below and tear this sheet off and return it to your child's teacher as soon as possible.

Dear: Krystal Families

I have read the Parent/Student Handbook and have discussed Krystal's School Rules and Discipline Plan and Student Handbook information with my child and understand the contents within.

Student's Name (Please Print)

Teacher

Parent/Guardian Signature

Date



Krystal School of Science, Math & Technology

VISION STATEMENT

Working together to prepare future leaders for a global society.

MISSION STATEMENT

At Krystal, our goal is to work together to prepare future leaders for a global society. We do this through a joint effort with families and community, to create a safe and positive environment that promotes a strong work ethic and enthusiasm for learning. We will provide high standards of learning through a challenging and technologically-enhanced curriculum that builds leaders and successful citizens for the 21st century, who will be able to meet the challenges of a global society.

General Information

Office Hours	8:30 a.m. to 4:00 p.m.
Student Hours	Kindergarten: M, T, Th, F: 9:10 a.m. to 12:46 p.m. Wednesdays: 9:10 a.m. to 11:49 a.m. 1st, 2nd, 3rd, 4th, 5th, & 6th Grades: M, T, Th, F: 9:10 a.m. to 3:27 p.m. Wednesdays: 9:10 a.m. to 2:31 p.m.
Address	17160 Krystal Drive Hesperia, CA 92345
Telephone Number	760-948-3611
Fax Number	760-948-3822
School Website	www.krystalschool.org
Mascot	Comet
School Colors	Blue and White

Administration

Principal	Amanda Arceo
Assistant Principal	Jennifer Primrose
Administrative Secretary	Tereza Ramirez

Office

School Secretary	Michelle Karlen
Attendance Specialist	Alice Gutierrez
Parent/Community Liaison	Lucy Spafford
Health Technician	Natasha Carr



Office Hours and Messages

The Krystal School office is open Monday through Friday from 8:30 a.m. to 4:00 p.m. The office staff is prepared to assist you with your questions and concerns during these hours. The office staff is able to handle most requests themselves and can refer you to the teaching staff or administrator if needed.

Phone Messages

For the protection of our students and at the advice of the Police Department, phone messages are not acceptable for making a change in how a student gets home from school. **The only way for a student to be dismissed other than what is originally agreed upon is by written request or by the parent/guardian coming to school in person.** In order to avoid classroom and office interruptions, students may use the phone only in an emergency. We ask that messages from home be kept to an absolute minimum, and limited to true emergencies.

Transfer Policy

The purpose of an intradistrict attendance agreement (transfer) is to provide parents with choices in selecting the schools that their children may attend within the district's boundaries. The site administrator of the school of choice must approve the agreement. Requests for intradistrict transfers will be accepted unless they would cause the school to exceed the class size average limits established by the California Education Code. Transportation to and from school shall be the sole responsibility of the parent. Parents wishing to submit applications for admission to their school of choice must do so during an open enrollment period. The open enrollment period shall be announced in the early spring for the following school year. Should the number of applications received exceed the space available at the school, a lottery drawing will be held to determine priority for open enrollment.

Attendance

Regular school attendance is expected and required for an effective learning program and school success. All absences and tardies may be reviewed by the School Attendance Review Board (SARB). It is essential that your child is present every day of the school year to in order to receive the maximum benefits of the educational program we offer at Krystal School.

Absences

Please call the school office at (760) 948-3611, before 9:20 on the day your child is absent. If unable to do so, call anytime to leave a message. If unable to call, please send a note signed by the parent/guardian stating the date and reason for the absence on the first day the student returns to school. More than three unexcused absences is considered truant. Notes from doctor and dental appointments are not required, but are strongly encouraged.

Tardies

Responsible behavior includes being on time and ready to enter the classroom at 9:10 a.m. All students arriving late must check in at the office before going to class. Repeated tardies, no matter how small, will affect Comet Club 360. Please note that per Ed Code 48260, students signed out early will be considered tardy. Excessive absences and tardies may result in a financial citation.

Attendance Incentives

These incentives are developed to encourage student attendance. Individual awards will be given each semester to students who have perfect attendance for the first semester and a trophy for the entire school year. Attendance is also a big part of Comet Club 360. Students may not have more than 3 absences and no more than 3 early outs/tardies to participate each quarter.

Independent Study Contracts

On those occasions when a family emergency or vacation occurs during the regular school session, parents should request an Independent Study Contract (ISC) for those days so that attendance credit is earned. Prior notice is necessary and your child must be gone for at least 5 school days. Please contact the school attendance specialist (Mrs. Gutierrez) at least one day before the absence so that the study packet can be prepared for you.

Arrival Time

Students may not enter the school campus before 8:40 a.m. There is no supervision on campus before this time. Instruction begins at 9:10 a.m. for all grades. Please be very careful when dropping off your students in the morning. **When dropping off students, do NOT use the parking lot as a drop off zone.** Student safety is a great concern. Be aware of those around you and watch for others in the crosswalk.

Dismissal

To ensure student safety at dismissal time, staff members will supervise students to the walker pick-up and drive-up pick-up areas. Parents may drive through to pick-up students **ONLY** at the drive-up pick-up driveway entering through the east entrance on Krystal Drive. **DO NOT** drive through the new parking lot on Farmdale, it is for parking and not a drop off/loading zone. Parents are not allowed to walk-up to the drive-up pick-up area to pick up their child. Please refer to daily schedule for specific dismissal times. A note from a parent/guardian is REQUIRED if there is to be any change in the normal pickup schedule. A phone call will not be sufficient.

Transportation

Bike Riders

All bike riders must have a lock for their bike and wear a helmet which is

required by law. Traffic safety and respect for private property are to be observed at all times while riding to and from school. For student safety, it is recommended that bike riders are 4th-6th graders living within one mile of the school. Bike riders must have parent permission. Bike privileges will be lost for the remainder of the year after three violations. Bikes are to be taken directly to the bike area each morning and locked. Upon arriving on school grounds, the bike rider must walk the bike to the bike area. The school is not responsible for stolen or vandalized bikes, scooters, etc. Bike riders ride at their own risk. Students are recommended to review bike safety rules with their parents/guardians and take a bike safety quiz before being allowed to ride their bike to school. **NO SKATEBOARDS ARE ALLOWED ON THE SCHOOL GROUNDS AT ANY TIME INCLUDING WEEKENDS.**



Parent Transportation

All traffic safety laws are in effect for a school zone. Parent cooperation is expected by picking up your child while following safety procedures. Parents **MUST** send a note when their child is being picked up by someone other than their normal pick up person. Individuals signing students out should be prepared to present a photo ID.

Walkers

Determine the safest route between your home and the school, using crosswalks. Establish time limits for a direct walk to and from school. Parents/Guardians must send a note to the office if their child is to walk to a different location. For safety reasons, check with your child often to be sure that your child is traveling directly home or to school. Remind your child never to talk to or accept rides from strangers, and encourage your child to tell you if anything happens on the way to or from school that makes him/her uncomfortable.

Collaborative Wednesdays

Every Wednesday, school dismisses approximately one hour early. This is to provide time for our teachers and other staff members to work together to help increase the overall effectiveness of our educational programs. Please remember that this occurs **EVERY Wednesday**, and that dismissal is almost **one hour earlier at 2:31** (11:39 for kindergarteners not staying for the extended day).

Early Sign Out

All students leaving school during the school day for any reason must be signed out in the office by an adult listed on the emergency card. **PLEASE BE READY TO SHOW IDENTIFICATION UPON SIGNING OUT YOUR STUDENT.** Students returning to school later the same day must check back in the office before returning to class. If you are planning to sign your student out, you must do so by 3:15 pm. **The office will not call students out of class any later than 3:15p.m. (2:15 p.m. on Wednesdays)**

Lost and Found

Students are responsible for the safe and appropriate use of their school materials. Please make sure that your child's name is on his/her jacket and lunch bag. If items are missing, check with your child's teacher. Also, if your child comes home with "new" items, please give us a call to check. Articles found on school property are usually placed in the lost and found container outside of the Multi-Purpose Room. Labeling personal items can make it easier to return them if misplaced. The school is not responsible for lost or stolen items. Unclaimed articles will be donated to charitable organizations at the end of the school year.

Visitors and Volunteers

All visitors and volunteers must sign in at the office before entering campus. For safety purposes no one may be on campus without a visitor's pass. No parents are allowed on the playground with their child. Annually, ALL volunteers must fill-out a volunteer application and be HUSD Board approved before being allowed to work in classrooms. Volunteering in the classroom will begin during the third week of school. Please be mindful that not all grades, especially grades 4-6, utilize parent volunteers in the classroom. There are many ways to assist in your child's educational program. Ask your child's teacher about helping in the classroom or at home. Uninterrupted learning time is valued in our school; therefore, we ask that you leave other children at home when you volunteer.

Parent Involvement

It is our belief at Krystal that parent support and involvement in a child's education is an essential element for improving academic achievement. Studies have shown that parental direction, interest, and participation in the student's educational development affect performance, attitudes and school success. We at Krystal recognize that we can provide many opportunities for learning, but the crucial element that is needed is assistance from the parents and families. There is no replacement for the support, encouragement, approval, and love that parents can give their child.

Here are some questions and answers about parental involvement at Krystal:

Q: What is the process on becoming a parent volunteer?

A: The first step is to complete and submit a Parent Volunteer form. Once that is turned-in, the school awaits the School Board's approval of your name.

Q: What are the guidelines for parent volunteers?

A: Below is a bulleted list of the guidelines:

GUIDELINES FOR SCHOOL VOLUNTEERS (ADULTS)

- ★ Volunteers must be HUSD Board approved.
- ★ Volunteers must dress appropriately and use appropriate language.
- ★ Volunteers must sign in and out in the front office.
- ★ We ask that volunteers leave "non-student" children at home. It can

create too many distractions in the classroom.

Q: What are the guidelines for being on campus during the school day?

A: To be on campus, you must check-in, and sign-in inside the office. At that point, you will receive a visitor's pass. For student safety, no one may be on campus without a visitor's pass. Once your visit is finished, you must sign-out inside the office.

Q: What are the guidelines for helping in my child's classroom?

A: If you would like to help in the classroom, you must be a Board-approved volunteer, and schedule a time with the teacher in advance. This is due to staff meetings, classroom preparation, and because we value your time as a parent. Scheduling in advance gives the teacher the opportunity to use the time most efficiently and productively. Parents can begin volunteering during the third week of the school year. Unless pre-arranged, volunteers are allowed after 9:30 a.m.

Q: When can I meet with the teacher?

A: If you would like to meet with your child's teacher, you have a couple of options. You may call the office, and the office can connect you to your child's teacher's voicemail to set-up a meeting. Or, you may e-mail your child's teacher. Each teacher's e-mail address is their `firstname.lastname@hesperiausd.org` (no spaces, all lowercase). Teachers may not be able to meet with parents before school, due to preparation for the days' lessons, meetings, etc. In order to maximize instruction, teachers will not be able to meet with parents once instructional time begins. Out of courtesy, please schedule any needed conference with the teacher in advance.

Q: What if I need to contact my child (vice versa)during the school day?

A: If you need to contact your child (lunch money, jacket, forgotten homework), all communication needs to go through the office, not through the use of your student's telephone. We ask that messages from home be kept to an absolute minimum and limited to true emergencies. As far as students contacting home, in order to avoid classroom interruptions, students may use the phone only in an emergency. Use of cell phones/ "texting" must follow District guidelines.

Opportunities for Involvement

School Site Council

The Krystal School Site Council is the elected body of parents and staff who oversee the planning, implementing, and monitoring of Krystal's School Based Plan. The SSC meets, with specific dates and times announced early in the school year. All meetings are open to everyone. Your questions can be answered and your suggestions are welcome!

Krystal P.T.C. (Parent-Teacher Committee)

The Krystal PTC fundraisers support student programs such as assemblies, field trips, awards recognition, and purchase of equipment. The times and dates for

the PTC meetings will be posted on the school's website.

Krystal English Language Advisory Committee (ELAC)

The times and dates of the Krystal ELAC meetings will be posted on the school's website. The District ELAC meets on the third Thursday of every other month at the District Office.

Parent Academies/Annual Title I Parent Meeting

At these meetings, school-wide programs are discussed, programs are identified for students, and further strategies are developed to help students in all academic areas and with homework.

Electronic Signaling Devices and Cell Phones

Cell Phones and Electronic Devices are not to be used during school hours. The first time a student is caught using a cell phone, the cellphone will be held in the office until the end of the day. On the second offense, the phone will be confiscated and held in the office until a parent can pick it up.

DISTRICT CELL PHONE POLICY

Except for prior consent for health reasons, the following policy will be strictly enforced:

- All electronic devices that are powered off may be in possession of students. These devices must remain powered off and stored out of sight while on the bus, or on campus during the school day. If seen by school or bus personnel, the device will be confiscated and return to parents on the first offense. Subsequent violations of district or school rules and regulations may be subject to discipline, including, but not limited to, suspension, expulsion, or transfer to an alternative program in accordance with Board Policy and Administrative regulation.
- Permissible uses for cell phone are limited to:
 - Life threatening emergency situations anytime
 - On campus before and after the official school day
 - At the conclusion of field trips after return to campus if after the school day
 - At sporting or other events on campus after the school day
 - Anytime with the specific limited permission and supervision of a site administrator or classroom teacher who is utilizing the device to teach their designated curriculum content area.

Chromebooks, Textbooks, Library Books, and Personal Property

The School District and Krystal School are not responsible for stolen or lost items. Personal items, such as toys, trading cards, electronic gaming devices, CD players, mp3 players, and cameras are NOT ALLOWED on campus. Students are responsible for textbooks, library books and chromebooks issued to them during the school year. All lost or damaged books/chromebooks must be paid for by the parent/guardian. Please contact Mrs. Toll, our librarian, if you have any questions.

Student Information

Emergency Cards

Each student is given a new emergency card every year so that parents can provide the school with current information regarding address, home, work, and emergency phone numbers. Cell phone numbers are encouraged. The emergency numbers should be relatives or friends nearby who can care for your child in the event that a parent cannot be reached. Persons listed from "down the hill" may not be your best choice in the case of certain emergencies such as natural disasters. **Students will be released ONLY to persons named on the emergency card.** In case of an emergency, students will remain at school until an authorized person arrives. Any changes of address, phone number, etc. must be made in the office as soon as possible. Every year we have an incident where it is urgent that we contact a parent and we find there are no working numbers on the card. Please make sure your card is updated often.

Divorce/Child Custody

If your student has special or unique custody or visitation arrangements, it is most important that you bring this to the attention of the office staff. A copy of the "Order to Show Cause" document of final divorce papers should be given to the office. California State Law allows both natural parents of a child to pick up that child from school unless court documents state otherwise. Please understand that without specific court documents to the contrary, the non-custodial parent MAY sign out and remove the child from school.

Medication and Insurance



If your student has a medical condition that requires medication, please inform the school. If at all possible, medications should be given at home. **STUDENTS MAY NOT CARRY ANY MEDICATION TO SCHOOL.** This includes over the counter medications as well as cough drops. The office cannot give any medication to a student without a form filled out by the parent/guardian and the physician. This form is available in the office. Also be advised that the school DOES NOT provide medical insurance coverage for school accidents. This means that parents are responsible for medical bills if your student gets hurt at school. Low-cost insurance is available through the Healthy Families Program. Call the office for further information.

Immunizations

Please be aware that 6th grade students must be immunized for Hepatitis B and Tdap before entering Junior High/Middle School. The Hepatitis B series involves three shots, and the entire process takes about 6 months.

School Rules

No weapons of any type are allowed on campus at any time or while going to and from school.

No alcohol, tobacco, or any controlled substances are allowed on campus at any time or while going to and from school.

All members of the Krystal Community are expected to Show their Comet Pride by being **"Safe, Respectful, and Responsible"** at all times.

Being safe includes:

- Following directions at all times
- Using equipment, materials, and facilities properly
- Staying in assigned areas at all times

Being respectful includes:

- Keeping hands, feet, and objects to yourself
- Using positive language and working to solve problems peacefully
- Using quiet voices at all times

Being responsible includes:

- Being in control of your actions
- Cleaning up your own materials and helping keep the campus clean and safe
- Coming to school on time and prepared to learn

Comet Club 360

This program is designed to promote academic success and enforce school rules. This program will be held quarterly. In order for students to earn Comet Club 360 tags and incentives he or she must:

- Have no more than 3 absences and no more than 3 early outs/tardies (Exemption: if a student misses 3 or more consecutive days, he/she may be exempted if a parent provides a doctor's note.
- Have no referrals for classroom or playground behavior to the office which result in detention or further action.
- Have no more than 2 behavior notices (white slips) from the playground or classroom.
- No more than 3 "dress code violation" slips.
- Complete 90% of their classwork on time and 90% of their homework on time.

Displays of Affection

Public displays of affection are inappropriate both on campus and during school sponsored activities. This kind of behavior will not be tolerated and may be grounds for suspension.

Discipline Plan

Krystal takes high priority in maintaining a safe and effective learning environment; all staff at Krystal School will utilize a progressive discipline plan. ***Students need to ensure that they are being Safe, Respectful and Responsible at all times.*** When students choose not to follow the school rules a consequence will be given. When a student chooses not to follow our school or classroom rules, one or more of the following consequences will occur:

- Warning and clarification of expectations
- Conference with students
- Time-outs
- Loss of privilege time
- Home contact (notes/phone calls/conferences)
- Referral to principal/assistant principal
- In-school suspension
- Suspension
- Recommendation for expulsion
- In extreme situations students will receive an in-house suspension, out of school suspension or possible expulsion without prior consequences.
- Law enforcement may be contacted depending upon the severity of the incident.
- Other consequences may be issued as deemed appropriate.

Nutrition

Breakfast Program

Breakfast is served each morning in the cafeteria at 8:40 a.m. to 9:05 a.m. The cost for student breakfast is \$1.50. Free and reduced meals are available to those who qualify. Please make sure students arrive on time so they will have the opportunity to eat breakfast. Only students are allowed in the cafeteria during breakfast.

Lunch Program

Students may bring their lunch from home or buy lunch from the cafeteria. Parents may prepay for school lunches/breakfasts by using the money drop box in the office or by creating an online account. More information may be obtained in the office about this online service. All students will be assigned a lunch number to enter into the cafeteria's computer system, which keeps track of each student's account. The school office is unable to provide lunch/breakfast account balances. The cost for a student lunch is \$2.75. Free and reduced meals are available to those who qualify. Forms are available at the Nutrition Services office. The phone number is (760) 948-1051. Only students are allowed in the cafeteria during lunch. Adults must be accompanied by their child's teacher.

Student Achievement

District Promotion Policy

All students must meet State and District proficiency standards each year in order to be promoted to the next grade. Your child's teacher will explain the standards to you and tell you when your child is performing below the expected levels in reading, language, and math. Together, we will develop a remediation plan to help your child reach the standards. Strategies may include after school tutoring. **It is the policy of this District that we honor only 2 graduations; High School and College. We therefore, will not have promotion ceremonies. We ask that you celebrate with your family outside of school.**

Report Cards and Parent-Teacher Conferences



Report cards are prepared two times per year and sent home with the child unless otherwise specified. If you do not want your child's report card sent home with them, please stop by the school's front office to make arrangements to have them mailed home or picked up. In addition, teachers may meet with parents periodically to discuss student progress. It is our intent to schedule a formal conference with each parent/guardian once a year. These conferences can prove very valuable in helping us work with your child and in providing you with information concerning his/her school progress. Please make every effort to attend these conferences. Due to staff committee meetings and classroom preparation, it is recommended that conferences be scheduled in advance. Teachers are not able to meet with parent/guardians during teaching hours.

Parent Communication

At Krystal, we do our very best to inform the home about schedule changes and calendars. Please look out for messages brought home by your child which may inform you about upcoming school activities, special events, and calendar changes. Most classroom teachers provide weekly or monthly updates for parents about classroom activities and student progress, either through newsletters or their websites. Do not hesitate to call whenever you are wondering about a meeting or other activity. For the most up-to-date information, please refer to our website. The school's website address is:

www.krystalschool.org

Krystal also utilizes "Connect Ed," a recorded phone call system to inform families with important school information. To receive these messages, your phone number information must be up-to-date with the office.

In addition, families can stay connected through the Krystal Facebook page, Twitter, and Remind (text messages).

Student Recognition

There are many ongoing programs in the classrooms, the school, and the District

to recognize and encourage student accomplishment. Positive achievement in both academics and citizenship is expected of all students. Students are encouraged to find their strengths and use these strengths to the best of their ability. Recognition occurs both spontaneously and formally – the “Comet Club 360” program (details to be sent home early in the school year), notes and calls home, announcements of positive behavior, perfect attendance awards, academic recognition, and special activities, among others.

The Krystal “Shining Star” program recognizes one student each day who has exemplified Safe, Respectful, and Responsible behavior. Each of these students participates in the morning Pledge of Allegiance, and is recognized by their teacher for their outstanding behavior. The purpose of all student recognition is to reinforce positive choices and actions, build confidence and independence, and enhance self-esteem.

We also have blue slips (caught being good) slips. At random times when students act appropriately, students are given a blue slip to deposit in a tub in the office. At regular intervals, slips are drawn. Students are then called to the office to receive prizes, all for doing the right thing.

Student of the Month

Every month, one student from each class is chosen by his/her teacher to be the “Student of the Month.” The student may receive prizes, including food certificates to local restaurants, for being selected. Show your teacher that you deserve to be chosen!

Special Events

In order for our students to participate in making decisions that affect others in positive ways, special events and service opportunities are planned and scheduled throughout the year. These events may include: Red Ribbon Week, Science Fair, Clue-Me-In, and many others.

Assemblies and Field Trips

With the support of the Krystal P.T.C., school-wide fundraisers and selected assemblies will be provided to enhance the learning program. If a field trip is scheduled, your child’s teacher will inform you of the destination, day, and approximate time of departure and return. Teachers will contact parent volunteers to assist with the field trip by supervising students on the bus and in small groups during the trip. Not all parents who are volunteers may be chosen to be field trip chaperones. For safety and insurance reasons, private vehicles and additional children are not allowed to be a part of the field trips for chaperones. All chaperones must have a Board-approved volunteer form on file with the office. If you are a designated chaperone, to increase student safety, you must ride on the bus to and from the field trip.

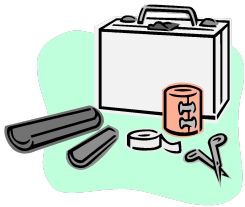
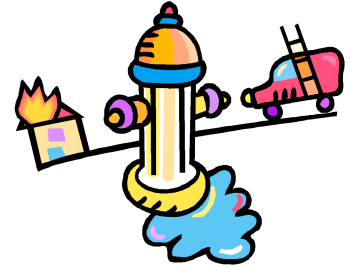
On field trips, students are encouraged to wear their “school spirit” shirts, and jeans/shorts. If students are not able to wear this attire, regular uniform attire is needed.

Parties

Classes may observe Christmas, Valentine's Day, and End-of-the-Year with a class party during the last hour of the school day. Teachers will contact volunteers to arrange needed assistance. For student safety, only "store bought" treats are permitted. No homemade treats may be brought to any party, including lunchtime birthday celebrations.

Disaster Preparedness

The staff of Krystal School works throughout the year preparing themselves and the students to be ready in the event of an earthquake or other emergency. Fire, earthquake, and lockdown drills are scheduled throughout the year to practice procedures. These practices are required by California Education Code and it is imperative that students and staff take them very seriously. We update water, and first aid supplies periodically. Parents are kept informed of specifics through newsletters and PTC meetings. Please be sure to let the office know whenever there is a change in your home, work, and/or emergency phone numbers.



Some suggestions for home safety are:

- Prepare your family for an earthquake or other emergency by talking about what to do, what not to do, who to call if possible and where to meet in an emergency situation.
- Prepare an "Earthquake Kit" for your family. The Red Cross can help you obtain more information.

Student Dress Code

As you know, one of the many aspects of our school that separates us is the school uniforms. Below is our [dress code policy](#):

- Students are required to wear collared shirts (polo/buttoned) in solid shades of blue, black, or white. Stripes and graphics are not permitted. Shirts without collars are not permitted.
- Students need to wear solid (in color and pattern/no decals or stripes) pants, shorts, skirts, "skorts," or capris (no jeans/denim) that are navy blue, black, or khaki. Leggings/jeggings are not considered pants, and are not allowed on their own. All garments must be no shorter than the student's longest finger when their hands are straight down at their sides.
- On Fridays, students do not have to dress differently. However, they are allowed to wear denim jeans (black, navy blue, or khaki) and a "school spirit" or college-themed shirt (no jerseys).
- If students wear sandals, they must wear sandals with "closed toes" and a strap on the back. Heels should be at a minimal height.
- If students wear a jacket, sweatshirt, or sweater inside the classroom, these need to be the solid school uniform colors (blue, black, white, khaki). If the jacket, sweatshirt, or sweater are worn outside only, other colors are okay.
- Any undershirts, tights, or leggings that are visible must be black, white, any shade of blue, or khaki. No stripes, polka dots, etc.

- THE DRESS CODE POLICY MAY BE MODIFIED AS NEW "FASHION ISSUES" ARISE.

When students violate the dress code, a parent will be contacted and may be asked to bring appropriate clothing to school. If we are unable to reach a parent, the student will be loaned a suitable garment or be asked to turn the article of clothing inside out for the day (if appropriate) and the student will take a note of explanation home to the parent. Thank you for your support in following our dress code and for helping us provide a suitable learning environment.

Students should be dressed and groomed in a manner which will not interfere with or detract from the academic process nor create a health or safety risk for any student. Students must also observe the District's K-12 Dress Code Policy which prohibits the following unacceptable dress:

Dress and Grooming

AR 5132 (a)

Local law enforcement officials indicate that certain types of dress **and colors** contribute to gang association and violence. Students wearing gang attire become targets for violence even though they are not gang members. In addition, the baggy, oversized clothing now identified as gang related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons or providing hiding places for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as unacceptable dress:

- *Clothing, jewelry and personal items that a student has including notebooks, folders, book covers, magazines, drawings, pictures, gym bags, water bottles, backpacks, or any other item that disrupts the instructional process*
- Hats other than unaltered school approved hats worn properly
- Oversized clothing such as shorts, pants, coats, etc. Pants must fit at the waist
- Items that promote hate, intolerance or violence
- Unsafe jewelry and accessories including wallet chains and belts hanging from the waist
- Visible undergarments
- Clothing with profanity, too tight, revealing or sexually provocative
- Clothing with **pictures**, insignias or brand names for controlled substances, **tobacco or alcohol**
- *Unsafe footwear including house slippers. Additional footwear requirements may be imposed on students in specific classes such as: physical education, science and shop.*
- Raiders and Kings clothing, "LA" and "Skin" labels, and any additional articles of clothing or accessories identified by the HUSD School Police Department as being gang or hate group related will be forbidden on campus or **any other school function or activity including sporting events**

Legal Reference:

Administrative Code, Title 5

302 Pupils to be neat and clean on entering school

Hesperia Unified School District

BP 5132

Dress and Grooming

The Governing board believes that appropriate dress and grooming contribute to a productive and safe 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 and possessions must not present a health or safety hazard or a distraction, which would interfere with the educational process.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

The dress policy is applicable to all of Hesperia Unified School District's functions and activities.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

Legal Reference:

Education Code

35183 School Dress codes; Uniforms

48907 Student Exercise of Free Expression

49066 Grades: Effect of Physical Education Class Apparel

Code of Regulations, Title 5

Pupils to be neat and clean on entering school

Hartzell v. Connell (198) 35 CA: 3D 899

Arcadia Unified School District v. State Department of Education

92 Daily Journal, D.A.R. 3578

BP 5131.2(a)

Students

BULLYING

The Governing Board 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. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district.

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

Cyberbullying includes the 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.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish 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 perpetrators of bullying.

The District may 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.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

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 bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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)

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Informal, unwritten complaints of bullying or harassment raised by parents and/or students at the school site level, shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7.

Written complaints of bullying shall be investigated under the District's uniform complaint procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Law enforcement officials will be notified in accordance with the law.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include, to the extent possible, documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Students shall be encouraged to save and print any messages that they feel constitute cyberbullying, whether to themselves or another student, and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District Board Policies and Administrative Regulations. Any employee who engages in bullying or retaliation related bullying is subject to discipline, up to and including termination.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

BP 5131.2(c)

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

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

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

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

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

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: Harassment and Bullying, October 2010

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

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

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

U.S. Department of Education, Office for Civil

Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy

Adopted: May 8, 2013; January 20, 2015

Revised: June 20, 2016

HESPERIA UNIFIED SCHOOL DISTRICT

Hesperia, California

BP 5145.3(a)

Students

NONDISCRIMINATION/HARASSMENT

This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district. The Governing Board prohibits at any District school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expressions; the perception

of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that affects a student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive education environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Discrimination/Harassment Prevention

District and school strategies shall focus on prevention of discrimination, harassment, intimidation and bullying by providing age-appropriate training and information to students and staff, including, but not limited to, the District's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

The District may 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.

Intervention

Students are encouraged to notify school staff immediately of any incidents of discrimination, harassment, intimidation or bullying. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness incidents of discrimination, harassment, intimidation or bullying shall immediately intervene to stop the incident when it is safe to do so.

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

The following position is designated to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the District's nondiscrimination policies:

DIRECTOR OF STUDENT SERVICES

Any student that feels that he/she is being harassed, discriminated, intimidated or bullied should immediately contact a teacher, site administrator, or the Director of Student Services. In addition, any student who observes any such incident should report the incident to a teacher, site administrator, or the Director of Student Services, whether or not the victim files a complaint. Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to a teacher, site administrator, or the Director of Student Services. The Superintendent or designee may also establish other processes for students to submit anonymous reports of discrimination or harassment. Complaints of discrimination, harassment, intimidation, or bullying shall be investigated immediately and resolved in accordance with site-level grievance procedures specified in AR 5145.7.

When a student is reported to be engaging in discrimination or harassment off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Law enforcement officials will be notified in accordance with the law.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the

Internet site or service to have the material removed.

The Superintendent or designee shall ensure that the student handbook clearly describes the District's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who witness or are subject to any such behavior. The District's policy shall also be posted on the District web site or any other location that is easily accessible to students, parents, and staff.

Discipline

Any student who engages in discrimination or harassment, on or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District Board Policies and Administrative Regulations. Any employee who engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including termination.

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 program
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

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

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

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

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Policy
adopted: May 8, 2011; January 20, 2015
Revised: June 20, 2016

HESPERIA UNIFIED SCHOOL DISTRICT
Hesperia, California

Students - SEXUAL HARASSMENT

AR 5145.7(a)

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, when made on the basis of sex and under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of 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.

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 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 sexual suggestive objects.
11. Sexual assault, sexual battery, or sexual coercion.

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the District's Nondiscrimination/Harassment policy – BP 5145.3 and Bullying policy - BP 5131.2, shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment, discrimination, or bullying or who has witnessed sexual harassment, discrimination, or bullying may file a complaint with any school employee. Within twenty-four (24) hours of receiving a complaint, the employee must report it to the Principal or designee at the school site. In addition, any school employee who observes any incident of sexual harassment, discrimination, or bullying involving a student shall, within twenty-four (24) hours, report this observation to the Principal or designee, whether or not the victim files a complaint. If the school employee receives the complaint on a Friday or a holiday, the employee must report it to the Principal the next business day.

In any case of sexual harassment, discrimination, or bullying involving the Principal to whom the complaint would ordinarily be made, the employee who receives the student's complaint or who observes the incident shall instead report to the Superintendent's designee.

2. Initiation of Investigation: The Principal or designee shall initiate an impartial investigation of an allegation of sexual harassment, discrimination, or bullying within five (5) school days of receiving notice of the sexually harassing, discriminatory, or bullying behavior, regardless of whether a formal complaint has been filed. The District shall be considered to have "notice" of the need for an investigation upon receipt of a complaint from a student who believes he/she has been subjected to sexual harassment, discrimination, or bullying, the student's parent/guardian, or an employee who received the complaint, any employee or student who witnessed the behavior, or any student, employee, or parent/guardian who filed an official complaint on the District's official complaint form. The District's official complaint form is attached hereto as Exhibit 5145.7.

If the Principal or designee receives an anonymous complaint or media report about alleged sexual harassment, discrimination or bullying, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, discrimination, or bullying, the Principal or

designee shall describe the District's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing on the District's official complaint form. If the

student requests confidentiality, he/she shall be informed that such a request may limit the District's ability to investigate.

4. Investigation Process: The Principal or designee shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary or appropriate action. (5 CCR 4964)

The Principal or designee shall interview individuals who are relevant to the investigation, including but not limited to, the student who is complaining, the person accused of sexual harassment, discrimination, or bullying, anyone who witnessed the reported sexual harassment, discrimination, or bullying and anyone mentioned as having relevant information. The Principal may take other steps such as reviewing any records, notes, or statements related to the sexual harassment, discrimination, or bullying complaint or visiting the location where the sexual harassment, discrimination, or bullying is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Principal or designee also may discuss the complaint with the Superintendent's designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and District legal counsel or the District's risk manager.

5. Interim Measures: The Principal or designee shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

6. Optional Mediation: In cases of student-on-student sexual harassment, discrimination or bullying, when the student who complained and the alleged perpetrator so agree, the Principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Principal or if the complaint is sent to the Superintendent's designee may take into account:

- a. Statements made by the persons identified above.
- b. The details and consistency of each person's account.
- c. Evidence of how the complaining student reacted to the incident.
- d. Evidence of any past instances of sexual harassment, discrimination, or bullying by the alleged perpetrator.
- e. Evidence of any past sexual harassment, discrimination, or bullying complaints that were found to be untrue.

To judge the severity of the sexual harassment, discrimination, or bullying the Principal or if the complaint is sent to the Superintendent or designee may take into consideration:

- a. How the misconduct affected one or more students' education.
- b. The type, frequency, and duration of the misconduct.
- c. The identity, age, and sex of the alleged perpetrator(s) and the student who complained, and the relationship between them.
- d. The number of persons engaged in the sexual harassment, discrimination, or bullying conduct and at whom the sexual harassment, discrimination, or bullying was directed.

e. The size of the school, location of the incidents, and context in which they occurred. f. Other incidents at the school involving different students.

8. **Written Report and Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Principal, or if the complaint is sent to the Superintendent's designee, shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause.

9. **Appeal Process:** An appeal process will be afforded to the complainant should he or she disagree with the resolution of the complaint filed pursuant to this policy. The complainant may appeal in writing to the Superintendent within five (5) business days. The Superintendent will review the complaint and any associated documentation and will render a final decision within thirty (30) days.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that sexual harassment, discrimination, or bullying occurred, the report shall also include any corrective actions that have or will be taken to address the sexual harassment, discrimination, or bullying and prevent any retaliation or further sexual harassment, discrimination, or bullying. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Principal, or if the complaint is sent to the Superintendent's designee, shall ensure that the complainant student and his/her parent guardian are informed of the procedures for reporting any subsequent problems.

The Principal, or if the complaint is sent to the Superintendent's designee, shall make follow up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond.
3. Disseminating and/or summarizing the District's policy and regulation regarding sexual harassment.
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community.
5. Taking appropriate disciplinary action.

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

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.
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.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.
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.
5. Be included in the student handbook.
6. Be provided to employees and employee organizations.

Regulation
adopted: May 8, 2013; January 20, 2015

HESPERIA UNIFIED SCHOOL DISTRICT
Hesperia, California

Instruction

BP 6020(a)

**PARENT
INVOLVEMENT**

The Governing Board 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. 4020 - School Plans/Site Councils)

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 - Parents 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)

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)

The Superintendent or designee shall ensure that each school receiving Title I funds develop 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:

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>

Policy
adopted: April 23, 2001; May 4, 2015
revised: September 22, 2008

HESPERIA UNIFIED SCHOOL DISTRICT
Hesperia, California

Instruction

PHYSICAL EDUCATION AND ACTIVITY

The Board of Education recognizes the positive benefits of physical activity on student health and academic achievement. The District shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The District's physical education and activity programs shall support the District's coordinated student wellness program and encourage students' lifelong fitness.

(cf 5030 - Student Wellness)
(cf. 6142.8 - Comprehensive Health Education)

The District's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework. The Superintendent or designee shall ensure that the District's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf 6011- Academic Standards)
(cf 6143 - Courses of Study)

For grades 9-12, the overall course of study shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. 6146.1 - High School Graduation Requirements)
(cf 6146.11 - Alternative Credits Toward Graduation)

The District's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

(cf 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

(cf 3514 - Environmental Safety)
(cf. 5141.7 - Sun Safety)

Alternative Physical Education

The Superintendent or designee shall develop strategies to supplement physical education instruction with additional opportunities for students to be physically active during the school day.

Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

(cf. 1240 - Volunteer Assistance)
(cf. 4112.2 - Certification)
(cf. 4222 - Teacher Aides/Paraprofessionals)

The District shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

(cf 4131 - Staff Development)
(cf 5121 - Grades/Evaluation of Student Achievement)

Physical Fitness Testing

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education (FITNESSGRAM) to students in grades 5, 7, and 9. (Education Code 60800; 5 CCR 1041)

Temporary Exemptions

The Superintendent or designee may grant a student a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.
2. The student is enrolled for one-half time or less.

Two-Year Exemptions

With the student's consent, the Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the FITNESSGRAM in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the FITNESSGRAM to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Students in grades 10-12 who have been granted a two-year exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 51222)

Such students shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

(cf. 6112 - School Day)

Permanent Exemptions

The Superintendent or designee may grant a permanent exemption from physical education to an individual student under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years. However, such a student shall not be permitted to attend fewer total hours of courses and classes than he/she would have attended if enrolled in a physical education course.
2. The student is enrolled as a postgraduate student.
3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.

Other Exemptions

The Superintendent or designee may grant a student an exemption from physical education under the following special circumstances:

1. When the student is in any of grades 10-12 and is excused for up to 24 clock hours in order to participate in automobile driver training. However, any such student shall attend a minimum of 7,000 minutes of physical education instruction during the school year. (Education Code 51222)
2. When the student is in any of grades 10-12, attends a regional occupational center or program, and, because of the travel time involved, would experience hardship to attend physical education courses. Any such student shall have a minimum school day of 180 minutes. (Education Code 52316)
3. When the student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)

(cf. 6145.2 - Athletic Competition)

Program Evaluation

The Superintendent or designee shall annually report to the Board each school's FITNESSGRAM results for each applicable grade level. He/she shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity.

(cf 0500 - Accountability)

(cf 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

33126 School accountability report card

33350-33354 CDE responsibilities re: physical education

35256 School accountability report card

49066 Grades; physical education class

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51241 Temporary, two-year or permanent exemption from physical education

51242 Exemption from physical education for athletic program participants

52316 Excuse from attending physical education classes

60800 Physical performance test

CODE OF REGULATIONS, TITLE 5

1040-1048 Physical performance test

3051.5 Adapted physical education for individuals with exceptional needs

10060 Criteria for high school physical education programs

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1751 Note Local wellness policy

ATTORNEY GENERAL OPINIONS

53 *Ops. Cal. Atty. Gen.*, 230 (1970)

Management Resources:

CSBA PUBLICATIONS

Active Bodies, Active Minds: Physical Activity and Academic Achievement. Fact Sheet, February 2010
Maximizing Opportunities for Physical Activity Through Joint Use of Facilities Policy Brief rev. February 2010

Maximizing Opportunities for Physical Activity During the School Day. Fact Sheet, November 2009

Moderate to Vigorous Physical Activity in Physical Education to Improve Health and Academic Outcomes. Fact Sheet, November 2009

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

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

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools: Kindergarten Through Grade 12, 2009

Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade 12 January 2005

Adapted Physical Education Guidelines for California Schools, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2000

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

2008 Physical Activity Guidelines for Americans, October 2008

WEB SITES

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

California Department of Education, Physical Fitness Testing: <http://www.cde.ca.gov/ta/tg/pf>

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Educational Data System, California physical fitness: <http://www.eddata.com/projects/current/cpf>
Healthy People 2010: <http://www.healthypeople.gov>
National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>
President's Council on Physical Fitness and Sports: <http://www.fitness.gov>
The California Endowment: <http://www.calendow.org>
U.S. Department of Health and Human Services: <http://www.health.gov>

Policy
adopted : May 4, 2015
Revised: March 6, 2017

HESPERIA UNIFIED SCHOOL DISTRICT
Hesperia, California

Instruction

BP 6173(a)

EDUCATION FOR HOMELESS CHILDREN

The Board of Education desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services, as required by law, so that these students can meet the same challenging academic standards as other students.

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

The Superintendent or designee shall ensure that placement decisions for homeless students are based on Education code requirements and the student's best interest as defined in law and administrative regulation. A student's homeless status will not supersede any expulsion requirements or restrictions that may apply.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

Transportation

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

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

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

39807.5 Payment of transportation costs by parents

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

Instruction

BP 6173(b)

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

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

WEB SITES

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/iplhs/lcy>

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

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

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

Policy

HESPERIA UNIFIED SCHOOL DISTRICT

adopted: May 2, 2011; May 4, 2015

Hesperia, California

revised: September 12, 2016

Instruction

AR 6173(a)

EDUCATION FOR HOMELESS CHILDREN

Definitions

Homeless means students who lack a fixed, regular, and adequate nighttime residence and includes: (42 USC 11434a)

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because the children are living in conditions described in (1)-(3) above
5. Unaccompanied youth who are not in the physical custody of a parent or guardian

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

Unaccompanied youth means a youth not in the physical custody of a parent or guardian. (42 USC 11434a)

District Liaison

¹ The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Director — Curriculum, Instruction, and Student Services 15576 Main Street, Hesperia, CA 92345
(760) 244-4411 ext. 7233

The district's liaison for homeless students shall ensure that: (42 USC 11432)

1. Homeless students are identified by school personnel and through coordinated activities with other entities and agencies
2. Homeless students enroll in, and have a full and equal opportunity to succeed in, district schools
3. Homeless families and students receive educational services for which they are eligible
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children
5. Notice of the educational rights of homeless children is disseminated at places where homeless children receive services, such as schools, shelters, and soup kitchens
6. Enrollment disputes are mediated in accordance with law, Board policy, and administrative regulation
7. Parents/guardians are fully informed of all transportation services
8. When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion
9. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability

10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records

Enrollment

Placement decisions for homeless students shall be based on the law and a student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (42 USC 11432)

When making a placement decision, the Superintendent or district liaison may consider how to best help the student make standard academic progress, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness and until the end of any academic year in which he/she moves into permanent housing. (42 USC 11432)

In the case of an unaccompanied youth, the district's homeless liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian, the Superintendent or district liaison shall provide the parent/guardian with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. (42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately, as allowed by law, enroll the student in the school of choice, even if (a) the parent/guardian is unable to provide the school with the records normally required for enrollment, including, academic records, proof of residency, medical records, and/or medical history records; (b) the student has outstanding fees, fines, textbooks, or other monies due to the school last attended; or, (c) the student does not have clothing normally required by the school, such as school uniforms. (42 USC 11432)

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian to the district's liaison for homeless students. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. (42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

Enrollment Dispute Resolution Process

If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. (42 USC 11432) Please note that students under a term of expulsion will be placed per California Education Code, the students rehabilitation plan, available programs, and school board timelines.

The parent/guardian shall be provided with a written explanation of the placement decision, including an explanation of the parent/guardian's right to appeal the decision. He/she shall also be referred to the district liaison. (42 USC 11432)

The written explanation shall be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand. The explanation may include contact information for the district liaison, a description of the district's decision, notice of the right to enroll in the school of choice pending resolution of the dispute, notice that enrollment includes full participation in all school activities, and notice of the right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education.

The district liaison shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)

In working with a student's parents/guardians to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

The liaison shall provide the parent/guardian a copy of the district's decision, dispute form, and a copy of the outcome of the dispute.

If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian wishes to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

Policy
adopted: May 2, 2011; May 4, 2015
revised: September 12, 2016

HESPERIA UNIFIED SCHOOL DISTRICT
Hesperia, California

Instruction

E 6173(a)

DISTRICT EXPLANATION OF ENROLLMENT DECISION

Instructions: The following form is to be used when the district has denied a parent/guardian's enrollment request.

Date: _____ Name of person completing form: _____

Title: _____ Phone number: _____

In accordance with federal law (42 USC 11432), this notification is being provided to:

Name of parent/guardian: _____

Name of student(s): _____

Name of school requested: _____

District's placement decision (name of school): _____

After reviewing your request to enroll your child in the school listed above, your enrollment request has been denied. This determination was based upon:

q Being under an active term of expulsion

q Other: Explain.

You have the right to appeal this decision to the district Superintendent. If you are not satisfied with the Superintendent's decision, you may appeal to the Superintendent of Schools, San Bernardino County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

Name of district's homeless liaison: _____

Address: _____

Phone number: _____

Name of County Office of Education homeless liaison: _____

Address: _____

Phone number: _____

You also have the following rights:

· Pending resolution of this dispute, your child has the right to immediately enroll in the school you requested and to participate in school activities at that school, unless your child is under an active term of expulsion.

· You may provide written or verbal documentation to support your position. You may use the district's dispute resolution form. A copy of the dispute resolution form can be obtained from the district's liaison for homeless students.

You may seek the assistance of advocates or attorneys to help you with this appeal.

EDUCATION FOR HOMELESS CHILDREN
ENROLLMENT DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: _____

Name of person completing form: _____

Student's name: _____

Relation to student: _____

I may be contacted at the following:

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the enrollment decision made by:

District liaison ____ Superintendent ____ County liaison ____

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

I have been provided with:

A written explanation of the district's decision

Contact information for the district's homeless liaison

Contact information for the county office of education's homeless liaison

Exhibit
version: May 2, 2011; May 4, 2015
revised: September 12, 2016

HESPERIA UNIFIED SCHOOL DISTRICT
Hesperia, California

