



Student Parent Handbook

Rights and Responsibilities

2018-2019

A message from the Superintendent

August 2018

Dear Students and Parents:

Welcome to the Shasta Union High School District. High school is a special time when you will be challenged both personally and academically. It is also a time when you will make new friends and important decisions about your future.

This handbook contains descriptions of our educational programs, support services and co-curricular activities, and is designed to help you achieve your goals. I encourage you to plan your four-year program with care. Counselors, teachers, career technicians and administrators will assist you with making these decisions.


I also encourage you to participate in our extensive co-curricular and extra-curricular programs. Involvement in clubs and sports activities is a source of life-long memories and pride. It is also the greatest key to your future success.

This handbook also contains important information on policies and procedures related to student discipline. It is extremely important for parents to be aware of these policies.

Finally, I encourage parents to become actively involved in school planning and support activities. The School Site Councils, Parent-Teacher Organizations and Booster Clubs all need parent participation.

I hope you have a memorable and productive year.

Sincerely,



Jim Cloney, Superintendent

Please review the material in this booklet.

Then SIGN and RETURN the acknowledgement form to your school.

The Student Parent Handbook is available on the District Website at www.suhsd.net

PARENT AND STUDENT ACKNOWLEDGMENT FORM 2018-2019

We have read the Shasta Union High School District 2018-2019 Student Parent Handbook, and agree to comply with all school policies and procedures contained within.

Student Name (please print)

Student ID

Grade

Student Signature

Date

Parent Name (please print)

Parent Signature

Date

Students will be provided a Shasta County Public Library Card unless you choose to opt out by checking this box:

I do not want a public library card issued to my student

Please refer to the Library section of this handbook on page 20 for more information.

NOTICE

Lack of English Language skills will not be a barrier to admission and participation in Career/Technical or other District programs.

Translation services are available for those who need additional assistance.

**Please sign this page and
return it to the school.**

Please return this form to the school office.

Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001

(530) 241-3261 • FAX (530) 225-8442

BOARD OF TRUSTEES

Ron Zufall President
Jamie Vericker President-Elect
Tamy Quigley Clerk
Constance Pepple Member
Joe Ayer Member

Jim Cloney, Superintendent

Milan Woollard, Associate Superintendent, Instructional Services
Jason Rubin, Associate Superintendent, Human Resources
David Flores, Chief Business Official

Enterprise High School

3411 Churn Creek Road, Redding, CA 96002
(530) 222-6601 • FAX (530) 222-5138

Ryan Johnson, Principal
Kevin Greene, Asst Principal, Athletic Admin
Kevin Strohmayer, Asst Principal
Deitra Smith, Head Counselor

Shasta High School

2500 Eureka Way, Redding, CA 96001
(530) 241-4161 • FAX (530) 241-9571

Leo Perez, Principal
Heath Bunton, Asst Principal, Athletic Admin
Shane Kikut, Asst Principal
Brian Beasley, Head Counselor

Pioneer High School

2650 Eighth Street, Redding, CA 96001
(530) 243-1880 • FAX (530) 243-0753

Tim Calkins, Principal

Freedom Community Day School

590 Mary Street, Redding, CA 96001
(530) 245-2660

Tim Calkins, Principal
Keith Turner, Asst Principal

Shasta Adult School

590 Mary Street, Redding, CA 96001
Redding, CA 96001
(530) 245-2626

Foothill High School

9733 Deschutes Road, Palo Cedro, CA 96073
(530) 547-1700 • FAX (530) 245-2701

Steve Abbott, Principal
Shawn Anstine, Asst Principal, Athletic Admin
Lauren Stroud, Asst Principal
David Ford, Head Counselor

SUHSD Plus High Schools

Enterprise Plus, (530) 510-4247
Foothill Plus, (530) 245-2715
Shasta Plus, (530) 245-2716

North State Independence High School

2200 Eureka Way, Redding, CA 96001
(530) 245-2760 • FAX (530) 245-2761

Mike O'Leary, Principal

Shasta Union High School District Farm

4651 Eastside Road, Redding, CA 96001
(530) 246-7030

Tim Arnett, Coordinator

Transportation Department

2675 Eighth Street, Redding, CA 96001
(530) 241-0416 • FAX (530) 225-8470

Tyson Stenlund, Director

Shasta Learning Center

2200 Eureka Way, Redding, CA 96001
(530) 246-4050 • FAX (530) 245-2610

MISSION

EDUCATING EVERY STUDENT FOR SUCCESS

VISION

To inspire and prepare every student to succeed in high school and beyond. Our Board and staff are committed to excellent education through academics, the arts, athletics and activities. Our students gain the confidence and skills to adapt in their ever-changing world. Together with our families, we develop responsible members of the community.

We Value: Superior academics Healthy Students Dedicated Staff
 Universal respect Safe Campuses

Revised: 5/12/2009
Res. No. 09-123

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PARENTAL INVOLVEMENT

The District recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

The district's local control and accountability includes goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. [EC 42238.02, 52060]

The District will regularly evaluate and report on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

REGISTRATION INFORMATION

During Spring of each year, the counselors will register all current students for the coming year. Each student will review his/her four-year plan with the parent and counselor.

Course Catalogs containing descriptions of all courses offered in the District will be available on the District website to assist students in planning their course of study. Parents and students should carefully read this publication for specific information about the academic programs and requirements of the District. Parents/Guardians have the right to review all course material. [EC 49063, 49091.14, 51101; PPRA]

ATTENDANCE INFORMATION

■ General Absences

Children cannot learn if they are not in school. California schools no longer receive funding for students who are sick or excused. It is essential that your child attend school whenever possible, for part of a day after or before appointments. However, other attendance requirements still rely on excused and unexcused tallies. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Students who are absent from school for any length of time (one or more periods, one or more days) must verify the absence by a phone call or note from their parent or guardian.

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

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's

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

BP . . . District Board Policy	BPC Business and Professions Code
AR . . . Administrative Regulation	USC United States Code
EC . . . Education Code	CFR Code of Federal Regulations
HSC . . Health and Safety Code	ESEA Elementary and Secondary Education Act [20 USC 7114(D)(7)]
PC . . . Penal Code	PPRA Pupil Privacy Rights Amendment
WIC . . Welfare and Institutions Code	FERPA . . . Family Educational Rights and Privacy Act
CCR . . California Code of Regulations	PPACA . . . Patient Protection and Affordable Care Act [PL 111-148]
CC . . . Civil Code	Title VI . . . Title VI (or VII) of the Civil Rights Act of 1964 [42 USC 1981]
FC . . . Family Code	Title IX . . . Title IX of the Civil Rights Act of 1964 [42 USC 2000h-2-2000h-6]
GC . . . Government Code	IDEA Individuals with Disabilities Education Act
VC . . . Vehicle Code	§ 504 Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]
FAC . . Food and Agriculture Code	EOA Equal Opportunities Act [20 USC 1701]
CIF . . . California Interscholastic Federation	

religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

H. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

I. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

K. Participation in religious instruction or exercises in accordance with district policy.

2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Other absences due to personal reasons are unexcused and teachers may allow for homework and other make-up work, but are not required by law to do so. [EC 48205(b)]
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [EC 48205, 51101]
6. When the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. Students absent under this provision must get pre-approval for directed study.

Districts may allow students, with parental or guardian consent to be excused to participate in moral or religious exercises or instruction. [EC 46014]

■ Attendance Rules

- Eighteen-year-old students living away from home must confer with the assistant principal to establish a method for verifying absences.

- If a student is going to be absent for three days or more due to illness, the parent should contact the school and make arrangements for make-up work.
- Students will be considered truant when the school receives a forged note or impersonated phone call for that absence. The truant student will be assigned Saturday School and the parent/guardian will be contacted.
- Students who become ill must request permission to report to the health office or the attendance office. Failure to report to either office promptly will be considered truant.

■ Truancy

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

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

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

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

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

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

Parent Penalties: In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

■ Attendance Where Caregiver Resides

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

■ Attendance in District in Which Parent or Guardian is Employed

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

■ Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their IEP indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to immediate enrollment in school, site and program attendance, and free after school programs. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

■ Pupils with Temporary Disabilities

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. The District will provide instruction in the home or in a hospital or other residential health facility if the student meets the District residency requirement. If your temporarily disabled child is located outside your school district, notify both the district where you reside and where the child is located. [EC 48206.3, 48207, 48208, 48980(b)]

■ Compulsory Attendance

According to state law, attendance at school is compulsory until the eighteenth (18) birthday or until graduation from high school, whichever comes first. Students will be expected to be in class daily, and to be on time, in order to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Students who are absent from school for any length of time (one or more periods, one or more days) must verify the absence by a phone call or note from their parent or guardian. [BP/AR 5113]

■ Attendance and Student Achievement

The Board considers regular attendance an essential component of a student's education. Accordingly, the following regulations for assigning failing grades are established:

1. Students truant for nine days or more per semester from any one class shall be considered in danger of failing that class. (Ed Code 49067)
2. Parents/guardians shall be notified of possible failure due to excessive unexcused absences.
3. Upon receipt of notice of failing grade for excessive absences, the student or student's parent or guardian shall have the right to appear and explain the absences to a school appeal committee. The committee shall make a recommendation to the principal who will render the final decision.
4. Where failure is due to excessive absences, the school shall identify this fact in the student's cumulative record.

The health department considers 10 days of absence to be excessive.

■ All Day Absences

1. Verification of absences are to be made by telephone or note from the parent or guardian indicating the date and reason for absence. Eighteen-year-old students living at home must also be cleared by a parent or guardian. The parent or guardian should call the same day as the absence, preferably before first period (7:35 a.m.) or no later than 3:30 p.m. The numbers for the attendance offices are:

Enterprise . . . 225-8443 Pioneer243-1880
Foothill 225-8484 Shasta225-8444

The attendance office will call randomly to verify student absences.

2. If a parent or guardian does not call the day of the absence, the student must bring a note upon returning to school and obtain a readmit before first period.
3. Students returning to school without a note or phone call must obtain a readmit prior to first period, and will be classified as a truant. The truancy may be cleared by a note or phone call to the attendance office by a parent or guardian. Failure to clear the absence the day after returning will result in a Saturday school assignment.

■ Consequences

The following consequences may be used to control attendance problems:

- Detention
- Work Detail
- Saturday School
- In-School Suspension
- Schedule Change
- School Attendance Review Board (SARB)

■ Off Campus Permit to Leave

1. Students are not to leave school while school is in session without obtaining an off campus permit to leave.
2. Off campus permits to leave must be obtained before school or during lunch only. A pass will be issued when the parent sends a note or calls the attendance office. The note must contain the exact date, time and reason for leaving.
3. Students leaving campus with a pass must sign out and sign back in with the attendance clerk. Students may be required to provide verification of attendance at appointments.
4. Students who leave campus without a pass will be considered truant.
5. ASB students must obtain a permit to leave campus from the attendance clerk prior to leaving campus.

■ Unexcused Tardy

Students are expected to be in class on time. Students arriving late may be considered truant. Examples of unexcused tardies and/or trancies are missing the bus, the alarm not going off, or missing a ride to school.

■ Leaving School at Lunch Time

"The governing board of the Shasta High School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled at Enterprise, Foothill, and Shasta High Schools to leave the school grounds during the lunch period.

Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” The district permits students who drive in grades 11th-12th this privilege at Enterprise, Foothill, and Shasta. Persons who are not students at the schools are not allowed on any campus without permission from the administration. [EC 44808.5]

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

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

■ **Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

■ **Confidential Medical Services**

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. [BP 5113; EC 46010.1]

■ **Attendance Options**

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Students convicted of a violent felony or convicted of a misdemeanor firearms offense may be transferred to another school in the district. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in inter-district transfers. Students attending “persistently dangerous”

schools can transfer and enroll in a safe school. In some cases, the district must provide transportation.

Students who attend schools other than those assigned by the districts are referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district in which the parents/guardians live (intra-district transfer), and three separate processes for selecting schools in other districts (inter-district transfer). Request forms may be accessed online at www.suhds.net. Please review CIF Athletic Eligibility rules prior to transfer; eligibility may be restricted. The general requirements and limitations of each process are described below. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48929, 48980, 49068, 51101; 20 USC 7912; ne]

■ **Interdistrict Attendance Policy**

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

Interdistrict Attendance Permits

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

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

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

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request of a student’s parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available. [BP 5117 May 2018; EC 41020, 46600-46611, 48204, 48300-48316, 48350-48361, 48900, 48915, 48915.1, 48918, 48980; California Constitution, Article 1, Section 31]

Standard Interdistrict Transfers

The interdistrict transfer form can be found on the District website or can be provided by a District school. Any Interdistrict Transfer Request must be approved by both districts in the following sequence: first by the District of Residence (sending) and second by the Requested District of Attendance (receiving).

When a student, who is currently enrolled in a school within the District of Residence requests an interdistrict transfer, the

parent will submit the Interdistrict transfer form to the District of Residence for consideration of approval. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the Requested District of Attendance, the student is enrolled as soon as possible into the Requested District of Attendance. If the Request for Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Attendance, the parent may appeal to the Shasta County Board of Education within 30 days of denial.

When a student who is not currently enrolled in any school within the area attempts to enroll outside their District of Residence, the parent shall submit the interdistrict attendance form to the District of Residence for consideration of approval. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the Requested District of Attendance, the student is enrolled as soon as possible into the Requested District of Attendance. If the Request for Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Attendance, the parent may appeal to the Shasta County Board of Education within 30 days of denial.

When a student requests an interdistrict transfer for the next school year, the District of Residence and the Requested District of Attendance both have 30 days to consider the request for transfer.

Acceptance of students may be based on behavior, academic standing, and attendance. Students will be expected to meet academic and behavior standards upon entry and anytime following approval by the Requested District of Attendance.

■ Transfers Between Schools In The Shasta Union High School District

Option 1: Open Enrollment Transfer

If your child lives in the Shasta Union High School District attendance area and wishes to transfer to another school within the same district, you may apply by JANUARY 1 under the “open enrollment” program. A limited number of transfers will be approved under this program. If more applications are received than the District has determined to accept, selection will be made by lottery. Applications should be submitted to the school of choice.

School of Residence

Enterprise High School
Foothill High School
Shasta High School

School of Choice

Enterprise High School
Foothill High School
Shasta High School

Option 2: Standard Intra-district Transfer

After January 1, transfer requests to other schools within the District will be evaluated individually by the Superintendent based on enrollment capacities and the reason for the transfer request. Applications should be submitted to the school of residence. Denied applications may be appealed to the Shasta Union High School District Board of Trustees.

Note: Parents will be notified of the reason(s) for denial of all transfer requests.

Transfer Students – Guidelines For Granting Credit

The Shasta Union High School District will normally accept up to 60 Carnegie credits per year for each student’s attendance and work at other high schools. However, the District reserves the right

to evaluate the equivalency of all transfer credits to those awarded by the District in order to determine with a reasonable degree of confidence that granting transfer credit to the student can be done without compromising the District’s academic standards.

In order to make such a determination, the District may take any of the following steps:

1. Verify that courses for which transfer credit is requested are equivalent in time and content to the District courses:
 - a. Among institutions
 - b. Between institutions
 - c. On an individual basis
2. Administer subject area competency examinations

Intradistrict Open Enrollment Policy

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. The Board shall annually review this policy.

Enrollment Priorities

No student currently residing within a school’s attendance area shall be displaced by another student transferring from outside the attendance area.

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state’s Open Enrollment Act list.
 2. Any student enrolled in a district school designated by the California Department of Education as “persistently dangerous”.
 3. Any student who is a victim of a violent crime while on school grounds.
 4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
 - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional such as a psychiatrist, psychologist, or marriage and family therapist.
 - b. A court order, including a temporary restraining order and injunction.
 5. Any sibling of a student already in attendance in that school.
 6. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.
- Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between the 1st day of school and January 1st of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

Transportation

Except as required for students who transferred out of a Title I program improvement school, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. [BP 5116.1 October 2016; EC 200, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 48300-48316, 48350-48361, 48980; 5 CCR 11992-11994; 20 USC 6311, 7912]

Admission of Pupil Expelled From Another District

Ordinarily, a district must enroll a student who moves into the district but may deny enrollment to a pupil who lives outside of the district who desires an Inter-district Transfer. However, somewhat different rules apply when the pupil has been expelled from his/her previous district. In this situation, there are two factors to be considered: whether the pupil seeks admission during the period of expulsion and the grounds for expulsion from the other district.

BUS RULES

The Shasta Union High School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities for proper travel to and from school, which are to be observed while riding the buses of the District. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following lists of student actions constitute violations:

Defiant and/or Disruptive Acts:

1. Using profane language or obscene gestures.
2. Projection of any body part or object from the bus.
3. Any movement out of seats while bus is in motion.
4. Legs, feet, and objects obstructing aisle or facing to the rear in seats.
5. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.)
6. Littering of any kind.
7. Transporting live animals, reptiles, or insects on a school bus.

8. Eating or drinking on the bus.
9. Wearing hats or any headgear as defined in the school dress codes.
10. Transporting contraband skateboards, radios, cell phones and other portable electronic devices.
11. Failure to properly wear a passenger restraint system, if installed on the bus.

Consequences: Verbal warning, written warning home to parents, seat assignment and/or student/parent conference.

Actions Causing Unsafe Conditions On School Bus:

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.)
2. Using other than the student's regularly designated bus stop without a valid bus pass.
3. Unauthorized exits (from emergency doors, and windows).
4. Riding bus after transportation has been suspended.
5. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, emergency exits or other equipment.
6. Disrespect to the bus driver.
7. Giving improper identification or failure to identify self, when requested by driver.
8. Tampering with radio or bus controls.
9. Failure to remain quiet at all railroad crossings.

Consequences: Denied transportation for one day and/or parent conference and or possible long-term removal from bus.

Very Serious Infraction:

1. Fighting on the bus or at the bus stop.
2. Any type of damage or defacing of bus.
3. Lighting of matches, cigarettes, smoking on bus.
4. Throwing any objects in, out of, or at the bus.
5. Failure to obey driver.
6. Endangering life or limb of other people.
7. Other unauthorized or unsafe actions.

Consequences: Denied transportation from three to five days to permanent loss of transportation privileges.

Authority of Bus Driver

Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations. [5 CCR 14103; EC 14263]

Guidelines For Issuance of a School Bus Pass

Reasons to obtain a Bus Pass

1. Student rides a bus on a regular basis to/from designated stop.
2. Student wishes to ride regular bus to a different designated bus stop.

3. Student wishes to ride a different bus to a designated stop.
4. Student has not ridden the bus for two or more weeks and needs to reinstate ridership.

Three types of bus passes are available:

1. Regular Bus Pass (valid for entire school year if the student rides bus regularly):
 Issued to the student riding the bus on a regular basis to a designated stop. Passengers that establish regular ridership within the first week of school will not need a written parent/guardian note to secure regular transportation. Subsequent 'regular' riders must comply with procedures listed below.
2. When Necessary Bus Pass (valid for entire school year if the student rides bi-monthly):
 Issued to the student needing to ride the bus on a frequently occurring basis. Circumstances may include occasional transportation to an alternate family member's home or sporadic ridership caused by sports or activities.
3. One day only (valid for one day only):
 Issued to the student needing one ride for one day.

Procedures to Obtain A Bus Pass

1. Parent/Guardian writes a note requesting bus transportation. (required regardless of the students age)
2. The note needs to include the following information:
 - Current date
 - Date(s) transportation needed
 - Student name
 - Name/location of designated bus stop. Bus stop information available at: School site and Transportation Department (241-0416)
 - Indicate if transportation is needed regularly, when necessary or one day only
 - Parent/Guardian signature. (Signatures are subject to verification)
3. Student or parent/guardian provides the note to the school site attendance personnel as early in the morning as possible. (Requests submitted after noon may not be processed in time resulting in denied bus transportation.)
4. Student will be issued a bus pass by school personnel.
5. Student provides the bus pass to the bus driver when boarding the bus. (Modified/forged changes to a bus pass will deem it invalid.)

GRADING AND GRADUATION

Each high school conducts an annual graduation exercise for students who meet District and State graduation requirements. Only students who wish to participate in the program are obliged to do so; however, all students who participate must conform to school regulations. Graduation is a privilege, not a right. Student who graduate mid-year may participate in the June graduation by contacting their school at least two months prior to the scheduled ceremonies. Fees for caps, gowns and diploma covers are charged to students and all participants must be clothed in caps and gowns. Due to limited seating, each graduate is issued a limited number of tickets for guest attendance.

Grading and Report Cards

For the purposes of establishing a student's grade point average and his/her decile rank in the class, all courses taken, including physical education and work experience, will be computed on an A=4, B=3, C=2, D=1, F=0 scale. This average is computed for each student at the end of each quarter.

The District's policy regarding weighted GPAs is designed to closely mirror the accepted practices at colleges and universities. (Freshman year classes do not qualify for weighted grades.) Students will have an additional grade point awarded for courses designated as Advanced Placement that are specifically preparing students to take an AP exam. Students must receive a grade of C or better in the course to receive a weighted grade.

Teacher Assistants (TA's) will only be granted a Pass/Fail grade and five credits per semester of elective credit. Students are discouraged from being TA's during their 9th and 10th grade years. Office Assistants in the attendance, counseling and main office may be given letter grades by their supervising administrator if an approved final exam is administered.

Incomplete Grades: Students may receive an incomplete grade when a teacher determines that assignments, tests, projects or other requirements of the course have not been completed by the end of the grading period due to extenuating circumstances. Incomplete grades must be made up by the end of the next grading period or they will become "F" grades.

Shasta Union High School District informs parents of the progress of all students. Grades are recorded in the permanent records on a semester basis. First and third quarter grades are considered progress reports and are also considered for athletic eligibility. Report cards are issued four times during the school year. In addition, if a student is doing failing work or work is below his/her ability, a warning notice called a Special Progress Report will be sent to the parents at the middle of each quarter. With this information parents can help the student raise his/her grade to passing by the end of the quarter. Parent and teacher conferences are encouraged to minimize the possibility of failure by the student. Parents may wish to have their student do weekly or monthly progress checks with teachers to monitor student progress. Arrangements for progress reports can be made by contacting the student's counselor. Parents are encouraged to contact teachers directly if they have questions about a student's progress. Voice mail for every teacher is available at each high school and e-mail addresses are on the district website at www.suhsd.net.

Web access to a student's information is available to parents. To access this information, go to <http://parent.suhsd.net> and follow the instructions to sign up for an account. You will need to have your student's Permanent ID, Home Phone and Verification Passcode in order to set up the account. Contact your school for this information.

General Requirements

- Five units of credit are earned when a student passes one class for one semester.
- Students must meet the minimum District Competency Standards in reading, writing and mathematics in order to graduate.
- Credit requirements must be met prior to graduation to participate in graduation exercises.

Physical Education

- Freshman P.E. is required of all students for graduation - no waivers and no exceptions, and can be taken on- or off-campus.
- Students not passing the Physical Fitness Test are required to enroll in a district approved physical education course the following year.
- The Principal may allow up to 10 units of credit for P.E. Students who participate in two extracurricular sports during one academic year can earn 5 credits and students in three consecutive sports in one academic year can earn 10 credits. See your counselor for details.
- Students cannot get initial credit for P.E. during Summer School

Waiving Requirements

Certain graduation requirements may be waived with the approval of a Student Study Team and Site Administration. The following requirements may NOT be waived:

1. Three years of mathematics (see “Mathematics Proficiency” on page 15)
2. Four years of English
3. Four years of social studies
4. Two years of lab science
5. Two years of physical education (except as provided in Board Policy)
6. One year of practical/vocational arts
7. One year of visual/performing arts
8. Successful completion of a minimum of 230 units.

GRADUATION REQUIREMENTS

COURSE REQUIREMENTS:

English:	4 years	40 credits
Mathematics:	3 years	30 credits *
Science:	2 years lab	20 credits †
Social Science:	4 years	40 credits
Physical Education:	2 years	20 credits
Practical/Vocational Arts:	1 year	10 credits
Visual & Performing Arts:	1 year	10 credits

PERFORMANCE REQUIREMENTS:

Health:	Satisfied by completing 9th Grade Social Science
Computer Proficiency:	Pass competency test or pass course that meets Computer Proficiency requirement

ELECTIVES: 60 credits

TOTAL CREDITS REQUIRED: 230 credits

* Students who have not passed Math 3 must take and pass a fourth year of mathematics.

† Beginning with the class of 2022, students will be required to complete 30 units of Science.

Awards and Scholarships

Numerous scholarships are available through the citizens of Shasta County. Complete information about these scholarships and awards is available through the counseling departments. Students should start exploring scholarship options and requirements with their counselor during sophomore counseling or during their junior year. Students and parents may obtain additional information on financial aid and scholarships at the Shasta Union High School District website: www.suhsd.net under the link Parent Resources – College Information. Additional information is available on the school site web pages under the counseling link.

CURRICULUM, ASSESSMENT, AND TESTING

California State Academic Standards

California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. [EC 60119, 60604.5, 60615]

LCFF and LCAP

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

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. Anyone can comment to the school board regarding LCAP proposals or expenditures either by submitting comments in writing or at a public hearing held by the school board for that purpose. The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The LCAP must focus on eight areas identified as State priorities. The plan will demonstrate how the district’s budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Complaints regarding LCAP may be filed anonymously. [EC 305, 52060, 52062, 52066]

Homeless, Foster, and Juvenile Court Youth

Foster, homeless, and juvenile court youth have special rights related to graduation and partial high school credits. They also have the right to an adult to help make educational decisions. More information can be found at the California Foster Youth Education Task Force, www.cde.ca.gov/lr/pf/fy/fosteryouthedights.asp. Foster and homeless youth also have special rights associated with college, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

■ CAASPP Assessment System

California launched a new computer-based student testing system that ties to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/. [EC 60119, 60604.5, 60615]

■ PSAT

Given annually in the Fall to high school juniors (may be taken earlier) as preparation for the SAT tests. Eligibility for the National Merit Scholarship is dependent on the results of the PSAT and colleges may use the results for some of their scholarship awards.

■ SAT I

This is one of the two tests used by colleges for determining acceptance. The SAT is generally taken in the Spring of the junior year or in the Fall of the senior year. Students are encouraged to study for the test using one of many resources available to them in the school and community. The test provides scores in verbal and mathematical ability, as well as writing, with possible scores ranging from a total of 600 to 1,600. SAT scores will not appear on student transcripts unless the school office is notified.

Students can take the ACT as an alternative (see below). Students should see their counselor to determine if the SAT or ACT is more appropriate.

■ SAT Subject Tests

The SAT Subject Tests are tests measuring student achievement in specific areas of study. Students usually take at least two SAT Subject tests, which are used by colleges for a wide variety of purposes. The UC system requires these tests for admission decisions. The tests are usually taken in the Spring of the junior year.

■ ACT

This is one of the two tests used by colleges for determining acceptance. The ACT is generally taken in the Spring of the junior year or in the Fall of the senior year. Students are awarded scores on four sub-tests. The total score is based on questions which are more dependent on student knowledge than ability – measuring more detailed mathematical skills than strict ability, for example. Students should see their counselor to determine if the SAT or ACT is more appropriate.

■ Reading and Writing Proficiency

Students must demonstrate reading and writing proficiency.

■ Mathematics Proficiency

All students must complete three years of math, including two advanced courses in math. Two advanced courses will be defined as Math 1, Math 2, Math 3, Trigonometry/Pre-Calculus, Calculus, or Statistics. Students who have not passed Math 3 must take a fourth year of mathematics.

■ Computer Proficiency

Students must take two semesters of an approved Business or Technology course or pass the district's Computer Proficiency test as a requirement for graduation. Passing the computer proficiency test does not waive the 10-unit Practical Arts requirement.

■ Advanced Placement

Advanced Placement (AP) tests are designed to measure student achievement in specific, college-level courses offered through the high schools. Participation in AP classes allows a student's grade point average to be calculated at above the traditional 4.0 range* and at many UC campuses it is estimated that the average student scores of new admissions are above the 4.0 level. Universities may grant credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, graduation credit or credit toward general education or breadth requirements, as determined by evaluators at each campus.

Advanced Placement courses that may be offered by the high schools in the District include the following:

Biology	Psychology	Statistics
Calculus	Computer Science	Studio Art
Chemistry	European History	U.S. History
Physics	Microeconomics	World History
French Language	Spanish Language	
English Language & Composition		
English Literature & Composition		
Government & Politics U.S.		

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

For further information students should contact their counselor.

■ High School Equivalency Test (HiSET)

The HiSET is taken by students in lieu of a high school diploma. Students who pass the HiSET are then eligible for entrance into community college programs as long as they meet other requirements. District policy requires that the student be 18 years old or past the date of his/her class' graduation date.

■ California High School Proficiency Exam

The high school proficiency test is available to students who are at least 16 years of age. Certain other students and adults are also eligible to take this test. Students who pass the test are issued a Certificate of Proficiency from the State of California and may withdraw from high school with parental consent. Students who elect this option do not receive a diploma, and they may not participate in graduation exercises.

SPECIAL PROGRAMS

■ Adult Education

The Shasta Adult School (SAS) is one of many programs provided by the Shasta Union High School District. This program offers classes leading to a high school diploma, Hi-Set preparation, and basic education classes. Classes are open to all adults. Additionally, concurrently enrolled seniors may enroll to make up credit in classes failed in high school. For more information call 245-2626.

Concurrently Enrolled High School Students

High school students may take classes at the Shasta Adult School provided they have met the following criteria:

1. The student is attending a regular school day at his/her high school. A regular day schedule is five or six classes per day for a comprehensive high school and 180 minutes for a continuation high school.
2. Prior to enrollment, the student will have a documented counseling session with his/her high school counselor.
3. The course is needed by the student to make up deficient credits for graduation from high school.
4. The course will not be available through the regular program in time for the student to graduate on time.

Shasta Adult School has open enrollment, meaning that students can enroll at any time. However, a student planning to take an adult class must enroll early enough in the semester to complete the course by one week prior to graduation. The minimum time for a 5-credit class is 6 weeks and that would require the student to complete 15 hours of work each week. Most students will need at least 12 weeks to complete 5 credits.

For additional information regarding enrolling concurrently in the adult school, students should contact their high school counselor.

GATE Program

A Gifted and Talented Education program is offered in grades 9-12 for students who demonstrate high intellectual, academic, creative, leadership, or visual and performing arts ability and achievement. Student referral, screening and placement are handled by the GATE coordinator at each school. This program is consistent with state guidelines.

Elementary Students

The District encourages students to accelerate in all course work in elementary school. There is no policy that permits the granting of Carnegie credit or the waiving of graduation requirements for coursework completed prior to enrolling in the high school district. Enrollment in accelerated programs (i.e. Geometry/Spanish II) will be contingent upon passing the district final exam for Algebra I and/or Spanish I. Students who pass the exam(s) with a 70% or better will have the option of having the course(s) listed on the student's official transcript on a case-by-case basis upon completion of the following:

- A. A meeting with a high school counselor, the student, and the parent to complete a 4-year plan, which includes these courses along with ALL graduation requirements adopted by the SUHSD Board of Trustees (230 units, including 3 years of high school math.) Notation of coursework on the transcript will include the name of the junior high or middle school along with dates, course names and grades received.
- B. Approval of the site principal.
- C. Parent acknowledgment that once these courses are listed on the official transcript, they will be permanent and may not be removed.

English Language Development (ELD)

The District offers an English Language Development program at each campus for English Language Learner (ELL) students. At

the time of registration counselors will refer any ELL students to the ELD staff for assessment and placement.

Credit Recovery Programs

Students are provided opportunities to make up required courses and to accelerate in certain academic courses through Summer School and after-school programs. For the Summer School program, registration may be completed during the Spring or on opening day of Summer School, with guidance from the school counselor. There is no independent study in Summer School. Remedial programs are available on each comprehensive high school campus after school and in the evening. Students who need to make up graduation credit or who need additional remediation in Language Arts or Math are encouraged to participate in the remedial program. Enrollment is on a first come first served basis. The program provides an excellent way for students to make up credit in courses they may have failed. Contact the student's counselor for specific information on the dates, times and course offerings

Pioneer High School

Pioneer High School is the District's continuation high school. This alternative education program is designed to meet the educational needs of those students who have difficulty succeeding in the regular school environment. Parents and students may request enrollment at the school by contacting their current counselor. In certain instances a student may be placed there by administrative decision.

North State Independence High School

NSIHS is an independent study school that provides students with an individualized graduation plan. Students have access to all core curriculum courses, as well as the opportunity to take CTE classes, college courses at Shasta College, and Work Experience. Students can also receive necessary remedial instruction in math and reading to help them meet the district's Algebra requirement, and to pass the computer proficiency requirement. NSIHS focuses on one-on-one instruction in an alternative environment. All core courses are aligned with the California State Standards and meet UC/CSU entrance requirements.

College Connection

Students in Shasta, Tehama and Trinity Counties earn high school and college units in this concurrent enrollment program offered during the senior year. Students typically take American Government/Economics, English IV, Study Skills and up to four college courses. Students finish their senior year with between four and eight college courses completed. Applications are available during the Spring of the junior year. Students who are interested should see their counselors for more information.

Cal-Safe Program

The Cal-SAFE Program provides services to expectant and parenting male and female students enrolled in the Shasta Union High School District and their children. These services may include specialized courses, adapted schedules and appropriate child care for children through age 5 whose parents are enrolled in school. Participants also benefit from access to public and community-based services. Students should contact their high school counselor for more information on this program.

■ Shasta College Courses – Concurrent Enrollment

Students may participate in Shasta College programs. In some cases students can earn both high school and college credit for the same class. Only college credits used to meet district graduation requirements will be posted on the transcript. Interested students should see their counselors; concurrent enrollment forms are available in the counseling office.

■ Dual Enrollment

Dual Enrollment is a partnership with Shasta College designed to help students obtain a head start on college, advanced vocational preparation, and personal enrichment opportunities. It differs slightly from Concurrent Enrollment in that high school students participating in the Dual Enrollment program will be earning both college and high school credits while taking pre-approved classes on the high school campus. Please talk to your high school counselor to see which Dual Enrollment courses are offered on your campus.

■ Internet Courses

Students may petition to take online Internet courses from an approved institution to meet some graduation requirements. To utilize any online course work towards meeting graduation requirements, students must obtain and complete the “Petition to Take Internet Class for Credit” form available in the counseling center at each school campus.

■ Work Experience Program

The Work Experience Program is designed for students who are employed. A supervising teacher works with students and their employers to help students to be successful in the workplace.

To qualify, a student must be at least 16 years old, a junior or senior, maintain a 2.0 GPA, have good attendance, demonstrate

appropriate behavior, and be employed at a work site where at least minimum wage is paid and worker’s compensation is carried by the employer. An average of 10 to 20 hours of work per week is also required; a maximum of 32 hours is allowed if enrolled in this course. A weekly work experience class is held; attendance at these class meetings is mandatory for successful completion of the course. Students must be enrolled in at least a minimum of four district classes on campus to be enrolled in this program.

Students can earn high school and Shasta College elective credit. Work Experience is a Dual Enrollment course.

■ Services to Pupils with Disabilities

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

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

UNIVERSITY ADMISSIONS

■ University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission.

Career Technical Education Program

The Career Technical Education (CTE) program is designed to provide all students with opportunities for enhanced learning experiences, preparation for future career and college decisions and a realistic view of the world of work. Courses in a variety of Industry Sectors are offered that satisfy the Practical Vocational Arts requirement for high school graduation.

Agriculture & Natural Resources

Ag Mechanics 1-4
Intro to Agricultural Construction
Agricultural Physical Science
Integrated Agricultural Biology
Plant & Soil Science
Animal Science

Building & Construction Trades

Introduction to Construction
Intermediate Construction
Advanced Construction
The Art of Fine Woodworking
Construction Technology Careers

Education, Child Development & Family Services

Early Childhood Education

Engineering & Architecture

Computer Aided Drafting 1-4
Exploring Engineering
Intro to Computer Science Principles
Advanced Engineering
Space Science & Engineering (Robotics)

Small Business Services

Computer Literacy
Marketing
Intro to Business

Health Science & Medical Technology

Dental Careers
Medical Careers 1
Sports Medicine/Athletic Training Careers
Medical Clinical

Hospitality, Tourism & Recreation

Culinary Arts 1 & 2
Chef Prep & Hospitality Careers 1 & 2

Information Technology

Computer Applications
Computer Literacy
Web Design Using Dreamweaver
Intro to Internet & HTML
PC Graphics & Design

Public Services

Administration of Justice 1 & 2
Fire Technology 1 & 2

Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

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

Links to University of California/California State University requirements:

- www.universityofcalifornia.edu/admissions/undergraduate.html
- www.calstate.edu/datastore/admissions.shtml
- www.csumentor.edu/planning/high_school/
- www.ucop.edu/doorways/

Definition of Career Technical Education

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

High School Graduation Requirements compared to UC/CSU Requirements

	EC	CSU	UC	SUHS
History/Social Science (a)	3	2	2	3
English (b)	3	4	4	3
Mathematics (c)	2	3 ⁺¹	3 ⁺¹	2
Science (d)	2	2 [†]	2 [†]	2
Foreign Language (e)		2	2 ⁺¹	
Visual/Performing Arts (f)	1	1	1	1
Career Technical Education ‡				
Physical Education	2			2
Elective (g)		1	1	

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

[†] Specifics of courses vary from CSU to UC.

[‡] The Shasta Union High School District has adopted a policy that allows Career Technical Education courses to be counted toward graduation. Which “a-g” requirement applies varies by course.

At this time Shasta Union High School District offers the following Career Technology Education courses that qualify toward the UC/CSU “a-g” requirements. Please see your counselor for the most current list of courses.

- Integrated Agriculture Biology d
- Ag Plant and Soil Science d
- Green Up and Go: The Physics of “Clean” Engineering d
- Space Science & Engineering d
- Robotics Applications d
- Agricultural Physical Science g
- Ag Mechanics 1, 2, 3, & 4 g
- Computer Science Principles g
- Computer Aided Drafting g

- CP Drafting I CAD g
- PC Graphics & Design g
- Introduction to Marketing g
- Introduction to Business g
- Exploring Engineering g
- Engineering Technology g
- Engineering and the Fabrication Laboratory g
- Medical Careers g
- Medical Careers Clinical g
- Sports Medicine Athletic Training g
- Pro-Start Hospitality Food Service Year 1 g
- Culinary Arts 1 g
- Chef Prep Hosp 1 g
- Early Childhood Education g

[BP/AR 6146.1 January 2018; EC 35186, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1651]

College or Career Counseling

High school counselors are trained to help students prepare for college or career planning. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 51229]

PERSONAL BELIEFS

Dissection of Animals

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

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

Tests/Surveys on Personal Beliefs

You and/or your child(ren) over 18 will be notified before administration of tests, questionnaires, surveys, examinations, containing questions about your child’s, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt surveys (in grades 7-12) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys,

including those seeking information to be used in marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. Notice will be sent to parents prior to such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 51938; 60615; PPRa; 34 CFR 98; ESEA]

HEALTH SERVICES

■ Immunizations

Students may not be admitted to a classroom setting in school unless he/she has been fully immunized against diphtheria, hepatitis b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster.

It is this district's policy that all students must meet the California immunization requirements (www.shotsforschool.org). Documented proof that immunizations are up-to-date is required before admission to school is granted. This requirement does not apply in at least the following instances:

- If note from physician is supplied saying physical or medical condition does not allow vaccination.
- If a homeless or foster child is enrolling.

The required immunizations are available through a usual source of medical care or County Health Department. Immunizations may be given at school. There may be funds for those who cannot access services. Parents may contact the school nurse for information regarding immunizations and clinic locations.

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

Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120375, 120400, 120405, 120410, 120415, 120480; EC 48216, 49403, 48852.7, 48853.5; 17 CCR 6000-6075; 42 USC 11432(C)(i); ne]

Unconditional Admission

Students who have documentation of receiving all immunizations against diphtheria, measles, mumps, pertussis, varicella, poliomyelitis, rubella, Hepatitis B, and tetanus required of his/her age, or who have a documented permanent medical exemption, or a personal belief exemption to immunization dated prior to January 1, 2016 from a California school, shall be admitted to the Shasta Union High School District if all other requirements are met.

Conditional Admission

Any student seeking admission to Shasta Union High School District who lacks documentation of having received all the required vaccinations, and has not received an exemption, may be admitted conditionally if:

1. The student has not received all the immunizations required of his/her age group but has commenced receiving doses of all the vaccines required, and is not due for any doses at the time of admission. The parent or guardian will be notified of the date by which the student must complete all the required immunizations.
2. The student has obtained a temporary medical exemption from immunization, and the parent or guardian is notified of the date by which the pupil must complete all the required immunizations. [EC 48216, EC 49403; HSC 120335, 120440, 120365]

■ Medication

Children may take medication, which is prescribed by a physician, received in its correctly labeled original container, and can get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon and epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

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

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

■ Chronic Health Concerns

Students with Chronic Health Concerns must notify the health clerk upon admission to school and fill out the appropriate confidential health questionnaire form for detailed health management. An additional Individual School Healthcare Plan must be completed for any student who may need emergency health care or who needs an individual accommodation. [EC 48206.3, 48207-48208; BP/AR 5141.24]

■ Physical Examinations

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

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

■ Vision and Hearing Appraisal

Your child's vision may be checked by an authorized person. The school nurse may also check your child's hearing. No examinations will be allowed if you send a letter annually stating you do not consent to the screenings. [EC 49451, 49452, 49455; ne]

■ Sun Protection

Students, when outdoors, can wear sun protective clothing including, but not limited to, hats compliant with the standards and guidelines outlined in AR 5132. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291]

■ Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Covered California (800) 300-1506 or online at www.coveredca.com. [EC 49471]

Enrollment in a Health Care Plan

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California. [EC 49452.9; PPACA]

School-Sponsored Athletics

If student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, and (2) complete a sudden cardiac arrest awareness form. [EC 33479, 49475]

■ Health Clerk

Enterprise, Foothill and Shasta High Schools have a health clerk available during the majority of the school day. A District Nurse assists the clerks in providing services to help students to lead healthier lives. These services include screening tests, management of medications, referrals and some nursing services. **Students must have a current emergency card signed by their parent/guardian on file with the Health Clerk at their school.**

Students who become ill during class must obtain permission from the teacher to go to the health office. Students leaving school because of illness must check out with the health clerk and attendance office. Any student injured at school will be sent immediately to the health office for emergency treatment and to fill

out an accident report form. Students are not to use cell phones to call home if ill.

Every student who comes into the health clerk's office will be referenced on the individual student's med log in Aeries. Information recorded will include date of visit, time in and out, procedure or description of service given, and where the student went after the visit. Parents will be called with any head injury and any injuries that require other than minor first aid, at the discretion of the health clerk (under the supervision of the District Nurse).

■ Health and Parent Permission

Personal Growth is a required course for all ninth graders to meet the State Health Requirements. The District uses Positive Parent Permission, and will provide access to detailed class content outlines prior to instruction concerning sexual health and HIV/AIDS. Parents may choose to exclude their students from participation in certain sections of instruction, guest speakers, and adjacent assessments or surveys.

Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for twenty-five cents (25¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. Staff teaches these classes. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939; ne]

■ Meningitis

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

LIBRARY

■ Shasta Public Libraries Library Card

Students will be provided with library cards allowing them access to and privileges including internet access at the Redding, Anderson, and Burney Libraries. Students are responsible for all materials charged on his/her library card, to report a lost library card, to observe library rules and policies, to promptly pay all

charges, and to notify the Library of an address, telephone, or name change. A library card is not transferable. Parents/Guardians are financially responsible for all library materials borrowed by their child(ren). Students give permission to their parent/guardian to access their library account. Parents/Guardians may opt out of these library privileges.

■ **Library Hours**

Each school Library is open before and after school and during lunch. Check your library for specific hours of operation. Students who visit the Library during class periods must have a valid library pass issued by a teacher. Students entering the Library during class periods without a valid pass will be turned away. For your protection, please sign in to, and out of, the Library using the attendance sheet found near the Library entrance.

■ **Borrowing from the Library**

Students may borrow up to five books for three weeks. Renewals are permitted. Overdue fines are a dime a day per item. Reference books (dictionaries, encyclopedias, atlases, almanacs, etc.) may not be checked out. Each Library has sets of older encyclopedias which you may borrow.

■ **Library Behavior**

The Library and its resources are furnished by the District to support academic research assigned by teachers. Students are expected to respect other students' rights to study quietly.

Food and Drinks: No food or drinks are allowed in the Library.

Lost or Damaged Books: Students will be charged the replacement cost of materials lost or damaged plus a processing fee of \$5.00 on the lost item.

Library Entrances and Exits: STUDENTS ARE NOT TO ATTEMPT TO ENTER OR EXIT THE LIBRARY FROM ANY DOOR WHICH IS MARKED AS HAVING AN ALARM. Use the standard entrances and exits only.

■ **Magazines**

Check your library. Current issues of magazines are kept in the Library for patrons to read. Lost magazines will incur a bill for the current cover price of the magazine plus a \$2.00 processing fee.

■ **Copying**

Each Library has photocopying machines. Copying from the Internet stations is accomplished by a prepaid online print accounting system. Students may log into the system at the print server station using their school internet logon 'username' (usually a student's ID number) and password. The printing charge is \$.20 per page at FHS and SHS. The printing charge at EHS is \$.10 per page (no color printing available at EHS). Printing from the OPACs (Online Public Access Catalogue) is free.

■ **Overdues and Bills**

Once a month, the Library automated system generates notices for overdue materials. For items reported lost or turned in late, the system generates a bill. From August to May, these notices are distributed through the student's English class. At the end of the year, notices are mailed home and a copy is inserted into the student record. The District reserves the right to pursue further appropriate measures to settle outstanding bills. Site administrators and registrars determine these additional steps, including

withholding graduation certificates and diplomas. This is serious! Students should make every effort to turn in materials on time or settle bills in a timely manner.

STUDENT SERVICES

■ **Counseling**

The guidance and counseling staff of the Shasta Union High School District strive to provide the following personalized services to students and parents during the school year:

- Develop an individual, four-year educational/career plan, including a Career Education component that may be updated yearly with each student.
- Provide an appointment system that will enable each student to see his/her counselor within a reasonable period of time.
- Conduct parent information night to disseminate guidance information.
- Arrange for staff/parent/student conferences when appropriate.
- Be available for personal and/or crisis counseling and possible referral to outside resources.
- Inform both parents and students of the District graduation requirements.
- Meet with all students and their parents to discuss career educational goals, career test results and to develop high school plans that will lead the student to goal attainment. All three comprehensive high schools meet after freshman year and during sophomore year for sophomore counseling.

■ **Academic and Non-Academic Courses, Classes, Electives, Activities, Sports, and Related Facilities**

State and federal law require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in seventh grade counselors will meet with each student regarding course selection. Staff will not counsel students into programs, courses, or careers based on their gender or gender identity. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 49600, 48900; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

■ **Schedule Changes**

Since the number of course sections available at each high school depends upon pre-registration information, class changes are not allowed except for the following reasons:

1. Computer error.
2. Changes needed to satisfy graduation requirements.
3. Changes required by health.
4. Completion of Summer School, correspondence, Internet or college courses.

Teachers or students may request a placement change from an honors level course to a regular-level course within the first two weeks (10 days) of the semester. Schedule changes after two weeks (10 days) are not allowed without completion of a "Request for

Schedule Change” form including all signatures and approval of the administration. This form is available in the counseling center. Any student (regular, Honors, or AP) who withdraws from a class after the first two weeks (10 days) of the semester will receive an “F” grade with no credit for the course.

■ Career Center

The Career Center offers information on the career education programs available at each high school. These programs are coordinated with other high school programs to enhance student achievement of career development competencies as established in the national Career Development Guidelines. Competencies are designed to enhance the development of career interests, attitudes, aptitudes, skills and knowledge for all our high school students. Coordinated activities such as classroom instruction, group presentations, counseling, assessments and interpretations are used to strengthen student self awareness. Students are encouraged to develop an individual career plan and to develop the skills to identify appropriate choices during high school that will lead to marketable skills for entry-level employment and/or advanced post-secondary training and education.

■ Work Permits

A student under 18 years of age who wishes to work must obtain a work permit. Applications can be obtained from the attendance office. In compliance with the “Reference to Work Program”, a school authority will sign off on the Application for Work Permit to verify the student’s satisfactory school performance (GPA, attendance, and behavior) prior to obtaining verification from an employer if the student is hired. The actual Work Permit Contract has clearly outlined specific thresholds that students must obtain in the aforementioned areas. A student continuing employment from the past year or summer must reapply for a Work Permit during the first two weeks of the new school year. A new Work Permit is required every time a student changes jobs during the school year. Work permits can be revoked by the school administration for poor student attendance, behavior, or grades.

■ Nutrition Services

Nutritious and delicious meals (breakfast and lunch) are available at all schools’ Food Courts in the District. Students may select from four to six exciting “Super Value Meal Deal” specials which feature an entrée, a variety of fruit and vegetable side dishes, and three flavors of low-fat chilled milk!

The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Students may pay for meals on a per-meal basis or parents/guardians may pay for meals in advance online at ezschoolpay.com or by contacting Mara Covington at (530) 241-3261. The District will contact you if your account is seven dollars (\$7) behind. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a); ne]

■ Lockers

At Enterprise and Shasta High Schools each student is assigned a locker in which to keep personal belongings. Where crowded conditions exist, two students may share lockers. Lockers must be kept orderly and must be kept locked at all times. Once a locker assignment has been made, that assignment normally will last until

transfer or graduation. In some cases students must provide their own lock. District personnel have the right to search lockers.

■ Textbooks

Textbooks are furnished by the Shasta Union High School District. All books must be covered during the entire school year. Students should sign their names in the area provided in the front of the book after carefully examining the book for condition. If a book is lost, stolen or damaged, the student will be required to pay for it prior to receiving a course grade and/or clearance for graduation. Ed Code 48904(b) allows schools to withhold grades until textbook obligations are resolved.

■ Technology

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the District’s schools and classes.

The principal or designee shall oversee the maintenance of each school’s technological resources and may establish guidelines and limits on their use.

■ Computer Use Guidelines/Acceptable Use Policy

The District’s Acceptable Use Policy is provided in Appendix B. Students and parents should review this policy carefully. The District expects all students to abide by these policies and procedures when using the District’s computers, technology equipment or telecommunication system. Students who violate the policy will be prohibited from using the District’s equipment.

■ Driver Education

Driver Education will be offered to students on Saturdays. Contact your respective high school for dates, times and locations. Behind-the-wheel driver training will not be funded by the State and will not be offered at any District high school.

■ Community Resources

Our community has many resources available for students and families. They include crisis intervention, suicide prevention, drug and alcohol diversion, and job placement programs, to name a few. Please see the school guidance counselors for further help with community resource information.

■ Fingerprinting

The District offers the opportunity for students to be fingerprinted. Any report or document containing fingerprints of a child which is made pursuant to this article shall be given to the parents or guardian of the child and shall not be given to, or retained by, the school district or any other private or public entity. (Ed Code 32390)

ACTIVITIES AND ATHLETICS

There are many co-curricular and extra-curricular activities open to students in the District and students are strongly encouraged to participate. Students may participate in athletics,

student government, school clubs, music groups, the yearbook or newspaper staffs, etc.

Co-curricular activities are part of the regular curriculum. They do not come under the jurisdiction of the Competitive Representational Activities code. Since co-curricular activities are an extension of the classroom, student behavior violations will be subject to the District Discipline Policy. Students should check with the Student Activities Director or Athletic Administrator at the school as to whether an activity is co-curricular or extra-curricular.

■ **Student Body Government (ASB)**

Enterprise, Foothill, Shasta, and Pioneer High Schools have established a student government based on a student body constitution outlining the students' rights, powers, responsibilities, and privileges. Any student who attends the school is a member of the student body and is entitled to the same privileges as any other student. Students elect members of the student council, which is the student governing body of the school. Money for student body activities is raised by selling student body cards, by sponsoring student activities and by student-organized fund raisers and is administered by student body officers and the Director of Student Government at each school site.

■ **Student Body Assemblies**

High school students are required to attend all student body assemblies unless excused by the administration. Courteous and dignified behavior at assemblies has been a tradition at all District high schools and has earned the praise of many visiting speakers and performers. Students who do not conform to acceptable standards of conduct will be subject to disciplinary action.

■ **School Dances**

During the school year, various student organizations sponsor dances. These dances are usually held on Friday or Saturday night and last three hours; the Junior and Senior Proms usually last four hours. Students are not permitted to re-enter the dance once they have left. Any student who violates a school rule while at the dance will be subject to disciplinary action by the administration. Dances are for the students of the high school. Guest passes may be issued at the discretion of the administration for formal dances.

■ **School Athletics**

A complete California Interscholastic Federation (CIF) sports program is offered at Enterprise, Foothill, and Shasta High Schools. The following sports are offered: football, basketball, wrestling, cross country, track and field, baseball, tennis, swimming, golf, soccer, skiing, snowboarding, volleyball and softball. Junior Varsity level competition is available in all the above sports with the exception of golf and tennis. Each school also has a cheerleader and/or drill team program.

■ **Policy on Eligibility**

The Shasta Union High School District subscribes to the Pursuing Victory With Honor Sports Summit Accord adopted by the California Interscholastic Federation (CIF). We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor

according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the six pillars of character). In order to be eligible for athletics students must maintain a 2.0 GPA and comply with provisions of the Shasta Union High School District's Extra-curricular Activities Code and the Pursuing Victory With Honor Code of Conduct. (These codes are included in Appendix A and are available at each school.) A parent or legal guardian must sign and return the forms acknowledging their awareness of the requirements for participation before a student may participate in athletics. Parents are encouraged to review the Extra-curricular Activities Code as well as the Pursuing Victory With Honor Code with their son(s)/daughter(s).

Students and parents should contact their school's Athletic Administrator for information concerning eligibility questions before embarking on transfer actions between schools.

■ **Use of Tobacco, Illegal Drugs or Alcohol**

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. The District has adopted no smoking policies. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308; BP 3513.3]

In order to provide for the health and safety of students, to provide a legitimate reason for students to say "no" to drug use, and to provide an opportunity for those using drugs to receive help in locating a program of assistance, the District conducts a mandatory drug testing program for students participating in athletics. The program is not punitive. It is designed to create a safe, drug-free environment for students and assist them in getting help when needed.

Students who attend an illegal activity (where drugs or alcohol are served to minors) are also subject to this policy.

Consequences of Violating Tobacco, Illegal Drug or Alcohol Policies – Refer to section 5.6 of the Extra-curricular Code in Appendix A.

■ **Marijuana (Cannabis)**

A student who unlawfully possessed, used, sold, otherwise furnished, or was under the influence of cannabis is subject to expulsion. Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding \$1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending

on the amount and number of offenses, can face consequences including \$250 to \$500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

■ Participation In Non-School Athletic Events

If an athlete desires to compete in an invitational or an event during the season of sport which is outside the normal school schedule, the following guidelines will apply:

1. Pre-approval is required for participation in non-school athletic events.
2. Athletes should remember that school commitments come first. School contests and events are their first responsibility. The athlete, parent, coach and principal must all agree that the athlete's participation does not conflict with school sport commitments.
3. The athlete must check with the school's Athletic Administrator to be sure, according to CIF regulations, that participation in a non-school athletic event will not adversely affect eligibility.
4. Athletes shall not play on an outside team in the same sport in which they are currently playing in school. [CIF 600]
5. The principal is the final authority.

RULES AND CODES OF CONDUCT

The responsibility for fostering desirable standards of conduct in the Shasta Union High School District is shared by the Board of Trustees, administrators, teachers, support personnel, parents and students alike. The Board of Trustees has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff.

■ Jurisdiction of the school

Ed Code Sections 48900, 48911, and 48915 specify those acts for which disciplinary action may be taken and prescribes the school's jurisdiction or area of authority in matters of school attendance or activity as the following:

1. while on school grounds
2. while going to or coming from school
3. during lunch period on or off campus
4. at school activities whether on or off campus
5. during or while going to or returning to school from a school sponsored activity.

■ Safe School Atmosphere

In order to promote a safe school atmosphere in which all students can learn, it is essential that all students take responsibility for their behavior. To guide students in making decisions that contribute to this safety, the following Discipline Policy clarifies the behavioral expectations of Shasta Union High School District. We recognize that the promotion of a safe atmosphere requires the teamwork of students, staff members, parents/guardians and support services. Parents, counselors and appropriate administrators will be included in every phase of disciplinary action.

■ Academic Honesty Policy

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who would explain what is and is not acceptable in their classes. Violation of this policy will result in an F on the assignment; a second violation in any class within a calendar year of the first infraction will result in an F grade from which course the second violation occurred.

Examples of such unauthorized behavior include but are not limited to:

Taking Information

- Copying graded homework assignments from another student.
- Working together on a take-home test or homework when not specifically permitted by the instructor.
- Looking at another student's paper during an examination.
- Looking at text or notes during an examination when not specifically permitted by the instructor.
- Accessing another student's computer and using his/her data as one's own.

Providing Information

- Giving one's work to another to be copied or used in an oral presentation.
- Giving answers to another student during an examination.
- After taking an examination, informing a student enrolled in a later period of questions that appear on the examination.
- Providing a term paper or other project information for a student to copy or use as their own.
- Taking an examination, writing a paper, or creating computer data or artistic work for another.

Plagiarism

- Failing to give credit for ideas, statements of fact, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another author, whether it is a paragraph, a sentence, or a part thereof.
- Submitting a paper purchased from a "research" or term paper service.
- Copying another person's assignment and handing it in as one's own.
- Giving a speech or oral presentation written by another and claiming it as one's own work.
- Claiming credit for artistic work done by someone else, such as a music composition, photos, a painting, drawing, sculpture, or design.
- Presenting another's computer data as one's own.
- Copying information from the Internet without proper citation references.

■ Other Academic Dishonesty

- Planning with one or more fellow students to commit any form of academic dishonesty together.
- Having another student take one's examination or do one's computer data or lab experiment.
- Lying to an instructor to increase a grade.
- Submitting papers or speeches that are substantially the same for credit in two different courses without prior approval of the instructors involved.
- Altering a graded work after it has been returned, then submitting the work for re-grading unless specifically allowed by the instructor.
- Removing tests from the classroom, without the approval of the instructor, or stealing tests.
- Copying computer software from a disc or a hard drive unless specifically allowed by the instructor.
- Use of an online translator to prepare graded assignments in a Foreign Language class

HARASSMENT

■ Nondiscrimination/Harassment

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

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

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

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

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or

investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 October 2016; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213, § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 106.8, 106.9]

■ Sexual Harassment

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a

report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 9-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

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

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools. [BP 5145.7 May 2015; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; FERPA; 20 USC 1221, 1681-1688; 42 USC 1983; Title VI, Title VII; 34 CFR 106.1-106.71]

■ Nondiscrimination/Harassment

The Governing Board maintains a "Zero Tolerance" position regarding racism and has adopted a Nondiscrimination/ Harassment

Policy, BP 5145.3 and BP 5145.7. Students involved in acts of racism and/or harassment shall be subject to appropriate counseling and discipline, up to and including expulsion.

■ Hate Violence

A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence. [EC 48900.3]

■ Harassment, Threats, or Intimidation

A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. [EC 48900.4]

DRESS CODE

The dress code prohibits any apparel, jewelry, accessories, etc., which by its color, arrangement, trademark or any other attribute, denotes membership in gangs or organizations which advocate drug use, violence or disruptive behavior; it also prohibits negative statements, illustrations or graphic designs. This policy shall be applied at the principal's discretion, after consultation with the Superintendent, as the need arises at individual school sites. [BP 5132]

A school campus is that area designated as a school site, including all the property owned by the School District such as parking lots, playing fields, and all buildings. The hours of school will be defined by the Administration of each campus.

While clothing may be a personal choice, there are basic standards for dress in the Shasta Union High School District. Listed below are some basic guidelines to help students dress appropriately for school.

- All clothing shall be clean, neat, free of excessive rips, tears, or holes (i.e. pants).
- Hats or head coverings shall not be worn on campus nor on school buses. Hats may be worn at after-school activities unless the administration has determined that hats or other attire would contribute to an unsafe environment. Permission to wear hats can be granted by a school administrator, if hats should be worn for reasons of health and safety. [EC 35183.5]
- Hats worn for sun protection must conform to the standards and guidelines outlined in AR 5132. [EC 35183.5]
- When students bring hats or head coverings to school they should be kept in backpacks, lockers and cars.
- The administration has the authority to permit the wearing of hats on designated occasions, such as dress-up days.
- No costumes will be worn except on special dress-up days arranged by the student council.
- Tops shall have shoulder straps that cover bra straps and cover the mid-section and sides of the body. See-through clothing

requires undergarments. Shirts shall not have profane or derogatory slogans, gender put-down slogans, advertising of illegal substances, or references to alcoholic products, etc.

- Undergarments shall not be worn as outer garments.
- Paraphernalia or clothing worn by students that is determined by administration to be gang-related is prohibited while school is in session, on school buses to and from school, and at school-sponsored functions.
- Short shorts are prohibited.
- Sagging (pants worn below the waist) is prohibited. [EC 35183]

STUDENTS' CIVIL RIGHTS

■ Corporal Punishment

Corporal punishment of students is prohibited in the Shasta Union High School District, but school personnel may use physical restraint to interrupt acts of misconduct, to escort students to the proper authority or to prevent injuries. [EC 44807]

■ Search

School personnel may search the person of a student, the student's locker or vehicle, if there is reasonable suspicion to believe that the student may have a concealed weapon, narcotics, stolen property or contraband.

■ Police Questioning

Police may question a student at school in connection with an investigation, in the presence of the school principal or designee. The student has the right to answer or to decline to answer such questions. The student may not be required to sign statements taken by the police unless parental permission has been obtained.

■ Suspension from School

Suspension is the temporary removal of a student from regular school activities imposed for adjustment purposes. Suspended students are not allowed to be in or near any school in the District. Students may or may not be allowed to make up work. Except in emergencies, suspension is preceded by an informal conference at which the student is informed of the charges of misconduct and is given the opportunity to present his/her version of the facts and evidence in his/her defense.

Suspensions may be imposed for up to 5 days at a time for a maximum of 20 days in a school year. Students who have been transferred to another school may be suspended for 10 additional days. The parent/guardian may be required to attend a formal conference and/or classes. [EC 48903, 48900.1]

■ Expulsion

When expulsion is recommended, an Administrative Hearing Panel is convened to review the case and determine if expulsion is appropriate. The student and his/her parents are notified of their rights, which include their right to appear and be represented by counsel. The Hearing Panel submits its findings and recommendations to the Superintendent who, if expulsion is recommended, submits the case to the Board of Trustees. The Board of Trustees has final authority on expulsions.

■ Reasons for Expulsion and Board Action

Expulsion may be ordered for violation of offenses in Education Code 48900 if other means of correction are not feasible or have repeatedly failed to bring about proper conduct or if, due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. (Ed Code 48915-b,e)

■ Mandatory Expulsion

Expulsion is mandatory for violation of the following offenses on school property or at a school-sponsored activity:

1. possessing, selling or otherwise furnishing a firearm (possession of a firearm must be verified by an employee of the school district);
2. brandishing a knife at another person;
3. unlawfully selling a controlled substance;
4. committing or attempting to commit a sexual assault or committing a sexual battery
5. possession of an explosive. [EC 48915]

The student shall be expelled for up to a period of one year for these violations and shall be referred to an appropriate community school program. [EC 48915(e)]

■ Law Enforcement Referral

The following offenses must be reported to the Police Department: when a student:

1. brings any firearm, knife, explosive or other dangerous object to school;
2. attacks or menaces a District employee;
3. causes serious physical injury to another person;
4. possesses/sells drugs, alcohol or other controlled substances; or
5. commits robbery or extortion in school. [AR 5144.1]

■ Discipline by a Teacher

For disciplinary reasons, a teacher can:

- Suspend a student from his/her class for the day of the infraction and the next day.
- Detain a student for up to one hour at the end of the school day.
- Require a parent conference.
- Refer the student to a school counselor or administrator.

■ Solicitation of Funds

Solicitation of funds from students on school premises by any organization other than a school organization is prohibited.

■ Release of Student to Peace Officer

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

■ Disruption of Study by Non Student

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of

his or her duties materially disrupts classwork or representational activities or involves substantial disorder is guilty of a misdemeanor. A violation is punishable by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. [EC 44811]

■ Withholding Grades

Following due process procedures, the school district may withhold the grades, diplomas or transcripts of pupils responsible for willful damage of school property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages. [EC 48904]

■ District Drug and Alcohol Diversion Program

Students who are in possession of drugs or alcohol, in possession of drug paraphernalia, and/or under the influence of drugs or alcohol will be referred to the district drug and alcohol intervention/diversion program, which consists of five consecutive weekly classes and follow-up counseling sessions, and may be transferred to an alternative education or continuation school program.

PARKING AND OTHER VEHICLE REGULATIONS ON SCHOOL CAMPUSES

Pursuant to the authority granted under Section 2113, California Motor Vehicle Code, the following regulations and conditions (in addition to all other pertinent State laws and regulations) apply to all persons operating vehicles on property of the Shasta Union High School District.

1. Vehicles are permitted on the high school campus on the condition that the occupant or occupants are at the school for legitimate reasons and that all road signs, traffic laws, and regulations of the state, county, and school district are obeyed.
2. All students who drive cars and motorcycles to school must purchase a parking permit from the school office, which must be displayed in the vehicle so that it is visible to school personnel.
3. Students shall not ride in, sit in, or loiter around any motor vehicle during school hours.
4. All parking areas are controlled as posted (faculty, visitors, etc.) Parking is permitted only in areas corresponding with parking control signs.
5. Parking is permitted in designated areas only.
6. No parking is permitted over white separating lines delineating individual spaces in parking lots.
7. Local law enforcement agencies may issue citations for violations of these regulations.
8. The parking of private vehicles on the school campus is done so at the risk of the owner.
9. All vehicles left unattended in areas that will constitute a traffic hazard or block emergency vehicles in the event of an emergency will be towed away at the owner's expense.
10. The speed limit on campus shall not exceed 15 miles per hour except for areas posted for higher limits.

11. Parking regulations will be available to all students at the beginning of each school year and to all new students at the time they enroll.
12. Areas marked "Visitor Parking" are for persons not employed or enrolled at the school (visitors, repairpersons, salespersons, parents at school on business, etc.)
13. All two-wheel motor vehicles and bicycles shall park only in those areas marked for their use.
14. Cars violating color-coded areas will be issued a traffic citation. Colors used to mark restricted parking areas comply with Section 21458 of the California Vehicle Code.
15. CTE and Ag students are to use District transportation unless prior permission has been obtained from administration.

STUDENT RECORDS

■ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at school site by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for twenty-five cents (25¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

Students of Military Families

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

Student Data from Social Media Websites

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

Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

Release of Directory Information

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

GENERAL INFORMATION

Balloons, Flowers, Gifts

The school will not deliver balloons, flowers or gifts to a student during school hours.

Electronic Devices

Use is allowed if essential to student's health as determined by a licensed physician or surgeon. The school is not responsible for the loss of personal items brought to school. [EC 48901.5]

Skateboard, Bikes, etc.

Riding is not permitted on school campuses. Noncompliance will result in temporary confiscation and will be returned to a parent or guardian. Boards and bikes should be locked up on school-provided racks.

Bulletin Boards

Notices and posters to be placed on bulletin boards in the halls must be approved by the principal or his/her designee. No material should be placed on the walls, windows, etc. Scotch tape shall not be used on woodwork or walls.

School Safety Plan

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

School Safety

All students should be aware of and observe common safety practices. Report any unsafe condition to your teacher or administrator. Follow safety rules particular to your class such as chemistry, industrial technology, etc.

Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity. School site staff trained in anti-bias shall be made known. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff, 7-12 grades get information about helping LGBTQ students. Resources about bullying, intimidation, and violence are found through the District and online at www.cde.ca.gov, www.cde.ca.gov/lss/se/bullyres.asp, www.cde.ca.gov/lss/se/bullyfaq.asp, www.cde.ca.gov/lss/vp/ssresources.asp, www.californiahealthykids.org

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 5131.2 October 2015]

School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the internet at www.suhsd.net. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

Pupil Fees

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

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

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

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

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal, and may be filed anonymously.

[EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student’s ability, citizenship and effort. [EC 49067]

Teacher Qualifications

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

Emergency Announcements

Snow Days, School Cancellations: School may be canceled due to extreme weather conditions or emergencies. Local radio stations will provide information.

Asbestos Inspections and Management Plans

A copy of the District’s entire plan is available for review in the Shasta Union High School District office, 2200 Eureka Way, Suite B, Redding, California, during regular business hours. A fee covering the cost of duplication will be charged for those who wish to obtain copies of the plan. Individual facility plans are available in the main office at each school site and at the District office, bus garage and school farm. [40 CFR 763.93]

Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school’s Integrated Pest Management Plan (IPM) is updated by June 30 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at www.suhd.net.

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

<u>Product</u>	<u>Active Ingredient</u>
Round up ProGlyphosate, Isopropylamine Salt
Tahoe 3ATricloyr, Trimethylamine Salt
Prodiamine 65 WDGProdiamine
Alpine DDinotefuran, Diatomaceous Earth
Temop Ultra WPB-Cyfluthrin, cyano, methyl 3, 2,2-dimethylclp, propane carboxylate
Pivot UltraPyriproxyfen, Pyrethrins, N-Octyle, Bicycloheptene dicarboximide
Hot Shot Roach & Ant Gel BaitDinotefuran
EcoPCO JetEugenol, 2-Phenethyl Propionate (Emergency ONLY)
Ranger ProGlyphosate, Isopropylamine salt
Surflan ASOryzalin
Mecomec 2.5 Turf HerbicideMCPP, Potassium Salt
Q4 Plus Turf HerbicideDimethylamine Salt, Dicamba, Quinclorac, Sulfentrazone
Herbicide Helper(none listed)
Spectracide Wasp & Hornet KillerPrallethrin, Lambda-Cyhalothrin
Hot Shot Flying Insect KillerD-Trans Allethrin, Permethrin
Terro Liquid Ant Bait StationsBorax

Personal Property

At all times students should avoid leaving personal belongings unattended. Do not bring valuable items to school. The District assumes no responsibility or liability for loss or theft of property belonging to students. In the event of loss of property, the school authorities will make every effort to recover the lost or stolen property.

■ Thefts

Students should immediately report any thefts of their personal property to the administration. The school is not responsible for thefts. Every effort will be made to apprehend the thief and to recover stolen items. Over the years the administration has observed that most losses of student property are the result of carelessness on the part of students. If it is necessary to bring valuables to school, these are to be checked at the main office.

If a student is using a valuable piece of equipment such as a musical instrument at school, the equipment should be insured. School or personal property found on campus must be taken to lost and found. Items not claimed within 60 days may be returned to the finder. Unauthorized possession of lost items will be treated as theft.

■ Further Information is Available

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

EDUCATIONAL EQUITY AND EQUAL RIGHTS

The Shasta Union High School District is committed to equitable access to all programs for all students. All District activities and programs will be free from discrimination on the basis of sexual orientation, gender, age, sex, ethnic group identification, race, ancestry, national origin, religion, color, marital status, parental status, pregnancy, mental disability or physical disability. All students will have equal access to all programs including athletics, music, student activities, honors and advanced placement, vocational education programs, and all curricular or co-curricular programs.

Counseling services are available to all students to increase their awareness of options across programs and activities. For those students choosing honors and advanced placement courses, extra grade points are awarded to students who earn a grade of C or better in the course and a minimum score of 2 on the specific subject AP exam.

Expectant and parenting students shall not be excluded from any program or activity unless the student voluntarily chooses to participate in a special program. Alternative Education programs provide equal access and opportunities as well as additional support and guidance for expectant and parenting students. In these situations students may also obtain additional support and guidance to address curricular and after-school programs to assist them in completing their educational program.

The Shasta Union High School District interscholastic athletic program and activities shall be free from discrimination and discriminatory practices in accordance with state and federal law. The District encourages all interested students to participate in the athletic program and to try out for teams. No student shall be excluded from participation in an athletic program on the basis of gender.

■ Uniform Complaint Procedures

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group

including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program, or activity that receives or benefits from local, state and federal financial assistance. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

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

■ Complaints Regarding Discrimination, Harassment, Bullying, Exceptional Need Students, Categorical Programs, Federally Funded Programs

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

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Jason Rubin, Associate Superintendent Human Resources
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001
(530) 241-3261

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education

Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600-4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the superintendent or designee on a case-by-case basis.

The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent shall ensure that the mediation results are consistent with state and federal laws and regulations.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures.

Notifications

The Superintendent or designee will meet notification requirements of Title 5, Section 4632, including the annual dissemination of District complaint procedures in the following manner:

- to students and their parents in the Student/Parent Handbook given to all students at the beginning of each school year,
- to employees with the first pay voucher of each year, and
- to school site council members and members of other advisory committees at the first meeting of each school year.

Procedures

The following procedures shall be used to address all complaints that allege that the district has violated federal or state laws or regulations governing educational programs. The compliance officer shall maintain a record of each complaint as required for compliance with the California Code of Regulations, Title 5, Section 4622.

Step 1: Filing of a complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Complaints shall be presented to the compliance officer who shall maintain a log of complaints received. All formal complaints shall contain the following information: Name, address, and telephone number of complainants; a description of the nature of the complaint, the identity of individuals thought to have been harmed by the alleged violation and the identity of those alleged to be in violation; a description of previous informal attempts by the complainant to resolve the complaint; the requested action on the part of the district, such as what would bring about a resolution which is satisfactory to the complainant.

STEP 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees, the officer will make all arrangements for this process.

STEP 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. The complainant and/or his/her representative and the District's representative may interview individuals who may possess information pertinent to the complaint.

STEP 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision as described in Step 5 below.

If the complainant is dissatisfied with the decision, he/she may within five days, file his/her complaint in writing to the Board. The Board may consider the matter at its next regular meeting or at a special meeting convened in order to meet the 60-day time limit within which the complaint must be answered.

The Board may decide not to hear the complaint, in which case the officer's decision is final. If the Board hears the complaint, the officer shall send the Board's decision to the complainant within 60 of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

STEP 5: Final Written Decision

The report of the District's decision shall be written in English and in the language of the complainant if feasible. This report shall include: The findings and disposition of the complaint, including corrective actions, if any; the rationale for the above disposition; notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed; a detailed statement of all specific issues that were brought up during the investigation and the extent to which issues were resolved.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for

appealing the District's decision and must include a copy of the locally filed complaint and the District's decision.

Civil Law Remedies

Civil law remedies may be pursued through local, state or federal aid agencies, offices, or private/public interest attorneys. Local agencies through which a complainant may pursue civil law remedies are: County Superintendent of Schools, Child Protective Services, Redding Police Department. These avenues may result in civil remedies or agreements rather than the administrative remedies resulting from the District or the California Department of Education process.

Referring Complaints to Other Appropriate State or Federal Agencies

If dissatisfied with the California Department of Education's determination, the complainant may appeal within 35 days to the State Superintendent of Public Instruction.

Basis for Direct State Department of Education Intervention

In addition to the complaint process set forth in the District's policy regarding uniform complaint procedures, the complainant may also have the right to contact the State Department of Education directly for intervention under certain circumstances, which are set forth in Section 4650. You may contact the District Compliance Officer for assistance.

COMPLAINT PROCEDURE (against District employees)

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints against District employees. The Superintendent or designee shall determine whether a complaint is against the District or against an employee, and shall accordingly apply the appropriate procedures for resolution:

1. Every effort shall be made to resolve a complaint at the earliest possible stage. Whenever possible, parents/guardians are encouraged to attempt to orally resolve concerns with the staff member with whom the complaint is made.
2. If the complainant is unable or unwilling to resolve the complaint directly with the employee involved, an oral or written complaint may be made to the employee's immediate supervisor or the site principal. Complaints against a principal or central office administrator shall be filed in writing with the Superintendent or designee. Complaints against a Board member or the Superintendent shall be filed in writing with the Board.
3. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.
4. When a written complaint is received, the employee shall be notified in accordance with collective bargaining agreements or District policy.
5. A written complaint must include:
 - the name of each employee involved.
 - a brief but specific summary of the complaint and the surrounding facts.
 - specific descriptions of any prior attempt to discuss the complaint with the employee(s) and the failure to resolve the matter.

6. The Superintendent shall designate an investigator who will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. The decision of the Superintendent, or designee, shall be considered final. However, the complainant, the employee(s) or the Superintendent may ask the Board to consider the complaint.
7. Before the Board considers any complaint, the Superintendent or designee shall submit a written report including:
 - the name of each employee involved.
 - a brief, but specific, summary of the complaint and the facts surrounding it to inform the Board and employee(s) of the precise nature of the complaint and to allow the employee(s) to prepare a defense.
 - a copy of the original complaint.
 - a summary of the action taken by the Superintendent or designee, along with the finding that the problem has not been solved and the reasons.
8. The Board may choose one of the following:
 - To uphold the Superintendent's decision without a hearing.
 - To hold a hearing in which all parties may present evidence and explain rationale. If a hearing is ordered, legal notification procedures will be observed.
9. Any decision of the Board shall be final.

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the District and/or the individual, and whether it should be resolved by the District's process for complaints concerning personnel, other district procedures, or both. [BP 1312.1]

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

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

Implementation of Local Control Funding Formula (LCFF) through the Local Control and Accountability Plan (LCAP) must comply with requirements of Ed Code Section 52075 and Sections 47606.5 and 47607.3 as applicable.

Williams Complaint Procedure

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

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.

3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

■ **Non-Discrimination Policy**

The Shasta Union High School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation), handicap, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admission and access to, and treatment and employment in, the programs and activities, including Career/Technical Education Programs, offered by the Shasta Union High School District. The lack of English language skills will not be a barrier to admission and participation in Career/Technical Education Programs. Procedures covering discrimination complaints are specified on the previous pages under "Uniform Complaint Procedures." Additional inquiries may be directed to:

Jason Rubin, Associate Superintendent
Human Resources, Title IX Coordinator

or

Jim Cloney, Superintendent
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001
(530) 241-3261

For 504 compliance issues:

Tim Calkins, Director, Special Education
504 Compliance Officer
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001
(530) 241-3261

■ **Handicap Access**

The Shasta Union High School District recognizes its obligation to provide overall program accessibility throughout the District for handicapped persons. For information as to the existence and location of services, activities, and facilities that are accessible to

and usable by handicapped persons, contact the individual named above.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights, U.S. Department of Education,
221 Main Street, Suite 1020, San Francisco, CA 94105

DISCIPLINE

■ **School Rules /Discipline Policy**

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

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. [EC 35291, 48980, 51101]

■ **Parent Responsibility**

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$19,600 in damages and another maximum of \$10,800 as adjusted annually by the California Department of Education for payment of a reward, if any.

The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money.

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

■ **Vandalism**

Graffiti or being destructive is considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594; ne]

■ **Student Search**

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

■ **Impersonation on the Internet**

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

■ Grounds for Suspension or Expulsion

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

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image
 - (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a

fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

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

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

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

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

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

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion

to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

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

■ Mandatory Suspension / Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

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

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

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

Discipline Policy

In order to promote a safe school atmosphere in which all students can learn, it is essential that all students take responsibility for their behavior. To guide students in making decisions that add to this safety, the following Discipline Policy clarifies the behavioral expectations of Shasta Union High School District. We recognize that the promotion of a safe atmosphere requires the teamwork of students, staff members, parents/guardians and support services. Parents, counselors and the appropriate administrators will be included in disciplinary action. *Administration may use one or any combination of the consequences listed for each offense. Administration may use a consequence that is not listed if deemed appropriate by the Principal.*

Reference	Infraction	First Offense	Second Offense	Third Offense
VC 23225 BPC 25608 25662 EC 48900 Sec. C & D	Alcohol, Possession or Use of	<ul style="list-style-type: none"> • Notify law enforcement agency • 1-5 day suspension • Complete drug & alcohol diversion program • Transfer to alternative education placement unless student and parent/guardian agree to complete district drug diversion program • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • Notify law enforcement agency • 5 day suspension • Possible SARB, involuntary transfer, or expulsion 	Notify law enforcement agency 5 day suspension Possible SARB, involuntary transfer, or expulsion
PC 450-455	Arson	<ul style="list-style-type: none"> • 1-5 days suspension • Possible SARB, involuntary transfer, or expulsion • Referral to fire marshal/law enforcement 		
EC 44014 48902 PC 240 241.2 242 243.2 & .5 244-45 417	Assault	<ul style="list-style-type: none"> • Notify law enforcement agency • 1-5 days suspension • Possible SARB, involuntary transfer, or expulsion 		
	Academic Dishonesty	<ul style="list-style-type: none"> • Loss of credit on assignment • Academic Honesty Contract 	<ul style="list-style-type: none"> • Loss of Credit in course • "F" grade on transcript 	
CAC Title 5 Sec.14263 14296	Bus Misbehavior (see Bus Regulations)	<ul style="list-style-type: none"> • Student warned • Bus transportation probation • Possible loss of bus privileges 	<ul style="list-style-type: none"> • 1-3 days suspension from riding bus • Possible loss of bus privileges 	<ul style="list-style-type: none"> • Loss of bus privileges

CODE: (CAC = CALIF. ADMIN. CODE)
(HSC = HEALTH & SAFETY CODE)

(BPC = BUSINESS & PROFESSIONAL CODE)
(EC = EDUCATION CODE)

(VC = VEHICLE CODE)
(PC = PENAL CODE)

Reference	Infraction	First Offense	Second Offense	Third Offense
EC 48267 48900 Sec. K	Classroom Disruption (Behavior causing interference with classroom instruction)	<ul style="list-style-type: none"> • Teacher-Student conference • May refer to administrator for action • Possible referral to Student Study Team • Lunch detention/campus beautification 	<ul style="list-style-type: none"> • Referral to administrator • 1-2 day suspension • Saturday School • Possible referral to Student Study Team • Lunch detention/campus beautification 	<ul style="list-style-type: none"> • Referral to administrator • 2-5 day suspension • Saturday School
EC 48267 48900 Sec. K 48908	Defiance of Authority	<ul style="list-style-type: none"> • 1-5 day suspension and/or Saturday School • Lunch detention/campus beautification 	<ul style="list-style-type: none"> • 1-5 day suspension and/or Saturday School • Student Study Team • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • 1-5 day suspension and/or Saturday School • Possible SARB, involuntary transfer, or expulsion
EC 48900 Sec. F 48904 PC 594 CAC 41,42	Destruction or Defacement of Property	<ul style="list-style-type: none"> • Possible suspension from school and/or Saturday School • Notify law enforcement agency • Restitution • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • 1-5 day suspension and/or Saturday School • Notify law enforcement agency • Restitution • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • 5 day suspension and/or Saturday School • Restitution • Notify law enforcement agency • Possible SARB, involuntary transfer, or expulsion
CAC Title 5 Sec. 302, 305	Dress Code Violation/ Gang Related Apparel	<ul style="list-style-type: none"> • Student to correct violation • Appropriate clothes obtained or student assigned to in-house suspension pending change of clothes • Suspension and/or Saturday School • Possible referral to law enforcement if Gang related 	<ul style="list-style-type: none"> • Parent contact • Suspension and/or Saturday School • Student Study Team 	<ul style="list-style-type: none"> • Referral for consideration of alternative school placement • 1-3 day suspension • Student Study Team
EC Sec. 48900 C, D, J HSC 11014.5 11350- 11364 11364.5 11364.7 11373 11379- 11382 11680 11681 11550 HS- 647 f PC	Drugs, Possession, Use of Drug Paraphernalia, Possession of Sharing, Providing, or distribution of	<ul style="list-style-type: none"> • Notify law enforcement agency • 1-5 day suspension • Complete drug & alcohol diversion program • Referral to Student Study Team • Transfer to alternative education placement unless student and parent/guardian agree to complete district drug diversion program • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • Referral to Student Study Team • Notify law enforcement agency • Possible SARB, involuntary transfer, or expulsion • 5 day suspension 	<ul style="list-style-type: none"> • Notify law enforcement agency • 5 day suspension • Possible SARB, involuntary transfer, or expulsion

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Reference	Infraction	First Offense	Second Offense	Third Offense
EC (above) 48915 C3 HSC (above)	Drugs, Sale of	<ul style="list-style-type: none"> • Notify law enforcement agency • Mandatory suspension and Board required expulsion for one calendar year • Suspension pending outcome of expulsion hearing 		
PC 518-520	Extortion/ Fraud	<ul style="list-style-type: none"> • 1-5 day suspension • Possible SARB, involuntary transfer, or expulsion • Notify law enforcement agency • Saturday School 	<ul style="list-style-type: none"> • 5 day suspension and/or Saturday School • Possible SARB, involuntary transfer, or expulsion • Referral to law enforcement agency 	<ul style="list-style-type: none"> • Referral for expulsion • Suspension pending hearing • Referral to law enforcement agency
PC 148.4 148.5	False Alarm	<ul style="list-style-type: none"> • Notify fire prevention agency and/or law enforcement agency • 1-5 day suspension • Saturday School 	<ul style="list-style-type: none"> • Possible recommendation for expulsion • 3-5 day suspension • Notify law enforcement agency/fire prevention agency • Possible suspension pending expulsion 	
EC 48900	Fighting	<ul style="list-style-type: none"> • 3-5 day suspension • Student/parent conference • Referral to law enforcement agency 	<ul style="list-style-type: none"> • Possible recommendation for expulsion • 5 day suspension and/or Saturday School • Referral to law enforcement agency 	
EC 48805- 48807 48900 Section G 48908 CAC Title 5 Section 300 PC 470-476	Forgery/ Plagiarism/ Fraud	<ul style="list-style-type: none"> • Loss of credit for assignment • 1-5 day suspension and/or Saturday School • Academic Honesty Policy Contract as applicable 	<ul style="list-style-type: none"> • Loss of Credit in course • "F" grade on transcript 	
	Gang Related Activities	<ul style="list-style-type: none"> • Notify law enforcement agency • NOTE: Gang related activities will be dealt with in a very serious manner up to and including recommendation for expulsion 	<ul style="list-style-type: none"> • Notify law enforcement agency • NOTE: Gang related activities will be dealt with in a very serious manner up to and including recommendation for expulsion 	

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Reference	Infraction	First Offense	Second Offense	Third Offense
EC 48900 Sec. K 32050- 32053 Sec. R	Hazing/ Harassment/ Cyber Bullying	<ul style="list-style-type: none"> • 1-5 day suspension and/or Saturday School • Referral to law enforcement agency • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • 3-5 day suspension • Referral to law enforcement agency • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • 5 day suspension • Referral to SARB, involuntary transfer, or expulsion • Referral to law enforcement
EC 48900 Sec. K 32050- 32053	Hate Crimes/ Racial Slur	<ul style="list-style-type: none"> • 5 day suspension • Possible referral for expulsion • Referral to law enforcement 		
EC 49330- 49333 48900 48915 Sec. B PC 12020 12021.5 626.10	Possession of knife, dagger, dirk	<ul style="list-style-type: none"> • Referral to law enforcement agency • 1-5 day suspension • Possible SARB, involuntary transfer, or expulsion 	<ul style="list-style-type: none"> • Referral to law enforcement agency • 5 day suspension • Possible SARB, involuntary transfer, or expulsion 	
EC 48908 CAC Title 5 Sec. 300	Litter	<ul style="list-style-type: none"> • Lunch detention and/or campus beautification 		
EC 48900 Sec. 1 PC 311, 311.2 311.6	Obscene Act or Behavior	<ul style="list-style-type: none"> • Referral to Student Study Team for counseling • Possible referral to law enforcement agency • Possible suspension • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • Referral to law enforcement agency • Suspension with possible recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension pending expulsion hearing • Recommendation for expulsion • Possible alternative program placement
EC 48900 Sec. 1 PC 311, 311.2	Obscene Language	<ul style="list-style-type: none"> • Student warned by staff hearing obscene language and/or possible Saturday School following referral • Possible suspension 	<ul style="list-style-type: none"> • Suspension and/or Saturday School for days missed 	<ul style="list-style-type: none"> • 1-5 day suspension and/or Saturday School
EC 48900 Sec. H	Smoking/Use of Any Form of Tobacco on or About School Grounds	<ul style="list-style-type: none"> • Saturday School • Notify law enforcement • Referral to Drug and Alcohol Diversion classes • Referral to Peer Court 	<ul style="list-style-type: none"> • 1-3 day suspension and/or Saturday School 	<ul style="list-style-type: none"> • Possible SARB, involuntary transfer, or expulsion • 1-5 day suspension
EC 48260 48261 48262 48263- 48236.5	Tardiness	<ul style="list-style-type: none"> • Possible Saturday School • Lunch detention • Adhere to teacher classroom discipline policy 	<ul style="list-style-type: none"> • Possible teacher-student conference • Teacher documents and/or assigns detention • Possible Saturday School 	<ul style="list-style-type: none"> • Possible SARB • Saturday School

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Reference	Infraction	First Offense	Second Offense	Third Offense
EC 48900 Sec. G	Theft/ Attempted Theft of School or Private Property	<ul style="list-style-type: none"> • Student conference • Possible suspension from school and/or Saturday School • Notify law enforcement agency • Restitution • Possible expulsion 	<ul style="list-style-type: none"> • 2-5 day suspension and/or Saturday School • Notify law enforcement agency • Restitution • Possible expulsion 	<ul style="list-style-type: none"> • 5 day suspension and/or Saturday School • Restitution • Notify law enforcement agency • Possible expulsion
EC 48403 48360 48260-5 48263.5 48621.2-.7 48260- 48263.5 48900	Truancy	<ul style="list-style-type: none"> • Parent notification • Possible detention assigned by teacher • Possible in-school suspension • Possible Saturday School • Possible SARB referral 	<ul style="list-style-type: none"> • Detention assigned by teacher • Possible in-school suspension and /or Saturday School • Referral to Student Study Team • Possible SARB referral 	<ul style="list-style-type: none"> • Parent/teacher/ counselor conference • Saturday School • Possible in-school suspension • Possible SARB referral
EC 49330- 49333 48900 48915 Sec. B PC 12020 12021.5 626.10	Possession of Weapons or Weapon Replica/ Explosive Device	<ul style="list-style-type: none"> • Referral to law enforcement agency • Mandatory suspension and Board required expulsion 		
EC 49330- 49333 48900 48915 Sec. B PC 12020 12021.5 626.10	Use of Weapons or Weapon Replica/ Explosive Devices	<ul style="list-style-type: none"> • Referral to law enforcement agency • Mandatory suspension and Board required expulsion 		
EC 48915 48900	Possession of Firearm, Brandishing a Knife	<ul style="list-style-type: none"> • Referral to law enforcement agency • Mandatory suspension and Board required expulsion 		

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APPENDIX A

EXTRA-CURRICULAR ACTIVITIES CODE

Revised 7/11/2011

The District strongly opposes student or parent-sponsored activities that condone or promote the use of tobacco, alcohol or drugs. Parents are encouraged to make sure their students are not involved in the abuse of these substances.

Extra-curricular activities are an integral part of our school curriculum and contribute to the well-being of all who participate (“Participants”). Participants are reminded they represent the school and community, and their actions must be a credit to both. All school rules apply in all extra-curricular activities.

1.0 SCHOLASTIC ELIGIBILITY (Athletics only)

A student shall be eligible for all Athletics activities if he/she meets the following requirements:

- 1.1 In order to be eligible for participation in athletics, a student in grades 9 through 12 must be enrolled in 20 semester credits of course work, and have earned a 2.0 GPA during the most recently completed grading period (see CIF Bylaws for further regulations). A waiver of the 2.0 GPA requirements will be permitted for any one quarter during a student’s four years of high school (BP 6145).
- 1.2 The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)
 - 1.2.1 The most recently completed grading period for entering 9th grade students will be the most recent GPA earned in the last school attended.
 - 1.2.2 When students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades shall be included in the computation of their grade point average.
 - 1.2.3 Receiving an Incomplete shall have no effect on a student’s academic eligibility as long as the resolution of the Incomplete would not lower his/her grade point average below 2.0. If the resolution of an Incomplete could lower the student’s grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.
- 1.3 When a student does not maintain a 2.0 GPA, he/she is ineligible in the subsequent grading period to participate in athletics. To regain eligibility, a 2.0 GPA must be earned in a grading period. Eligibility will be based on quarter grades.
- 1.4 In the event that a student finds that he/she is academically ineligible to participate in athletics in the first semester of the upcoming year, he/she may request that current

summer school grades be added to the grades received in the spring semester and that the total spring semester and summer school grades be used to determine eligibility for the first semester of the upcoming school year. Summer school grades officially placed on a student’s transcript will be totaled with the grades from the previous grading period and divided by the total number of courses. If a course is repeated, only the higher of the two grades will be used for calculations.

- 1.5 Students with any “F” grades must also maintain minimum progress towards graduation in order to meet eligibility requirements.
- 1.6 Students are expected to maintain good citizenship and conduct themselves in an appropriate manner while in class and on campus, and while representing the school during any Athletics activity. Failure to do so may result in ineligibility.

2.0 DOCUMENTARY ELIGIBILITY (Athletics only)

- 2.1 Athletic Health Screening Examination Record, parent permission forms, insurance forms, emergency consent forms, authorization for student drug/alcohol testing, bus rules and other forms as required shall be recorded, and on file in the School Office. Parent or legal guardian signature is required.
- 2.2 An annual physical examination is required before a student may try out, practice or participate in interscholastic athletics competition. A student will be excused from the physical examination only in compliance with Education Code 49451 provisions concerning Parents’ Refusal to Consent. It is recommended that the physical be passed prior to purchasing insurance.
- 2.3 A physical examination is good for one calendar year.
- 2.4 A prospective athlete shall either secure student insurance or have his/her parent or legal guardian complete the Parent’s Certification Statement of Responsibility for Athletic Insurance. Proof of payment for student insurance or the statement of responsibility shall be on file at the school.
- 2.5 The District expects that coaching staff will provide an orientation for parents at the start of each sport season.

3.0 DOCUMENTARY ELIGIBILITY (in addition to athletics)

- 3.1 Appropriate parent permission forms and emergency forms shall be on file at the school. Parent or legal guardian signature is required.
- 3.2 The extra-curricular advisor shall determine rules concerning appropriate conduct for the specific activity.

4.0 ABSENCE FROM SCHOOL

- 4.1 Absence from school on the day of a scheduled extra-curricular activity shall result in denial of the privilege to participate. Students are required to attend a minimum of four (4) periods to be considered eligible for participation in the extra-curricular activity. Exceptions may be granted by the school administration on a case-by-case basis. Participation in Saturday or holiday events will be affected by attendance the last school day preceding the event.

5.0 USE OF TOBACCO, ILLEGAL DRUGS OR ALCOHOL (during season of sport)

- 5.1 The Shasta Union High School District believes that athletic programs are an integral part of the school curriculum and must contribute to the physical and mental health of the student-athlete. To accomplish this, the District has enacted policies related to drug and alcohol use, both at school and outside-of-school sponsored events.
- 5.2 In order to provide for the health and safety of the individual athlete, to provide a legitimate reason for students to say “no” to drug use, and to provide an opportunity for those taking drugs to receive help in locating a program of assistance, the District is conducting a mandatory random drug testing program for student-athletes. The program is designed to create a safe, drug-free environment for student-athletes and assist them in getting help when needed.
- 5.3 Student-athletes who are under the influence, or in possession, of illegal drugs or alcohol are subject to the disciplinary consequences delineated in section 5.6 of this policy at all times (i.e. during school, at school sponsored events, and outside of school). Students who are under the influence or in possession at school or school sponsored events are subject to school consequences as well as the consequences of BP and AR 5131.61, Random Drug Testing of Students Participating in Interscholastic Athletic Programs.
- 5.4 Participants who attend an illegal event (where drugs or alcohol are being served to minors) are also subject to the disciplinary consequences delineated in section 5.6 of this policy even if they do not use drugs or alcohol.
- 5.5 Explanation of Terms
- 5.5.1 Awards: School letters, certificates, or other honors and/or special recognition.
- 5.5.2 Consent: The parent or guardian and the Participant are required to sign a written consent for drug testing prior to participating in the athletic program.
- 5.5.3 Drug: Any substance considered illegal or controlled by the Food and Drug Administration. This includes tobacco products, alcohol, and performance enhancing supplements including steroids.
- Drug panel to be tested: Methamphetamine, Chlorochromate, Amphetamine, Phencyclidine, Cocaine, Marijuana, Methadone, Barbiturates, Benzodiazepines, Opiates, Oxycodone, Nicotine, Alcohol

5.5.4 Medication: The parent or guardian must provide verification (prescription information and number to the Medical Review Officer upon phone call) if the drug test is positive. Please note that parents are not contacted by the Medical Review Officer if drug test is positive for Nicotine only. Participants who test positive and refuse to provide verification will be subject to actions and the reinstatement process specified below.

5.5.5 Participant: Any student participating in athletics sanctioned by and under the control and jurisdiction of the Shasta Union High School District.

5.5.6 Participant Selection for Testing: Random testing will be conducted during the season. There will be a random selection of Participants to be tested by the drug testing company; collection of all specimens will be done by the drug testing company and/or the school health clerk. Selection is truly random and SUHSD employees are not involved in the process of selection.

5.5.7 Positive Test: The Participant’s sample will first be tested using an Instant Technologies Icup to determine an initial positive or negative. Any initial positive will be sent to a Substance Abuse & Mental Health Services Administration (SAMHSA) certified lab for further analysis and confirmation. A Medical Review Officer (MRO) will contact the parent or guardian to discuss any prescription medication the Participant may be taking. Final results from the lab will be reported by the drug testing company to the Drug Testing Coordinator at the District Office. The Drug Testing Coordinator will then contact the Assistant Principal. The Assistant Principal will notify the parent or guardian and the Participant of the final lab results.

5.5.8 Season: A season begins on the first official day of practice or try out session and ends the day after the last contest for that sport. Official season opening dates will be no later than: Fall (August 1), Winter (November 1), Spring (February 1). If tryouts/meetings for athletics occur during a time of ineligibility, the student may attend tryouts/meetings at the discretion of the person in charge.

5.6 Action Taken & the Reinstatement Process

5.6.1 First Offense:

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. For reinstatement of eligibility, the Participant must be actively enrolled in and successfully finish a five-week assistance/counseling program at the Participant’s expense (evidence must be submitted), or the S.U.H.S.D. drug diversion program.
4. Participant will be given the option of either A or B:
 - A. Taking a weekly drug test for six weeks (at the

Participant's expense) with all negative results (any positive results are considered a second offense),

AND

missing two weeks of athletics beginning with the date of the confirmed positive and ending at midnight of the 14th consecutive day. The Participant may attend practice/meetings at the discretion of the person in charge.

- B. Being suspended from participation for a period of nine consecutive academic weeks beginning with the date of the confirmed positive and ending at midnight of the 63rd day (the summer season will not count as part of the nine weeks). The Participant will be re-tested before beginning the next sport for which he/she is eligible.

5.6.2 Second Offense

- 1. Notify parent or guardian.
- 2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
- 3. The Participant shall be suspended from participation for the remainder of the season and for the next season. Eligibility will be reinstated on the beginning date of the 3rd consecutive season following the 2nd offense (i.e. if the student's second offense occurs during the fall season, he/she will be eligible on February 1 for sports offered in the spring season only). The Participant will be re-tested before beginning the next sport for which he/she is eligible.

Athletic Seasons

Fall	Winter	Spring
Football	Basketball	Baseball
Volleyball	Ski-Snowboarding	Softball
Cross Country	Cheerleading (activity)	Track & Field
Cheerleading	Wrestling	Boy's Golf
Swimming	Boy's Soccer	Boy's Tennis
Girl's Golf	Girl's Soccer	
Girl's Tennis		

5.6.4 Third Offense

- 1. Notify parent or guardian.
- 2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
- 3. The Participant shall be ineligible for all sports and

participation. For reinstatement, the Participant must take a monthly drug test for twelve months (at the Participant's expense) with all negative results (any positive results are considered another offense).

- 5.6.5 Further violations shall result in a permanent ban from District extra-curricular activities. Participants who do not finish the season will not be eligible for awards, honors, or recognition.

6.0 QUITTING AN EXTRA-CURRICULAR ACTIVITY

Any Participant dropping a sport or activity before the season ends shall not be eligible to practice or participate in another sport until the end of the season during which the drop occurred. Exceptions to this rule can be made by the Principal.

7.0 EQUIPMENT

- 7.1 All equipment is issued to a student on a loan basis, subject to normal wear and tear. Equipment that is abused, lost, or stolen must be paid for by the student to whom it was issued.
- 7.2 For a student to be eligible to participate in a subsequent activity, all equipment must be turned in at the end of a season. Failure to do so shall result in school penalties.

8.0 TRANSPORTATION

- 8.1 When district transportation is provided, Participants must be transported to and from school events on approved transportation. The two exceptions to this rule will be: if a parent or guardian contacts (by note or call) the principal or designee in advance of the activity. Upon direct authorization by the principal or designee, the Participant will be released by the coach, or person in charge, to the parent or guardian only for transportation following the school event; the second exception will be if the district transportation is for "drop off" purposes only, then the parent or guardian will not need to contact the principal or designee in advance of the event as a prerequisite to picking up the Participant.
- 8.2 Participants may provide their own transportation for school events occurring 1/2 hour after the end of the school day, within the boundaries defined as "The Golden Triangle": (West Valley to Central Valley, Shasta/Foothill to Enterprise). When district transportation is provided, the rule above will be followed.

9.0 INTERPRETATION OF EXTRA-CURRICULAR CODE

The judgment of the Principal is final regarding the application of this Code, and any needed interpretation of it.

Please review the material in this booklet.
Then SIGN and RETURN the acknowledgment to your school.

SHASTA UNION HIGH SCHOOL DISTRICT
Pursuing Victory With Honor
Code of Conduct for Interscholastic Student-Athletes

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Characterism”). This Code applies to all student-athletes involved in interscholastic sports.

TRUSTWORTHINESS

1. Trustworthiness—be worthy of trust in all you do.

Integrity—live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.

Honesty—live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability – fulfill commitments; do what you say you will do; be on time to practices and games.

Loyalty—be loyal to your school and team; put the team above personal glory.

RESPECT

2. Respect – treat all people with respect all the time.
3. Class – live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, show sincere respect in pre-and post-game rituals.
4. Disrespectful Conduct – don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. Respect Officials – treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

6. Importance of Education – be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes who do not have a serious commitment

to their education, the ability to succeed academically or the character to represent their institution honorably.

7. Role-Modeling – Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and exhibit good character and conduct yourself as a positive role model.
8. Healthy Lifestyle – safeguard your health; don’t use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
9. Integrity of the Game – protect the integrity of the game; don’t gamble or associate with or deal with professional gamblers.
10. Sexual Conduct – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

FAIRNESS

11. Be Fair – live up to high standards of fair play; be open minded; always be willing to listen and learn.

CARING

12. Concern for Others – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
13. Teammates – help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

14. Play by the Rules – maintain a thorough knowledge of and abide by all applicable game and competition rules.
15. Spirit of Rules – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined or removed from a team if I violate any of its provisions.

Student-Athlete Signature

Date

*Our athletic program subscribes to the Pursuing Victory With Honor Sports Summit Accord adopted by the California Interscholastic Federation. “Pursuing Victory With Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

APPENDIX B

Shasta Union High School District

COMPUTER USE GUIDELINES

Information Technology Department Acceptable Use Agreement

Revised 08/2016

The Shasta Union High School District's Information Technology Department (the 'District') provides technology and access to learning opportunities through telecommunications available to students and staff.

PROPER AND ETHICAL USE: Staff and students are expected to understand and to practice ethical use of computer resources.

STUDENT USE OF TECHNOLOGY

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

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

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

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

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

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that

their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

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

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

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

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

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

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

The district's Acceptable Use Agreement shall establish

expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

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

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 OCTOBER 2015; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.52]

CONDITIONS AND RULES FOR USE:

I. Acceptable Use

The purpose of the District's data and telecommunications system is to facilitate communications in support of education. The use of your account must be consistent with the educational objectives of the District.

No user may deliberately propagate a virus, worm, Trojan horse, trap-door, or any harmful program code using District resources. This District's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of District resources for illegal activity is grounds for discipline. The District will cooperate with law enforcement authorities to investigate such acts.

Users may not use the system for lobbying activities, as defined under Education Code section 7054. This provision shall not limit the use of the system by students or staff for the purposes of communicating with elected representatives or expressing views on political issues.

Use of District resources for commercial purposes is prohibited.

Plagiarism is illegal.

2. Privilege

The District has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use. Use of the District network and all of its resources is a privilege.

3. Monitoring

A SUHSD employee, student, or public does not have an expectation of privacy in workplace electronic communication. The District reserves the right to inspect any transmission of data or files using the District network this includes but is not limited to private cell phones, district cell phones, private laptops, district laptops, iPad, voicemail, email, PDA's, computers or any other device using the District's wired or wireless network.

The District maintains software systems to monitor and record Internet usage. Be aware that security systems are capable of recording, for every user, each World Wide Web site visit, each chat, newsgroup or e-mail message, voice mails and each file transfer into and out of the network. No user should have any expectation of privacy using District resources, including communications sent through third-party email systems. Due to staffing constraints, not all Internet usage will be monitored; however, users should be aware that upon request, supervisors may review Internet activity for any specific employee during any period of time. Attempts to bypass or evade the District filter system will be grounds for loss of Internet privileges.

4. Network Etiquette

Users must abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite
- Use appropriate language
- Do NOT reveal personal information, including username, password, telephone number, or address to anyone
- Do NOT use e-mail for commercial solicitation or to conduct business unrelated to District issues
- Do NOT use e-mail to distribute hoaxes, chain letters, advertisements, rude, obscene or harassing messages

5. Security

- A. Security on the computer system is a high priority, especially because the system involves many users. Never share your account information, including username and password. Protect your password to ensure system security and your privilege to continue using the system.
- B. Please notify the Information Technology Department if you identify a security problem on the District's network. Please do not demonstrate security problems to other users.
- C. Do not attempt to log on as a District system administrator. Cancellation of privileges and criminal charges may result from such activity.
- D. The District may deny access to anyone identified as a security

risk for having a history of problems with other computer systems.

6. Prohibited Activities & Content

- A. Vandalism and harassment may result in cancellation of user privileges and possible criminal charges.
- B. Harassment, (cyber bullying) or the persistent annoyance of another user or interference with another user's work, includes but is not limited to the sending of unwanted email or other communications. This includes during school hours, or after school at school events or movement to and from school. If a nexus exist between the cyber bullying and school, then school administration may take disciplinary action.
- C. District computer resources may not be used for games research or to play games. Non-academic activities, in general, are prohibited. In addition, users are not to waste or take supplies that are provided by the District. All users agree to work in ways that will not disturb other users.
- E. Giving out personal information about another person, including home address or phone number, is strictly prohibited.
- F. Any use of the network for commercial or for-profit purposes is prohibited.
- G. Excessive use of the network for personal business shall be cause for disciplinary action.
- H. Any use of the network for product advertisement or political lobbying is prohibited.
- I. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- J. No use of the network shall serve to disrupt the use of the network by others.
- K. Hardware and/or software shall not be destroyed, modified, or abused in anyway.
- L. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- M. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- N. The unauthorized installation of any software, including shareware and freeware, for use on SUHSD computers is prohibited.
- O. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- P. The SUHSD network may not be used for downloading entertainment software or other files not related to the mission and objectives of the SUHSD for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files

not directly related to the instructional and administrative purposes of the SUHSD.

- Q. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- R. Use of the network for any unlawful purpose is prohibited.
- S. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- T. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
- U. Use of a proxy service, or proxy server is prohibited.

7. Controversial Material

Education, by its nature, is a controversial activity. However, it is against District policy to use district resources for access to inappropriate or offensive material. In an effort to comply with the Children's Internet Protection Act (CIPA) the District uses blocking and filtering services, which will make it difficult for students to gain access to inappropriate or offensive sites on the Internet. Users should realize, however, that it would be impossible to find and block all objectionable content on the Internet. Therefore, if a user encounters material inappropriate to an educational environment, s/he should report the URL (Internet address) to the Information Technology Department.

8. Staff Responsibilities/Social Networking

Employees working with students are responsible for supervising students' use of SUHSD technology and enforcing the Acceptable Use Policy. Teachers/Staff will provide developmentally and grade appropriate guidance to students as they use network resources to conduct research and other studies related to the district curriculum. Classroom use of networked resources will be in support of District educational goals. Teachers will provide alternate activities for students who do not have permission to use the Internet. Teachers/Staff should understand expectations for professional conduct extend into the online world of social networking, blogs, and other applications. Staff is strongly discouraged from "friending" current students using social networking and messaging sites such as Facebook, MySpace, and Twitter except in the context of a school project. Teachers/Staff cannot have associations with students through virtual technology if they are irregular, unprofessional, improper or imprudent in ways that negatively affect the goals of the District. Any conduct which reflects poorly upon personnel or the school district may be grounds for disciplinary action. The District has discretion in determining if conduct reflects poorly on our students, staff and the District. Conduct which reflects poorly upon the District or personnel may be grounds for disciplinary review or action.

9. Posting of Materials on District Sites

Shasta Union High School District computers, the District network to which they are connected, and District-funded Internet connections are provided to enhance productivity, to facilitate professional communication, and to harness the resources of the Internet in the service of the education of the students of the Shasta Union High School District.

The Shasta Union High School District web server is not a public forum. Posting permissions and posted content is maintained at the discretion of District and site administration.

Staff posting to the District web server will abide by the Shasta Union High School District Acceptable Use Policy. Staff will not:

1. use the District web site or network for personal financial gain
2. use the District web site for any fund raising without prior written administrative approval
3. use the District web site for political advertising or issue advocacy
4. use the District web site for transmitting or requesting & receiving materials inconsistent with the mission and values of the Shasta Union High School District
5. use the District web site for attempts to breach network security or transmit viruses
6. post copyrighted images, text, sound files, or software to the District web server without filing with site administration written permission from the holder of the copyright
7. post any material, text or image, allowing the identification of any individual student without prior written approval by site administration or their designee that the proposed posting meets Board criteria for parental approval of posting student information
8. post any student addresses or telephone numbers at anytime

Note: Student personal e-mail addresses (Hotmail, AOL, Yahoo mail, etc.) should not be used on District web sites. The District does not provide personal use e-mail addresses to students, but where students have contact responsibilities, appropriate e-mail addresses with joint student/staff access will be created. A fictitious example would be Suhsd.editor@suhsd.net where this account would be accessible to the student and staff advisor for use specific to the school project needing service. This facilitates tracing harassing or inappropriate e-mail directed to the school.

- A. Staff with web publishing permission will post language and materials appropriate for Shasta Union High School District communications.
- B. The Shasta Union High School District web server is not a forum for student expression. Staff, in accordance with administrative guidelines established at each site, will take responsibility for posting any student-generated material to the District server.
- C. Staff will not link to non-district sites that are framed or formatted in such a way as to appear to be part of the District site.

- D. All sites linked directly to the Shasta Union High School District Web Site will be consistent with the standards of the Shasta Union High School District and will support and be consistent with the educational mission of the District. Staff will not link to personal home pages, will not use the District site for personal web pages, and will not use the District site for links that exist only to illustrate personal interests.
- E. No 'guest books' or response forms which allow immediate, unmediated posting by the public will be hosted on the Shasta Union High School District web site or linked to from that site.
- F. Staff may not post any material to a non-Shasta Union High School District web site that uses District logos/mascots without prior written permission from school site and administration.
- G. Staff may not post any material that exists as a product of their employment with Shasta Union High School District at any non-Shasta Union High School District site unless that material is also posted on a Shasta Union High School District site and meets all the criteria above.
- H. Shasta Union High School District staff will use Shasta Union High School District e-mail addresses to conduct Shasta Union High School District business. Staff shall not distribute their personal, non-Shasta Union High School District e-mail addresses to parents, students, or others for contact related to their Shasta Union High School District responsibilities.
- I. Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Shasta Union High School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.

10. Computers and Software:

Shasta Union High School District computers will be installed and maintained ONLY by authorized staff. Only the administrator at each site designated by the Director of IT, or principal in conjunction with District IT staff will be allowed to authorize installation or maintenance of either hardware or software on Shasta Union High School District computers.

- A. The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed do not create difficulties on the individual computer or on the District network. Staff members who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed must certify that they are using the software according to license and must register the license information with the designated administrator at each site.
 - 1) Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
 - 2) Software not related to the mission of the Shasta Union High School District will not be installed on Shasta Union High

School District equipment.

- 3) 'Migrating' to an upgraded computer does not carry with it the right to 'migrate' software to that computer unless that software is wiped clean from the original computer.
- 4) The SUHSD does not allow staff or students to take home District software for home use or to be installed on personal computers.

District technical staff has the capacity to survey individual computers through the network, will remove programs not authorized for installation, and will report the incident to the appropriate site and district administration.

- B. Any password protection whether at the system level or the program level must be registered with the appropriate administrator on site. The District needs the ability to access its own equipment. Care must be taken to ensure that students or other unauthorized individuals cannot change passwords; a screen saver, which can be password protected SHOULD be password protected to prevent an unanticipated lockout.
- C. Screen savers, sound events, wallpaper and other system additions represent the Shasta Union High School District, as well as the individual, when found on Shasta Union High School District systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If law, custom, or common sense would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.
- D. No images, sounds, or media of any sort may be added to Shasta Union High School District equipment or to materials produced through Shasta Union High School District equipment that violate copyright.

11. Local Area, District, and Internet

Electronic information services (Local, District-wide, and Internet) are available to students and staff in Shasta Union High School District. The Shasta Union High School District strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency. Staff Internet access will be granted through local area networks and District Internet connections. A set of expectations and understandings apply to all using Shasta Union High School District network services as representatives of Shasta Union High School District on the District network and on the Internet through the Shasta Union High School District Internet gateway. These include:

- A. Staff must understand that all the rules of conduct described in the Shasta Union High School District Administrative Code apply during network use.
- B. Staff must use assigned accounts in support of the educational goals and objectives of the District. Staff will not allow the use of

assigned accounts by others. Staff must

- 1) avoid personal use of e-mail
 - 2) not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising
 - 3) not use the network, e-mail system, or Internet connection for political or religious advocacy or on behalf of charitable organizations
 - 4) not send any message through the network, e-mail system or Internet connection under someone else's name
 - 5) not transmit, request, or receive materials inconsistent with the mission and values of the Shasta Union High School District
 - 6) not attempt to breach network security or transmit viruses
 - 7) not use the network, e-mail system, or Internet connection for sexual or other forms of harassment
- C. Staff must use language appropriate for a public system in all communications.
 - D. Staff must respect the copyright and/or software licensing of material received through the Shasta Union High School District network, e-mail system, or Internet connection.
 - E. Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Shasta Union High School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.
 - F. Staff must understand that as a matter of law any document pertaining to the public business on a publicly funded system is a public record.
 - G. Staff must understand that the public meeting provisions of the Brown Act cannot be subverted through e-mail or network conferencing.

12. Sanctions

Individuals who violate the terms of the Acceptable Use Policy will be subject to a series of sanctions through Information Technology or the Superintendent including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of District network, Internet, and/or e-mail privileges.

Additionally, sanctions may be applied by the Shasta Union High School District HR Department or SUHSD Board in accordance with established discipline policies.

13. No Warranties

The District makes no warranties of any kind, whether express or implied, for the services it provides. The District is not responsible for damages a user suffers. This includes, but is not limited to, loss of data through delays, no-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the District's resources is at the user's own risk. The District specifically denies any responsibility for the accuracy

or quality of information obtained through District resources or services. All users should consider the source and validity of information obtained online.

Disclaimer

- A. The SUHSD cannot be held accountable for the information that is retrieved via the network.
- B. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- C. The SUHSD will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- D. The SUHSD makes no warranties (expressed or implied) with respect to:
 - a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - b. Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- E. The SUHSD reserves the right to change its policies and rules at any time.

14. Proprietary Information

There are four assets of an organization: people, processes, proprietary information, and real property. These four factors are common across all institutions, domestic or international and regardless of type, size, location, product or market. All four must be under control to prevent loss. Proprietary Information can take on many different forms, student data being the most prevalent in the district. All information data, electronic or otherwise, is the sole property of the SUHSD. No

administrator, teacher, student, or employee may take SUHSD information out of the district without the express permission of the Superintendent or the Director of IT. No SUHSD information may be sold, or otherwise communicated by any means to other entities without the express permission of the Superintendent or the Director of IT. Student transcripts are the only exemption from this procedure.

15. CA Electronic Communications Privacy Act

The district may obtain information from a cell phone or other electronic device through physical interaction or electronic communications with a device when the following has occurred;

1. Pursuant to a search warrant;
2. Pursuant to a wiretap order;
3. With the specific consent of the “authorized possessor” of the device;
4. With the specific consent of the owner of the device, only when the device has been reported as lost or stolen;
5. If the district, in good faith, believes that an emergency involving danger of death or serious physical injury to any person requires access to the electronic device information;
6. If the district, in good faith, believes the device to be lost, stolen or abandoned, and shall only access electronic device information to attempt to identify, verify or contact the owner or authorized possessor of the device.

The term “authorized possessor” shall mean “the possessor of an electronic device when that person is the owner of the device or has been authorized to possess the device by the owner of the device.”

All district employees who have a cell phone or electronic device owned or paid for by the district; hereby grant the Shasta Union High School District (aka district) consent to access all district-owned electronic devices and the information created by those devices; and consent is given to the district to access all information that is sent by or to district employees.

Shasta Union High School District

2018-2019 Academic Planning Calendar

13

Enterprise / Foothill / Shasta Quarters End:

1st Quarter: October 12 (42)
 1st Semester: December 20 (43)
 3rd Quarter: March 22 (48)
 2nd Semester: June 5 (47)

Pioneer / Freedom Sessions End:

1st Session: September 21 (27)
 2nd Session: November 2 (30)
 3rd Session: January 11 (32)
 4th Session: March 1 (29)
 5th Session: April 12 (30)
 6th Session: June 5 (32)

Student Attendance Days (180)

August 2018

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19

September 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

23

October 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16

November 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14

December 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17

January 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15

February 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

21

March 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5 _E	6 _E	7 _E	8 _E	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17

April 2019

Su	M	Tu	W	Th	F	Sa
	1	2 _c	3 _c	4 _c	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

HOLIDAYS / RECESSES 

Labor Day Sep 3

Veterans Day Holiday Nov 12
(by law must be Nov 11 if a weekday)

Thanksgiving Break Nov 19-23

Winter Break Dec 21 – Jan 7

Martin Luther King Day Jan 21

Washington Day observed Feb 18

Lincoln Day observed Feb 19

Spring Break Apr 15-19
Easter – April 21

Memorial Day May 27

22

May 2019


Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6 _{AP}	7 _{AP}	8 _{AP}	9 _{AP}	10 _{AP}	11
12	13 _{AP}	14 _{AP}	15 _{AP}	16 _{AP}	17 _{AP}	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


3

June 2019


Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6*	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Starts: August 15, 2018
School Ends: June 5, 2019

 Professional Day Schedule most Wednesdays
 District Work Days: Aug 14 and June 6
 Staff Development Days: Aug 13 and Jan 7

 Holiday / Recess

* Snow Day Makeup: June 6
(If snow day makeup is used, then June 6 work day will be moved to June 7)

 Finals: Dec 18, 19, 20 June 4, 5, 6

E ELPAC Testing: March 5-8
A CAASPP Testing: April 2-4
AP AP Testing: May 6-17