



SCHOOL HANDBOOK OF POLICIES AND PROCEDURES

1530 Spruce Street, Anderson, CA 96007
Phone: 530-378-7050
Carrie Norris, Principal

Dear Parents/Guardian and Student:

Welcome to North State Aspire Academy, a school with small class sizes and highly trained staff. We focus on providing a program with a focus on behavioral, academic, and social-emotional support individualized for each student. The goal is a short-term placement option for students with behavior issues that can be corrected in a specific setting before returning them to the school of residency. Here, we utilize an ERICS (Educationally Related Intensive Counseling Services) program, a continuum of services, which could include: individual counseling, parent counseling, and behavior intervention services. The goal of the ERICS program is to support the student to access their education and make progress on goals, in the least restrictive environment, resulting in educational benefit.

The staff at North State Aspire Academy are trained in Ukeru, a restraint-free, trauma-informed approach to crisis management. Staff are also trained in ProACT, a set of principles that focus on maintaining student dignity while keeping students and staff safe. Students are assessed and an individualized intervention plan is created. ProACT restraint will be used as a last resort to protect the safety of the child and staff members. Restraint will be used only to prevent a child from harming him/herself or someone else.

If requested, every school day, each student takes home his/her Daily Progress Report (DPR), a reflection of the student's progress, both academically and behaviorally. Parents must sign and return the DPR daily/weekly, depending on each child's individual plan. The DPR provides a communication bridge between the parents and the school. Please feel free to ask questions or provide additional information if there is a situation at home about which the school should be aware.

At NSAA, a system of levels is utilized, with level 1 being the lowest and level 4 the highest. As students progress, maintaining their level throughout the day, they are able to access more privileges. Students that consistently maintain a level 3/4, and demonstrate progress in other areas, are considered for transition to a comprehensive school site.

Please read this entire packet and sign the Acknowledgement and Agreement page. Then return it to the Anderson Heights school office.

We are glad to have you with us and want to assure you that we will help your child with their academic, social, and behavioral growth. We appreciate your cooperation. If you have any questions, please call 530-378- 7050.

Sincerely,
Carrie Norris, Principal
& the NSAA Staff

Pick up and Drop off Procedures

Before School

Students **may not be dropped off before 9:15 AM**. Students enter the campus from the walk-through gate on Spruce Street. Students are greeted at that gate by a staff member and will be directed to the classroom for breakfast until school begins. Students need to arrive by 9:30, as the gate is locked at this time. All school rules are effective immediately upon arriving at campus.

During School Pickup Procedures

During school hours, both the vehicle and walk-through entrance gates are locked. If you need to pick up your student during school hours, you must check in at the Anderson Heights School office. Parents may notify the school by phone (530-378-7050) and the student will be sent to the Anderson Heights School office or a staff member will escort them to the gate.

After-School Pickup Procedures

At 3:30 p.m., the walk-through entrance gate will be opened, and the students will be excused to parents for pickup, to walk, or to ride the bus.

Attendance Expectations

Students are expected to attend school every day except when ill. Absences must be called in by the parent/guardian on the morning of the day of the student's absence. Education Code 48205 deems the following as excused absences:

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric, or chiropractic appointment
- Attendance at funeral services for a member of the student's immediate family
- An appearance in court
- Observance of a holiday or ceremony of the pupil's religion
- 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 pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent.
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

Other excuses are not acceptable. Any illness lasting more than three (3) consecutive days must be verified by a doctor's note. Three (3) truancies in a school year are considered habitual truancy and are grounds for a SARB referral.

Truancy

1. The first three (3) absences without proper verification constitute one (1) truancy.
2. A fourth truancy will require generation of truancy notices and a parent conference will be required.
3. Further truancies will result in an automatic SARB referral for habitual truancy.

Tardiness

Every circumstance of tardiness which cannot be logically explained (example: missed bus, slept in, alarm didn't go off, had to walk, etc.) and verified by a responsible adult will be unexcused.

Academics at NSAA

Teachers utilize adopted California standards-aligned curriculum. Student assessments establish current achievement levels in reading, writing, and math so they can receive instruction at the appropriate level. Students receive instruction also in social studies and science, as well as physical education and social skills. Report cards are sent home at the end of each trimester.

School Lunch Program Procedures

Students at NSAA are served breakfast and lunch free of charge. However, in order to continue this program, parents must complete and submit the annual household data form. **Arriving late?** Call the school office **no later than 9:00 AM** to ensure that a school lunch is ordered for your child. Students who are on level are allowed to have lunch in the Anderson Heights cafeteria and enjoy recess on the big playground on the AH campus.

School Re-Entry Criteria

Students must develop appropriate skills in order to be ready for the challenges they will face, both academically and behaviorally, when they transition to their school of residence. Students must meet the following criteria before being considered for transition:

- attend school regularly - at least 90% of days enrolled (Enrolled for at least 45 days)
- remain on level 3/4 for three consecutive weeks

- Was rated on-task 80 percent of the time for each of the 15 days.
- On average, the student engaged in 4 or more prosocial interactions per day in the 15-day period.
- Received zero office discipline referrals during the 15 days.
- Engaged in zero destructive or dangerous behaviors for 15 days.
- Engaged in 1 or fewer (mild) negative social interactions on each of the 15 days (with zero moderate to severe events).
- Engaged in 2 or fewer (mild) disruptive behaviors on each of the 15 days (with zero moderate to severe events).

Once the above criteria is met, the student, parent/guardian, and school personnel from both NSAA and the student's school of residence will meet to plan for the student's transition back to their school of residence. Transition meetings take place at the end of each trimester (November, March, and May).

School-Appropriate Dress Policy

All students are expected to dress in a manner that is not a distraction to others. Dress code violations will be at the discretion of the school administration.

1. Clothing must completely cover undergarments and torso at all times and may not expose skin above mid-thigh.
2. Clothing, jewelry, or personal items bearing reference to or images of alcohol, drugs, tobacco, weapons, profanity, or statements/pictures that are inflammatory, suggestive, or may be offensive to others are not allowed.
3. No pajamas or blankets are allowed.
4. No "sagging." Students must be able to jump and have the pants stay around the waist.
5. For safety reasons, no spiked jewelry, accessories, or heavy chains are allowed.
6. Hats, caps, and visors may be worn only while outdoors. Sunglasses are not allowed without a prescription.
7. To ensure maximum student safety, NSAA prohibits all gestures, clothing, and/or accessories that we consider to be gang-related. Confiscated items will be given to Administration and/or the Anderson Police Department.
8. Parents/guardians of a student who is inappropriately dressed will be contacted to bring an appropriate change of clothes to school.

Behavior Policies

1. We are safe, responsible, kind and respectful, and ready to learn are the behavior expectations at Meadow Lane and Anderson Heights, which we also encourage, support, and teach at NSAA.
2. BE APPROPRIATE. This is the ultimate rule. All other rules merely expand upon this one. In all areas not covered specifically by the following rules, the student is expected to know what is appropriate or to ask for clarification. Ignorance or "I didn't know" is never a valid excuse.
3. Follow the instructions of ALL staff members.
4. Keep your hands to yourself. No touching, hugging, or body contact is allowed.
5. ProACT Restraint will be used as a last resort to protect the safety of the student/s and staff members. Restraint will be used only if a child is harming himself or herself or someone else.
6. Students must stay within bounds, in the immediate area of the activity, and within sight of supervising staff. Behind the school building is off limits.
7. Only appropriate language and/or gestures are permitted.
8. No electronic equipment is allowed on campus. If a device is brought to school, the teacher will keep this until the end of the day.
9. Anyone who, on the campus, uses or is in possession of alcohol, tobacco, drugs, and/or weapons will be subject to disciplinary action up to and including referral to law enforcement.
10. No hazardous materials are to be brought to school by students. This includes but is not limited to: aerosol sprays, fingernail polish or remover, cigarette lighters, live bullets, etc.
11. Sexual harassment or sexual violence toward any other student or staff member is not tolerated, and all formal/informal, written/ verbal complaints will be investigated. Every person who breaks this rule will be disciplined. Sexual harassment means "any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the school or work setting."
12. Graffiti of any kind is prohibited.
13. No make-up or personal items, including purses, backpacks, etc., are permitted at school. Items brought will be confiscated and parents will be notified by the school.
14. No over-the-counter medication (ex. cough drops, sprays, etc.) may be on the campus.
15. Students may not have gum or candy at school.

Addressing Behavior Issues

In order to be successful in class, a student's basic needs must be met. When a basic need is left unmet, behavior issues may result, so we must first address these basic needs:

- food
- safety
- sleep
- attention

Established procedures are followed when behavior must be addressed. When a student exhibits challenging behavior, we execute our primary plan, making sure basic needs have been met and addressing the issue. If the primary plan fails, we move to a backup plan redirecting the student. If redirecting the student fails to resolve the behavior issue, we initiate crisis communication procedures. If a student becomes so upset that they become threatening, we clear the classroom to ensure the student does not injure someone. 99% of the time our hands-free Ukeru and ProAct strategies are effective. We consider using restraint only when there is an immediate threat of injury. Restraint is used only as a last resort. We never restrain independently, and proper documentation is completed immediately following the incident.

Level System:

Level 1: More restrictions than privileges

Level 2: More privileges than level 1, but still some restrictions

Level 3: This is the level we want students to maintain on average. At this level, they are participating in class, putting in effort, following the rules, and doing what is asked of them while in school. Consistent level 3 or 4 behavior is an indicator that the student may be ready to begin transitioning back to their home school.

Level 4: This level is accessed when students are going above and beyond with their work, really putting effort into assignments, working through frustrations, exercising self-control, helping other students in class, and being helpful to staff. They are showing they are trustworthy, and are ready to begin the transition back to their comprehensive school site, where, even in a larger class setting, they have the skills to keep themselves calm and attentive.

As students reach a new level, new responsibilities and privileges are added. Specific actions and behaviors warrant level drops: destruction of property, physical violence, trying to run away from school grounds, etc.

Warnings

Within each daily class period, a three-warning system is implemented when a student is breaking a rule, or when they are refusing to do classwork.

Warning 1 is a verbal warning. The student is reminded to use appropriate behavior and to make good choices.

Warning 2 offers the student a break in the quiet room in order to calm themselves or refocus in order to maintain appropriate behavior in class. The student can choose to take the break, or if they feel they are able to keep going, they can continue to work.

Warning 3 results in the student being sent to the middle room so they are not able to disrupt the other students. Students spend as much time as they need to reset themselves, address with the teacher what was causing their behavior, and discuss how they can make changes to continue with their day.

Parent/Guardian Involvement

Parents/Guardians are expected to attend the NSAA Orientation before school starts, 1 parent night each quarter, any scheduled IEP, and Parent-teacher conferences in the fall, and progress meetings in the spring. A successful parent/guardian/school partnership is critical for the success of our students. You are an important member of our team!!

Parent/Guardian Concerns

If at any time you have a concern in regard to your Child's progress, behavior, or anything else, please first, reach out to the classroom teacher, and if the tissue cannot be resolved, you can reach Principal Norris on her cell phone at 916-333-4409. Principal Norris takes calls from parents on this number 7 days a week.

General Information

Bus Transportation Phone Number 530-378-7015
 Cascade Union Elementary School District 530-378-7000
 Anderson Heights Office 530-378-7050
 North State Aspire Academy
 Mrs. McKee (grades 3rd -5th) 530-378-7056 ext. 7401
 Grades TK-2nd is not open at this time
 North State Aspire Academy Hours 9:30 AM-3:30 PM



Cascade Union Elementary Student Academic Calendar No Minimum Days

2023/ 2024

AUGUST				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

12/12

SEPTEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20/32

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

22/54

NOVEMBER				
M	T	W	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

16/70

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22#
25	26	27	28	29

15/85

JANUARY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

16/101

FEBRUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16/117

MARCH				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20/137

APRIL				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

17/154

MAY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22/176

JUNE				
M	T	W	TH	FR
3	4	5	6	7#
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4/180

- First & Last Day of School
- Trimester End Dates
- Holidays, Recesses, & Breaks
- Emergency Days

HOLIDAYS & RECESSES

Labor Day – September 4th
 Veteran's Day – November 10th
 Thanksgiving Break – November 20th – 24th
 Winter Break – December 22nd – January 8th
 Martin Luther King Day – January 15th
 President's Week – February 19th – 23rd

Springs Break – March 29th – April 5th
 Memorial Day – May 27th
 Summer Break Starts – June 7th

IMPORTANT DATES

First Day of School, August 16th
 Last Day of School, June 6th
 Emergency Days (if needed) – December 22nd & June 7th

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Acknowledgment and Agreement

As a student in the Cascade Union Elementary School District, I hereby agree to comply with all school rules including those regarding the use of technology.

Student Signature

Student printed name

Grade Date

As the parent or legal guardian of the student signing above, I acknowledge receipt of this handbook and the District Handbook for Students, Parents, and Guardians. Further, my signature indicates I have reviewed the content of these handbooks and agree to be bound by all of the policies and requirements contained therein. My signature indicates:

my permission for my son/daughter to access networked computer services, including the Internet, and to publish work on the Internet.

my permission for my child to check out library books from school.

my permission for the District to publish photograph/s, which may or may not include my child, on the school's website which features class activities such as crafts, games, and/or field trips.

my understanding that the handbooks are an electronic document, available to me at any time on the District's website and if I wish to have a paper copy, I must simply request one at the school office.

my understanding that device insurance is available to me to insure the Chromebook, iPad, or other electronic device provided to my child by the school/district for their sole use while enrolled. The insurance covers the cost of accidental damage and may be purchased for \$20/year. Willful damage or loss is not covered and I will be billed for repairs or replacement costs.

my permission for my child to watch PG movies with the class if shown at North State Aspire Academy.

my desire to be kept informed of school news and activities by way of automated calls from the school/district.

Parent/Guardian Signature

Date

Medical Information

List all allergies or medical conditions:

Special instructions from parent/guardian:



2023-2024 DISTRICT HANDBOOK FOR PARENTS, LEGAL GUARDIANS, AND STUDENTS

www.CUESD.com
Superintendent Jason Provence

1645 West Mill Street, Anderson, CA 96007
Phone: 530-378-7000 • FAX: 530-378-7001

Anderson Heights • Meadow Lane • Anderson Middle • North State Aspire Academy • Tree of Life Charter School

**PARENTS: PLEASE COMPLETE AND RETURN TO YOUR CHILD’S TEACHER
ANY FORMS THAT WERE SENT HOME WITH YOUR CHILD.**



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CASCADE CARES

Challenging classroom discourse ♦ Academic success ♦ Responsible behaviors ♦ Engaging strategies ♦ Supportive relationships

A MESSAGE FROM THE SUPERINTENDENT



Jason Provence

Dear Cascade Union Elementary School District Families:

Thank you for putting your trust in us to serve your family! Our outstanding teachers and staff members are ready to inspire your child, to believe in them, and to prepare them to achieve great things in life. Anderson is a wonderful town, full of potential and rich in community. We are delighted to be a part of this great region. Thank you for choosing Cascade Union Elementary School District!

We are excited to have you come discover the new Cascade and become a part of our Cascade family! We have a menu of services to fit your needs, and while we certainly would like to see all of our students attend school **FACE TO FACE**, we understand that this may not be the best choice for some families. **INDEPENDENT STUDY** allows students to participate in class using their district-provided computer connected to the Internet. Our **HOME SCHOOL** provides curriculum and a teacher to support the parent teaching their child at home. We will continue to provide excellence in education for our students and their families in whatever learning mode they choose!

This Handbook for Parents, Legal Guardians, and Students for the 2023-2024 school year provides helpful information including District programs, policies, and contact information. The school calendar is on the back page so you can easily access it.

To wisely steward your tax dollars, we are combining the school handbook (site-specific information) with the district handbook (rights of parents, legal guardians, and students concerning state and federal laws) and uploading it to the school and district websites so it is available anytime, night or day. If you would like to have a printed copy, just contact the school or district office. In this handbook, “parent” refers to parents and/or guardians.

Again, thank you for entrusting your children to our staff. We are honored to have this opportunity to educate your children, and we welcome your participation in your child’s education.

Sincerely,
Jason Provence
Superintendent



IN CASE OF *EMERGENCY*



EMERGENCY INFORMATION AND SCHOOL CLOSING INFORMATION [EC§49408]

IN CASE OF EMERGENCY Parents are required to provide the school with their contact information so, should an emergency arise, we can contact you. The information must be kept current, so parents must inform the school when this information changes. The required information includes home address(es) and telephone number(s); business or employment address(es) and telephone number(s); and name(s), address(es), and telephone number(s) of one or more relative(s) or friend(s) whom you authorize to care for your student in any emergency situation, including the medical caregiver, if the parent or legal guardian cannot be reached.

In an emergency, please do not telephone the school. Phone lines will be needed for emergency communication. The school will use its automated phone calling system to give parents instructions and updated information. Please do not drive to the school. Streets should be as open as possible for emergency vehicles. Tune your radio to any of the local radio stations. Information regarding the emergency and instructions for picking up students during or after the emergency will be given over the radio.

The safety and welfare of the students is our primary concern, especially in the event of an emergency. We plan for, prepare for, and conduct emergency drills in order to ensure that the students understand emergency procedures for emergency/crisis situations. Personnel are trained in first aid. Your children should obey the directions of their teachers and follow the directions of the bus driver if they are on a bus. If walking or riding a bicycle, students should exercise caution and good judgment, and follow instructions of law enforcement personnel should an emergency situation develop while en route to school or home.

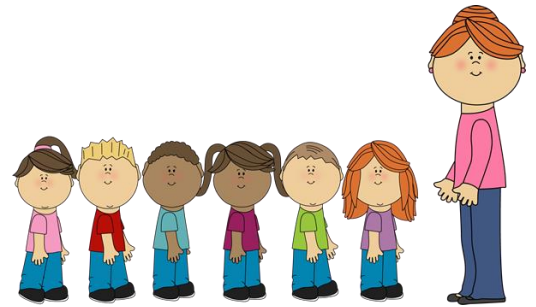
SCHOOL SAFETY PLAN [EC§§32286, 32288] Each school annually reviews and updates its safety plan by March 1. The plan includes an earthquake emergency procedure system and a disaster policy for buildings with a capacity of 50 or more people. Each school reports on the status of its plan and includes a description of its key elements in its annual School Accountability Report Card.

SCHOOL CLOSINGS In the event of school closure due to emergencies or inclement weather, please refer to our website, www.CUESD.com, and listen to local radio and TV stations for updates. The school will also use its automated phone calling system to give parents/guardians instructions and updated information. If inclement weather occurs after the school day has begun, the school will remain open for the duration of the school day. In weather-related emergencies, you may pick up your child from school before the school day is over. If bus transportation is stopped due to weather conditions, students will remain on campus until picked up by the parent or guardian. If you have questions about our emergency preparedness programs, please contact your child's principal.

THE IMPORTANCE OF GOOD ATTENDANCE

WHY DO WE FOCUS ON ATTENDANCE?

When children are absent, they miss information presented in class. This may seem insignificant, but when students are tested throughout the year, the missing information becomes apparent in the student's scores. Chronic absence in kindergarten is associated with lower academic performance in later years. Missing 20% of school is a warning sign of school drop-out. Absenteeism is a serious concern for everyone.



WHICH SCHOOL IS MY SCHOOL?

Students residing on the east side of the railroad tracks that parallel Highway 273 who are in TK through 5th grade attend Meadow Lane Elementary School. Students residing on the west side of the railroad tracks that parallel Highway 273 in TK through 5th grade attend Anderson Heights Elementary School. Students in grades 6-8 attend Anderson Middle School. From time to time, exceptions may be made in order to accommodate program availability or to keep siblings together on one campus. The District operates a State preschool program located at Meadow Lane Elementary School. Please contact the district office at 530-378-7000 to discuss options.

MINIMUM AGE OF ADMISSION TO KINDERGARTEN [EC§48000] Students who are 5 years of age on or before September 1 may enroll in kindergarten. Students who turn 5 years of age between September 2 and April 2 have the opportunity to enroll in a two-year kindergarten program called transitional kindergarten (TK). The first year provides young 5-year-olds with an opportunity to adjust to the school environment and develop strong learning skills to prepare them for the rigor of 1st grade. Students are exposed to reading and math in an interactive way using varied strategies and methods, and they participate in all kindergarten activities throughout the year and are grouped according to developmental and academic abilities with other kindergarten students. Research shows how important it is that students are ready academically, socially, and emotionally for 1st grade and that children who attend kindergarten readiness programs like TK are more likely to do well in school. All TK students will attend the two-year program unless, as reflected on the CUESD Kindergarten Report Card, they excel academically and demonstrate outstanding social, emotional, and developmental skills.

ABSENCES [EC§48200] Daily school attendance is compulsory for children ages 6-18. Please review the school calendar provided and plan activities and vacations during non-school days. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

There are legal consequences if your child misses school excessively. Please call your child's school office to report his/her absence. A note and/or phone call from you must be received by the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy. Per EC§48205, an elementary school pupil's absence shall be excused for the following reasons:

- Due to the child's illness or due to county/city health officer-directed quarantine.
- For the purpose of obtaining medical, dental, optometrical, or chiropractic services.
- To attend 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; not more than three days if outside California.
- For justifiable personal reasons, including, but not limited to an observance of a religious holiday or ceremony, an appearance in court, attendance at a funeral service, religious retreat, an employment conference, the pupil's naturalization ceremony to become a United States citizen, a political or civic event (middle school students only), or 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.
- 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 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.



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. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. "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."

EXTENDED ABSENCES - INDEPENDENT STUDY PROGRAM Independent Study is available so your child can keep up with his or her school work during an extended absence of 5 or more consecutive days. Please call the school office and ask them to prepare a packet of assignments which may be picked up at the office.

INTERDISTRICT ENROLLMENT [EC §§35160.5, 46600-46611, 48204, 48206.3, 48300-48315, 48980. Our district allows students to transfer to or from other districts (interdistrict). For more information on these transfers, enrollment options, alternative schools, and the associated form, please contact the district office at 530-378-7000.

ATTENDANCE WHERE CAREGIVER RESIDES [EC §§48204(d), 48980(h)] Your child may attend the school district of his/her caregiver's residence if your child lives with a caregiver, as defined by law. An affidavit, sworn under penalty of perjury, by the caregiving adult is required to determine that your child lives in the caregiver's home.

ATTENDANCE IN DISTRICT IN WHICH PARENT OR GUARDIAN IS EMPLOYED [EC §§48204(b)(f), 48980(i)] Your child may attend school in the school district where you or your spouse is employed for at least 10 hours per week. If interested, call the district or school office for information.

ATTENDANCE IN DISTRICT WHEN LIVING AT PARENTS' PLACE OF EMPLOYMENT FOR MINIMUM OF 3 DAYS DURING THE SCHOOL WEEK [EC §48204(a)(7)] Parents may apply for enrollment of their child in a school district in which the parent is employed, and where the parent and child live at the parent's place of employment minimum of 3 days during the school week.

STUDENTS IN MILITARY FAMILIES [EC 48204.6] A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves. A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of his/her school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or money due to the school last attended or if the student is unable to produce clothing or records normally required for enrollment. If the Parent's military service ends during the school year, then the student is allowed to stay in his/her school of origin for the remainder of the school year if s/he is in grades 1-8, or through graduation if the student is in high school.

RESIDENCY RETENTION FOR MIGRATORY CHILDREN Migratory children, who are enrolled in a school district due to a parent's or immediate family member's temporary/seasonal employment in an agricultural/fishing activity, as defined by Ed Code §54441, are allowed to continue in their schools of origin, regardless of any change of residence during that school year, for the duration of their status as migratory children. If a student's status as a migratory child changes during the school year, the school district must allow K-8th graders to continue in their schools of origin for the remainder of that school year. Migratory children and their parents/guardians must be informed of the impact that remaining in their schools of origin will have on their eligibility to receive migrant education services.

HOMELESS STUDENTS AND STUDENTS IN FOSTER CARE [EC §§48853,49069.5,51225.1,51225.2]

The uniform complaint procedures are used to address all complaints pertaining to the education of homeless students and students in foster care. The District will:

- Allow a foster child to remain in his/her school of origin while resolution of a school placement dispute is pending;
- Place a foster child in the least restrictive educational programs and provide access to academic resources and services, and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the child and provide educational services for foster children living in emergency shelters;
- Designate a staff person as the educational liaison for foster children. The educational liaison will ensure and facilitate the proper and timely transfer, enrollment in school, and checkout from school of foster children, and assist foster children when transferring from one school/district to another, safeguarding the transfer of credits, records, and grades;
- Compile and transfer the complete educational record, including full or partial credits earned and the current classes and grades, of a transferring foster child to the next educational placement;
- Within two business days of receipt of a transfer request or notification of enrollment from the new local educational agency, transfer the student and deliver the student's complete educational information and records to the next educational placement;
- Ensure that no lowering of grades will occur as a result of a foster student's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity;
- Accept coursework satisfactorily completed by a homeless student or student in foster care while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency, even if the student did not complete the entire course; and will issue full or partial credit for the coursework completed; School districts may not require that a homeless student or a student in foster care retake a course if the student has satisfactorily completed the entire course in another school setting;
- If a student in foster care or a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the school district must exempt the student at any time if he/she requests and qualifies for the exemption;
- Once a student in foster care or a homeless student is exempted from local graduation requirements, the school district shall not revoke the exemption;
- If a student in foster care or a homeless student is exempted from local graduation requirements, the

exemption must continue to apply after the termination of the court's jurisdiction over the student while s/he is enrolled in school or if the student transfers to another school or school district or if the student is no longer homeless;

- A school district may not require or request that a student in foster care or a homeless student transfer schools in order to be exempted from local graduation requirements.

FOSTER YOUTH, HOMELESS STUDENTS, FORMER JUVENILE COURT STUDENTS, STUDENTS LIVING IN ACTIVE DUTY MILITARY HOUSEHOLDS, AND MIGRATORY AND NEWLY ARRIVED IMMIGRANT STUDENTS PARTICIPATING IN A "NEWCOMER PROGRAM"

State law outlines the rights afforded to students in foster care, who are homeless, who are former juvenile court school students, students living in the household of a parent who is an active duty member of the military, and migratory and newly arrived immigrant students participating in a "Newcomer Program," which is a program designed to meet the academic and transitional needs of newly arrived immigrant students. The District's Uniform Complaint Procedures cover complaints pertaining to these students, including, but not limited to, the District's failure to exempt these students from local graduation and coursework requirements that are in addition to the statewide coursework requirements for graduation; provide credit or partial credit for coursework completed while attending another school; provide these students with the option to remain in school for a fifth year to complete the school district's graduation requirements; and allow these students to decline the exemption or be denied enrollment in, or the ability to complete or retake, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements.

INDIVIDUALIZED INSTRUCTION/TEMPORARY DISABILITY (EC §§48206.3, 48207-48208, 48240)

A student whose temporary disability makes school attendance impossible or inadvisable, must receive individual instruction either at home provided by the school district in which the student resides or in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or residential health facility is located. "Temporary disability" means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. "Temporary disability" does not include a disability that would qualify a student as a "student with exceptional needs" under EC§56026. A student with a temporary disability who is in a hospital or other residential health

facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the school district where the hospital is located of the student's presence in the qualifying hospital, the district has 5 working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall begin within 5 working days. Individual instruction in a student's home must commence no later than 5 working days after a school district determines that the student shall receive this instruction. When a student receiving individual instruction is well enough to return to school, s/he must be allowed to return to the school that s/he attended immediately before receiving individual instruction was initiated. Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in his/her school district of residence or to receive individual instruction provided by the school district of residence in the student's home, on days in which s/he is not receiving individual instruction in a hospital or other residential health facility if s/he is well enough to do so. Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program.

NOTICE OF ALTERNATIVE SCHOOLS [EC§58501]

State law authorizes all school districts to provide for alternative schools. Education Code defines an alternative school as a school or separate class group within a school that is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, 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.

TRUANCY

[EC§§48260,48260.5,48261,48262,48263,48263.5,48263.6,48264.5,48291,48293,48320;PC270.1,830.1;WIC601.3]

The state-defined levels of truancy, and the associated penalties to students and parents, are:

- **Truant:** A student is truant after missing three days of school or 30-minute periods without a valid excuse.
- **Habitual Truant:** A student who is truant three or more times in a school year.
- **Chronic Truant:** A student who has missed 10 percent or more school days in a school year.
- **Interventions:** Students who are habitual truants are referred to our School Attendance Review Team (SART) and/or the Student Attendance Review Board (SARB) (*more information follows*).
- **Student Penalties for Truancy:** The first instance may result in a one-day weekend class. The second may be a written warning from a peace officer that stays in the student's records. The third may result in being referred to SART and SARB.
- **Parent Penalties for Truancy:** Parents can be fined or imprisoned for up to a year or both. They may also be required to meet regularly with district staff and/or be referred for help. The attendance clerk or designee making the referral of a student to SART/SARB will notify the parent in writing and include the name and address to which the matter has been referred and the reason for referral. The notice shall indicate that the student, parent, and referring person is required to meet to consider a proper disposition of the referral.

SCHOOL ATTENDANCE REVIEW TEAM (SART)

Our SART members are notified when your child has excessive absences and/or tardies. An appointment will be made for you to meet with the SART members to consider a plan for correcting attendance problems. If the outcome of the SART meeting does not produce satisfactory changes in attendance, the school is required to notify the parent of a mandatory regional School Attendance Review Board (SARB) hearing.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

SARB is a multi-disciplinary team that meets to explore options that may have been overlooked or unknown in attempts by the school or parents to resolve attendance problems. The guidelines for SARB are set forth in Ed Code, and school districts must adhere to these guidelines.

Total unexcused absences may be any combination of full-day unexcused and/or unexcused tardies over 30 minutes. Unexcused tardies over 30 minutes include both coming to school late and leaving school early. An initial notification of truancy is sent after 3 unexcused or 10 excused absences; a second notice is sent after 5 unexcused absences or 12 excused absences; a third notice is sent after 7 unexcused absences or 15 excused absences; and this notice includes the date, time, and location of the SARB meeting. This notice is also copied to the County SARB. Parents and the student are required to attend the SARB meeting which generally takes 30 minutes, and at the conclusion, a SARB contract is created, and a copy is provided to all parties. Should the contract be violated, *i.e.*, there are any more unexcused absences or excessive excused absences), the fourth notification letter is sent to the Parent and a Truancy Prosecution Request is generated.

SARB OUTCOMES: It is our desire that a solution to attendance issues can be identified and implemented.

SARB and IEP: A student who is currently on an IEP may be SARBed as long as the attendance problem is not a manifestation of the student's disability. A manifestation determination meeting will be held to decide this issue.

SARB APPEALS: Families may appeal a local SARB at the county level. Requests for appeal must be submitted to the Shasta County SARB Office within 10 calendar days of the date of the original SARB hearing, and the appeal may not be based solely on one's dissatisfaction with the decision of the local SARB; appeals will be heard only if it appears that there was a breach of due process.



What is the best learning mode for your family?

Cascade Union Elementary School District has built a menu of learning modes to meet the needs of our families. CUESD offers Face-to-Face Learning, Home School, and Independent Study for short and long terms. Read more about your options below. If you have questions about the learning modes, please call our Director of Curriculum and Instruction at 530-378-7000, ext. 7109.



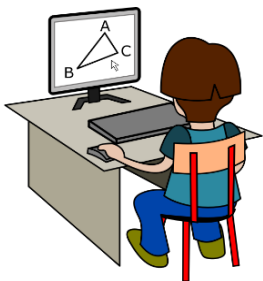
Face-to-Face Learning

Students will come to the school for in-person instruction. Teachers, administrators, aides, staff, and of course, classmates will be present and ready to provide an excellent educational experience for your child.



Home School Learning

Cascade has a group of teachers who focus on providing guidance to parents who choose to educate their own children at home. Curriculum is provided, and if parents need help, a teacher is just a phone call or an email away. Teach your child at their own pace, using a schedule that comfortably fits the needs of your family.



Independent Study – Short Term and Long Term

You may already be familiar with the classic independent study which allows students to learn away from the classroom during vacations or other short-term situations. That classic independent study model, which addressed short-term needs of 3 to 15 school days, still exists and we are happy to assist you with assignments for your child to do while away for a short period of time. We also offer long-term independent study from 15 school days up to an entire school year.



OPPORTUNITIES FOR PARENT PARTICIPATION

PARENT INPUT [20 USC 6312, 20 USC 6318, 20 USC 6316§1116] The District welcomes, encourages, and invites parents to assist in the development, activities, and procedures of Title I programs, the plan and the process of school review and improvement. We will provide coordination, technical assistance, and other support necessary to assist in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. In conjunction with parents, the Superintendent/designee provides opportunities for strong parent involvement; Involves parents/guardians in the activities of schools; Coordinates and integrates Title I parent involvement strategies with the parent involvement strategies of other programs 20 USC 6318; With Parent involvement, annually evaluates the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I, including:

- Identifies obstacles to greater participation by parents in parent involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
- Uses evaluation findings to design strategies for more effective parent involvement.
- Revises the district and school parent involvement policies, if necessary. Available on the District webpage (www.CUESD.com), our Board Policies provide more information on this topic. Contact your school office if you have questions.

POLICY DEVELOPMENT Parents are encouraged to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board has adopted jointly created board policies that outline how parents, school staff, and students share the responsibility for intellectual, physical, emotional, and social development of the students. All current Cascade Union Elementary School District board policies are available online at www.CUESD.com or at the district office during regular business hours.

COUNCILS AND COMMITTEES [EC§54444] Parents are encouraged to participate in parent advisory committees, school-site councils, booster clubs, and site-based leadership teams in accordance with established rules and regulations for membership.

VOLUNTEERING Parents have the right to and are encouraged to volunteer time and/or resources in order to improve school facilities or programs. Please contact the school for more information or to arrange to volunteer.

CLASSROOM VISITS Parents may visit the classroom in which their child is enrolled or to select a school in which to enroll their child. Contact the school office to schedule a convenient date and time.

TEACHER CONFERENCES Teacher conferences are routinely calendared twice per year, in November and in March. Parents may request a conference with their child's teacher(s) or the principal by contacting the school to schedule a date and time convenient to all participants.



INSTRUCTION

Children have the right to a free public education regardless of immigration status or religious beliefs.

TEXTBOOKS AND LIBRARY BOOKS Our district receives money from the state to purchase new curriculum. Textbooks cost up to \$85 each and are expected to last until the next textbook adoption cycle. It is the student's and the parent's responsibility to ensure books are not lost or damaged. Students are allowed to take textbooks and library books home and parents are liable for their replacement costs if lost or damaged. However, if a parent wishes that their child NOT be permitted to take textbooks and/or library books home, the parent must write a letter indicating their wishes, to the Office of the Superintendent, 1645 West Mill Street, Anderson, CA 96007.

PROSPECTUS OF SCHOOL CURRICULUM [EC§49091.14] The curriculum of every course offered by the schools of the district is compiled annually in a prospectus which is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.

GIFTED AND TALENTED EDUCATION (GATE) The gifted and talented program provides enrichment and mentally stimulating opportunities for students. Our GATE teams have won recent competitions, excelling in finding creative solutions to complex problems and expanding students' academic strengths. For more information on the GATE program, contact your child's principal. In addition, we encourage students to participate in after-school clubs to strengthen their skills and dive into areas that are of special interest to them.

FINE ARTS CUESD values the importance of visual and performing arts education, confident that the arts enhance the academic and socio-emotional development of children. We offer a variety of visual and performing arts opportunities throughout the K-8 continuum. The curriculum is articulated – each grade level building on the knowledge learned the prior year.

TITLE I PROGRAM The federally-funded Title I program is designed to improve the academic achievement of disadvantaged students. Title I funds are used to provide eligible students with supplemental services to reinforce the core curriculum and to assist students in attaining proficiency on state academic standards and assessments. All of our schools receive this funding. Students receive assistance through interventions provided in the regular classroom or in small group settings. Parents are notified if their child is in need of an intervention and will be asked to give permission if this additional help takes the student out of class.

AFTER SCHOOL PROGRAMS Each of our schools has an after-school program where activities are available until 6:00 p.m., each school day. Services are based on goals and objectives that align with district and state standards. Enrichment and recreational activities are offered on a regular basis. Students must be enrolled in one of the participating school sites to attend these programs. For additional information on the after-school program, contact your child's principal.

LIMITED ENGLISH PROFICIENT STUDENTS [EC§§52163, 52164.1, 52164.3, 52173, T5 11303, USC Title 20 6312] Notification will be given to parents of limited English proficient students regarding limited English proficiency programs including the reasons for the identification of the student as limited English-proficient, the need for placement in a language instruction educational program, the student’s level of English proficiency, how the level was assessed, the status of the student’s academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student’s needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English-proficient students.

ENGLISH LANGUAGE EDUCATION [EC§305-310] State law requires that when parents/guardians of 30 or more students at a school or 20 or more students in any grade level at a school request a particular language acquisition program, the District shall offer that program at the school site to the extent possible. In the structured English immersion program, nearly all classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English.

PHYSICAL EDUCATION AND SPORTS [EC§49475, 60800] We recognize the positive benefits of physical activity on student health and academic achievement and provide all students the opportunity to be physically active on a regular basis through physical education (PE) instruction. The PE program provides a minimum of 200 minutes of PE every 10 days. Students with disabilities are provided instruction in PE in accordance with their individualized education program or Section 504 accommodation plan. PE instruction is delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers. Students in grades 5 and 7 are given a standardized physical fitness test as required by EC§60800. In addition to PE classes, a variety of sports activities are offered. Parents and students are encouraged to review the information on head injuries/concussions on page 19 of this handbook.

ANNUAL STANDARDIZED TESTING AND REPORTING Districts routinely administer standardized testing as required by the state. However, due to COVID-19-related school closures in the Spring of 2020, there is a moratorium on standardized testing. Parents will be kept informed regarding their student’s participation in the

CAASPP assessment system. A parent may submit to the school annually a written request to excuse his/her child from any/all parts of any test. District employees may discuss the testing program with parents/guardians, and may offer information on the availability of exemptions under EC 60615. However, the District and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852). Within 20 days of receiving the results of the standardized achievement tests, Parents will be notified of the results of the tests, the purpose of the tests, and the individual score and intended use. If you have any questions, contact the site Principal.

SEXUAL HEALTH INSTRUCTION [EC §§51933, 51934, 51937-51939; HSC§151000] As part of science instruction, 8th-grade students will be presented with medically accurate information about HIV/AIDS. [EC§§51930, 51931] Flyers announcing the date, time, and location of a parent preview night will be sent home with students a minimum of six weeks prior to the presentation. Contact the school principal for additional information regarding the curriculum. If you choose to have your child not participate in this presentation, provide written notification to the school office. If written notification is not received prior to the start of the class, the child will be allowed to attend the class. The law authorizes the use of anonymous, voluntary, and confidential research and evaluation tools to measure 7th-12th grade students’ health behaviors and risks, including tests, questionnaires, and surveys contain age-appropriate questions about the student’s attitudes concerning or practices relating to sex. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Students excused from participation will not be subject to disciplinary action, academic penalty, or other sanction, and an alternative educational activity will be made available.

To parents of 5th-grade students: Districts must notify parents if students are provided classes in which human reproductive organs and their functions and processes are described, illustrated, or discussed. [EC§51550] Parents may submit a written request to their child’s school office if they want their child to be excused from such classes. If written notice to exclude a child is not received prior to the start date of the class, the child will be allowed to attend the class. The materials in this area of instruction are available to parents for previewing. Parents will be notified prior to the parent preview night of the date, time, and location. The district nurse is available by telephone (530-378-7000) to discuss the content or answer your questions.

HEALTH INSTRUCTION-CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS [EC§51240]

Upon written request of a parent, students shall be excused from part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

INSTRUCTION/INFORMATION ON SEXUAL HARASSMENT

The Superintendent or designee ensures that all district students receive age-appropriate instruction and information on sexual harassment including what acts and behavior constitute sexual harassment, and the fact that sexual harassment could occur between people of the same gender, a clear message that students do not have to endure sexual harassment, encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained, and information about the person(s) to whom a report of sexual harassment should be made. Any student who feels that s/he is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to

whom a complaint is made shall report it to the principal or designee within 24 hours of receiving the complaint. Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint. In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Office of the Superintendent or designee. The Superintendent, principal, or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. If the investigator finds that sexual harassment occurred, s/he shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Superintendent, principal, or designee shall also advise the victim of any other remedies that may be available. Where required, the matter may be referred to law enforcement authorities.

SERVING OUR SPECIAL EDUCATION STUDENTS

SPECIAL EDUCATION (IDEA) State and federal law require a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. A free appropriate public education means that special education and related services are to be provided as described in an individualized education program (in English, known as IEP) and under public supervision to your child at no cost to you. You must be given opportunities to participate in any decision-making meeting regarding your child's special education program. You have the right to participate in IEP team meetings about the identification (eligibility), assessment, or educational placement of your child and other matters relating to your child's FAPE.

(20 USC 1414[d][1]B-[d][1][D]; 34 CFR 300.321; EC 56341[b], 56343[c]) If you have a concern about your child's education, it is important that you contact your child's teacher or administrator to talk about your child and any concerns you may have. Staff in your school district or special education local plan area (SELPA) may answer questions about your child's education, your rights, and procedural safeguards. Also, when you have a concern, this informal conversation often solves the problem and helps to maintain open communication. More information concerning student eligibility, parental rights, and procedural safeguards is available upon request. Our Special Education/504 Coordinator may be reached at 530-378-7030.

CHILD FIND SYSTEM

[EC§§56300, 56301] Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. You will be notified of the next steps to be taken within 15 days. Policy and procedures include written notification to all parents of their rights.

SPECIAL EDUCATION COMPLAINTS [5 CCR§3200-

3205] The district has procedures to deal with complaints regarding special education. If you believe that the district violated federal/state law governing the identification or placement of a special education student or similar issues, you may file a written complaint with the district. The district must forward your complaint to the State Superintendent of Public Instruction. Complaints regarding special education programs are no longer covered by the Uniform Complaint Process (UCP). See AR 6159.1 for more information. Complaints alleging a student was discriminated against due to his/her disability still fall under the UCP. See attachment: Uniform Complaint Procedures.

SECTION 504/DISABLED PUPILS [Rehabilitation Act

of 1973§504] Federal law requires districts to notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504



of the Rehabilitation Act. Under Section 504, FAPE must be provided free of charge to students with disabilities. Schools may impose fees on a student with a disability only if the fees are equally imposed on students without disabilities. For example, fees to cover the cost of a field

trip that apply to all students are fees a school can charge to a student with a disability.



PRESCHOOL

The District operates a State preschool program on the Meadow Lane Elementary School campus. For more information or to enroll, contact the Meadow Lane office at 530-378-7030. Should you have any issues with the preschool program, complaints regarding state preschool health and safety issues are processed under the District’s Board Policy and Regulation 1312.3.

Complaints must be filed with the preschool program administrator or his/her designee and may be filed anonymously. EC 8235.5 and 5 CCR 4690-4694.

OUR STAFF

[EC 44050, BP 4119.21, 4219.21, 4319.21] The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees are expected to engage in conduct that enhances the integrity of the district, advances the goals of the district’s educational programs, and contributes to a positive school climate. The District provides professional development opportunities for employees to expand his/her knowledge and skills in order to fulfill his/her responsibilities and contribute to the learning and achievement of district students.



TEACHERS [NCLB, 20 USC §§6301] Upon request, parents have a right to information regarding the professional qualifications of their student’s classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher’s college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

MINIMUM DAYS/STAFF DEVELOPMENT DAYS [EC§48980(c)] Minimum Days are indicated on the school year calendar provided at the back of this handbook. At least one month’s notice will be given if the minimum day schedule changes.



SCHOOL RECORDS and STUDENT ACHIEVEMENT

PUPIL RECORDS [EC§§49063, 49073, 34 CFR 99.30, 34 CFR 99.34, FERPA, 20 USC §1232(g)] Federal and state laws concerning student records grant certain rights of privacy and right of access to students and their parents. Parents have full access to all personally identifiable written records maintained by the school district and may review records by making a request to the principal who will provide explanations and interpretations if requested. Information alleged to be inaccurate or inappropriate may be removed upon request. Parents may receive a copy of any information in the records at 10 cents per page, within 5 business days of the request. District policies and procedures relating to the location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the US Dept. of Education.

RELEASE OF DIRECTORY INFORMATION [EC§49073, 20 USC§1232] The district makes student directory information available in accordance with state and federal laws. Student name, birthdate, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance, awards received, and most recent previous public or private school attendance may be released in accordance with board policy. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other

than employers, potential employers, or the news media). You have the right to inspect a survey or other instrument to be administered or distributed to your child that collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument. Upon written request from the parent, the district will withhold directory information about the student. Requests must be submitted within 30 calendar days of the receipt of this notification. Written consent of the parent must be obtained before directory information pertaining to a homeless student may be released.

STUDENT RECORDS/ COMPLIANCE WITH SUBPOENA OR COURT ORDER [EC§§49076, 49077] Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

STUDENT RECORDS RELEASED TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT [EC§§49076, 49064] Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, including accountants, consultants, contractors, or other service providers, who have a legitimate interest in the educational record.

INDIVIDUAL STUDENT REPORTS ON STATEWIDE ASSESSMENTS Upon request, parents have a right to information on the level of achievement of their student on every state academic assessment administered to the student.



TECHNOLOGY and DEVICE INSURANCE

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY

AGAIN, THIS YEAR...We are offering you the opportunity to purchase insurance to cover accidental damages to your child's device. Pay a \$20 one-time device insurance fee; if the device is accidentally damaged, you will not be billed for the repair! Complete the blue form sent home with students. Costs due to theft, loss, intentional damage, or negligence are not covered by this insurance and will be the responsibility of the parent.

Technology is a wonderful and potentially risky innovation. It brings parts of the world to students who may otherwise never have the opportunity to visit, provides immediate information, and allows for instant communication. It also provides opportunities for students to quickly become entangled in dangers and victimization. The District is very aware of the dangers of Internet use and carefully balances the use of technology to derive the most positive educational outcomes. Cascade Union Elementary School District makes every attempt to protect students from unseemly and inappropriate website content. The district expects all students to use technology responsibly, for instructional purposes, in order to avoid potential problems and liability. The district may place restrictions on the sites, material, and/or information that students may access through the system. The privilege of using district technology is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

In order for a student to be authorized to use district technology, s/he shall have on file at his/her school acknowledgment of receipt of this Cascade Union Elementary School District Acceptable Use Agreement and Release of District from Liability, either physically or digitally signed by his/her parent as an indication that they have read, understand, and agree to comply with these rules.

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

STUDENT OBLIGATIONS AND RESPONSIBILITIES Students are expected to use district technology safely, responsibly, and solely for educational purposes. The district has the right to monitor all online communications for improper use. The student in whose name the district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students **SHALL NOT USE** district technology for improper purposes, including, but not limited to, the use of district technology to:

- encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
- access, post, submit, publish, or display harmful or inappropriate matter that is libelous, 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. A special exception for access may be made for hate literature if both the teacher and the Parent provide approval prior to the start of the project and the purpose of such access is to conduct research.
- email using district technology unless it is for educational assignments as directed by the teacher to communicate with adults and other students regarding their learning activities. Students are expected to keep messages brief and use appropriate language and shall not read mail or files intended for other users; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail. School staff, administrators, and parents have access to student email for monitoring purposes. No expectation of Internet/e-mail privacy is afforded to students.
- disclose, use, disseminate, or post personal contact information about themselves or other people. "Personal contact information" is name, address, telephone number, social security number, school address, or other individually identifiable information.
- agree to meet with someone they have met online without their parent's or legal guardian's approval and participation.
- attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's account or files. These actions are illegal, even if only for the purposes of "browsing."
- intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking." These actions are illegal. Vandalism will result in discipline and/or legal action and the cancellation of user privileges.
- infringe on copyright, license, trademark, patent, or other intellectual property rights without the expressed consent of the creator. This includes the use of copyrighted materials for use in school assignments, trading with others, or any publication.
- plagiarize (take the ideas or writings of others and present them as if they were their own work)
- alter any system settings, configurations, or Internet browser settings, including installing add-ons and toolbars or downloading, installing, or copying computer software programs or other computer files. This includes copying audio or video CDs or , DVDs other copyrighted material to the computer or network resources.
- engage in any illegal act or in criminal gang activity, threaten the safety of another person, etc.
- threaten, intimidate, harass, bully, or ridicule other students or staff.

PRIVACY Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology. The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

PERSONALLY-OWNED DEVICES A student who uses a personally-owned device to access district technology shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally-owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

REPORTING Any student who becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, shall immediately report such information to the teacher or other district personnel. A student who receives any message that is inappropriate or makes them feel uncomfortable will promptly disclose the message to their teacher or other school employee.

CONSEQUENCES FOR VIOLATION Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion, and violations may be reported to law enforcement agencies as appropriate.

PARENT ACKNOWLEDGEMENT Parent's signature, digital signature, or facsimile, on the handbook acknowledgment gives permission for his/her child to use district technology and/or to access the school's computer network and the Internet, and acknowledges that Parent has read, understands, and agrees that his/her child shall comply with the terms of the Acceptable Use Agreement. Parent further acknowledges that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. Parent agrees to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from his/her child's use of district technology or the failure of any technology protection measures used by the district. Further, Parent accepts full responsibility for supervision of his/her child's use of his/her access account if and when such access does not take place in the school setting.

IMPERSONATION ON THE INTERNET [PC§528.5] Pretending to be a 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.

HEALTH SERVICES and HEALTH INSURANCE

The district employs a nursing staff, who, in conjunction with school staff, evaluate students' health needs (including vision, hearing, dental, growth and development, scoliosis screening, etc.). The nurse provides direct health services to students and staff and serves as a resource for health care referrals to various community programs. Direct health-related concerns to the nurse. The district also employs staff members who provide first aid care, assist students with medication, and maintain health records under the direction of the nurse. Your child may be exempt from the physical examination if you file a written statement with the school principal stating that you will not consent to the routine physical exam. However, whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

IF YOUR CHILD IS ILL [EC§49451] A child may be sent home if s/he is believed to be suffering from a contagious or infectious disease. Students will be sent home if they have a temperature of 100 degrees or higher and must stay home until they are symptom-free for 24 hours without the use of fever-reducing medications such as Tylenol® or ibuprofen. Students with vomiting/diarrhea will be sent home and must stay home until they are symptom-free for 24 hours without symptom-reducing medications or with physician release. Students who develop an infection requiring antibiotics may not return to school until after being on the medication for 24 hours or if

a student has a written release from a physician. If you keep your child home from school due to symptoms of a contagious disease, please notify the school office as soon as possible.

STUDENTS WITH CHRONIC ILLNESS

Students with chronic health conditions will need a Chronic Illness Verification Form signed by their doctor on file at the beginning of each school year.



KINDERGARTEN AND FIRST GRADE PHYSICAL EXAM [EC§§49450; HSC 124085, 124100, 124105, 120475] Parents of enrolling first-grade students are required by state law to present certification signed by a physician that states the child has received a physical exam in the past 18 months. You may contact the Shasta County Health Dept., who, through the Child Health and Disability Prevention Program (CHDP), may be able to provide a physical exam for your child at no cost to you. If you do not provide the certification, you must file a waiver at the school stating your reasons for noncompliance. Your child may be sent home if you fail to provide the certificate or waiver, and if your child is suspected to be suffering from a contagious disease.

KINDERGARTEN AND/OR FIRST GRADE ORAL HEALTH ASSESSMENT [EC§49452.8] Parents must have their child's oral health assessed by a licensed dentist or licensed dental health professional by May 31 of the student's first year of school. Assessments within the 12 months before the child enters school also meet this requirement.



FLUORIDE APPLICATION: Pursuant to HSC§104830-104865, your child may receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agents to the teeth

during the school year. If offered, parents must consent to the treatment on behalf of a minor child. This District does not provide fluoride application. Consult your dentist for more information.

SCOLIOSIS SCREENING [EC§49452.5] Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent to the school office.

VISION AND HEARING APPRAISAL [EC§49455] The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8th grade. The appraisal shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. In addition, the District will periodically test students for hearing deficiencies.



SUN PROTECTION

[EC§35183.5] When students are outdoors, they may wear sun-protective clothing and may apply sunscreen and lip balm during the day without a doctor's note or prescription.

Specific clothing and hats determined by the school/district to be inappropriate may be prohibited by the dress code policy. No school personnel are required to assist pupils in applying sunscreen



IMMUNIZATIONS [HSC120325, 120335, 120440; EC§§48216, 49403] Your child must be immunized against certain diseases before being admitted to school unless exempted for legally acceptable reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunization requirement until they complete the “grade span” they were in as of January 1, 2016. Grade spans are (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering schools for the first time or advancing to 7th grade after July 1, 2016, are no longer exempt from immunizations based on their religious or personal beliefs.

Students who have a medical exemption issued before December 31, 2020, will be allowed continued enrollment until they enroll in the next grade span. As of January 1, 2021, the District will accept only medical exemptions submitted on the California Department of Public Health’s standardized, statewide medical exemption certification form. (Health and Safety Code §§120370(a)(2) and 120372(a).)

Parents must provide documentation that their child has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, and varicella (chickenpox) (students must be immunized for varicella or provide proof from a doctor stating child has had the disease), or the child may not be admitted to school. In addition, all students entering 7th grade must provide proof of the T-dap booster immunization. The required immunizations are available from the Shasta County Health Department, a physician, or may be administered by a healthcare practitioner acting under the direction of a physician. If an outbreak of a communicable disease occurs at a school, any 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 local office of the Shasta County Health Department at 530-229-8200.

MEDICATION [EC§49423] Any student who must take prescribed medication at school and who desires assistance from school personnel must annually submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may carry and self-administer prescription auto-injectable epinephrine and/or inhaled asthma medication upon the school's receipt of specified written confirmation and authorization from the student's parent and physician or surgeon. If the physician/surgeon practices in Mexico, s/he must be contracted with a prepaid health plan offered lawfully under the laws of Mexico and be licensed as a health care service plan in California. The notice must be written in both Spanish and English and include the name and contact information of the physician/surgeon. The Parent shall provide for his/her child any and all specialized medical equipment and/or supplies required for their child as it relates to a specialized health condition or administration of medication(s). The District shall only provide specialized equipment that is used at school and that is needed to implement a student's IEP or Section 504.



CONTINUING MEDICATION REGIMEN

[EC§49480] Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

STUDENT MENTAL HEALTH SERVICES Mental health services for students are available through the Shasta County Children's Mental Health office located at 1560 Market Street, Redding, CA 96001. Their phone number is 530-225-5200. The 24-hour mental health phone numbers are 530-225-5252 and 888-385-5201. Their website is https://www.co.shasta.ca.us/index/hhsa_index/mental_wellness/Child_youth_mh.aspx.

GUIDELINES FOR MANAGEMENT OF LIFE-THREATENING ALLERGIES [EC§49403, 49414, 49423, 49423.5, 4923.6., CCR 8:5193] Anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life-threatening. The sources of these allergens are typically food, medicines, insects, and latex. When a student has a life-threatening

allergy, it is the responsibility of the parent or guardian to inform the school staff of the student's allergic condition. The student's physician will establish specific treatment procedures and provide these to the school. School staff will be made aware of these procedures and be knowledgeable about the location of necessary medications and their administration. Staff members are trained to recognize the reactions, follow the written procedures, and be aware of the District's guidelines regarding life-threatening allergies. District staff will work with parents/guardians on an individual basis to accommodate the needs of the student with allergies/potential anaphylactic reactions. The goal for these students is to diminish the risk of accidental exposure to their specific allergens.

EMERGENCY EPINEPHRINE AUTO-INJECTORS AND MANAGEMENT OF UNDIAGNOSED ANAPHYLAXIS[EC§49414; SB 1266]

Current law requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis. Anaphylaxis is a severe allergic reaction that can occur after exposure to an unknown food, an insect sting or even (rare) after exercise. School nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. Contact health services for more information.

SUDDEN CARDIAC ARREST INFORMATION

Cardiac arrest caused by a cardiac arrhythmia will suddenly stop blood flow to the brain, causing the victim to lose consciousness. A few seconds after the heart stops pumping blood, the brain will stop telling the body to breathe. If someone is in cardiac arrest, 911 will be called and CPR begun.



BRAIN INJURY IN KIDS

ALMOST *half* A MILLION KIDS

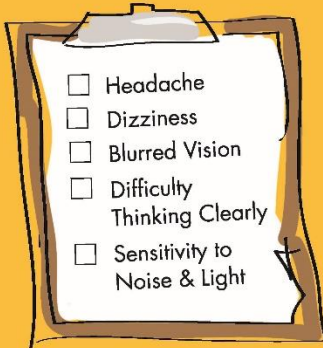
are treated in an emergency department each year for traumatic brain injury*, including concussion.

* alone or along with other injuries or conditions.

THAT'S MORE THAN 5,000 OF THE NATION'S LARGEST SCHOOL BUSES FILLED TO CAPACITY.



SOME BRAIN INJURY SIGNS AND SYMPTOMS



- Headache
- Dizziness
- Blurred Vision
- Difficulty Thinking Clearly
- Sensitivity to Noise & Light

LEARN MORE SYMPTOMS @

www.cdc.gov/TraumaticBrainInjury



50%

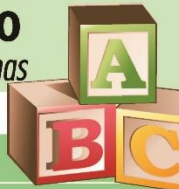
of BRAIN INJURIES AMONG KIDS

ARE DUE TO FALLS

WHAT TO DO if you think a child has

A BRAIN INJURY

- A** ASSESS THE SITUATION
- B** BE ALERT FOR BRAIN INJURY SIGNS AND SYMPTOMS
- C** CONTACT A HEALTH CARE PROFESSIONAL



HELP KEEP KIDS SAFE *from* BRAIN INJURY



Use gates at the top and bottom of stairs to prevent serious falls among infants and toddlers.



Use child safety seats and booster seats that are correct for a child's age and weight. Make sure they are properly installed.



Make sure your child always wears the right helmet for their activity and that it fits correctly.



Use playgrounds with a soft landing surface (such as sand or wood chips, not dirt or grass).



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

LEARN *more* AT:

www.cdc.gov/TraumaticBrainInjury

CONCUSSION [EC§49470-49475] A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Signs and symptoms of a concussion can show up immediately after the injury or may not appear or be noticed until days or weeks after the initial injury. In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. Signs and symptoms of concussion include headache, nausea or vomiting, dizziness or balance difficulties, double or blurred vision, sensitivity to light and/or noise, feeling sluggish, hazy, foggy, or groggy, difficulty concentrating, confusion, memory difficulties, or not “feeling right.” An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs: loss of consciousness (even briefly), appears dazed or confused, presents with difficulty with balance, memory, or has behavioral changes, has unequal pupil size, is drowsy or cannot be awakened, has a headache that gets worse, complains of weakness or numbness, is nauseous or vomiting, has slurred speech, or has seizures. Rest is key to recovering from a concussion or head injury. Avoid exercising or activities that involve a lot of concentration such as studying, playing video games, and working on the computer. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, weeks, or even months. Repeated concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to the brain and can be fatal. If you notice any signs and symptoms listed above following a blow, bump, or jolt during practice or a game, notify the coach immediately. When your child signs up to play a sport, school staff will provide additional information on concussions.

TYPE 2 DIABETES INFORMATION [EC\$49452.7]

Type 2 diabetes is the most common form of diabetes in adults, and until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime. Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. But in type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

RISK FACTORS ASSOCIATED WITH TYPE 2 DIABETES Students displaying or experiencing the following risk factors and/or warning signs associated with an increased risk of type 2 diabetes should be screened for the disease:

- The single greatest risk factor for type 2 diabetes in children is excess weight. In the US, almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Many affected children and youth have at least one parent with diabetes or have a significant family history.
- Being inactive further reduces the body's ability to respond to insulin.
- Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

WARNING SIGNS AND SYMPTOMS ASSOCIATED WITH TYPE 2 DIABETES Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially, there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision

- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

TYPE 2 DIABETES PREVENTION METHODS AND TREATMENTS Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels. Visit a doctor who can a) determine if a child is overweight based on the child's age, weight, and height; and b) request blood glucose tests to see if the child has diabetes or prediabetes.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

TYPES OF DIABETES SCREENING TESTS THAT ARE AVAILABLE

- Glycated hemoglobin (A1C): A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar: A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This must be confirmed by a fasting blood glucose test.
- Fasting blood sugar: A blood sample is taken after an overnight fast. A fasting blood sugar level of less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance: Measures the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided here is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or healthcare provider if you have questions.

References: American Diabetes Association Clinical Journal; Helping Children with Diabetes Succeed: A Guide for School Personnel; KidsHealth; Mayo Clinic; National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine; US Centers for Disease Control and Prevention

MEDICAL AND HOSPITAL INSURANCE FOR STUDENTS [EC §§32221.5, 49472] Our district does not provide medical, accident, or dental insurance for pupils injured on school premises or during school activities, and the district assumes no liability for accidents to students at school. Information about a medical/dental accident insurance program offered by an outside agency is provided starting on page 24 of this handbook. The low-cost plan provides assistance to meet some of the expenses for accidental injury. Two levels of benefits are available. A detailed brochure/application is available at your child's school office. A no-cost, free prescription drug card is also available at your child's school office. School districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. However, this requirement is met by the offering of insurance or other health benefits that cover medical and hospital expenses. Information about no-cost or low-cost local, state, or federally-sponsored health insurance programs may be obtained by calling Healthy Families/Medi-Cal for Families at 888-747-1222.

DRUG, ALCOHOL, STEROID, AND TOBACCO PREVENTION PROGRAMS [EC §§49033, 60041; HSC §11032] 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 of its activities is strictly prohibited, and violations will be investigated. Violators will be subject to prosecution in accordance with local, state, and federal law and district disciplinary action up to and including expulsion, being required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the district. The district's drug, alcohol, and tobacco education and prevention programs address the legal, social, and health consequences of drug, alcohol, and tobacco use and provide students with effective techniques to resist peer pressure to use illicit drugs, alcohol, or tobacco. Parents may contact the school for additional information. The district does not support or endorse specific programs or agencies, but provides the information to assist parents and students.

CONFIDENTIAL MEDICAL SERVICES [EC §46010.1] The state provides that school districts may excuse students 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. School districts are permitted to grant such excuses, but are not required to do so. If you have questions about this, contact your child's school.

PREGNANT AND PARENTING STUDENTS [EC §§221.51, 46015, 48205] Local educational agencies shall not apply any rule concerning a student's actual or potential parental, family, or marital status that treats

students differently on the basis of sex; shall not exclude or deny a student from an educational program/activity, including class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom; may require a student to obtain physician/nurse practitioner certification that the student is physically & emotionally able to continue participation in the regular education program or activity. Pregnant/parenting students shall not be required to participate in pregnant minor programs or alternative education programs. Pregnant/parenting students who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program. Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. Pregnant/parenting students are entitled to 8 weeks of parental leave, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives/expects to give birth & the infant, & to allow the pregnant/parenting student to care for and bond with the infant. If the student is under 18 years of age, the person holding the right to make educational decisions for the student shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights. A pregnant/parenting student who does not wish to take all or part of the parental leave to which s/he is entitled is not required to do so. A pregnant/parenting student is entitled to receive more than 8 weeks of parental leave if deemed medically necessary by the student's physician. Parental leave absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program. During parental leave, a pregnant/parenting student shall not be required to complete academic work or other school requirements. A pregnant/parenting student may return to the school and the course of study in which s/he was enrolled before taking parental leave, & upon return to school, a pregnant/parenting student is entitled to opportunities to make up work missed during the leave, including makeup work plans and re-enrollment in courses. A student who chooses not to return to the school in which s/he was enrolled is entitled to alternative education options offered by the local educational agency. A student shall not incur an academic penalty as a result of his/her use of these accommodations. A complaint of noncompliance with these requirements may be filed with the District under its Uniform Complaint Procedures. EC §48205 allows parenting students to be absent from school to care for a sick child without a doctor's note.



IMPORTANT ACCIDENT INSURANCE INFORMATION

Dear Parents/Guardians:

2023-2024 STUDENT ACCIDENT INSURANCE/ HEALTH INSURANCE

This district **does not provide medical, accident or dental insurance** for pupils injured on school premises or through school activities. In accordance with Education Code Section 49472, the District is making available a low cost medical/dental accident insurance program.

All Plans Are A **ONE TIME ANNUAL** Payment *Please see next pages for complete plan details*

Options	Low	High
At School Plan Grades P-8	\$11.00	\$25.00
24-Hr-a-Day Plan Grades P-8	\$75.00	\$161.00

Health Insurance Plans

Pacific Educators can also assist people in applying for regular health insurance plans. Some may **qualify for tax savings and government assistance**. We will be happy to help you get all the potential assistance/subsidies you are eligible for. Please call the number below or visit our website at www.peinsurance.com click 'products' and then 'health insurance.'

Since the district does NOT provide medical, accident, or dental insurance coverage for students, we hope that you will seriously consider these programs. If you have any further questions, please call Pacific Educators, Inc. at (800) 722-3365 or (714) 639-0962.

Sincerely,

Jason Provence
Superintendent



- Please note that there are four pages to the brochure (not including this one)
- You may apply online with a credit card here <https://www.peinsurance.com/signup/> OR:
- If you would like to apply with a paper application, the third page below is an actual application that you can print and complete by hand, **or you may complete on computer and print.** DO NOT SEND CASH. Make check or money order payable to Pacific Educators and mail to:
 - **Pacific Educators**
2808 E. Katella Ave., Suite 101
Orange, CA 92867
- The last page is a **FREE Prescription Drug Card Program** you can print and take to a Pharmacy to help anyone lower their prescription drug costs.
- If you have any questions, please do not hesitate to contact us directly (800) 722-3365 or email at applications@peinsurance.com

2023-2024 STUDENT ACCIDENT INSURANCE PLANS

WE RECOMMEND 24-HOUR-A-DAY COVERAGE

- Accidents happen! When they happen to your child, someone must pay the bills.
- Here are Accident only insurance plans to help cover your child either 24 hours a day (24-Hour Plan) or while in school (School-Time Plan).
- These plans provide benefits to help meet the cost of medical and Hospital charges.
- If you have other insurance, these plans can help offset the deductibles and coinsurance for those plans.
- If you have no other insurance, these plans will provide basic coverage.
- Any benefits payable by the Policy as a result of medical, surgical, dental, Hospital or nursing service will be paid directly to the Hospital or person rendering such service unless proof of payment in full is provided.

24-HOUR	SCHOOL TIME	IMPORTANT PROTECTION FACTS
✓	✓	Becomes effective the date premium payment is received by Guarantee Trust Life Insurance Company (GTL) or its representative (but not prior to the opening day of school).
✓	✓	Provides coverage during the hours that school is in regular session.
✓		Provides 24-Hour-A-Day protection.
✓	✓	Provides coverage during the time necessary for travel between the insured's home and the beginning or end of regular school sessions.
✓	✓	Provides coverage while participating in (or attending) activities organized, sponsored and supervised by the school. Coverage is also provided for travel directly to and from such activities in a Designated Vehicle furnished by the school.
	✓	Coverage expires at the close of the regular school term. (Coverage will be extended while attending academic classes for credit in the summer, when classroom sessions are exclusively sponsored and solely supervised by the school; however, no coverage will be provided for travel to and from classes).
✓		Coverage continues without interruption all summer until school re-opens for the following term.

OPTIONAL FOOTBALL COVERAGE BEGINS ON THE DATE OF PREMIUM RECEIPT BY GTL, ITS REPRESENTATIVES OR SCHOOL OFFICIALS, BUT NOT PRIOR TO THE FIRST OFFICIAL DATE OF PRACTICE; AND CONTINUES THROUGH THE DATE OF THE LAST OFFICIAL GAME OF THE CURRENT SEASON INCLUDING PLAYOFFS.

To file a claim: Report accidents to the school official. Simplified forms will be furnished through the principal's office (during vacation time contact the administrators of the plan). Completed proof of loss and accumulated bills must be received by GTL within 90 days.

24-HOUR-A-DAY ACCIDENT COVERAGE

24-Hour-A-Day Protection for each Covered Accident

Helps protect your child for the entire school year and extends **throughout the summer** - right up to the day school opens.

Your child's coverage is good **WORLDWIDE, 24-HOURS-A-DAY**. This includes covered accidents:

- 📍 At home
- 📍 At play
- 📍 At school
- 📍 On vacation
- 📍 Scouting, camping etc.
- 📍 During covered travel
- 📍 While engaged in sports, except those specifically excluded or for which optional coverage is required*

***See OPTIONS for available optional sports coverage, if any.**

SCHOOL-TIME ACCIDENT COVERAGE

Helps protect your child while attending regular school sessions. Includes coverage for travel directly to and from your residence to attend regular school sessions for travel time required, but not more than one hour before or after regular classes. Travel time on the school bus is extended for any additional time needed. In addition, coverage is provided while participating in (or attending) covered activities exclusively organized, sponsored and solely supervised by the school and school employees, including travel directly to and from the activity in a Designated Vehicle furnished by the school and supervised solely by school employees. Optional coverage may be required for interscholastic sports. See **OPTIONS** for available optional sports coverage, if any.

EXCESS PROVISION: All Covered Charges over \$500 will be considered for payment on an Excess basis if any Other Valid and Collectible Insurance or Plan covers the Insured person. GTL will pay the first \$500 in Covered Charges regardless of other insurance.

This is an illustration of your child's benefits. Please keep for your records. This is not a contract. The Master Policy is on file with your school.

Blanket Accident insurance products are issued on Form Series GP-2030, GP-2020 or GP-1200 by Guarantee Trust Life Insurance Company, Glenview, IL. These products and their features are subject to state availability and may vary by state. Certain exclusions and limitations may apply. The exact provisions governing the insurance are contained in the Policy issued to the Policyholder and certain provisions may be administered to conform to state requirements. The Policy shall control in the event of any conflict between the Policy and this brochure. For complete details of coverage please contact the agent administering the program.

What's Covered? Up to \$50,000.00 as described under Benefits Per Injury for:

- Accidents occurring while coverage is in force.
- Loss from accidental bodily Injury resulting directly and independently of all other causes.
- Covered medical charges which begin within 120 days of the Accident and are incurred within 52 weeks of the date of first medical treatment.

Your school district does not carry medical or dental insurance for your child should he/she be injured on school premises while under school grounds jurisdiction, or through school sponsored activities. However it does make this plan available to you, for your consideration.

Esto es para avisarle que su Distrito de la Escuela no tiene aseguranza medica ni dental para su nino/nina si se lastima en el terreno de la escuela aunque haiga supervisor en las actividades. Pero se puede tener un plan para su consideracion. Este plan de aseguranza es voluntario. Usted debe saber que la ley del estado requiere cualquier estudiante que participe en deportes escolares debe tener aseguranza adecuada para medico antes de participar en deportes.

BENEFITS PER INJURY - PAYABLE UP TO THE DOLLAR AMOUNTS SPECIFIED BELOW	HIGH OPTION	LOW OPTION
HOSPITAL & GENERAL NURSING CARE - Room and board per day, semi-private room rate.....	100% of R&C*	\$300
- Intensive Care, per day.....	\$1,200	\$600
INPATIENT AND OUTPATIENT HOSPITAL MISCELLANEOUS CHARGES	\$3,000	\$1,500
HOSPITAL EMERGENCY CARE , excluding professional charges.....	\$300	\$150
DOCTOR'S CHARGES FOR SURGERY , in accordance with the surgical schedule.....	\$270	\$175
	Unit Value	Unit Value
ADMINISTRATION OF ANESTHESIA , percent of surgical schedule allowance.....	25%	25%
ASSISTANT SURGEON CHARGE , percent of surgical schedule allowance.....	25%	25%
OUTPATIENT NON-SURGICAL DOCTOR'S VISITS , including Physical Therapy, limited to one visit per day; Physical Therapy is limited to 9 visits		
- First visit	\$120	\$60
- Each visit thereafter.....	\$60	\$30
DURABLE MEDICAL EQUIPMENT , including orthopedic appliances.....	\$100	\$50
AMBULANCE CHARGES	100% of R&C*	\$250
OUTPATIENT X-RAY SERVICES	\$500	\$250
OUTPATIENT IMAGING PROCEDURES , including interpretation for MRI/CAT Scan.....	\$900	\$500
PRESCRIPTION DRUGS	100% of R&C*	\$50
DENTAL TREATMENT , for Injury to Sound Natural Teeth, per tooth.....	\$300	\$150
EYEGLOSS REPLACEMENT EXPENSE , for broken eyeglasses, lenses or contact lenses resulting from an Injury requiring medical treatment.....	\$150	\$100
RE-AGGRAVATION OR RE-INJURY OF A PRE-EXISTING CONDITION	\$500	\$500
For the benefits shown below only one of the amounts, the largest, will be paid for loss resulting from any one Accident		
ACCIDENTAL DEATH , caused by an Injury and occurring within 365 days of covered Accident.....	\$5,000	\$5,000
ACCIDENTAL DISMEMBERMENT , caused by an Injury and occurring within 365 days of covered Accident		
- Loss of one hand, one foot or one eye.....	\$5,000	\$5,000
- Loss of hands, feet or eyes.....	\$10,000	\$10,000

*The Policy provides benefits for Reasonable and Customary (R&C) charges determined by geographic area for Medically Necessary services.

EXTENDED DENTAL BENEFIT OPTION: For an additional premium the Dental Treatment Benefit will be increased to pay all Reasonable and Customary charges for: examination, diagnoses and x-ray; restorative treatment; endodontics; and oral surgery (not to include periodontics or orthodontics); up to \$250 for dental prostheses toward the cost of a bridge, partial denture or denture, or for replacement in kind of previous dental repairs. If during the Benefit Period, the Insured's dentist certifies that treatment must be deferred, GTL will pay up to a maximum of \$100 in lieu of all other dental benefits.

EXCLUSIONS: The Policy does not provide benefits for: 1. Treatment, services or supplies which: are not Medically Necessary; are not prescribed by a Doctor as necessary to treat an Injury; are determined to be Experimental/Investigational in nature; are received without charge or legal obligation to pay; are received from persons employed or retained by the Policyholder or any Family Member, unless otherwise specified; or are not specifically listed as Covered Charges in the Policy; 2. Intentionally self-inflicted Injury; 3. Injury received while violating or attempting to violate any duly enacted law; 4. Injury by acts of war, whether declared or not; 5. Injury covered by Workers' Compensation or the Occupational Disease Law; 6. Heat exhaustion or heat stroke; 7. Hernia or slipped femoral capital epiphysis; 8. Injury sustained fighting or brawling, except as an innocent victim; 9. Injury sustained while operating, riding in or upon, mounting or alighting from, any two- or three- or four- wheeled recreational motor/engine driven vehicle or snowmobile or all-terrain vehicle (ATV); 10. Injury sustained while by participating in or practicing for Interscholastic tackle football in grades 9 through 12, including travel, unless optional coverage has been purchased; 11. Treatment of illness, disease or infections, except infections which result from an accidental Injury or infections which result from accidental, involuntary or unintentional ingestion of a contaminated substance; 12. Any penalty imposed by Other Valid and Collectible Insurance or Plan for failure to follow plan procedures; 13. Charges for treatments, services or supplies which exceed reasonable and customary charges; 14. Losses directly or indirectly arising out of any chemical or biological release and/or contamination which results from Terrorist Activity; 15. Any loss as the result of Terrorist Activity and/or non-detonating weapons of mass destruction; or 16. Any loss directly or indirectly arising out of any nuclear explosion, detonation, release and/or contamination whether in time of peace or war, and regardless of any other causes or events contributing concurrently or in any other sequence thereto.

Administered by: **PACIFIC EDUCATORS, INC.**, 2808 E. Katella Ave., Suite 101, Orange, CA 92867-5299
(714) 639-0962 or (800) 722-3365 - Pacific Educators' California License No. 0429928

Underwritten and Claims Paid by: **GUARANTEE TRUST LIFE INSURANCE COMPANY (GTL)**, Glenview IL - (800) 622-1993

2023-24 SCHOOL YEAR ENROLLMENT FORM

GTL | GUARANTEE TRUST LIFE

PLEASE PRINT CLEARLY

ONE TIME ANNUAL PAYMENT		
OPTIONS	HIGH OPTION	LOW OPTION
24-HOUR-A-DAY PLAN \$50,000 Maximum per Injury Grades Pre-K thru 8 Grades 9 thru 12	<input type="checkbox"/> \$161 <input type="checkbox"/> \$192	<input type="checkbox"/> \$75 <input type="checkbox"/> \$92
SCHOOL-TIME PLAN Maximum per Injury: \$50,000 for High Option \$25,000 for Low Option Grades Pre-K thru 8 Grades 9 thru 12	<input type="checkbox"/> \$25 <input type="checkbox"/> \$54	<input type="checkbox"/> \$11 <input type="checkbox"/> \$24
OPTIONAL FOOTBALL COVERAGE (2023 Season Only) Payable in addition to School-Time & 24-Hour \$25,000 Maximum per Injury Grade 9 Grades 10 thru 12	<input type="checkbox"/> \$80 <input type="checkbox"/> \$177	<input type="checkbox"/> \$36 <input type="checkbox"/> \$84
EXTENDED DENTAL OPTION <input type="checkbox"/> \$6		
TOTAL \$ _____ (Please do not send cash) MAKE CHECK PAYABLE TO: PACIFIC EDUCATORS, INC.		
NO REFUNDS ARE AVAILABLE		

STUDENT'S NAME _____		
FIRST NAME	MIDDLE INITIAL	LAST NAME
DATE OF BIRTH _____		
MONTH	DAY	YEAR
MALE <input type="checkbox"/>		FEMALE <input type="checkbox"/>
SCHOOL DISTRICT _____		SCHOOL _____
GRADE _____		STUDENT'S ADDRESS _____
CITY _____		STATE _____
TELEPHONE # _____		DATE OF ENROLLMENT _____
PARENT OR GUARDIAN'S EMAIL ADDRESS _____		
NAME OF PARENT OR GUARDIAN (PLEASE PRINT) _____		
SIGNATURE OF PARENT OR GUARDIAN _____		

GA-15-KEF

TO PAY BY CREDIT/DEBIT CARD (fee applies) PLEASE GO TO:
www.peinsurance.com OR CALL (800) 722-3365

PLEASE REMEMBER TO:



COMPLETE THE ENROLLMENT FORM AND CHECK THE PLAN AND OPTIONS YOU WANT.



MAKE YOUR CHECK OR MONEY ORDER (PLEASE DO **NOT** SEND CASH) FOR THE TOTAL ENCLOSED PAYABLE AS INDICATED.

MAIL THE ENROLLMENT FORM WITH YOUR CHECK OR MONEY ORDER TO:





Pacific Educators, Inc.
2808 E. Katella Ave., Suite 101
Orange, CA 92867-5299



PLEASE NOTE: YOUR CANCELED CHECK IS YOUR RECEIPT. IF CANCELED CHECK IS NOT RECEIVED WITHIN 60 DAYS, PLEASE CONTACT YOUR PLAN ADMINISTRATOR.

For faster service you can pay by credit or debit card (fee applies) please visit us online at:
Pacific Educators
www.peinsurance.com
click Products then Students
or call (800) 722-3365

 <p>Member: California Student ID Number: 26291W22ES Program: UNARxCard RxBIN: 610709 RxGrp: PFCEDU</p> <p>Note: Everyone is eligible for this program. There are no age or income restrictions. Each family member must have his/her own card. If you can't print a card have your pharmacy call the Pharmacy Help Line and we will help them process your prescription.</p> <p>THIS PROGRAM IS NOT INSURANCE THIS PROGRAM IS A POINT OF SALE DISCOUNT PLAN</p>	<p>INSTRUCTIONS This card is pre-activated and can be used immediately. Simply print this card and take to any participating pharmacy to receive a discount. You can search pharmacy, pricing information, and FAQ's on the website. We are restricted from disclosing drug pricing over the phone. Customer Service (TOLL FREE) 800-726-4232</p> <p>ATTENTION PHARMACIST If you need help processing a prescription call our Pharmacy Help Line at Pharmacy Help Line (TOLL FREE) 877-321-6755.</p> <p>PROGRAM POWERED BY:</p> <div style="text-align: center;">  <p>© Copyright 2010 United Networks of America</p> </div>
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IMPORTANT: PRINT CARD. YOU WILL NEED TO BRING THIS CARD TO THE PHARMACY WITH YOUR PRESCRIPTION.

We are proud to announce that Pacific Educators is now making available a **FREE Prescription Drug Card Program** to help anyone lower their prescription drug costs.

This card can be used with a primary plan and/or on prescriptions not covered by your insurance plan. It also can be used even if you don't have any insurance. The Rx Card Program has no restrictions or participation requirements and is open to anyone.

This Free Prescription Drug Card is pre-activated and can be used immediately.





MEALS AT SCHOOL

STUDENT MEALS PROGRAM [EC§§49510 – 49520] All of our District schools operate a hot breakfast and lunch program, serving nutritious breakfast and lunch each school day. This year, Cascade Union Elementary Schools have been notified that each and every student is eligible for **free breakfast and lunch** without having to complete any paperwork to qualify.

Historically, CUESD has been funded based on the meal applications submitted. Now, with the District qualifying for free meals for all and there are no “Free and Reduced Meal” Applications, and the District must submit other documents in order to receive appropriate funding. The District will be sending paperwork for you to complete in order for the District to receive our funding. Please promptly complete the paperwork and return it to your child’s school.

In addition, the student lunch program is a federally-funded program and therefore comes with rules and regulations. One of these somewhat confusing rules is that, though a student is entitled to a free meal, including a carton of milk, if a student chooses to bring his/her own meal, s/he must pay for the carton of milk. That is part of the “free” meal, and a student cannot simply get a free carton of milk. A carton of milk is sold for \$0.50. However, if a student wishes to bring his/her own meal and

get a milk to go with it, we suggest that the student select a fruit, a salad, or other components to supplement what s/he brought to eat in order to qualify to have milk at no cost. This is not a rule of the district; it is a requirement of the federal government. We apologize that it seems challenging to understand this rule.

CUESD is an equal opportunity provider. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Information may be made available in languages other than English.

Complaints related to Child Nutrition Programs established

pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through the District’s Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in federal regulations and new, related state regulations. A complaint must be submitted within one year of the date of the alleged violation and may be filed by phone, email, or letter. Please see District Board Policy 3555 for more information. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by **MAIL**: US Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410; **FAX**: (202) 690-7442 **EMAIL**: program.intake@usda.gov



TRANSPORTATION AND SCHOOL BUS SAFETY

While the law requires transportation to/from school for only special needs students, we offer transportation to all eligible students within district boundaries. Board Policy sets eligibility: K-3 Students must reside more than 3/4 mile from school; 4-8th grade students must reside more than 1.5 miles from school in order to be eligible. Transportation to/from sports or other after-school activities is the responsibility of the parent.

Bus stop locations are available for review at each school. Our stops are approved for safe boarding and drop-off for our students. When arriving at the bus stop, park on the same side of the street as the bus stop location, eliminating the danger to children crossing the street. Make sure students are at the bus stop at least 5 minutes before scheduled pickup times. Transporting kindergarten students requires special attention and care, so we take precautions to help ensure safe arrival and drop-off. If no parent is at the bus stop at the drop-off time, your kindergarten student will be returned to the school. Please

accompany young children to the bus stop and meet them upon their return. Children who walk to the bus stop are to use sidewalks or the shoulder of the road. Do not allow your children to play/damage other people's property. Children are to wait for the bus in a safe place, well off the roadway, in a single file line, until the bus is stopped and the bus driver has opened the door. Children are to enter the bus in an orderly manner, with no pushing or shoving, quickly find a seat, and remain seated while the bus is in motion. Students should be reminded to check in at home after they exit the school bus.

The primary responsibility of the driver is to operate the bus in a safe manner, so each student must assume responsibility for his/her conduct while on the bus. Parents are liable for all misbehavior of their children at the neighborhood bus stop. Students at the bus stop or on the bus are subject to the discipline policies of the school for their behavior.

PLEASE REVIEW THESE BUS RULES WITH YOUR CHILD.

- Obey the bus driver. Be respectful to everyone and everyone's property.
- Harassment, verbal assault, use of profanity, and obscene gestures are not permitted.
- Keep your hands to yourself. No body contact or spitting.
- Tell the truth.
- Respect the bus and property of others
- Do not litter or make a mess.
- Maintain order. Speak quietly.
- Do not bring harmful objects (glass, animals, weapons, tobacco products, contraband) on the bus.
- Follow the school's dress code.
- Remain quiet at railroad crossing.
- Keep all body parts inside the bus and face forwards in the seat.
- Stay seated while the bus is in motion.
- No food, gum, or drinks other than water (water must be in a spill-proof bottle).
- Do not throw anything.
- Cell phones and any sports equipment must be put away while on the bus.
- Exit the bus only at your designated stop.
- Be on time to the bus stop and cross with an escort.
- Maintain safety.

Most students are courteous and thoughtful bus riders. Consequences for misbehavior will initially be a verbal warning. Continued misbehavior will have more serious consequences up to and including loss of transportation eligibility. See additional information in the packet provided by the Transportation Department.

RULES, EXPECTATIONS, and CONSEQUENCES



BEHAVIOR EXPECTATIONS [EC§44807, 5 CCR§300] Pupils are accountable for their conduct on the way to and from school and on the playground. Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language. Every school has a behavior matrix that outlines expected behaviors. For a copy of the behavior matrix, please contact your child's school office. A consistent method of responding to serious incidents has been developed with the understanding of the varying maturity level of different age groups. Following is a representative sample of expected disciplinary actions for violations of behavior expectations.

- Parent contact
- Student study team meeting
- Detention/time out
- Suspension or expulsion
- Behavior contract
- Restricted play area
- Saturday School
- Other as deemed appropriate
- Student Attendance Review Board (SARB)

PARENT RESPONSIBILITY [EC§§48900.1, 48904; CC1714.1; GC53069.5] Parents are liable for damages caused by the willful misconduct of their child/ren that result in death or injury to other students, school personnel, or damage to school property as well as for any school property loaned to the student and willfully not returned. A parent's liability may be as much as \$10,000 in damages and an additional \$10,000 for payment of a reward, if any. The school district may withhold 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.

VIDEO MONITORING Video monitoring occurs on district property and in accordance with district regulations on video surveillance practices. Board Policies provide additional information on this topic. Contact the school office if you have questions.

RELEASE OF STUDENT TO PEACE OFFICER [EC§48906; PC§11165.6] A school official will promptly notify you or a responsible relative of your child if your child is released from school to a peace officer. However, if a student is taken into custody as a victim of suspected child abuse, the peace officer will notify the parent or guardian.

SAFE PLACE TO LEARN ACT [EC§234.1] The district is committed to maintaining a learning and working environment that is free from bullying. The District has a Board policy on the subject of bullying, and any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. To report incidences of bullying please contact the school or the district office.

STUDENT SEARCH [US Sup. Court Case: New Jersey v. TLO (1985) 469 US 325] A student, and his/her locker, backpack, or purse may be searched by the school principal or designee if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

PERSONAL PROPERTY CODE These are NOT allowed on campus before school, during school, after school, or at any school activity:

- Lighters
- In-line skates
- Laser Lights
- Chains of any kind/size
- Gambling games or devices (cards, dice, etc.)
- Cigarettes
- Skateboards
- Weapons
- Electronic games
- Obscene or profane material
- Matches
- Scooters
- Aerosol cans
- Sunglasses (may be worn only outdoors)

We strongly advise that music devices (iPods) should be left at home due to possible theft. (See section CELLPHONES, PAGERS... that follows.)

FIRST OFFENSE: Item will be confiscated and turned in to school administration or law enforcement. Items held by the administration will be released only to parents. The school and district are not responsible for lost/damaged confiscated items.

REPEAT OFFENSES: Students who continue to violate this policy will be called into the office for disciplinary actions (detention, in school or home suspension depending upon the seriousness of the offense).

CELL PHONES, PAGERS, ELECTRONIC DEVICES [EC§48901.5]

Electronic communication devices will be allowed at school. However, neither the school nor the district is responsible for devices brought to school and will not be liable for damaged, destroyed, or lost devices. They must be turned off and put away as soon as the student arrives on campus and must remain there until school is dismissed, after which time they may be used. This includes during lunch and passing periods. If a student has an electronic device on campus, the content must ALWAYS be appropriate (text messages, pictures, music, and ringtones). If a student needs to make an emergency call during the school day, s/he should go to the office. Parents who need to reach a student should call the school office.

ELECTRONIC DEVICE VIOLATION

1st VIOLATION: Electronic device will be brought to the school office by the Teacher or Administrator. Students may retrieve it from the office at the end of the school day.

2nd VIOLATION: Electronic device will be brought to the office. Parents will be notified and parent will need to pick up the device from the office. There may be further consequences at the Principal's discretion.

3rd VIOLATION: Electronic device will be brought to the office. Parents will be notified and will need to pick up the device in the office. The student will be required to bring the device to the school office each morning and pick it up each afternoon for the remainder of the year and is subject to further disciplinary action at the discretion of the principal/designee.

DRESS CODE [EC§35183] The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. See Board Policy 5132 for more information.

All students shall abide by the following dress code:

- Clothing shall cover undergarments and the torso at all times and may not expose skin above the mid-thigh.
- Garments may not be tight or revealing.
- Pajamas are allowed only on designated spirit days or special events planned by the school administration.
- Safe footwear must be worn at all times.
- Hats may be worn only outdoors, for sun protection or warmth.
- For safety reasons, dangling, sharp, or heavy jewelry or accessories are not permitted.
- No clothing, jewelry, or personal items bearing statements or pictures that are obscene or profane, advocate illegal, sexual, or violent behavior, alcohol, tobacco, or other drugs, violence, racism, gang-related, or make sexual innuendos are allowed.
- Face painting, hair coloring, or body piercing that cause a disruption or safety concern is not allowed. Hair may not be sprayed with any coloring that would drip when wet.

Administration will determine whether or not any of the above guidelines are being violated and ultimately a distraction or potential distraction to the learning environment at school. Physical education teachers may require students to dress for gym class.

VANDALISM [PC§594] Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment, and the requirement to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$50,000 and be required to participate in the clean-up.

STUDENT SEXUAL HARASSMENT Sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities and retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process, is prohibited.

SEXUAL HARASSMENT RECORD-KEEPING [5 CCR§§4917, 4964, EC§§231.5, 48980(g)] Complaints and allegations of sexual harassment will be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. A confidential record of all reported cases of sexual harassment will be kept to allow the district to monitor, address, and prevent repetitive harassing behavior.

SUSPENSION/EXPULSION [EC§§48900-48915] A student may be suspended from school for no more than five (5) consecutive school days, except when pending expulsion. School employees will attempt to contact the student's parent in person or by telephone in addition to written notification. A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed any of the following listed acts.

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or 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 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 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing the 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, which 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 have 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) "Electronic act" means the creation and transmission originated on or off campus by means of an electronic device, including but not limited to a telephone, a wireless telephone or other wireless communication device, computer, or pager, of a message, text, sound, or image, a post of a social network website, posting to or creating a burn page, creating a credible impersonation of another actual pupil...
- (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 that act is related to 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 school activity or 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 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) A superintendent of the school district or principal may use his or her discretion to provide alternatives to

- suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (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.
- 48900.2 In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact on the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- 48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- 48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil 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 classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- 48900.7 (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral

, by a person who willfully threatens to commit a crime that will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

If a teacher suspends a student, the child's parent may be required to attend a portion of the school day in his/her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

MANDATORY SUSPENSION/EXPULSION Students who commit acts listed in EC§48915 shall be recommended for expulsion.

TRANSFER RIGHTS [EC§46600] Sadly, bullying exists in our society and occasionally, in schools throughout the country. Victims of bullying have the right to request a transfer to attend another school within the District. School districts must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's interdistrict transfer request if the school district of proposed enrollment approves the transfer.



Earned Income Tax Credit Information

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security

Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at www.ftb.ca.gov.



We always aim to provide excellence in education and in service to our students, our staff, our parents, and our community. When we fail, we want to know so we can make it right. Please contact your school principal or the Superintendent's office if there is an issue. If you are not satisfied with our response, these are the procedures for filing a complaint:

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) NONCOMPLIANCE [EC§52075] School districts, charter schools, and county offices of education are required to adopt and annually update their LCAPs. LCAP non-compliance complaints may be filed under the Uniform Complaint Procedures and may be filed anonymously. If a complainant is not satisfied with the district's decision, the complainant may appeal to the California Department of Education and receive a written decision within 60 days.

WILLIAMS COMPLAINT PROCEDURE [EC§§35186, 37254, 48985, 52378] Deficiencies regarding instructional materials, facility cleanliness and safety, complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments, fall under the Williams Act. Forms are available, free of charge, at the school office, but you need not use the form to make a complaint. Forms should be turned into the principal or designee who will make every reasonable attempt to investigate. Complaints beyond the site authority will be forwarded to the district within 10 days. Complaints may be filed anonymously. If the complainant identifies him/herself, a response may be requested and will be sent to the mailing address on complaint. 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 will be written in English and the language in which the complaint was filed. The form has a checkbox to request a response and indicates where to file the form. It should take no longer than 30 days to remedy a valid complaint. 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. If you are not satisfied with the resolution, you may describe the complaint to the Governing Board at a regularly scheduled meeting. Quarterly, the district reports the number of resolved and unresolved complaints and summarizes data regarding complaints and resolutions to the county superintendent and the local Governing Board in public session making it part of the public records.

NON-DISCRIMINATION NOTICE The Cascade Union Elementary School District is committed to ensuring equal, fair, and meaningful access to employment and education services. The Cascade Union Elementary School District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Office of the Superintendent is charged with overseeing, leading, and directing the District's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Cascade Union Elementary School District, Office of the Superintendent, 1645 W. Mill Street, Anderson, CA 96007, or by phone at 530-378-7000. If you are a student, parent or interested third party or organization and you want to report an instance of discrimination, harassment, intimidation, or bullying, a complaint must be filed with the school district no later than six months from the date the incident occurred, or the date you first obtained knowledge that the incident occurred. A complaint form is available for your use, but it is not necessary to use a form. Simply submit your complaint in writing to the Office of the Superintendent at the aforementioned address. See the section on Uniform Complaint Procedures for more information.



Uniform Complaint Procedures (UCP) 2023-2024 Annual Notice

The Cascade Union Elementary School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process. The Cascade Union Elementary School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Application
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

Pupil Fees

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

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

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

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

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

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable. We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to *HSC* section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

Contact Information

UCP complaints should be directed to *Superintendent of Schools, 1645 West Mill Street, Anderson, CA 96007 Phone: 530-378-7000. Email: superintendent@cuesd.com*. Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures. The complainant has a right to appeal our decision regarding specific programs and activities subject to the UCP, pupil fees, and the LCAP to CDE by filing a written appeal within 30 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision. We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. Copies of our Uniform Complaint Procedures process are available free of charge.

MISCELLANEOUS



MANAGEMENT PLAN FOR ASBESTOS-CONTAINING MATERIAL The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

PESTICIDE USE Essentri IC3 is a natural, eco-friendly product and is the pesticide almost exclusively used on our campuses. EcoMIGHT W.O.W., is an all-natural, organic, eco-friendly weed and grass killer product we use throughout our campuses to keep weeds at bay. To receive notification of pesticide applications at a particular school or facility, provide a written request to the school office.

PHOTOGRAPHS Photographs of students may be published, together with their names, except when their Parent has notified the Office of the Superintendent, in writing, to not release the student's photograph. Such requests must be renewed annually within 20 days of enrollment. Photographs of groups of students, such as at a school event, *i.e.*, pep rallies, school-wide activities, etc., may be published provided that students' names are not included for those whose parents/guardians have presented the aforementioned request to the Office of the Superintendent.

CAREER COUNSELING [EC§221.5] When students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions.

STUDENT WORK DISPLAYED ON WEBSITE Student work (their artwork, etc.) may be published on district or school websites unless the parent submits a letter in writing to the Office of the Superintendent requesting otherwise. Such requests must be renewed annually, within 20 days of enrollment.

FINGERPRINTING PROGRAM [EC§32390] Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. This district has not adopted such a program.

DISSECTION OF ANIMALS [EC§32255] If a pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an avenue for obtaining the knowledge, information, or experience required by the course of study in question. The alternative project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project, nor shall the pupil be discriminated against based upon his/her decision to refrain from participation.

TESTS/SURVEYS ON PERSONAL BELIEFS [EC§§51513, 60614, 60615; PPRA, 20 USC; NCLB] Unless you give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for 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.

STUDENTS MAY NOT LEAVE SCHOOL SITE All schools within the Cascade Union Elementary School District have a closed campus policy, and therefore, students may not leave campus at any time during the school day.

SCHOOL ACCOUNTABILITY REPORT CARD [EC§§33126, 32286, 35256, 35258, 52056] The School Accountability Report Card, published annually on or before February 1, contains information about the district and schools, its programs, and its progress toward stated goals. It is available on each school's website, and a copy will be provided to you upon request.

CASCADE UNION SCHOOL DISTRICT'S FAMILY OF SCHOOLS



ANDERSON HEIGHTS ELEMENTARY

Website: ah.cuesd.com

Grades TK-5

Carrie Norris, Principal
Bill Johnson, Asst. Principal
Barbi Abersold, Secretary
Jennifer Hooper, Attendance

PHONE: 530-378-7050

FAX: 530-378-7051



MEADOW LANE ELEMENTARY

Website: ml.cuesd.com

Grades PreK-5

Karen Maki, Principal
Bill Johnson, Asst. Principal
Lisa Zumalt, Secretary
Lanyon Schuster, Attendance

PHONE: 530-378-7030

FAX: 530-378-7031



ANDERSON MIDDLE

Website: ams.cuesd.com

Grades 6-8

Felicia Ross, Principal
Kara McNeely, Asst. Principal
Ann Savage, Secretary
Melodie Batman, Attendance

PHONE: 530-378-7060

FAX: 530-378-7061



NORTH STATE ASPIRE ACADEMY

Grades K-8

Carrie Norris, Principal

PHONE: 530-378-7050

FAX: 530-378-7051



TREE OF LIFE CHARTER SCHOOL

Grades K-6

Deborah Wallace, Director

PHONE: 530-378-7040

FAX: 530-378-7041

PROJECT SHARE PROGRAMS (AFTER-SCHOOL)

Anderson Heights Elementary School
Meadow Lane Elementary School
Anderson Middle School

PRESCHOOL

Meadow Lane Elementary School

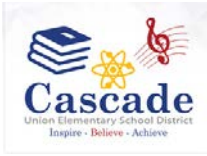
OTHER IMPORTANT TELEPHONE NUMBERS

DISTRICT OFFICE	530-378-7000
TRANSPORTATION	530-378-7000 ext. 7302
SHASTA COUNTY OFFICE OF EDUCATION	530-225-0200



Anderson's Award-Winning Elementary Schools





Cascade Union Elementary Student Academic Calendar

2023/ 2024

AUGUST				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16**	17	18
21	22	23	24	25
28	29	30	31	

12/12

SEPTEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20/32

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

22/54

NOVEMBER				
M	T	W	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

16/70

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22#
25	26	27	28	29

15/85

JANUARY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

16/101

FEBRUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16/117

MARCH				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20/137

APRIL				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

17/154

MAY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22/176

JUNE				
M	T	W	TH	FR
3	4	5	6**	7#
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4/180

**	First & Last Day of School
	Trimester End Dates
	Holidays, Recesses, & Breaks
	Minimum Days
#	Emergency Days

HOLIDAYS & RECESSES	MINIMUM DAYS	IMPORTANT DATES
Labor Day – September 4th	August 16 th – 18 th	First Day of School, August 16 th
Veteran’s Day – November 10 th	October 3 rd & 4 th	Last Day of School, June 6 th
Thanksgiving Break – November 20 th – 24 th	November 13 th – 17 th	Emergency Days (if needed)
Winter Break – December 22 nd – January 8 th	December 21 st	December 22 nd
Martin Luther King Day – January 15 th	March 12 th & 13 th	June 7 th
President’s Week – February 19 th – 23 rd	June 6 th	
Springs Break – March 29 th – April 5 th		
Memorial Day – May 27 th		
Summer Break Starts – June 7 th		