

**Laton Elementary School
& Conejo Middle School
“Home of the Ponies & Colts”**



**Student-Parent Handbook
August 2019-June 2020**

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GENERAL INFORMATION

Accident or Illness

First aid will be administered in the event of minor injuries to pupils. Attempts will be made to locate a parent or guardian for a major illness or injury; therefore, it is critical for emergency card information to be as current and accurate. If a parent, guardian, or emergency contact cannot be contacted, it may be necessary to call for emergency medical services for treatment or transportation at parent/guardian expense. If emergency transportation is needed to a medical facility, a district administrator will accompany the student and remain with him/her until a parent or guardian arrives.

Arrival at School/Beginning of Instruction

Students should not arrive at school before 7:45 A.M., as there is no supervision. Once a student arrives on campus, he/she may not leave without permission from the office. The bell/whistle will sound at 8:15 A.M. with instructional time beginning at 8:20 A.M. Any student that arrives at school after 8:20 A.M. will be considered late. Student(s) must report to the main office for a late slip before they are admitted into class.

Assignment Make Up

For excused absences, no punishment will be administered and students may make up work or exams within a reasonable period of time (five (5) instructional days). If a student is absent for any reason except those stated in the District Attendance Board Policy, his/her absence is considered unexcused. It is the responsibility of the student or parent to meet with each of their teachers to arrange for make up work. If a student is going to be absent for an extended period of time, the expectation will be for parents to make arrangements with both administration and teacher(s) at a minimum of one (1) week before the expected absence.

Associated Student Body (ASB)

The Associated Student Body is composed of every student who attends Laton Elementary School (LES) and Conejo Middle School (CMS). The purpose of the student body council is to provide guidance and support for any school related activities. These ASB student officers will be elected by their student peers.

ATTENDANCE

Attendance Policy

Class begins promptly at 8:20 A.M. for both Laton Elementary School and Conejo Middle School. The school day ends at 3:05 P.M.

The compulsory attendance laws of the State of California require children between six (6) and eighteen (18) years of age must attend school and requires verification of absence. School authorities may by law

excuse any student, grades 7-12 from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1).

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of confidential medical appointment in grades 7-12. The parent or guardian of a student who is absent should contact the school attendance office at (559) 922-4030 between 7:30 A.M. and 3:30 P.M. and give the following information:

1. Parent or guardian's name
2. Student's name
3. Reason for absence
4. Estimated date of return
5. Whether assignments are needed

If the parent or guardian has not notified the school concerning the absence, the student must bring a note from the parent explaining the reason for the absence and obtain an admit slip from the main office upon return. If the student is absent due to illness for more than two (2) days, a doctor's note is required.

The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to but not necessarily identical to the tests and assignments that the student missed during the absence.

A student must attend at least 180 minutes (or three (3) hours) throughout the school day to participate in any school-sponsored activities or to qualify for perfect attendance awards.

A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
6. Upon advance written request by the parent/guardian and the approval of the principal or designee. Justifiable personal reasons including but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats
7. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for

deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment.

8. Absences or tardiness due to unsafe weather or fog conditions (when a parent/guardian is unable to transport their students safely) are excused upon parent/guardian notification to the school.

Absences (Unexcused)

An absence is classified as unexcused when a student is absent for any part of the school day for reasons other than those listed as excused absences.

Absences (Consequences for Unexcused/Unverified Absences)

Unexcused absences and tardies that are not authorized by a parent/guardian will be subject to disciplinary action, which may include lunch time detention, in-school suspension and/or Saturday School. Administrators or designated support staff may assign these consequences. Additional outcomes are possible if a student becomes truant. Any assignments/tests missed due to an unexcused absence will ultimately impact the student's overall grade in that class/course.

Students with unexcused absences and/or a suspended student shall have the right to make up school work assigned during their suspension. The student or his/her parent shall be responsible for requesting the make up work. The student shall have a reasonable time (five (5) instructional days) to complete the assignments. (Education Code 48913)

Teacher of any class from which a student is suspended may require suspended student to complete any assignments and tests given during the suspension. (Education Code 48913)

Chronic truant means a student who has been absent from school with or without a valid excuse for 10% or more of the school days in the school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263.6 and 48291.

Students may not be allowed to attend school dances, other social functions, or extracurricular activities if the student has a regular pattern of absences or tardies or has not responded to interventions. Habitually truant students will receive a referral to a school attendance review team (SART), a probation officer, or juvenile court per school district policy and California law.

Tardies/Truancy

Any student who is late/tardy (arrives later than five (5) minutes from the start of school) to school must report to the office and check in immediately upon arrival. The office staff will fill out a note to class indicating the reason for being late or tardy. Students are tardy if they are not in their teacher-designated area when the bell rings. Students should enter classes quietly without disturbing ongoing activities.

Excused tardies must have a written note or a parent notification to the school. Unexcused or excessive tardies will result in the student being required to make up the time and assignments missed.

Consequences for being tardy:

- | | |
|--|---|
| 1. 1 st - 3 rd occurrences | Detention (Grade 6-8) /Loss of Recess (Grades K-5) |
| 2. 4+ occurrences | Saturday School (held one (1) time per month, or as needed) |

If a student is absent from school without a valid excuse for three (3) full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one (1) school year, or any combination thereof shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (Education Code 48260).

Academic Achievement Awards

Students may earn numerous awards for achievement. The following awards will be awarded at the end of the 2nd quarter and/or at the end of the 4th quarter:

Principal's List:

- 4.0 GPA (3rd-5th grade: Overall ELA, Math, Science, Social Studies)
- 4.0 GPA (6th-8th grade: Overall ELA, Math, Science, Social Studies)
- Cumulative - To be awarded at the end of the school year

Principal's Honor Roll:

- 3.6-3.9 GPA (3rd-5th grade: Overall ELA, Math, Science, Social Studies)
- 3.6-3.9 GPA (6th-8th grade: Overall ELA, Math, Science, Social Studies)
- No D's, F's or U's in citizenship
- Cumulative - To be awarded at the end of the 2nd quarter and 4th quarter

Honor Roll:

- 3.0-3.5 GPA (3rd-5th grade: Overall ELA, Math, Science, Social Studies)
- 3.0-3.5 GPA (6th-8th grade: Overall ELA, Math, Science, Social Studies)
- No D's, F's in core subjects or U's in citizenship
- Cumulative - To be awarded at the end of the 2nd quarter and 4th quarter

Other Recognition:

- Student of the Month: to include Pizza with Principal
- Character Award
- Attendance (To be awarded at the end of the 2nd quarter and 4th quarter)

Bicycles, Skateboards, & Heelys

All bicycles should be placed in the bicycle rack in front of the school and locked. Your bicycle is your responsibility. Law requires helmets. Skateboards, skates, rollerblades, or any shoes with wheels, are not allowed on campus at any time.

Bus Riders

If a student regularly rides the bus and a parent or legal guardian comes to school to pick them up, the parent must come sign out their child in the front office before the dismissal bell.

Cafeteria Services

The Laton Unified School District has a closed campus policy during the lunch period. Milk purchased for lunches brought from home or addition to what is provided is \$.50 a carton. Students that qualify for free or reduced breakfast and lunch will receive those services. The prices for the “full and reduced” prices will be as follows:

- a. Breakfast - \$2.15-Full price
- b. Lunch - \$3.15-Full price
- c. Reduced-\$.30 for breakfast/\$.40 for lunch

Applications for free and reduced-price meals will be distributed the first week of school. **It is required to return applications to the school site, as soon as possible.**

For special dietary needs, please complete the “Medical Statement To Request Special Meals And/Or Accommodations,” as soon as possible.

Conferences

Parent-teacher conferences will be held at the end of the first quarter of school. If additional contact is needed, teachers are available to meet between 3:15-3:45 P.M. Please call the office at (559) 922-4030, to make arrangements.

DRESS CODE

Dress Code

The purpose of a dress code is to promote a serious academic atmosphere and assure the physical and emotional safety of every individual. A student’s clothing and decoration should not detract from the educational process. Clothing cannot be worn at school that endorses or promotes (including but not limited to): inappropriate, vulgar language or slurs, or inappropriate images, offensive symbols used to intimidate or harass or includes hate messages or promotes violence such as guns or weapon, tobacco, alcohol or drug use, and gang symbols, signs and colors.

Outer garments shall be sufficient to conceal under garments at all times. Clothing must cover the torso, chest, belly and cleavage. See-through fabrics, halter tops, off the shoulder or low cut tops are prohibited. Tops must have straps across the shoulders (no strapless or single strap tops or dresses). Shorts and skirts must cover mid-thigh. No shirt or top shall be cut so low at the neck that any of the chest area be revealed inappropriately. Administrative discretion shall apply in unique circumstances.

Clothing must cover the torso, chest, belly, cleavage and under garments. Tops must have straps across the shoulders (no strapless or single strap tops or dresses). Shorts and skirts must cover mid-thigh.

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations.

Students are allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. In addition, the following guidelines shall apply to all regular school activities:

1. For safety reasons, students must wear appropriate safety shoes (i.e. vocational education classes, P.E. and farm work) during those class times. No shoes or boots with steel toes, and roller shoes will be allowed at school. Students are not allowed to wear backless sandals or “flip-flops” while attending school.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which display drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Suspenders are to be worn properly or not at all. Earrings shall only be worn on the ear. No oversized earrings that stretch the earlobe (commonly known as plugs) may be worn by students at school or at school related events. No jewelry should be worn that is associated with piercing other body parts. Any kind of jewelry that presents a safety hazard will be disallowed. No chains shall be worn from clothing; on/around any body parts; or person’s effect (i.e. wallets).
3. Hats, caps, and other head coverings may be worn on campus but not in classrooms during regular school hours, except as approved in advance by site administration for isolated cases. Hats or caps must be worn correctly. It is generally advisable, for students who wear hats, to place them in their locker at the beginning of the day and leave them there until the end of the school day. Hairnets, bandanas, and du rags are prohibited.
4. Gym shorts are approved apparel for Physical Education classes only. Laton High may lend students, who forget to bring appropriate P.E. attire, standardized gear. Grades for participating in a physical education class shall not be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.
5. Student grooming and appearance contributes to either a positive or negative learning climate. Laton High School encourages students to use discretion when selecting a hair color change including natural hair colors and partial sections of temporary colors.
6. Many students wear corrective glasses and contact lenses. Clear glasses must be worn indoors on campus. Contact lenses should be prescribed by a doctor with natural colors and shapes.
7. Tattoos are discouraged whether temporary or permanent. Tattoos of any kind, which in the administration’s opinion, reflect gang affiliation or promote drug, alcohol or tobacco use are prohibited to the extent such exclusion is reasonable. Students with permanent tattoos, which express gang affiliation, may be directed to cover such tattoos within reason.

8. The Board prohibits students wearing or displaying “gang attire/color”. A gang is a group of associating individuals or close friends or family with identifiable leadership and collective frequent and deliberate involvement in illegal activities and/or violations of school policies and procedures. Anything symbolic of gang affiliation is strictly forbidden and is prohibited by Laton Unified School District for safety reasons. Administrators may exercise discretion when determining whether “gang attire/color” is being displayed. The administrator will consider colors (i.e. red attire, red shoelaces), logos (i.e. bulldogs and other dogs), and quantity (i.e. solid portions of a shirt, primary portion in a pattern in pants or dress) when determining whether a student is displaying gang attire. Any Garment that is more than 50% red or blue is a violation of the gang color prohibition.
9. Pants must be of appropriate waist size and length. If waist size is so large that a belt keeps the pants from falling off, then those pants violate the dress code. Yoga pants should be accompanied by a top that covers to mid-thigh.
10. Sleepwear such as pajamas (tops and/or bottoms) and slippers are not allowed. Blankets are not allowed.
11. Belts should not exceed five (5) inches in excess length from the belt buckle. Belt buckles must be plain/solid.

Dress Code Violation Consequences:

A student who violates these standards shall be subject to disciplinary action:

1. **1st and 2nd Incident:** Parents will be called; student will be instructed to conform to the policy or sent home to change into acceptable clothing. (Students will receive lunch detention.)
3. **Repeated Incident:** Principal’s discretion

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student’s control.

The principal and staff may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

ELECTRONIC DEVICES

Cellular Phones and Electronic Devices

No student will be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

Students will be permitted to keep cellular phones in their backpack throughout the school day. However, students will only be allowed to utilize cellular phones before 7:45 A.M. and after 3:05 P.M. Cellular phones should not be visible between these times. Students who attend the After School Program must not display or use phones during the program.

Students are required to turn off cellular phones during the school day or at any other time as directed by a district employee.

Students will not create an "apparent disruption or distraction to any official school classroom schedule or planned activity related to the instructional day" by using cellular phones.

In the event a student is observed with a cellular phone in their possession and are being indifferent to district policy, the student will be subject to associated discipline for such infractions. (see consequences below)

If a cellular phone is a disruption in a classroom during the instructional day, or while the student is being transported in district vehicles, the cellular phone will be confiscated and sent to the Principal's office until a parent can pick it up.

During times of testing and any other student evaluations, teachers will request students to place cellular phones in backpacks or within a prescribed secure area which would thereby eliminate or reduce the possibility of compromised test security.

Fire drills, lockdowns and other school emergency evacuations are considered "cellular phone blackouts." During such contingencies, there will be an absolute ZERO TOLERANCE (Immediate confiscation of cellular phones).

Any use of a cellular phone to capture photographs or video imaging of students or any school faculty (including classified personnel) is prohibited and may result in severe disciplinary measures.

Electronic Device Violation Consequences:

- **First offense** - Cellular Phone will be confiscated, parent contact, recess detention, the phone will be returned to the parent/guardian at the end of the school day.
- **Second offense** - Violation will be considered defiance, a detention will be issued, and cellular phone will be confiscated and will be returned to the parent/guardian.
- **Repeated offenses** - Principal's discretion

Internet Use

The Governing Board intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. The Board desires to protect students from access to inappropriate matter on the Internet or other online services. Before using the district's online resources, each student and his/her parent/guardian shall sign and return an Internet Safety Policy specifying user obligations and responsibilities.

Laptops/Computer Use

Students will be required to attend a presentation during school hours on Digital Citizenship and Internet Safety before they can be issued a Chromebook. Prior to presentations, parents will be asked to sign the required expectation for technology usage before being issued any technology device(s)

Use of Office Telephone

The telephones located in the school office are for business only. Students will be given permission to use the office telephones **ONLY** when absolutely necessary as determined by the office staff. Students are not to use classroom telephones, except if permitted by the classroom teacher, and preferably after the school day has ended.

ENROLLMENT MINIMUM AGE OF ADMISSION

A child shall be admitted to kindergarten at the beginning of a school year, or at any later time in the same year if the child will have his or her fifth (5th) birthday before September 1, 2019. Children turning five (5) between September 2, 2019, and December 2, 2019, are eligible for Transitional Kindergarten for the 2019-2020 school year.

Admission:

When enrolling your students in school, please bring the following:

- Transfer form from previous school and/or report card, if possible
- Official birth certificate
- Proof of residency (may include recent mortgage/rental receipt or utility bill)
- Immunization Record - Parents must provide the student's immunization records to verify that the student has received the required immunizations for school entry (TB, polio, DPT, MMR, hepatitis B, varicella/documented proof of disease).
- Students entering 1st grade will need proof of a recent health screening. This is to be completed up to 18 months prior to entry into first grade or within 90 days thereafter.
- Students entering 7th grade will need proof of a TDAP and 2nd varicella, prior to entry into the 7th grade.

Extracurricular & Co-curricular Eligibility

To participate in extracurricular and co-curricular activities such as athletics, school clubs, student government, field trips (not part of the school curriculum), dances and public performances of music, dance, and speech, students must meet the following requirements for each quarter:

Conejo Middle School Eligibility:

- Maintenance of a minimum 2.0-grade point average on a 4.0 scale with no consecutive F's from the previous quarter in a core class.
- Core classes are ELA, Math, Science, Social Studies.
- Students with one "F" grade in a core class shall be placed on probation for the next quarter. While on probation, students will be allowed to participate in extracurricular and co-curricular activities and must maintain minimum progress towards graduation to meet eligibility requirements.
- Students must have fewer than five (5) detentions in the current quarter.
- Students must have no Education Code violation suspensions within the current quarter.
- Students must have all outstanding debts paid.

A student who has been suspended (including in-house suspensions) remains ineligible to participate in school activities for the current quarter.

Fingerprinting

Volunteers who work with students and accompanies teachers, certificated staff and administrators on daytime or overnight field trips must be fingerprinted through the Live Scan system with Fresno County Superintendent of Schools. A portion of the cost of the fingerprinting will be paid for by the district. Information and forms for authorization are available in the school office.

Head Lice

Identification: An active head lice infestation shall be defined as the presence of a live (crawling) louse on the student's head or facial hair. The school nurse will screen students who present with symptoms that include the presence of a moving louse and/or persistent scalp itching. Students who present with lice eggs (nits) only are not automatically presumed to have an active lice infestation and will not be considered to have a lice infestation unless a live (crawling) louse is found on the head. Every effort will be made to protect the student's privacy and maintain confidentiality. (cf. 4119.23/4219.23– Unauthorized Release of Confidential/Privileged Information)

Referral for treatment: A student with an active head lice infestation will receive a written referral requesting the parent/guardian to follow-up with an appropriate treatment at home. A student will not be referred for treatment unless at least one (1) live (crawling) louse is identified. Students will not be referred for treatment with the presence of nits only. Students may remain in school until the end of the school day. Students with active infestations must be treated before returning to school. (Education Code 48213) (cf. 5112.2 – Exclusions from Attendance) (cf. 5145.6 – Parental Notifications)

Return to School: Students can be effectively treated and returned to school with no more than one (1) day of absence. Students are considered to have been treated when no live (crawling) louse is found upon re-examination of the scalp by designated trained school personnel. The presence of nits (eggs) alone does not constitute failure to treat and is not grounds for continued exclusion from school.

Health and Wellness Policy

Laton Unified School District has a School Wellness policy (Board Policy 5030). This policy has goals related to nutrition education and physical activity as well as nutritional guidelines for foods available at school. The policy is evaluated and updated regularly to reflect the needs of the students as well as any changes that have been mandated by the State of California. A copy of this policy can be obtained from Director of Food Services, John Schiro.

Homework

At all grade levels, students are expected to do homework on a daily basis. Completed homework, which is turned into the teacher, is a factor in the student's grades. Please remember that some students will complete their work in less time while others will require more time.

- Grade K 20-60 minutes a week
- Grades 1-3 100-120 minutes per week
- Grades 4-5 120-180 minutes per week
- Grades 6-8 1 to 2 hours per subject per week

It is each student's responsibility to ask for any assignments that they may have missed due to any excused absences.

Homework – Suggestions to Parents:

1. Cooperate with the school in making homework effective.
2. Provide a suitable place for students to do homework without distractions (silence the phone, turn off the television, turn away visitors, etc.)
3. Encourage the student.
4. Be interested in what the student is doing, but *do not* do their work for them.
5. Understand what the school expects the homework to accomplish.
6. Students are required to read from their classroom assigned reading.

Instructional Materials – Damaged and/or Lost

Instructional materials are an expensive resource and each student is entitled to sufficient instructional materials by law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials (including technology equipment) in good condition, with no more wear and tear than what would usually result from normal use. Students who are provided with a Chromebook, to use for classroom instruction, must complete a Computer Use Agreement with both student and parent signatures.

When materials are lost or damaged and they are no longer usable, the student shall be issued replacement material. However, students or parents/guardians shall be responsible for payment that is equal to the current replacement cost of the materials. When materials are damaged, but still usable, an appropriate charge will be determined. **Students must have all outstanding debts paid to participate in Extracurricular & Co-curricular activities.**

Insurance Coverage for School Accidents

Laton Unified School District does not provide medical insurance coverage for school accidents, (including interscholastic sports injuries). If your child gets hurt during school activities, parents are responsible for any medical bills. Student accident insurance brochures are sent home at the beginning of each school year. They are also available for you in the school office should you decide to purchase an insurance plan for your child.

Laton Parents Club

This group of parents helps to plan and implement the school carnival, book fairs, open house, and other activities that help enhance the educational experiences of our students. We encourage you to please join the Laton Parents Club and contribute to the success of each and every child at LES/CMS!

Leaving Campus

Parents may pick up their child from school grounds during the school day, as permitted by policy, provided a parent/guardian or emergency card contact signs the student out in the front office. Please note, official court orders will always supersede parent/guardian requests. Students will not be allowed to change regularly scheduled arrangements without written or verbal notification made directly to office staff; verbal notification from student to teacher is not an acceptable means of notification. The attendance clerk will issue a dismissal slip for the time the parent is requesting the student to leave class/school.

Parents are discouraged from calling the office to make transportation arrangements within the last 30 minutes of the day. This will assist in minimizing classroom interruptions.

Medication Information

The Governing Board believes regular school attendance is critical to student learning and students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

Prescribed medication may be administered by the school nurse or other designated school personnel only when the school has received the **Laton Unified School District Medication at School** form. Written statements from both a student's physician and parent/guardian are not sufficient. Before a student is allowed to carry and self-administer prescription, auto-injectable epinephrine or prescription inhaled asthma medication during school hours, the district shall have a written statement from the student's authorized health care provider and a Medication at School form completed and signed by the student's parent/guardian. The Medication at School form is available in the school office or online.

The authorized health care provider's written statement shall clearly:

1. Identify the student
2. Identify the medication
3. Specify the method, amount and time schedules by which the medication is to be taken
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation/permission is needed for the student to be able to so.
5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number and signature of the student's authorized health care provider

When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services
3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation
4. A statement that following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan

The parent/guardian shall *annually* provide the Superintendent or designee a new written statement from himself/herself and the student's authorized health care provider. In addition, the parent/guardian should provide a new authorized health care provider statement if the medication, dosage, frequency of administration or reason for administration changes.

Parents/guardians should provide medications in a properly labeled, original container along with the authorized health care provider's instructions. For prescribed medication, the container should bear the name and telephone number of the pharmacy, the student's identification, name and phone number of the authorized health care provider, and authorized health care provider's instructions. Medications that are *not* in their original container will not be accepted or administered. Over the counter medication will only be accepted with health care provider's instructions. Medications should be delivered to the school by the parent/guardian at the beginning of the school day.

Parent/Guardian Visits to School

Parents are encouraged and welcomed to visit their child's school. All visits with either teachers or other school staff members should be by appointment. Arranged visits will assure that the instruction/teacher you want to see is available when you come. For the safety and protection of all students, visitors must first check in at the main gate and proceed to the office for a visitor's pass. Date, time and length of visits will be agreed upon by Teacher and Parent. Any exception to the above shall be at the discretion of the Principal and/or Learning Director.

Parties and Celebrations

Any type of birthday/holiday celebrations with cupcakes, cookies, etc., must be pre-arranged with the teacher and should occur only in the last 30 minutes of the school day. Any exception to the above shall be at the discretion of the Principal and/or Learning Director.

Physical Education

All students are required to participate in physical education (P.E.) unless they are physically unable to do so. A parent's note requesting an excuse from P.E. will be honored for up to three (3) days and may be renewed one time (a total of six (6) days). Beyond that time, a physician's note will be required.

Promotion Ceremonies and Activities

The Governing Board believes that middle school students deserve a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning through their lives.

To encourage high standards of student conduct and behavior, the Principal may deny a student the privilege of participating in graduation ceremonies and activities as they pertain to school rules. If a Principal can reasonably forecast a disruption from a student, the Principal may provide him/her an alternative educational graduation experience.

Before denial of the privilege, the student, and his/her parent/guardian, will be made aware of the grounds for such denial and would be given an opportunity to respond by means of a written appeal. Middle school students being promoted to high school will attend the promotion trip and ceremonies at the Principal's discretion. All Conejo Middle School students, who are in good standing, may attend the eighth-grade trip.

Conejo Middle School Promotion Ceremonies Requirements

Students must meet the following requirements in order to be able to participate in the promotion ceremonies:

- Students must have a 2.0 or higher cumulative grade point average (GPA) for all of their core classes throughout grades 6th, 7th, and 8th.
- Core classes include ELA, Math, Science, Social Studies.
- Your child can accumulate no more than 18 days of absences (10% excused or unexcused) during their 8th grade year.
- Students must have no suspensions within the current quarter in accordance with the Extracurricular & Co-curricular Eligibility requirements.
- Students must return all materials, including books, to the library. Students will also need to clear all fines owed to Laton Elementary School and Conejo Middle School prior to participating in the promotion ceremonies.

Report Cards

All report cards will be sent home with students quarterly. The school copy of the report card is to be signed and returned back to school, a parent copy will also be included for your records. Parent/teacher conferences will be held during or after our first quarter. During each quarter, progress reports are sent home with all students.

Parent communication is an extremely important aspect of your child's school success. For this reason, LES/CMS is providing you with a calendar for distribution of Report Cards and Progress Reports.

Saturday School

Saturday School is for students who have excessive tardies, unexcused absences or other disciplinary problems. The school hours are from 8:00 A.M. to 12:15 P.M. with a 15-minute break. The students are to bring enough homework to last four hours and be within dress code. An academic atmosphere is maintained under the close supervision of a certified teacher. Any student who does not appear will be assigned to repeat Saturday School with a behavior contract and/or in-school suspension for two days depending on the infraction. If a student leaves early or is sent home for any reason, NO Saturday School credit will be issued.

School Accountability Report Card

Laton Unified School District would like to inform you that the most recent School Accountability Report Card (SARC) for LES and CMS are available in the school office or on the district website, www.latonunified.org. Please note that you may find information regarding our school demographic information pertaining to all student groups including English Learners, Program Improvement, Academic Achievement, and Socio-Economic standing.

School Discipline Plan- Respect-Accountability- Courageous-Empathy (R.A.C.E.)

Respect-Accountability- Courageous-Empathy (R.A.C.E.) is a systematic approach that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment in which teaching and learning occurs.

Minimum standards for student behaviors are as follows:

1. Come to class with all your materials (School issued Chromebook, binder, paper, pencil/pen, books, student planner, and assignments).
2. Be in your assigned seat ready to work when the last bell rings.
3. Follow directions the first time they are given and raise your hand for further clarification.
4. Swearing, teasing or using obscene gestures is not allowed.
5. Keep hands, feet, and all other objects to yourself.
6. No bullying allowed at any time. Respect all individuals and public property.

School Services/Activities

1. Speech and Language: For students qualifying under federal guidelines
2. Special Education: For students qualifying under federal guidelines

3. Student Counseling: Referral through Student Study Team, School Administration or Psychologist
4. Health Services: Hearing, vision, scoliosis, and immunizations
5. Library: All students
6. State/Federal Programs: For students qualifying under federal guidelines
7. After School Program: Applications are available in the office
8. Dual Immersion Program: Applications for this program are available during Kindergarten registration (initial enrollment begins kindergarten year, space is limited)

School Supplies

Each 4th-8th grade student will receive one student planner. Students/Parents will be responsible for providing pens (black or blue only) highlighters, a ruler, and lined paper for all 6th-8th grade. Parents will be held responsible for lost or damaged district property. Students will not be allowed to have permanent colored markers on campus. Highlighters will be allowed.

Additional supplies lists are available for K-8th-grade students.

SEXUAL HARASSMENT

Administrative Regulations AR 5145.7

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

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

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

School-Level Complaint Process/Grievance Procedure:

Complaints of sexual harassment, or any behavior prohibited by the district's Non Discrimination/Harassment policy – BP 5145.3, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the Principal or Learning Director. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Principal or Learning Director, whether or not the victim files a complaint.

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

2. **Initiation of Investigation:** The Principal or Learning Director shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, and an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

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

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Principal or Learning Director shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.
4. **Investigation Process:** The Principal or Learning Director shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Principal or Learning Director shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Principal or Learning Director may take other steps such as reviewing any records,

notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

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

5. Interim Measures: The Principal or Learning Director shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. Optional Mediation: In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Principal or Learning Director may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.
7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Principal or Learning Director may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of any past instances of harassment by the alleged harasser
 - e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Principal or Learning Director may take into consideration:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
 - d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different students
8. Written Report on Findings and Follow-Up: No more than thirty (30) days after receiving the complaint, the Principal or Learning Director shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for a good cause. If an extension is

needed, the Principal or Learning Director shall notify the student who complained and explain the reasons for the extension.

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

Also, the Principal or Learning Director shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Principal or Learning Director shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy:

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

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

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

Snacks: Seeds/Gum/Hot Cheetos/ Energy Drinks

Seeds, gum, sodas, Gatorade, Hot Cheetos, Doritos (or chips with any orange/red powdery covering) and energy drinks (ex. Monster, Red Bull) are not permitted on school grounds or at school-sponsored events, except on special announced occasions, as determined by site administration. Detention will be given for each offense.

Special Education

Students will be monitored under their individualized Education Plan (IEP) by the IEP team.

DISCIPLINE OFFENSES

- **Alcohol**

The possession and/or use of alcoholic beverages on a school campus or at a school-sponsored event are prohibited.

First Offense:	One (1) to five (5) days suspension
Repeated Offense:	Five (5) or more days of suspension, pending the possible recommendation for an expulsion hearing.

- **Arson, Vandalism, Defacing School Property and Theft**

In all cases of arson, vandalism, and theft, restitution will be made by the students or legal guardian for losses or damages to school buildings, school property, or possessions of students, staff members, and visitors. All arson cases will be reported to the proper law enforcement agencies.

Any Offense:	One (1) to five (5) days suspension, pending a possible recommendation for an expulsion hearing and referral to the proper law enforcement agencies.
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- **Assault and Battery**

Assault or battery upon school personnel or other students, at any time or place related to school functions is prohibited. **The proper law enforcement agency will be contacted for all assault and battery cases.**

Any Offense:	One (1) to five (5) days suspension, pending a possible recommendation for an expulsion hearing and referral to the proper law enforcement agencies.
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- **Bullying/Hazing**

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

Any Offense:	One (1) to five (5) days suspension, pending a possible recommendation for an expulsion hearing and referral to the proper law enforcement agencies.
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- **Cheating/Plagiarism**

Cheating and plagiarism is not acceptable.

First Offense:	Parent notification and “F” grade on the assignment or test, and referral.
Repeated Offense:	One (1) day suspension and “F” grade on the assignment or test.

- **Drugs/Narcotics**

The possession, use, or sale of drugs, narcotics, drug paraphernalia, or other illegal substances is prohibited at school or a school-sponsored event. **The law enforcement authorities will be contacted in all cases.**

Any Offense: One (1) to five (5) days suspension, pending a possible recommendation for an expulsion hearing and referral to the proper law enforcement agencies.

- **Fidget Spinners**

These devices are not allowed on campus or school buses unless a note is provided by your doctor or other educational mandates.

- **Forgery**

The forging of notes, excuses, hall passes and admission slips is prohibited.

First Offense : Detention and parent contact
Repeated Offenses: One (1) to three (3) days suspension

- **Gambling**

Gambling on school grounds is prohibited.

First Offense: Detention and parent contact
Repeated Offenses: One (1) to three (3) days suspension

- **Gang Related Activities**

Teachers and administrators reserve the right to separate groups of students when their activities appear to be gang related or bullying in nature.

- **Insubordination, Defiance and Disrespect**

Any action or language displayed in an attempt to willfully defy or disrespect the authority of district personnel is prohibited.

Any Offense: Possible one (1) to five (5) days suspension

- **Minor Disagreements**

Any Offense: Consequences will be determined through R.A.C.E. standards for student behavior.

- **Profanity, Vulgarity and Pornography**

Use of profanity, vulgarity and/or possession distribution of pornographic literature on campus or at a school-sponsored event is prohibited.

Any Offense : Possible one (1) to five (5) days suspension. More serious or repeated violations could lead to a possible recommendation for an expulsion hearing.

- **Public Display of Affection**

Kissing, holding hands and inappropriate body contact will not be allowed on school campus or at school functions.

First Offense: Warning
Repeated Offenses: Detention/Referral and parent notification

- **Robbery and Extortion**

Robbery and extortion, to take possession from another person by threat of force, are prohibited. **The law enforcement authorities will be contacted in all cases.**

Any Offense: Suspension pending a recommendation for an expulsion hearing.

- **Threats on School Personnel**

Offenses of this nature will not be tolerated. **The law enforcement authorities will be contacted in all cases.**

Any Offense: One (1) to five (5) days suspension, possible recommendation for an expulsion hearing.

- **Tobacco (Smoking and Chewing)**

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine, while on campus, attending school-sponsored activities, or under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Student's possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products are also prohibited.

First Offense: One (1) to five (5) days suspension
Repeated Offenses: Suspension pending a possible recommendation for an expulsion hearing.

- **Weapons, Firecrackers and/or Explosives and Terrorists Threats**

The possession of weapons, imitation firearms, or dangerous instruments are prohibited on school campus, buses, at school-related or sponsored activities either home or away from school. This would also apply to student traveling to and from school. **The law enforcement authorities will be contacted in any valid verbal threat to students/school that would warrant action as mentioned in educational code 48900.7.**

Any Offense:

Item(s) will be confiscated and a suspension imposed pending a possible recommendation for an expulsion hearing.

CONSEQUENCES

Disciplinary Procedures for Specific Offenses

One of our objectives in education is to help each student become an effective citizen of our society through the development of self-discipline. Any behavior that interferes with the educational process cannot be disregarded. When it becomes necessary to modify student behavior, every effort will be made by Laton Elementary & Conejo Middle School to afford the student, parent, and staff member “due process” as defined by the law.

- **Searches**

The term *in loco parentis*, Latin for “in the place of a parent” refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Reasonable suspicion is a legal standard of proof in United States law that is less than probable cause, the legal standard for arrests and warrants, but more than an “inchoate and unparticularized **suspicion** or ‘hunch’”; it must be based on “specific and articulable facts.”

School officials may assume *in loco parentis and* search an individual student, his/her property or district property under his/her control with reasonable suspicion. The search may include a student’s person and areas over which the student has control including, but not limited to backpacks, desks, purses, and cellular phones or other electronic communication devices. In some cases, the law enforcement authorities will be contacted.

- **Detentions: 6th-8th grade only**

The CMS detention policy and procedures are listed below:

1. When students receive their 3rd detention, minor violation in a quarter, a phone call will be made or a letter sent to the parents from the homeroom teacher.
2. After a student has received their 5th detention, minor violation a letter will be sent home reminding parents that their child has become ineligible to attend or participate in any extracurricular activities for the remainder of the quarter.
3. Detentions will be served at scheduled detention time.
4. After ten (10) detentions/ minor violations, student will serve one day Saturday School

Detentions/minor behavior violation citations are served for a variety of reasons. Some reasons for detentions are:

1. Talking, eating, chewing gum, disturbing others during class time
2. Wasting class time / Lack of respect for others
3. Dress code violations
4. Failure to return signed report cards, progress reports, two-week letters etc.
5. Failure to attend assigned detentions
6. Tardies
7. Using inappropriate language
8. Failure to bring required materials to class, i.e. books, assignments, CMS planner
9. Failure to follow directions of school personnel

- **Break/Lunch Disciplinary Timeout (grades TK-5)**

Students with minor disciplinary issues such as breaking school or classroom rules will have their break or lunchtime recess taken away as a consequence for their misbehavior.

- **Step Referrals/Major Violation Citation (grades K-8)**

A Step Referral is reserved for serious or repeated violations of school rules. These referrals are recorded on a special form. When a student has acquired a Step Referral, the student is referred to a school administrator who conferences with the student (possible parent conference). Reaching the 5th Step of the referral process results in an automatic in-school suspension. Referrals are given for a variety of reasons. Examples: Inappropriate language, Disrespect, Defiance, Harassment, Intimidation. Parents will receive a copy of each referral to review, sign, and return to the school.

The following pages contain the disciplinary guidelines, which will be referred to when administering discipline for specific offenses. Factors such as the seriousness of the offense, the circumstances under which it occurred, and the student's past record will be considered in deciding what disciplinary action will be taken. The administration and staff reserve the right to decide what course of action will be applied and will implement **Respect-Accountability- Courageous-Empathy (R.A.C.E.)** strategies for all students.

Students suspended from school may not participate or attend any and all school sponsored activities and **are not allowed on any district campus for the duration of their suspension**. Also, the student is deemed ineligible for five (5) school days following a suspension.

SUSPENSIONS OR EXPULSIONS

Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7

Grounds for Suspension and Expulsion: Grades K-8

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m)). 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 (Education Code 48900(m))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q)). Hazing means a method of initiation or preinitiation into a student 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 student. Hazing does not include athletic events or school-sanctioned events (Education Code 48900(q))

17. Engaged in an act of bullying. (Education Code 48900 (r)) Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r)) Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of “Additional Grounds for Suspension and Expulsion: Grades 4-12,” that has any of the effects described above on a reasonable student. Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r)) Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))
18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7) A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$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. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-8

Any student in grades 4-8 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

A student in grades 4-8 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2) Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3) Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233, Penal Code 422.55)
3. Intentionally engaged in harassment, threats or intimidation against district personnel or students 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 school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

UCP Annual Notice for 2019 - 2020

LATON UNIFIED SCHOOL DISTRICT

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

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

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

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

- After School Education and Safety
- Agricultural Vocational Education
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Early Childhood Education Program Assessments
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind

Local Control Accountability Plans (including Charter Schools as described in *EC* §§ 47606.5 and 47607.3);
Migrant Education
Physical Education Instructional Minutes
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs
School Safety Plans
Special Education
State Preschool
Tobacco-Use Prevention Education

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

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

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

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

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

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

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

Name: District Office – Laton Unified School District
Address: 6259 DeWoody – P. O. Box 248 Laton, CA 93242
Phone: (559) 922-4015

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

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

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This 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 local procedures adopted under section 4621.

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

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

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

Amended June 11, 2019