

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
(Last) (First)

TEACHER NAME \_\_\_\_\_

**N.C.S. ANNUAL ACKNOWLEDGEMENT OF RIGHTS**  
Grades K-8

**PLEASE COMPLETE AND RETURN THIS FORM TO YOUR  
CHILD'S SCHOOL  
NO LATER THAN THREE WEEKS FROM THE START OF  
SCHOOL**

California law requires public school districts to annually notify the parent/guardian of each public student of a variety of parental rights. California law also requires that the parent/guardian provide school officials with written confirmation that he/she has been so notified. Therefore, you are requested to read the following Parents' Rights and Responsibilities information and return this signed form, *Acknowledgement of Rights*, to the school your son/daughter attends no later than three weeks from the start of school.

I acknowledge that I have received and reviewed the Nord Country School's Parents' Rights and Responsibility Handbook.

\_\_\_\_\_  
**Signature of Parent or Guardian** **Date**

**NORD COUNTRY SCHOOL**  
5554 California St, Chico, CA 95973  
**Kathy Dahlgren, Principal/Superintendent**

**PARENTS' RIGHTS  
AND RESPONSIBILITIES  
2019/2020**

**Nord Country School  
BOARD OF EDUCATION**

Hilary Tricerri, President  
Kristy Dailey, Vice President  
Janet Ellner, Secretary  
Todd Lewis, Treasurer  
Radley Ott

**Meetings: Last Wednesday of each month, 6:00 p.m.  
Place: Nord Country School  
Information: (530) 891-3138 or  
<http://www.nordcountryschool.org>**

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5554 California St, Chico, CA 95973  
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5554 California St, Chico, CA 95973  
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## **THE MISSION OF NORD COUNTRY SCHOOL**

The mission of Nord Country School is to educate students in a small school environment where they are in close association with caring teachers, staff, parents and community members. Students will receive a quality academic foundation based on core curriculum standards. Students will become self-motivated, life-long learners who are tolerant of differences, and cooperative with others. They will acquire the technological skills and global awareness necessary to succeed in a changing world.

### **COMPULSORY SCHOOL ATTENDANCE**

ATTENDANCE OBLIGATIONS (Cal. Educ. Code §§48200, 48400, 48980(j))

All school age children between the ages of 6 and 18 years not exempted are required by law to attend school each day during the school year except for the following reasons: illness; quarantine (under the direction of the county health officer); medical, dental, optometrical or chiropractic services (we ask that you schedule medical, dental, optometrical or chiropractic services after school or on non-school days whenever possible to limit your child's absences from school); funeral services of a member of the immediate family; jury duty; appearance in court; observance obligations of a student's religion; attendance at religious retreats (not to exceed four hours per semester); exclusion from school for health and safety reasons; employment conferences; or some other reason approved by the school principal. The only exception is when the educational needs are met through a legally acceptable alternative program. Vacations should be scheduled during non-school days. Pursuant to Cal. Educ. Code §48205, a student absent from school for one of the previously acceptable reasons shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided, and upon satisfactory completion within a reasonable period of time, shall be given full credit. A parent/guardian is obligated by law to compel the student to attend school. A parent/guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution.

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

### **BEHAVIOR EXPECTATIONS AND DISCIPLINE**

#### **CO-CURRICULAR CODE OF CONDUCT**

The district maintains a code of conduct for elected student body officers and participants in student clubs. The code of conduct includes specified disciplinary actions for theft or for using, possessing or furnishing of tobacco, alcohol or other illegal drugs.

#### **SAFE SCHOOLS**

NCS takes proactive measures to protect the safety of all our students and staff members. NCS representatives work in collaboration with local, state, and federal health, safety, and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. Plans are regularly reviewed and updated. School system personnel practice these drills on a regular basis. Actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one of three things may occur for students and families: 1) Students may be dismissed on an early dismissal schedule; 2) Schools may experience a "Code Red" lockdown. In a "Code Red" lockdown, classes may continue with all outside activities discontinued; all doors/windows locked and individual classrooms secured; or 3) Schools may experience a shelter in place for students. A shelter in place is a short-term measure used to temporarily separate people from a hazardous outdoor environment and school staff is prepared to maintain as safe and normal an environment as possible within the school. If an incident occurs at a school, we ask that parents **NOT** go directly to the school. In times of emergency, a variety of local media will be used to provide information. Parents should tune into local radio and television stations, call the district office at (530) 891-3138 or visit the district website at [www.nordcountryschool.org](http://www.nordcountryschool.org) for emergency updates. Students will not be released to parents if public safety officials have declared it is dangerous for parents to travel to the school to pick up students or the lives of persons in the school would be jeopardized in opening the outside school doors or the school is otherwise restricted by those officials. Students will be released to parents as soon as officials have determined it is safe. When students are released they will be released to parents or other individuals listed on the student's emergency form only. No student will be released to any individual who is not specifically listed on the emergency form including an older sibling. All adults

must show photo ID when picking up a student. Parents can help by giving the most accurate, up-to-date health and emergency information to the school office.

#### SKATEBOARDS, ROLLER-BLADES OR SCOOTERS

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

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

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

Each student in the district is expected to abide by all federal, state, local and school laws and regulations. Also, each student is expected to exhibit common courtesies of decency, morality, cleanliness, honesty and cooperation. Any student who fails to comply with the district's student behavior standard is subject to disciplinary action. A student is subject to school disciplinary action (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off the school campus, or (4) during, or while going to or coming from, a school-sponsored activity.

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

- a. (1) caused, attempted to cause, or threatened to cause physical injury to another person; (2) willfully used force or violence upon the person of another, except in self-defense;
- b. possessed, sold or otherwise furnished any firearm, knife, explosive (including live ammunition) or other dangerous objects unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal (**a principal shall immediately suspend any student found to be in possession of a firearm at school or at a school activity and recommend expulsion to the board**);
- c. unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind;
- d. unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind and then either sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant;
- e. committed or attempted to commit robbery or extortion;
- f. caused or attempted to cause damage to school property (including electronic files, other databases and computer information) or private property;
- g. stolen or attempted to steal school property or private property;
- h. possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this does not prohibit use or possession by a student of his or her own prescription products;
- i. committed an obscene act or engaged in habitual profanity or vulgarity;
- j. unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code (Section 11014.5);
- k. disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties;
- l. knowingly received stolen school property or private property;
- m. possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- n. committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code;

- o. harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both;
- p. unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. a pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a);
- r. committed an act or offense enumerated in Education Code Section 48915, quoted below.

Cal. Educ. Code §48900.2:

A student may be suspended or recommended for expulsion when it is determined that the student has committed sexual harassment as defined in Government Code Section 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile or offensive educational environment. (This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.) Copies of CUSD Policy 5145.7 (Appendix D) which defines sexual harassment and the grievance procedures are available at the district office. In addition, each secondary school also publishes a student discipline handbook with information specific to that school.

Cal. Educ. Code §48900.3:

In addition to the reasons specified, a student in any of grades 4 through 6, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5 of the Education Code. ("Hate violence" means any act punishable under Section 422.6, 422.7, or 422.75 of the Penal Code.)

Cal. Educ. Code §48900.4:

In addition to the grounds specified, a student enrolled in any of grades 4 to 6, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that school personnel or student or group of students by creating an intimidating or hostile educational environment.

Cal. Educ. Code §48900.7:

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

Cal. Educ. Code §48915:

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

1. Causing serious physical injury to another person.
2. Possession of any knife, explosive or other dangerous object.
3. Unlawful possession of any controlled substance.

4. Robbery or extortion.
5. Assault or battery upon any school employee.

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

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or sexual battery.
5. Possession of an explosive.

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

#### STUDENT DRESS CODE (Cal. Educ. Code §35183)

Student dress has been shown to influence behavior and the learning environment. It is expected that all students shall wear clothes that are clean, appropriate, safe and not disruptive to the teaching and learning process. Because of safety, no flip-flops are allowed at school. Tank tops must have a shoulder strap of 1", no spaghetti straps.

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

The wearing of clothing and/or adornment that advertises or otherwise promotes the use and/or abuse of alcohol, tobacco, other drugs, sexual innuendos or gang involvement is prohibited on school grounds and at school activities on or off campus.

For this reason, the Board of Education finds that regulation of student dress in general and gang-related apparel in particular is necessary to protect the health and safety of students and staff.

#### STUDENT SEARCHES

For the safety and welfare of students and personnel, and to maintain order and discipline, school administrators may physically search students and their lockers, desks, cubby holes, clothing, backpacks, purses, book bags, brief cases and other such containers, or student vehicles, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules. Dogs may be used to assist in the detection of contraband.

Searches will be reasonable in light of both age and sex of the student and the nature of the suspected infractions. Such searches may be conducted while the student (and/or effects) is/are on school grounds, under school or district supervision and/or while engaged in a school or district activity.

Reasonable suspicion searches may be conducted of a student while the student (and/or effects) is (are) on school grounds, under school or district supervision and/or while engaged in school or district activity. The products of such a search may be turned over to the proper legal authorities, including, but not limited to, the Chico Police, Butte County Sheriff, and/or utilized by the District itself for ultimate disposition and/or use as evidence. If illegal substances are found or if students refuse to cooperate, appropriate school disciplinary actions will be implemented.

Because students' lockers, desks, cubby holes and similar storage areas are the property of the District and because the control of such areas is joint as between the student and the district, these areas are subject to search at any time.

#### PARENT/GUARDIAN LIABILITY FOR PUPIL MISCONDUCT (Cal. Educ. Code §48904(a))

The parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$15,693, adjusted annually for inflation. The parent or guardian of a minor is liable for any reward, not exceeding \$15,693, adjusted annually for inflation, paid pursuant to Government Code Section 53069.5. Government Code Section 53069.5 allows local agencies to offer and pay a reward for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person. The District shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts. When the minor and parent are unable to pay for the damages, or to return the property, the school District shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student shall be released.

### CURRICULAR INFORMATION

#### AVAILABILITY OF PROSPECTUS (Cal. Educ. Code §48000)

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request.

When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

#### FAMILY LIFE INSTRUCTION (Cal. Educ. Code §§51550-51551, 51820)

The district offers family life, human growth and development and HIV/AIDS instruction at the upper elementary. All instructional materials for this instruction will be available for inspection by the public. If you do not want your student to participate in these family life units, you may notify the school by using the Acknowledgment of Rights form provided by the district.

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a School Accountability Report Card (SARC). A similar requirement is also contained in the federal No Child Left Behind Act (NCLB). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals.

#### STUDENT USE OF TECHNOLOGY (Cal. Educ. Code §§48980, 51870.5)

The district provides electronic information resources (Internet access) to students. This connection allows access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Users and account holders are expected to act in a responsible, ethical and legal manner, in accordance with Chico Unified School District's Internet Acceptable Use Procedure, the missions and purposes of the other networks used on the Internet, and all applicable state and federal laws. A copy of Policy 0440.1, Internet Acceptable Use Policy Statement, and Policy 6163.4, Student Use of Technology, are available at the school office.

Users are prohibited from accessing, posting, submitting, publishing or displaying **harmful matter\*** or material that is threatening, profane, obscene, disruptive or sexually explicit, that advocates illegal acts or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (\***Harmful matter** means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors, Penal Code 313.)



Use of computer resources is a privilege, not a right. Please refer to Policy 0440.1, Internet Acceptable Use Policy Statement (Appendix B) and Policy 6163.4, Student Use of Technology (Appendix C) available at the district office, each school office or our website @ [www.chicousd.org](http://www.chicousd.org).

#### INSTRUCTIONAL MATERIALS AND SCHOOL FACILITIES (Cal. Educ. Code §35186)

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

#### PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS (Cal. Educ. Code §35186; No Child Left Behind(NCLB))

The District has an obligation to assign properly qualified teachers to each classroom. Teacher vacancies or misassignments are prohibited.

Parents who attend schools of the District receiving Title I federal funds have the right to request and receive timely information on the professional qualifications of their children's classroom teachers and paraprofessionals (teachers' aids), including:

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

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

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

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

#### TITLE I PROGRAM (No Child Left Behind (NCLB))

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

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

#### LIMITED ENGLISH PROFICIENCY (Cal. Educ. Code §§52132, 52133, 52164.1, 52165, 52173; No Child Left Behind(NCLB))

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

## **STUDENTS WITH SPECIAL LEARNING NEEDS**

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

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

### **SPECIAL EDUCATION (Individuals with Disabilities Education Act or IDEA 2004)**

Special Education Services: "Special education" refers to specially-designed instruction, provided at no cost to the parents, to meet the unique needs of a student with a disability.

### **CHILD FIND**

A student shall be referred for special education services only after the resources of the regular education program have been considered and, where appropriate, utilized. Students with qualifying disabilities between ages 3 and 21, who cannot obtain appropriate educational benefit in the regular education programs of the District are entitled to special education services and supports in order to obtain a free and appropriate public education.

### **SPECIAL EDUCATION REFERRAL PROCESS**

Parents, teachers, administrators or other individuals who suspect that a student may require special education services may refer the student for an assessment for eligibility for special education services by contacting the principal at the student's school or the Director of Student Services at 891-3000, ext. 138. The District's written policies pertaining to assessment, including the parent's right to obtain an independent assessment and to appeal a determination by the District is available upon request.

### **LIMITED ENGLISH PROFICIENT STUDENTS (No Child Left Behind)**

The District provides to the parents of special education students who also have limited proficiency in English, information about the District's English language instruction program and its link to the English language objectives in their students' Individualized Education Programs (IEPs).

### **ALTERNATIVE ACHIEVEMENT STANDARDS**

As required by the No Child Left Behind Act, the District administers an alternate academic assessment, the California Alternate Performance Assessment (CAPA), to assess the academic achievement of some special education students. The District obtains parent permission to assess these students using the CAPA at the student's annual IEP meeting. The District also provides the parents of the students assessed using the CAPA the assessment results for their individual student.

### **PARENT COMPLAINTS**

The District has detailed procedures for handling complaints regarding special education eligibility and programs. Any parent who believes the District is in violation of federal or state law governing the identification or placement of a student entitled to or suspected of having special education needs or related issues, may file a written complaint with the school office.

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

## HEALTH AND WELFARE INFORMATION

### CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (Cal. Health & Safety Code §124085)

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

### HEALTH SCREENINGS (Cal. Educ. Code §§49452-49457)

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

### ASBESTOS MANAGEMENT (40 Code of Federal Regulations §763.93)

Chico Unified School District schools/facilities have been inspected for asbestos containing materials and "Asbestos Management Plans" have been developed for each facility in the District. A copy of the "Asbestos Management Plan" for each school in the District is available on our website @ [http://www.chicousd.org/\\_\\_dept/business/maintenance\\_operations/Asbestos/index.html](http://www.chicousd.org/__dept/business/maintenance_operations/Asbestos/index.html) or the District Corporation Yard, 2455 Carmichael Drive. As required by law, surveillance of all facilities in the District will be completed every six months.

### CHILD ABUSE (Cal. Penal Code §11166, 11172)

When a teacher, administrator or other employee in the district is told by a student, observes, or reasonably suspects that a student has been physically, mentally or sexually abused, that person is REQUIRED by California law to immediately file a verbal report with the police, sheriff, probation, welfare department or the Children's Services office. A follow-up written report must also be filed within 36 hours. The name of the person required to file the report shall be confidential. When Children's Services follows up on a referral, they may talk to your child without first calling for parental permission, as they are acting on an investigative official capacity.

### MEGAN'S LAW (Cal. Penal Code §290.4)

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

### IMMUNIZATION REQUIREMENTS AND PREVENTION AND CONTROL OF COMMUNICABLE DISEASES (Cal. Educ. Code §49403)

Each student must have received all immunizations required by the State of California to qualify for school enrollment. The district is responsible for maintaining records to ensure that all students have met these requirements.

The district shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children.

In cooperation with parents, physicians and/or the Health Department, the district will communicate any immunization needs to you. Failing to comply with the immunization requirements will result in your child being excluded from school and being sent home and not permitted to return until the immunization requirements have been met.

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

### HEAD LICE

NCS is committed to minimizing the spread of head lice within our school community while promoting students' participation in the educational process. Students found to have head lice are excluded from school until such time as school staff certify that the student is free of lice. NCS staff work with parents and students to enhance knowledge of prevention and treatment activities regarding the control of head lice.

#### SUN PROTECTION (Cal. Educ. Code §35183.5)

The District allows students to utilize sun-protective clothing and sunscreen during the school day.

#### MEDICAL SERVICE AND EMERGENCY DATA CARD

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

If district personnel request consultative services for a student, N. T. Enloe Memorial Hospital will provide these services free of charge to the district, twenty-four hours a day, seven days a week. If other than consultative services (i.e., transportation or other medical services) are needed by a student, hospital representatives will deliver the needed services and parents/guardians will be charged accordingly.

#### MEDICAL AND HOSPITAL SERVICES RELATED TO SCHOOL ATTENDANCE, ACTIVITIES, OR EVENTS (Cal. Educ. Code §§49470-49474)

The District does not provide insurance or medical or dental services, including ambulance service, to pupils injured at school or school-sponsored events, including athletic activities, or while being transported in connection with school events or activities.

#### MEDICATION ON AN ONGOING BASIS (Cal. Educ. Code §§49423, 49480)

The parent or legal guardian of any student on continuing medication for a non-temporary condition shall inform the school nurse or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the parent's or guardian's consent, the 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 signs and symptoms of adverse side effects, omission or overdose.

#### MEDICATION DURING THE SCHOOL DAY (Cal. Educ. Code §§49423, 49480)

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

#### PESTICIDE USE (Cal. Educ. Code §§17612, 48980.3)

On September 27, 2000, Governor Gray Davis signed AB 2260, the Healthy Schools Act (Education Code Sections 17608, et seq.), which encourages school districts to act responsibly in applying pesticides and to consider alternative methods, beside pesticides, in controlling routine pests such as weeds and insects.

One of the requirements of the Healthy Schools Act is that all school districts must annually provide to all parents, guardians, and staff members, a list of all anticipated pesticides to be applied for the year. The list is as follows:

<b>Product</b>	<b>Active Ingredients</b>	<b>Purpose</b>
Catalyst	Propetamphos, methylethyl, ethylamino, methoxyphosphinothiohyl, butenoate	Ants/roaches
Delta Dust	Deltamethrin	Ants/roaches
Demon EC	Cypermethrin, trimethylbenzene	Ants/roaches

Dragnet SFR	Permethrin	Ants/roaches/spiders
Eaton's Bait Blocks	Diphenulacety, indandione, diphacinone	Mice/rats
Gencor	5E Hydroprene, methyl, dodecadiendate	Roaches (growth inhibitor)
Invader HPX 20	Proxur, carbon dioside	Ants/roaches
Merit 75 WP	Imidacloprid, 1-[(6-Chloro-3-pyridinyl)methyl]-N-nitro-2-imidazolidinimine	For foliar and systemic insect control
Premise Gel Portable Termite Solution	1-((6-chloro-3-pyridinyl)methyl)-N-nitro 2-imidazolidinimine	Termite control
Roundup Pro	Glyphosate	Weeds (growth inhibitor)
Wasp & Hornet Killer Plus	Petroleum distillate, tetramethrin, carbon dioxide	Wasps/hornets

\*There will be no pesticide applications during regular school hours, unless the presence of that pest is deemed more dangerous than the treatment.

\*\*This list is in compliance with the Healthy Schools Act, which requires that all parents and staff be informed, on an annual basis, of the pesticides that may be applied on their school campus for the year. Therefore, the reader of this list should not draw any conclusions about actual pesticide application in the District. Because the NCS adheres to an IPM policy, or reduced pesticide approach to pest control, actual applications of any of the above pesticides will vary from site to site depending on the situation. Each school site will have a record of any and all pesticide applications. This record is viewable to the public, upon request, at the school office. Also, in accordance with AB 2260, every recipient of this handbook is allowed to register with the NCS, in order to receive notification of any pesticide application at your child's school site 72 hours prior to the application. As a registered parent, you will receive the product's active ingredient and the intended application date. If you would like to register with the NCS, please send a letter requesting notification which includes your name, your student's school of attendance and your home address.

NCS conforms to the principles of integrated pest management, which includes the suppression and control of pests through cultural, prevention, exclusion and sanitation measures while only utilizing pesticides in an extremely minimal and safe manner. For more information on pesticides, check the website of the California Department of Pesticide Regulation at: <http://www.cdpr.ca.gov>. Even if you do not intend to register for notification of pesticide application, you are invited at anytime to look at the records maintained in the school site office of any pesticides applied on your child's campus. In compliance with the Healthy Schools Act, this information is available to the public and the records for each pesticide application must be kept for four years. AB 2260 also requires that we post a "warning" sign 24 hours prior to a pesticide application and that this sign remain posted for 72 hours after the application. The sign will be visibly displayed in the area of the pesticide treatment. NCS is confident that we are doing everything possible to control pests in a safe and effective manner, while avoiding any health risks to our students, staff and visitors. The Healthy Schools Act supports ensuring that you are kept informed of any pesticide applied at your child's school site.

#### DRUG FREE CAMPUSES

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

#### PROHIBITION OF TOBACCO ON CAMPUS (Cal. Educ. Code §48901)

All individuals, including students, staff, and community members are prohibited from using tobacco products on district property, including vehicles, buildings, parking areas, grounds, and at District events.

#### INJURIOUS OBJECTS (Cal. Educ. Code §49332)

The parent or guardian of a pupil from whom an injurious object has been taken may be notified by school personnel of the taking.

## **PARENT INVOLVEMENT**

### **PARENT INVOLVEMENT (Cal. Educ. Code §51100)**

Parents are encouraged to be involved in their children's education. Each school includes in its school based coordinated plan a parent involvement component that provides parents with opportunities to be involved in information and training sessions to: support their child's academic efforts at school and home; help parents develop parenting skills; build consistent and effective home-school communications; and integrate parent involvement programs into the school plan. Parent volunteers are a valued addition to the educational program. Volunteers are required to check in at the office before proceeding to a classroom. A copy of Board Policy 6020, Parent Involvement, (Appendix A) is available at the school office.

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

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

### **NOTIFICATION REGARDING SCHOOL PERFORMANCE (No Child Left Behind (NCLB))**

The District makes available to parents, schools and the public an annual report card with a variety of information regarding the performance of the District's schools under NCLB. This information includes, by way of illustration and not limitation: information regarding yearly progress of the school, overall student achievement, graduation rates, and teacher qualifications. The school's Annual report card can be found on it's website [www.nordcountryschool.org](http://www.nordcountryschool.org).

### **OUTREACH TO PARENTS OF LIMITED ENGLISH PROFICIENT STUDENTS (No Child Left Behind (NCLB))**

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

### **VISITS TO CAMPUS (Cal. Educ. Code §32111, 32212)**

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

### **PARENTS IN THE CLASSROOM (Cal. Educ. Code §51100)**

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

## **RIGHTS INFORMATION**

### **UNIFORM COMPLAINT PROCEDURE (Cal. Educ. Code §§35146, 35160.5, Cal. Govt. Code §§950-950.8, 54957-54957.8, Title 5 CCR §§3080, 4600-4671**

NCS recognizes that the district has primary responsibility for ensuring compliance with state and federal laws and regulations governing complaints about specified district educational programs. Those programs are:

- Child Care and Development Programs
- Child Nutrition Programs
- Consolidated Categorical Aid Programs
- Migrant Education
- Section 504
- Special Education Programs
- Vocational Education

NCS will receive and investigate complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, sexual orientation, gender, race, ancestry, national origin, color, or physical or mental disability in any program or activity conducted by the district which is funded directly by, or that receives or benefits from, any state financial assistance. The district shall investigate and seek to resolve complaints at the local level and shall follow uniform complaint procedures when addressing such complaints.

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

### **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

### **Step 2: Mediation**

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

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

#### **Step 4: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

#### **Step 5: Final Written Decision**

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### **Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE



The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

#### COMPLAINTS BY CITIZENS REGARDING NCS PERSONNEL AND OPERATIONS

The NCS Board believes that positive relationships between NCS employees and citizens are essential to the successful operations of schools. The Board encourages complainants to resolve problems early and informally whenever possible with the staff member personally. If a problem remains unresolved, the individual should submit a formal written complaint with the supervisor of the employee in accordance with appropriate district procedures.

#### DISCRIMINATION AND HARASSMENT-FREE ENVIRONMENT (Cal. Educ. Code §221.5)

We continue to work together as an organization to create and maintain a discrimination, harassment, and retaliation-free environment for our students and staff. A discrimination-free school environment is based on each student's self respect, as well as their respect for others with whom they come in contact during the course of their school day. It is our goal to have an environment where each student feels safe and protected; in order to accomplish this, we need everyone's participation. We want our students to be able to focus on the positive aspects of learning.

For information regarding the manner in which complaints of discrimination and harassment may be filed externally and the appropriate time frame in which to file a complaint, you may also contact the Office for Civil Rights.

We take matters of discrimination and harassment in our schools seriously. It is our expectation that you will also take it seriously and will assist us when interacting with your child. We can achieve our goal of a discrimination and harassment-free learning environment by working together.

#### HATE BEHAVIOR AND HATE CRIMES (Cal. Educ. Code §§233, 233.5)

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

#### NONDISCRIMINATION: RIGHT TO EDUCATION (Cal. Educ. Code §221.5, Section 504)

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

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

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

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

#### REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY (Americans with Disabilities Act (ADA), Rehabilitation Act of 1973)

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the NCS may request assistance by contacting the principal.

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

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

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

#### THE NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS (Cal. Educ. Code §49510, et seq.)

The National School Lunch and Breakfast Programs are federally funded programs that assist schools and other agencies in providing nutritious meals to children at reasonable prices. Applications for Free/Reduced Priced meals must be filled out every school year. Applications can be obtained by calling the Nutrition Services Office at 891-3138 at any time during the school year.

#### RELIGIOUS ACTIVITIES (Cal. Educ. Code §46014)

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

**STUDENT RECORDS AND RELEASE OF STUDENT DIRECTORY INFORMATION (Cal. Educ. Code §§49060-49708; 20 U.S.C. §1239g, et seq.; Title 24 Code of Federal Regulations, Part 99, et seq.)** Each school maintains student records (permanent, interim and permitted). Most records are under the supervision of the school principal and are located at the school; however, some psychological records are under the supervision of the Director of Pupil Personnel Services and are located at the District Office. If you (the legal custodial parent or legal guardian) disagree with the content of your student's records, you may question the content of those records and request that the school principal.

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

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

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

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

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

1. name,
2. address,
3. telephone number,
4. electronic mail address,
5. photograph,
6. date and place of birth,
7. major field of study,
8. participation in officially recognized activities and sports,
9. weight and height of athletic team members,
10. dates of attendance,
11. degrees and awards received,
12. most recent previous school attended.

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

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

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

The Board of Education believes that personal information concerning students and their families should be kept private in accordance with the law.

#### TRANSPORTATION

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

### TESTING

#### STATE TESTING PROGRAM - PUPIL EXEMPTIONS

All students in grades 2-6 are required to participate in the state Standardized Testing and Reporting Program (STAR). Standardized tests are administered annually in the areas of reading, language skills and mathematics. In addition, students in grades 5 are tested in science. Students with significant cognitive disabilities will take the California Alternative Performance Assessment (CAPA).

A parent or guardian may submit to the school a written request to excuse his/her child from any or all parts of any test provided pursuant to Education Code section 60640. The parent or guardian must initiate the requests and the school district and its employees shall not solicit or encourage any written request on behalf of any child.

#### CALIFORNIA ASSESSMENT SYSTEM

The following tests will be administered during the 2009-2010 school year:

- STAR – Standardized Testing and Reporting Program – Grades 2 through 6

- California Standards Tests
  - English Language Arts
  - Mathematics
  - Written Composition – Grades 4 and 6 only
  - Science – Grade 5 only
- California Modified Assessment – determined by IEP team
- CAPA – California Alternative Performance Assessment – for severely disabled students only
- California English Language Development Test – English learners only – Grades K-12
- Physical Fitness Tests – Grades 5 only

**REPORTING STANDARDIZED TEST SCORES TO PARENTS (Cal. Educ. Code §§33031, 60605(g)-(h) and 60641)**

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

**APPENDIX A PARENT INVOLVEMENT**

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

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

**Title I Schools**

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

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

The principal shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations.

The principal shall ensure that the school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

**APPENDIX B INTERNET ACCEPTABLE USE POLICY STATEMENT**

The district provides electronic information resources to students and staff. It is our mission to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The Board of Education supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and reasonable manner.

**Safety Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic information. Internet safety measures shall be implemented that address the following, within technical and budgetary constraints (or limitations):

- Controlling access by students to inappropriate matter on the Internet and World Wide Web;
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of electronic communication;
- Preventing unauthorized access, including “hacking” and other unlawful activities by students online;

- Unauthorized disclosure, use and dissemination of personal information regarding students; and
- Restricting students' access to materials harmful to them.

District procedures shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the internet, e-mail, and other district technology resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

## **APPENDIX C STUDENT USE OF TECHNOLOGY**

The Board of Education 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 principal or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities.

### **On-Line Services/Internet Access**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The principal or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

The student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

In order to help ensure that the district adapts to changing technologies and circumstances, the principal or designee shall regularly review this policy, the accompanying administrative regulation and other procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy regarding access by students to the Internet and on-line sites. (Education Code 48980)

### **On-Line/Internet Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board of Education policy and the district's Acceptable Use Agreement.

1. Students shall use the district's system responsibly and primarily for educational purposes.

2. Students shall not access, post on internal or external sites, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)

3. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
4. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
5. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
6. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
7. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
8. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

The principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Agreement. The decision of the principal or designee shall be final. Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.

The following uses of the district system are considered unacceptable:

1. Personal Safety (**Personal safety restrictions are for students only.**)

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, photographs, school address, work address, etc.
- b. Users will not agree to meet with someone they have met online without their parent's/guardian's approval and participation.
- c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- d. Student Photographs:
  - K-6: Parent/guardians may notify the site principal if they object to the publishing of individual or group photographs, where their student is not identified. If schools wish to publish photos with student identification, parent/guardian permission is required.
  - 7-12: Parent/guardians may notify the site principal if they do NOT wish to have photographs of their students published, whether or not the student can be identified.

2. Illegal Activities

- a. Users will not 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 access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.

3. System Security

- a. Users are responsible for the use of their individual account(s) and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems,
- c. Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures.

d. The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

#### 4. Inappropriate Language

a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.

d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 5. Respect for Privacy

a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.

b. Users will not post private information about another person.

#### 6. Respecting Resource Limits

a. Users will use the system only for educational and professional or career development activities, and limited personal research and exploration activities.

b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used. Large downloaded files should be immediately erased from shared resources.

c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their email quota.

e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

#### 7. Plagiarism and Copyright Infringement

a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. (Refer to CUSD Board Policy # 6162.6 for complete policy on use of copyrighted material.)

#### 8. Inappropriate Access to Material

a. Users will not use the district system to access material that is profane, vulgar or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent/guardian. District employees may access the above material only in the context of legitimate research.

b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by his/her school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy/Procedure. The student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

## **APPENDIX D                      SEXUAL HARASSMENT**

The Board of Education is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

### **Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

### **Complaint Process**

Any student who feels that he/she 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.

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 nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall refer the matter to law enforcement authorities, where required.

### **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action. For students in grades 4 through 6, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

### **Record-Keeping**

The District shall maintain a record of all reported cases of sexual harassment to enable the school site to address and prevent repetitive harassing behavior in its schools.

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

## **APPENDIX E UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)



Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the principal or designee shall initiate that process. The principal or designee shall ensure that the results are consistent with state and federal laws and regulations.

**NORD COUNTRY SCHOOL**  
5554 California St, Chico, CA 95973

**Complaint Form**

Date \_\_\_\_\_

**Complaint Definition:** A complaint is a written statement, signed and verified by a citizen complainant on forms provided by the school. The complaint challenges a specific operation, program, employee of the school district, or issues of discrimination.

**Statement of Complaint:** (Please check one)

- District Operation     District Program     Personnel     Unlawful Discrimination

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**Complaint submitted to:**

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Complaint filed by:**

Signature: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**NORD COUNTRY SCHOOL**  
5554 California St, Chico, CA 95973

## **NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS COMPLAINT RIGHTS**

Parents, Guardians, Pupils and Teachers:

Pursuant to California **Education Code Section 35186** you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both to use in class and take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year, or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12<sup>th</sup> grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, or the California Department of Education's website (<http://www.cde.ca.gov/re/cp/uc/>).