Dear Parent/Guardian:

State law requires school districts and the county office of education ("county office") to provide annual notice to parents/guardians of certain rights and responsibilities. Parents/guardians are required to acknowledge receipt of this notice by signing and returning the receipt and acknowledgment (Part I of Form A) to your school district or county office program.

CURRICULUM AND INSTRUCTION

Instructional Materials:
All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent/guardian in a reasonable time frame or in accordance with school district or county office policies or procedures. Education Code §§ 49091.10(a); 51101(a)(8).

Observation:
Upon written request, a parent/guardian has the right to observe instruction and other school activities that involve his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§ 49091.10(b); 51101(a)(l).

Beliefs:
A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. No pupil shall be relieved of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

Curriculum:
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. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§ 49091.14; 49063{k).

Animal Dissection:
A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Education Code §§ 32255-32255.6, 48980(a).

Sexual Health and HIV Prevention Education:
The Healthy Youth Act ("Act") authorizes a school district or county office to provide comprehensive sexual health education and HIV prevention education to all pupils in grades 7 to 12. Education Code §§ 51933 et seq., 48980(a).

- Written and audio visual educational materials used in comprehensive sexual health education and HIV prevention education will be made available for your inspection. Education Code § 51938.
- You will be notified whether the comprehensive sexual health education or HIV prevention education will be taught by school district/county office personnel or by outside consultants. Education Code § 51938.
- You may request a copy of the Act from the school district or county office. Education Code § 51938.
- You may request in writing that your child be excused from comprehensive sexual health education and HIV prevention education. (Fill out Part II of Form A to make a request.) Education Code § 51938.

Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:
No pupil will be given any test, questionnaire, survey, or examination containing questions about a pupil's, or his/her parents'/guardians' beliefs or practices relating to sex, family life, morality, or religion, unless his/her parent/guardian provides prior written permission. Parents/guardians of all pupils in grades 7 to 12, will be given the opportunity to review any test, questionnaire, or survey about a pupil's attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that his/her pupil not participate. Education Code §§ 51513, 51938, 51939.
Minimum Days and Staff Development:
Attached to this notice is the calendar for the school year which includes the current schedule of any minimum days or pupil-free staff development days. Parents/guardians will be notified during the school year of any additional minimum days and pupil-free staff development days not later than one month before the scheduled minimum or pupil-free day. Education Code § 48980(c).

PUPIL BEHAVIOR AND DISCIPLINE

Sexual Harassment:
The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that he/she is being discriminated against or harassed should immediately contact their principal or designee so that he/she can address the situation. A written complaint may be filed in accordance with the district or county office’s Uniform Complaint Procedures. Written complaint procedures are available at all school sites. A copy of the school district or county office’s written policy on sexual harassment, as it pertains to pupils, is attached to this notice. Education Code §§ 48980(f), 212.5, 231.5; 5 C.C.R. § 4917.

Evaluations:
A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent/guardian. Education Code § 49091.12(c).

Unexcused Absence:
Parents/guardians will be notified in a timely manner if their child is absent from school without permission. Education Code § 51101(a)(4).

Truancy:
Upon your child’s initial classification as a truant, you will be notified of the following:
- That your child is truant.
- That you are obligated to compel the attendance of your child at school.
- That you may be guilty of a criminal infraction and subject to prosecution if you fail to meet this obligation.
- That alternative educational programs are available in the district.
- That you have the right to meet with appropriate school personnel to discuss solutions to your child’s truancy.
- That your child may be subject to arrest or temporary custody.
- That your child (if 13 to 17 years of age) may be subject to suspension, restriction, or delay of his/her driving privilege.
- That it may be recommended that you accompany your child to school and attend classes with him/her for one day.

Education Code § 48260.5.

Chronic Truancy:
The parent/guardian of any pupil in grades 1 through 8 who is found to be a “chronic truant” may be found guilty of a misdemeanor. Education Code § 48263.6; Penal Code § 270.1.

Pupil Discipline Rules:
A copy of the school’s pupil discipline rules may be obtained by contacting the principal or his/her designee. The parent/guardian of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in the class of his or her child or ward. Education Code §§ 35291, 48980(a), 48900.1.

PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT

Fingerprint Policy:
Information concerning the school district or the county office’s pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§ 32390, 48980(e).

Confidential Medical Services:
Pupils enrolled in grades 7 through 12 may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the pupil’s parent. Education Code § 46010.1.
Pupil Immunization:
No student shall be admitted to school until the student is immunized as required by law. The district may permit a licensed physician and surgeon, or other health care practitioner who is acting under the direction of a supervision physician or surgeon, to administer an immunizing agent to a student whose parent or guardian has consented in writing to the administration of such immunization agent. When there is good cause to believe that a student has been exposed to a communicable disease and his or her documentary proof of immunization status does not show proof of immunization against that disease, the student may be temporarily excluded from school until the local health officer is satisfied the student is no longer at risk of developing or transmitting the disease.

If a parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements. Any child with a medical exemption authorized prior to January 1, 2020, shall be allowed continued enrollment until he/she enrolls in the next grade span. "Grade span" means (1) from birth through preschool; (2) transitional kindergarten through 6th grade; and (3) grades 7 through 12. Commencing July 1, 2021, a student may not be unconditionally admitted or readmitted, or admitted/advance to the seventh grade, unless he/she has been immunized or files a medical exemption that is compliant with a required statewide form.

Effective January 1, 2016, the California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A student who, prior to January 1, 2016, submitted a letter or affidavit on file with his/her school stating beliefs opposed to immunization shall be allowed enrollment until the student enrolls in the next grade span. "Grade span" means (1) from birth through preschool; (2) transitional kindergarten through 6th grade; and (3) grades 7 through 12.

Health and Safety Code §§ 120335, 120370; Education Code §§ 48216, 48980(a), 49403.

Physical Examinations:
A child may be excluded from physical examination whenever a parent/guardian files a written statement with the school that they will not consent to a physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§ 48980(a), 49450 – 49455.

State law requires that for each child enrolled in the first grade, the parent/guardian must present within 90 days after entrance, a certificate, signed by a physician, verifying that the child has received appropriate health screening and evaluation including a physical examination within the last 18 months. A parent/guardian may file with the school district a written objection or waiver stating the reasons why he or she was unable to obtain such services. Free health screening is available for low income children for up to 18 months prior to entry into 1st grade. Parents/guardians are encouraged to obtain required health screenings simultaneously with required immunizations. Health and Safety Code §§ 124085, 124105.

Psychological Testing:
A parent/guardian has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Education Code § 51101(a)(13).

Pupil Medication:
Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician or surgeon or physician assistant, as specified by law, detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the pupil’s parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant’s instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician or surgeon or physician assistant, as specified by law, that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil’s parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§ 48980(a), 49423, 49423.1.

Continuing Medication:
A parent/guardian of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent/guardian consent, the school
nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. Education Code § 49480.

Pupil Insurance:
The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting the school principal. Education Code §§ 48980(a), 49472.

Emergency Medical Care:
All pupils must have an emergency information card filled out and signed by the parent/guardian at the beginning of the school year. If your child is ill or injured during regular school hours and, requires reasonable medical treatment, and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Education Code §§ 49407; 49408.

Pupil Safety:
A parent/guardian has the right to have a safe and supportive learning environment for his/her child. Education Code § 51101(a)(7).

Unsafe School Choice Option:
Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school must be allowed to attend a safe public school. 5 C.C.R. §§ 11992, 11993; 20 U.S.C. § 7912.

Tobacco-Free Campus:
Check with the school office for the policy, if any, regarding the prohibition against the use of tobacco products at any time on or in district or county office property, buildings, or vehicles. Health and Safety Code § 104420.

Sun Protective Clothing/Sunscreen:
Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician’s note or prescription but school personnel are not required to assist pupils in applying sunscreen. Education Code § 35183.5.

Oral Health Assessment:
Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Education Code § 49452.8.

PUPIL PERFORMANCE AND EVALUATION

School Accountability Report Card:
A copy of the school district and county office’s accountability report card may be obtained from the school upon request. Education Code § 35256.

Parent Meeting with Teacher and Principal:
Upon reasonable notice, a parent/guardian has the right to meet with his/her child’s teacher(s) and principal. Education Code § 51101(a)(2).

Parent Notification:
A parent/guardian has the right to be notified concerning their child’s classroom and standardized test performances, when their child has been identified as at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Education Code §§ 48070.5, 51101(a)(5), (9), (12), (16).

Academic Expectations:
A parent/guardian has the right to be informed of the academic expectations of his/her child. Education Code § 51101(a)(11).
College Admission Requirements and Career Technical Information:
School districts offering any of grades 9-12 shall provide the following brief explanation of college admission requirements, a brief description of career technical education, and information about how pupils may meet with school counselors to help them select courses to meet college admission requirements and/or enroll in career technical education courses.

1. College Admission Requirements (A-G Requirements) for California State University (CSU) and University of California (UC)

Additional information about admission requirements for the CSU system can be found at www.csumentor.edu/planning/high_school. Additional information about admission requirements for the UC system can be found at www.universityofcalifornia.edu/admissions. Additional information about course offerings can be found in the high school student handbook.

   a. History or Social Science – 2 years
   b. English – 4 years
   c. Math – 3 years (UC recommends 4 years)
   d. Laboratory Science – 2 years (UC recommends 3 years)
   e. Language Other Than English – 2 years (UC recommends 3 years)
   f. Visual and Performing Arts – 1 year
   g. College Preparatory Elective – 1 year

2. Career Technical Education (CTE):
Career technical education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Additional information regarding career technical education can be found at http://www.cde.ca.gov/ci/ct/.

3. Counseling Services
High school counselors are available to meet with parents and students to assist in selecting courses that meet college admission requirements, enroll in CTE, or both. If you would like to schedule an appointment with a counselor, contact the counseling department.

Education Code §§ 48980(k), 51229.

Advanced Placement Examination:
Pupils enrolled in at least one Advanced Placement class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of advanced placement examination fees. Pupils should contact a counselor or other administrator at his/her school for eligibility information. Education Code §§ 48980(j), 52240 et seq.

California Assessment of Student Performance and Progress:
Commencing with the 2014-2015 school year, the California Assessment of Student Performance and Progress System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three through eight and eleven and alternate assessments in English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities. The CST for science is required for all students in grades five, eight and ten unless the student’s IEP indicates administration of the CMA or CAPA. An optional, standards based test in Spanish for reading/language arts in grades two through eleven for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months may be administered at District discretion. A parent or guardian may make a written request to excuse his or her child from any or all parts of the assessment. Education Code §§ 60640, 60615, 5 C.C.R. § 852.

PUPIL RECORDS

Pupil Records Access:
Parents/guardians have the right to access school records of their child, and to question, and receive a response from the school regarding items on their child’s record that a parent/guardian feels is inaccurate, misleading, or is an invasion of their child’s privacy. Education Code §§ 51101(a)(10), (15), 49063(f); 49069.7.
Notification of Privacy Rights of Pupils:
Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents/guardians. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to: (1) Parents/guardians of a student age 17 or younger; and (2) Students age 18 or older, or students who are attending an institution of postsecondary instruction ("adult student"). In addition, parents/guardians of a student age 18 or older who is dependent for tax purposes, students age 16 or older or who have completed the 10th grade, and students age 14 or older who are both a "homeless child or youth" and an "unaccompanied youth" as defined in the McKinney-Vento Homeless Assistance Act ("eligible student"), must be permitted access to those particular pupil records relevant to the legitimate educational interest of the requester.

Parents/guardians, or an adult or eligible student, may review individual records by making a request to the principal. The principal will provide explanations and interpretations if requested.

In addition, a parent/guardian, adult or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records are available through the principal of their child's school or his/her designee. Parents/guardians may contact their child's school to review the log listing those who have requested or received information from their child's pupil records. Access to a pupil's records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent/guardian or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents/guardians may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards achieved, and the most recent previous public or private school attended by the student, may be released to certain specified agencies. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and the district will not release such information without parental consent or a court order.

Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. (Fill out Part III of Form A to make a request.) If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Directory information will not be released regarding a student identified as a "homeless child or youth" as defined in the McKinney-Vento Homeless Assistance Act, unless a parent or student accorded parental rights has provided prior written consent that the directory information may be released.


Disclosure of Student Information Pursuant to Court Order or Subpoena:
Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent/guardian in advance of disclosing student information pursuant to a lawfully issued subpoena, and in the case of compliance with a court order, if lawfully possible within the requirements of the order. Education Code § 49077.
ATTENDANCE, TEMPORARY INSTRUCTION AND ENROLLMENT

Excused Absences:
No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic service rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family as defined in the Education Code, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the services are conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats which shall not exceed four (4) hours per semester, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

A pupil with an excused absence 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 therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Education Code §§ 48980(a), (l), 48205; Elections Code § 12302.

Absence for Religious Exercises/Instruction:
With parent/guardian written consent, a student may be excused from school in order to participate in religious exercises or instruction consistent with the limitations specified in Education Code section 46014 provided the district's Board has adopted a resolution permitting such absence and has adopted regulations governing such absences and the reporting thereof. Education Code §§ 46014, 48980(a).

Attendance Options:
California law gives parents/guardians the right to receive notification of all existing statutory attendance options and local attendance options available in the school district, including options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis.

Parents/guardians may contact their student's school or district of residence for more information about the available statutory and local attendance options, including information regarding application procedures for alternative attendance areas or programs and district application form(s) for requesting a change of attendance, and for information regarding the appeals process, if any, when a change of attendance is denied.

Education Code § 48980(g).

Individual Instruction:
Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil
with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is
enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the
pupil is deemed to reside, or individual instruction in a hospital or other residential health facility, excluding state hospitals, provided
by the school district in which the hospital or other residential health facility is located. Education Code §§ 48206.3; 48980(b).

Residence When Hospitalized:
Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential
health facility, excluding a state hospital, which is located outside of the school district in which the pupil’s parent/guardian resides
shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital
is located. It shall be the primary responsibility of the parent/guardian of a pupil with temporary disability to notify the school
district in which the pupil is deemed to reside of the pupil’s presence in a qualifying hospital. Education Code §§ 48207, 48208,
48980(a).

Residence Based on Parent/Guardian Employment:
A pupil complies with the residency requirements for school attendance in a school district, if the pupil’s parent or guardian resides
outside the boundaries of that school district but is employed and lives with the pupil at the place of his/her employment within the
boundaries of the school district for a minimum of 3 days during the school week. Education Code § 48204(a)(7).

A pupil may also be deemed a pupil having complied with the residency requirements for school attendance in a school district if at
least one parent/guardian is physically employed within the boundaries of that district for a minimum of 10 hours during the school
week. Education Code § 48204(b).

Students of Active Military Parent/Guardian:
A child shall be deemed to meet residency requirements for school attendance in a school district, if he or she is a student whose
parent/guardian is transferred, or is pending transfer to a military installation within the state while on active military duty pursuant
to an official military order, and the student’s parent/guardian has provided proof of residence in the school district within 10 days
after the published arrival date provided on official documentation. Education Code § 48204.3

Pupil of California Resident Parents Departed State Against their Will:
A pupil complies with the residency requirements for school attendance in a school district if his/her parent(s)/guardian(s) were
residents of the state but departed against their will, and the pupil seeks admission to a school of a school district, if certain
requirements are met. Education Code § 48204.4.

Attendance Where Caregiver Resides:
If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that
residence is located. Execution of an affidavit, under penalty of perjury, by the caregiving adult is required to determine that your
child lives in the caregiver’s home. Education Code § 48204(a); Family Code §§ 6550, 6552.

Intradistrict Enrollment:
Residents of a school district may apply to enroll their child in other schools within the district to attend on a space available basis.
Intradistrict enrollment is not applicable to districts with only one school or with schools that do not serve any of the same grade
levels. Education Code § 35160.5(b).

Interdistrict Attendance:
A pupil may attend a school in a district other than the pupil’s district of residence pursuant to an interdistrict agreement. Each
school district has adopted policies regarding interdistrict attendance. You may contact your student’s school for an application and
further information. Education Code §§ 46600 et seq.

Specific School Request:
Parents/guardians have the right to request a specific school and to receive a response. Such a request does not obligate the school
to grant the request. Education Code § 51101(a)(6).

Notice of Alternative Schools:
California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines an
alternative school as a school or separate class group within a school which is operated in a manner designed to:

a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness,
spontaneity, resourcefulness, courage, creativity, responsibility and joy.

b. Recognize that the best learning takes place when the student learns because of his desire to learn.

c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result wholly or in part from a presentation by his teachers of choices of learning projects.

d. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Contact the school for more information. Education Code §§ 58500; 58501.

**MISCELLANEOUS**

**Parent Involvement:**
A parent/guardian has the right to participate as a member of a school site council, a parental advisory committee, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Education Code § 51101(a)(14).

**Volunteering Time and Resources:**
Parents/guardians may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher. Education Code § 51101(a)(3).

**Open Campus:**
A school district that has decided to permit pupils enrolled in a high school to leave the school grounds during the lunch period is not liable for the conduct or safety of any pupil during such times as the pupil has left the school grounds during the lunch period. Education Code § 44808.5.

**Pupils with Exceptional Needs:**
Placer County school districts are included in the Placer County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Placer County Office of Education at (530) 889-8020.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact the school district or the county office.

**Minimum Age for Admission to Kindergarten:**
Districts shall admit a pupil into kindergarten at the beginning of the school year, or at a later time in the same school year, if the pupil will be 5 years of age on or before September 1 of the school year. Education Code § 48000(a).

**Free or Reduced Price Meals:**
Free or reduced price meals are available for needy pupils. Contact the school for eligibility information. Education Code §§ 49500 et seq.

**Pregnant and Parenting Pupils:**
Pregnant and parenting pupils as defined in Education Code section 46015, have rights and options available to them, including, but not limited to, the provision of parental leave and reasonable lactation accommodations on campus. Education Code §§ 222, 222.5, 46015, 48980(a).
Personal Property:
School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

Parent Responsibility:
Parents/guardians are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

Asbestos Management Plan:
The school district has a current asbestos management plan for each school site available for inspection at the district offices during normal business hours. 40 C.F.R. § 763.93; Education Code § 49410 et seq.

Use of Pesticide Products:
Please find attached to this notice a list of pesticide products expected to be applied at school sites this year. Recipients of this notice may register with their school site if they wish to receive notification of individual pesticide applications at the school site. Education Code §§ 17612, 48980.3.

Uniform Complaint Procedures:
The school district and county office have adopted Uniform Complaint Procedures for the filing, investigation and resolution of complaints alleging unlawful discrimination, harassment, intimidation, and bullying, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics; failure to comply with specified state and/or federal laws governing educational programs, adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, education of pupils in foster care and pupils who are homeless, and safety planning requirements; failure to comply with Local Control and Accountability Plan requirements; and for unlawfully charging pupil fees. A copy of the district or county office’s Uniform Complaint Procedures is enclosed with this Notice. 5 C.C.R. § 4600 et seq.; Education Code § 49013, 48853.5

Williams Uniform Complaint Procedure:
The school district and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy and misassignment. For more information regarding Williams Uniform Complaint Procedures and/or to obtain a complaint form or assistance with the process, please contact the school district or the county office. 5 C.C.R. § 4680 et seq.; Education Code § 35186.

FEDERAL REGULATIONS & ACTS

Individuals with Disabilities:
In accordance with federal and state laws, the school district and county office will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. If your child needs special accommodations, please contact the school district or the county office. 34 C.F.R. §§ 104.8, 106.9.

Nondiscrimination:
The school district and county office have a policy of nondiscrimination on the basis of a person’s race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, in any of its policies, practices or procedures programs or activities. The school district’s and county office’s nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973, the Individuals With Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils or parents or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint, should contact the school district or the county office. Education Code § 220; 5 C.C.R. §§ 4900 et seq.

Immigration Enforcement - "Know Your Rights":
All students have a right to a free public education, regardless of immigration status or religious beliefs. The California Attorney
General's website provides “know your rights” resources for immigrant students and family members online at: https://oag.ca.gov/immigrant

Education Code § 234.7.

Professional Qualifications of Teachers:
At the beginning of each school year, parents/guardians may request information regarding the professional qualifications of their child’s classroom teachers including, at a minimum:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.


Access by Military Recruiters:
Military recruiters will have access to all secondary pupils’ names, addresses and phone listings unless a parent/guardian requests that such information not be released without the prior written consent of the parent/guardian. 10 U.S.C. § 503; 20 U.S.C. §7908.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):
PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

A. Consent before pupils are required to submit to a survey that concerns one or more of the following “protected areas” of information if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

C. Inspect, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.
These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office.

Parents/guardians who believe their rights have been violated under this section may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

20 U.S.C. § 1232h.
**UNIFORM COMPLAINT PROCEDURES**

The Board of Trustees recognize that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs; After School Education and Safety programs; agricultural career technical education, American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs, compensatory education, consolidated categorical aide programs, Economic Impact Aid; the federal Every Student Succeeds Act; migrant education, Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(c.f. 3553 - Free and Reduced Price Meals)
(c.f. 3555 - Nutrition Program Compliance)
(c.f. 5131.62 - Tobacco)
(c.f. 5148 - Child Care and Development)
(c.f. 5148.2 - Before/After School Programs)
(c.f. 5148.3 - Preschool/Early Childhood Education)
(c.f. 6139 - Individualized Education Program)
(c.f. 6171 - Title I Programs)
(c.f. 6174 - Education for English Learners)
(c.f. 6175 - Migrant Education Program)
(c.f. 6178 - Career Technical Education)
(c.f. 6178.1 - Work-Based Learning)
(c.f. 6178.2 - Regional Occupational Center/Program)
(c.f. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive
UNIFORM COMPLAINT PROCEDURES (continued)

or benefit from any state financial assistance, based on the person’s actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person’s association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)
UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of any student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 6142.7 - Physical Education and Activity)

13. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

14. Any other complaint as specified in a district policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant and/or the subject of the complaint if different from the complainant, confidential when appropriate as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of each complaints and the investigations of those complaints in accordance with applicable state law and district policy.

(cf. 3580 - District Records)
UNIFORM COMPLAINT PROCEDURES (continued)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal. Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint 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, or teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)
UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
33380-33384 California Indian Education Centers
35186 Williams uniform complaint procedures
44500-44508 California Peer Assistance and Review Program for Teachers
46015 Parental leave for students
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records, especially:
49069.5 Records of foster youth
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51220 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth and homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52610-52616.24 Adult schools
54000-54029 Economic Impact Aid
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils

GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
104420 Tobacco-Use Prevention Education

Legal Reference continued: (see next page)
UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

**PENAL CODE**
- 422.55 Hate crime; definition
- 422.6 Interference with constitutional right or privilege

**CODE OF REGULATIONS, TITLE 2**
- 11023 Harassment and discrimination prevention and correction

**CODE OF REGULATIONS, TITLE 5**
- 3080 Application of uniform complaint procedures to complaints regarding students with disabilities
- 4600-4687 Uniform complaint procedures
- 4680-4687 Williams uniform complaint procedures

**CODE OF REGULATIONS, TITLE 5**
- 3080 Application of uniform complaint procedures to complaints regarding students with disabilities
- 4600-4687 Uniform complaint procedures
- 4680-4687 Williams uniform complaint procedures

**CODE OF FEDERAL REGULATIONS, TITLE 28**
- 35.107 Nondiscrimination on basis of disability; complaints

**CODE OF FEDERAL REGULATIONS, TITLE 34**
- 99.1-99.67 Family Educational Rights and Privacy Act
- 100.3 Prohibition of discrimination on basis of race, color or national origin
- 104.7 Designation of responsible employee for Section 504
- 106.8 Designation of responsible employee for Title IX
- 106.9 Notification of nondiscrimination on basis of sex
- 110.25 Notification of nondiscrimination on the basis of age

**Management Resources**:
- CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
  - Sample UCP Board Policies and Procedures
- U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
  - Dear Colleague Letter, September 22, 2017
  - Dear Colleague Letter: Title IX Coordinators, April 2015
  - Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
  - Dear Colleague Letter: Harassment and Bullying, October 2010
  - Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

**Management Resources continued**: (see next page)
UNIFORM COMPLAINT PROCEDURES (continued)

Management Resources: (continued)

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Family Policy Compliance Office: https://www2.ed.gov/policy/gen/guid/fpco
U.S. Department of Justice: http://www.justice.gov

Policy
adopted: September 4, 2007
revised: November 5, 2013
revised: February 17, 2015
revised: October 20, 2015
revised: April 19, 2016
revised: August 15, 2017
revised: May 1, 2018
revised: May 21, 2019

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California
Community Relations

UNIFORM COMPLAINT PROCEDURES

Except as the Board of Trustees may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Assistant Superintendent of Personnel Services
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648
916-645-5293
gsimon@wpusd.k12.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable
UNIFORM COMPLAINT PROCEDURES (continued)

processes for investigating and resolving complaints, including those alleging unlawful
discrimination (such as discriminatory harassment, intimidation, or bullying), applicable
standards for reaching decisions on complaints, and appropriate corrective measures.
Assigned employees may have access to legal counsel as determined by the Superintendent
or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine
whether interim measures are necessary during and pending the result of an investigation. If
interim measures are determined to be necessary, the compliance officer or the administrator
shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the
site principal to implement one or more interim measures. The interim measures may remain
in place until the compliance officer determines that they are no longer necessary or until the
district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools
and offices, including staff lounges and student government meeting rooms. (Education
Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the
district's uniform complaint procedures (UCP) to students, employees, parents/guardians of
district students, district advisory committee members, school advisory committee members,
appropriate private school officials or representatives, and other interested parties (5 CCR
4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The notice shall:

1. A statement that the district is primarily responsible for compliance with federal and
   state laws and regulations, including those related to prohibition of unlawful
discrimination, harassment, intimidation, or bullying against any protected group and
all programs and activities that are subject to UCP as identified in the section
"Complaints Subject to UCP" in the accompanying Board policy
UNIFORM COMPLAINT PROCEDURES (continued)

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge
UNIFORM COMPLAINT PROCEDURES (continued)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaint

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.

All complaints shall be filed in writing and signed by the complainant. 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)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section: "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the compliant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at anytime.

The use of mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with an investigation of the complaint.
UNIFORM COMPLAINT PROCEDURES (continued)

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. If
mediation is successful and the complaint is withdrawn, then the district shall take only the
actions agreed to through the mediation. If mediation is unsuccessful, the district shall then
continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance
officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide
the complainant and/or complaint's representative with the opportunity to present the
information contained in complaint to the compliance officer and shall notify the
complainant and/or representative of the opportunity to present the compliance officer with
any evidence, or information leading to evidence, to support the allegations in the complaint.
Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents
and review all available records, notes, or statements related to the complaint, including any
additional evidence or information received from the parties during the course of the
investigation. The compliance officer shall individually interview all available witnesses with
information pertinent to the complaint, and may visit any reasonably accessible location
where the relevant actions are alleged to have taken place. At appropriate intervals, the
compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation, or unlawful discrimination (such as
discriminatory harassment, intimidation, or bullying), the compliance officer shall interview
the alleged victim(s), any alleged offenders, and other relevant witnesses privately,
separately, and in a confidential manner. As necessary, additional staff or legal counsel may
conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents, or other
evidence related to the allegations in the complaint, failure or refusal to cooperate in the
investigation, or 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. Similarly,
a respondent's refusal to provide the district's investigator with documents or other evidence
related to the allegations in the complaint, failure or refusal to cooperate in the investigation,
or engagement in any other obstruction of the investigation may result in a finding, based on
evidence collected, that a violation has occurred and in the imposition of a remedy in favor of
the complainant. (5 CCR 4631)
UNIFORM COMPLAINT PROCEDURES (continued)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the 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. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

(cf 9321 - Closed Session Purposes and Agendas)
(cf 9321.1 - Closed Session Action and Reports)

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

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

   a. Statements made by any witnesses
UNIFORM COMPLAINT PROCEDURES (continued)

b. The relative credibility of the individuals involved
c. How the complaining individual reacted to the incident
d. Any documentary or other evidence relating to the alleged conduct
e. Past instances of similar conduct by any alleged offenders
f. Past false allegations made by the complainant

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

a. The manner in which the misconduct affected one or more students' education
b. The type, frequency, and duration of the misconduct
c. The relationship between the alleged victim(s) and offender(s)
d. The number of persons engaged in the conduct and at whom the conduct was directed
e. The size of the school, location of the incidents, and context in which they occurred
f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600
UNIFORM COMPLAINT PROCEDURES (continued)

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

a. The corrective actions imposed on the respondent

b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.

c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
UNIFORM COMPLAINT PROCEDURES (continued)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

(cf. 5137 - Positive School Climate)

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but not limited to, the following:

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
UNIFORM COMPLAINT PROCEDURES (continued)

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to the including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.
UNIFORM COMPLAINT PROCEDURES (continued)

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing to the CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with the CDE.

Upon notification by the CDE that the complainant or respondent 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 written 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
UNIFORM COMPLAINT PROCEDURES (continued)

5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE
All Personnel

PROFESSIONAL STANDARDS

The Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhance the integrity of the district, advance the goals of the district's educational programs, and contribution to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
PROFESSIONAL STANDARDS (continued)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 4020 - Drug and Alcohol Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

(cf. 3580 - District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
PROFESSIONAL STANDARDS (continued)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee’s consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
PROFESSIONAL STANDARDS (continued)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee’s inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district’s complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf 1113 - District and School Web Sites)
(cf 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
44050 Employee code of conduct; interaction with students
44242.5 Reports and review of alleged misconduct
48980 Parental notifications

PENAL CODE
11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5
80303 Reports of dismissal, resignation and other terminations for alleged misconduct
80331-80338 Rules of conduct for professional educators

Management Resources: (see next page)
PROFESSIONAL STANDARDS (continued)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Professional Standards for Educational Leaders, February 2014
California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Professional Standards for Educational Leaders, 2015

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS
Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education: http://www.cde.ca.gov
California Federation of Teachers: http://www.ctf.org
California School Employees Association: http://www.csea.com
California Teachers Association: http://www.cta.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Council of Chief State School Officers: http://www.ccsso.org
Wested: http://www.wested.org

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

Policy
adopted: September 4, 2007
revised: February 21, 2012
revised: September 1, 2015
revised: October 16, 2018

BP 4119.21(e)
4219.21
4319.21
Students

BP 5145.7(a)

SEXUAL HARASSMENT

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 – Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 – Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a
SEXUAL HARASSMENT (continued)

sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students.

6. Information about the district’s procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of sexual harassment complaint continues.

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

Under investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)  
(cf. 3144.1 - Suspension and Expulsion/Due Process)  
(cf. 3144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
SEXUAL HARASSMENT (continued)

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4319.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term

CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE
12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform Complaint Procedures
4900-4963 Nondiscrimination in elementary and secondary education programs

Legal Reference: (see next page)
SEXUAL HARASSMENT (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS
Flores v Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

MANAGEMENT RESOURCES:

CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 4, 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy
adopted: September 4, 2007
revised: June 21, 2011
revised: October 7, 2014
revised: August 4, 2015
revised: December 20, 2016

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California
PARENT INVOLVEMENT

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

(cf 0420 - School Plans/Site Councils)
(cf 1220 - Citizen Advisory Committees)
(cf 1230 - School-Connected Organizations)
(cf 1240 - Volunteer Assistance)
(cf 1250 - Visitors/Outsiders)

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

(cf. 5020 - Parent Rights and Responsibilities)

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

(cf. 0460 - Local Control and Accountability Plan)

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

(cf. 0500 - Accountability)

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)
PARENT INVOLVEMENT (continued)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school

3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference: (see next page)
PARENT INVOLVEMENT (continued)

Legal Reference:

EDUCATION CODE
11500-11506 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
52060-52077 Local control and accountability plan
54444.1-54444.2 Parent advisory councils, services to migrant children
56190-56194 Community advisory committee, special education
64001 Single plan for student achievement

LABOR CODE
230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5
18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20
6311 State plan
6312 Local educational agency plan
6314 Schoolwide programs
6318 Parent and family engagement
6631 Teacher and school leader incentive program, purposes and definitions

CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES
CSBA: http://www.csba.org
California Department of Education, Family, School, Community Partnerships:
http://www.cde.ca.gov/sf/fp
California Parent Center: http://parent.sdsu.edu
California State PTA: http://www.capta.org
National Coalition for Parent Involvement in Education: http://www.ncpie.org
National PTA: http://www.pta.org
Parent Information and Resource Centers: http://www.pirc-info.net
Parents as Teachers National Center: http://www.parentsasteachers.org

BP 6020(c)

Policy
adopted: September 4, 2007
revised: February 6, 2018

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California
STUDENT USE OF TECHNOLOGY

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

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

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

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

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

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be
STUDENT USE OF TECHNOLOGY (continued)

searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

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

(cf. 5125 - Student Records)

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

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)

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

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

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

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
STUDENT USE OF TECHNOLOGY (continued)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference: (see next page)
STUDENT USE OF TECHNOLOGY (continued)

Legal Reference:
EDUCATION CODE
49073.6 Student records; social media
51006 Computer education and resources
51007 Programs to strengthen technological skills
60044 Prohibited instructional materials
PENAL CODE
313 Harmful matter
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
635.2 Electronic communication devices, threats to safety
UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D, especially:
6777 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)
CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's online privacy protection
CODE OF FEDERAL REGULATIONS, TITLE 47
54.320 Internet safety policy and technology protection measures, E-rate discounts
COURT DECISIONS

Management Resources:
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
FEDERAL TRADE COMMISSION PUBLICATIONS
How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000
CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
WEB SITES
CSBA: http://www.csba.org
American Library Association: http://www.ala.org
California Coalition for Children's Internet Safety: http://www.cybersafety.ca.gov
Center for Safe and Responsible Internet Use: http://csriu.org
Federal Trade Commission, Children’s Online Privacy Protection:
http://www.ftc.gov/privacy/privacyinitiatives/childrens.html

Policy
adopted: September 4, 2007
revised: November 15, 2011
revised: March 15, 2016
STUDENT USE OF TECHNOLOGY

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

The Western Placer Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

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

Student Obligations and Responsibilities

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

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
STUDENT USE OF TECHNOLOGY (continued)

2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")

3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights

5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)

6. Install unauthorized software

7. "Hack" into the system to manipulate data of the district or other users

8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.
STUDENT USE OF TECHNOLOGY (continued)

Personally Owned Devices

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

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

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

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: ___________________________ Grade: ___________________________
(Please print)
School: ____________________________________________________________
Signature: ___________________________ Date: ___________________________

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.
STUDENT USE OF TECHNOLOGY (continued)

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: ____________________________ Date: ____________________________
(Please print)

Signature: ____________________________

Exhibit version: May 18, 2010
revised: March 15, 2016

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California
Even if you have:

- Uncertain housing
- A temporary address
- No permanent physical address

You are guaranteed enrollment in school by the federal McKinney-Vento Act and California state law if you live:

- In a house or apartment with more than one family due to loss of housing or economic hardship
- With friends or family because you are a runaway or an unaccompanied youth
- In substandard housing (without electricity, water, or heat)
- In a shelter (family, domestic violence, or youth shelter or transitional living program)
- In a motel, hotel, or weekly rate housing
- In an abandoned building, in a car, at a campground, or on the streets

You can enroll in school immediately even without the documents normally required for enrollment, such as:

- Proof of residency
- Immunization records or other required health records
- School records
- Legal guardianship papers

Your child may:

- Participate fully in all school activities and programs for which he/she is eligible.
- Receive transportation to and from the school of origin if you request it.
- Continue to attend the school in which he/she was last enrolled even if you have moved away from that school’s attendance area.
- Qualify automatically for school nutrition programs.

Your responsibilities are to:

- Make sure your child gets to school on time and ready to learn.
- Stay informed of school rules, regulations, and activities.
- Contact the homeless liaison for assistance in removing barriers to your child’s education.
- Attend parent/teacher conferences, Back-to-School Nights, and other school-related activities.

For questions about enrolling in school or for assistance with school enrollment, contact:

- Your local school district homeless liaison:
  Please contact your county liaison for assistance and connection with your local school district liaison.
  Chuck Whitecotton
  916-645-6395

- Your county homeless liaison:
  Alicia Rozum
  Coordinator Categorical Programs & Student Support
  360 Nevada Street
  Auburn, CA 95603
  (530) 745-1434

- Your homeless state coordinator:
  Leanne Wheeler
  State Coordinator
  California Department of Education
  1430 N Street, Suite 6408
  Sacramento, CA 95814
  Phone: 1-866-856-8214
# 2020-2021 Student/Teacher Calendar

**DATES TO REMEMBER:**
- First Day of School for Students: August 20th
- Last Day of School for Students: June 11th
- New Teacher Day: August 14th
- Site/Teacher Day (1/2 Site 1/2 Teacher): August 17th
- Certificated PD/Collab. Day: August 18th
- Teacher Day: August 19th
- District Staff Dev. Day: November 2nd
- Public Safety Days (PS)*: Mar. 26th & Apr. 5th

**SCHOOL NOT IN SESSION:**
- Independence Day: July 4th
- Labor Day: September 7th
- Non ADA Days: Aug. 17-19, Oct. 2nd & 5th, Nov. 2nd, Feb. 12th
- Veterans' Day: November 11th
- Thanksgiving Break: November 23rd-27th
- Winter Break-Christmas: Dec. 21st - Jan. 4th
- Martin Luther King, Jr. Day: January 18th
- President's Days: February 15th
- Spring Break: Mar. 29th - Apr. 2nd
- Memorial Day: May 31st

**PUPIL DAYS**
- August = 8
- September = 21
- October = 20
- November = 14
- December = 14
- January = 18

**TOTAL PUPIL DAYS = 180**

- First Quarter Ends (MS/HS) - October 16th
- First Trimester Ends (Elem) - November 6th
- First Semester Ends (MS/HS) - December 18th
- Second Trimester Ends (Elem) - February 26th
- Third Quarter Ends (MS/HS) - March 19th
- Second Semester/Third Trimester Ends - June 11th

**TOTAL TEACHER DAYS = 184**

**Early Release Days:**
- November 16-20, 2020 Early Release for K-8 ONLY
- December 14-18, 2020 Early Release for K-12
- June 7-11, 2021 Early Release for K-12

*PS Days will be non student and non teacher work days unless they are needed as make-up days for prior Public Safety closures (smoke, power outage, etc.)

Adopted: November 19, 2019
Western Placer Unified School District

2020—2021 UCP Annual Notice

The Western Placer Unified School District notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Western Placer Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

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

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

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

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

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

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.
Contact Information

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Gabe Simon, Ed.D., Assistant Superintendent of Personnel Services
Western Placer Unified School District Office
600 Sixth Street, Suite 400
Lincoln, CA 95648
(916) 645-5293
gsimon@wpusd.org

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to COE by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

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

Copies of our Uniform Complaint Procedures process shall be available free of charge.
Western Placer Unified offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (EC Section 310[a]).

- **Structured English Immersion (SEI) Program**: A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content. *Education Code (EC)* sections 305(a)(2) and 306(c)(3).

- **Dual-Language Immersion (DLI) Program (English/Spanish) New in 2020-21**: A language acquisition program for English learners and native English speakers that provides language learning and academic instruction for native speakers of English and native speakers of Spanish, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. *EC Section 306(c)(1).*

**How to Enroll Your Child in a Language Acquisition Program:**
All students who qualify as English Learners will receive Structured English Immersion (SEI).

For parents or legal guardians interested in enrolling their kindergarten-aged child in our Dual-Language Immersion (DLI) program:

The registration process for the next school year begins in approximately February, 2021. All updated information regarding the registration process will be available on the following webpage:


If you have questions about our dual-language immersion program, please contact Kerry Callahan, Deputy Superintendent of Educational Services, at 916-645-6350 or kcalahan@wpusd.org.

**How to Request the Establishment of a New Program at a School:**
Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. *(EC Section 310[a]).*

For parents or legal guardians interested in requesting the district offer a new language acquisition program, please submit a written request to the office of your child’s school.
### About Language Acquisition Programs and Language Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Characteristics</th>
</tr>
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<tbody>
<tr>
<td><strong>Language Acquisition Program</strong></td>
<td>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</td>
</tr>
<tr>
<td><strong>(English Learners)</strong></td>
<td>• Be designed using evidence-based research and include both Designated and Integrated English Language Development;</td>
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<td>• Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and</td>
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<td>• Within a reasonable period of time, lead to:</td>
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<td></td>
<td>✓ Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and</td>
</tr>
<tr>
<td></td>
<td>✓ Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language.</td>
</tr>
<tr>
<td><strong>Language Program</strong></td>
<td>• Language programs offer students who are not English learners opportunities to be instructed in languages other than English</td>
</tr>
<tr>
<td><strong>(non-English Learners)</strong></td>
<td>• May lead to proficiency in languages other than English</td>
</tr>
</tbody>
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### Parent and Community Engagement

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan (EC Section 52062.) If interested in a different program from those listed above, please contact Kathleen Leehane, Director of Supplemental Programs and Accountability, to ask about the process. (Phone: 916-645-6350/email: kleehane@wpusd.org)
RE: SARB

Dear Parent/Guardian:

The Western Placer Unified School district is dedicated to academic achievement and success for all students. Regular attendance is an integral part of that success. Many parents are unaware that going "out of town" with their children during school is an unexcused absence, as are most "family emergencies". In both cases, planning ahead can avoid unexcused absences and possible actions by the District School Attendance Review Board (SARB).

State law states that absences are excused only if the child is ill, has a medical appointment, is under quarantine, or there is a death/funeral in the immediate family (1 – 3-day limit). All other absences are unexcused. If your child has three unexcused absences and/or tardies, he/she will be considered truant.

The procedures for dealing with truancy issues in the district are as follows:

• **First Notification of Truancy or Excessive Absence** letter is mailed to parents on the 3rd unexcused absence.

• **Second Notification of Truancy or Excessive Absence** letter is mailed to parents on the 4th unexcused absence.
  o School administration will meet with parents and student in an attempt to resolve the attendance problem.

• **Third Notification of Truancy or Excessive Absence** letter is mailed to parents on the 5th unexcused absence.

• **Notification of Habitual Truancy** letter is mailed to the parents on the 6th unexcused absence.

• Upon issuance of the 4th (Notification of Habitual Truancy) letter, a referral will be made to the District Welfare & Attendance Officer. At this time, a SARB meeting will be scheduled with the parents and the student.

• During the SARB meeting, the goal is to identify a solution or appropriate resources for resolving the student's attendance problem. At this point, the student will be placed on an Attendance Contract, which will be in force for the remainder of the year and for the following year.

• Violation of the Attendance Contract may result in the student being referred to the Placer County Community School and/or fines upon the parent/guardian.

Student and parents must understand that school attendance is not a matter of choice but is a mandate. The district's goal is to assist students and families in alleviating the factors that interfere with their compliance with this matter, and to insure a successful educational program.

Please work with your school administration to remedy any early attendance issues which arise in the new school year.

Most sincerely,

Kerry Callahan
Deputy Superintendent, Educational Services

First Day Packet – Attendance Letter
RE: ATTENDANCE

Dear Parent/Guardian:

Your child's education is extremely important to all of us. We know that you recognize the importance of developing strong attendance habits and that you value your child's education as one of the critical building blocks to ensuring his/her successful future. We likewise value your child's education, and wish to do everything that we can to ensure that your child is successful for the coming school year.

Western Placer Unified School District has an admirable attendance rate - 95.5%. However, hidden within that positive bit of information is the fact that some of our students are not attending school regularly. When a student misses more than 9 - 10 days a school year, s/he is considered to be chronically absent. When a student is absent, s/he misses the instruction that is taking place and is at risk of having incomplete areas of learning. A tardy of more than 30 minutes is considered an absence.

In addition to the impact of absences on student learning, there is also a fiscal impact. Last year, our district lost over $1 million in state funding due to student absences. This is funding that cannot be made up. Whether a student is absent for illness, vacation, family business or other reason, the state does not reimburse the district for the cost of educating that student for that day of absence.

We understand that illness and mishaps do occur and that there are days that a student cannot and should not attend school. However, we are asking our families to make every effort this year to have your children at school whenever possible. We encourage you to schedule family vacations and special events on non-school days to prevent absences from occurring. If your child has a chronic health problem, please make sure to contact your building principal and ask to communicate with one of our District Nurses to develop a Health Plan. We will again be communicating with families this year when a child reaches the point of having 5, 10 and 14 excused absences for illness, to highlight the importance of regular school attendance. (This includes tardies of greater than 30 minutes.) We will also be enforcing Education Code 48260 requirements regarding unexcused absences and truancy. (See additional SARB letter enclosed). A student who is absent from school without a valid excuse for three days or tardy in excess of thirty minutes or more on three or more days in one school year is considered to be truant. Such a situation would activate the Placer County Office of Education and WPUSD School Attendance Review Board (SARB) processes.

Thank you for your support of your child's education. We look forward to our continued partnership of providing the best education possible to your child.

Most sincerely,

Kerry Callahan
Deputy Superintendent, Educational Services

First Day Packet – Attendance Letter
Access to Mental Health Services
2020-2021

Students may feel anxious, stressed, worried, sad, bored, depressed, lonely or frustrated. Western Placer School District provides resources for students to manage overwhelming feelings, including hotlines for immediate support should a student be a danger to self or others.

Each school site has a continuum of mental health services for students through their School Psychologist, Counselors, District Mental Health Specialist, and/or Wellness Together. Additionally, the district provides resources for parents and students to access should a student be a danger to self or others. Information for accessing mental health services are on our district and school websites. A link to the district website is below.


On the website, there is access to our online referral form for students in need of mental health services. This form is ONLY for students that are NOT in immediate crisis. The referral will be processed and the student contacted by the next school day.

Should a student need immediate support, the following hotlines are available. These are also posted on our district and school websites.

Suicide Prevention Hotline at 800-273-8255

Teen Line open evenings (6-10pm) 1-800-852-8336

Text HOME to 741741 to connect with Crisis Counselor—FREE 24/7

For medical or psychiatric emergency, please call 911 or take your child to nearest hospital.
Western Placer Unified School District
Letter to Parents Regarding Student Fees

Dear WPUSD Parent/Guardian:

The California Constitution requires that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Therefore, the Western Placer Unified School District may not charge fees for school programs and extracurricular activities, except for those programs or activities where a fee is specifically authorized by law.

The law does allow school districts to request voluntary donations and engage in fundraising to support school programs and activities. These donations and fundraising contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

The fees, charges, and deposits that are legally authorized by law are as follows:

- Charges for optional attendance as a spectator at a school or District sponsored activity.¹
- Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.²
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed $10,000.³
- Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.⁴
- Medical or hospital insurance for field trips that is made available by the school district.⁵
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.⁶
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.⁷
- Charging for the parking of vehicles on school grounds.⁸
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.⁹
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.¹⁰
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.¹¹
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.¹²
• Fees for transportation to and from school and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and provided there is a waiver provision based on financial need.\(^1\)

• Fees for transportation of pupils to places of summer employment.\(^4\)

• Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.\(^2\)

• Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.\(^5\)

• Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.\(^6\)

• Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.\(^7\)

• Deposits for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries.\(^8\)

• Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.\(^9\)

Our schools may engage in fundraising activities, request donations, and/or coordinate the efforts of community service groups to attempt to raise funds to support the expenses in order to continue these programs. We ask for your continued support of these programs for our students.

If you have any questions, please do not hesitate to contact your school site principal.

Sincerely,

Kerry Callahan
Deputy Superintendent Educational Services

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1. 35 Cal.3d 899, 911, n.14 (1984)
2. Ed Code 38082 and 38084
3. Ed Code 48904
4. Ed Code 35330
5. Ed Code 35331
6. Ed Code 32224
7. Ed Code 49086(c)
8. Vehicle Code 2113
9. Ed Code 38119
10. Ed Code 35335
11. Ed Code 17551
13. Ed Code 39807.9
14. Ed Code 39837
15. Ed Code 48050-52
16. 8 U.S.C. 1184 (m)(I)
17. Ed Code 32390
18. Ed Code 51810 and 51815
19. Ed Code 38120
20. Ed Code 32033
August 1, 2020

RE: Healthy School Act of 2000
Annual Notification Pursuant to Education Code Section 17612

Dear Parents/Guardians and Staff Members;

On September 25, 2000, Governor Davis approved Assembly bill 2260, which established the Healthy Schools Act of 2000. The Healthy Schools Act of 2000 requires that the Western Placer Unified School District annually provide notification to all staff and parents/guardians of the names of certain pesticide & herbicide products that may be applied at the school sites within the district during the upcoming year. Attached is the list of the pesticide and herbicide products that the District may use during the 2020-21 school year.

Information concerning any identified pesticide product or any active ingredients in the identified pesticide products may be obtained from the Department of Pesticide Regulation at (916) 445-4300; www.cdpr.ca.gov.schoolipm.info If you desire notification of the pesticide applications at your school site prior to their use, contact your school office to register for such notifications. Registrants shall receive notification of individual pesticide applications at least 72 hours prior to the application, whenever possible. Such notification will include the product name, active ingredients(s) and the intended date of application. The school site integrated pest management plan can be found at each school site office or on our School District website; http://www.wpusd.org/Departments/Maintenance--Operations/index.html

If you have any questions regarding this issue, please contact the Maintenance Department at (916) 434-5000.

Sincerely,

Audrey Kilpatrick,
Assistant Superintendent of Business & Operations
WESTERN PLACER UNIFIED SCHOOL DISTRICT

PESTICIDE & HERBICIDE USE LIST

The following is a list of products that may be used on District property during the 2020-21 school year.

<table>
<thead>
<tr>
<th>CHEMICAL NAME</th>
<th>ACTIVE INGREDIENT</th>
<th>EPA#</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PESTICIDES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pen-A-Trate ECO</td>
<td>Polyoxylethylene sorbitan fatty acid ester, mono- and diglycerides of C8-C18 fatty acids</td>
<td>exempt</td>
</tr>
<tr>
<td>EcoEXEMPT IC2</td>
<td>Rosemary Oil</td>
<td>exempt</td>
</tr>
<tr>
<td><strong>HERBICIDES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL TNV Herbicide</td>
<td>Glufosinate-ammonium (CAS No. 77182-82-2)</td>
<td></td>
</tr>
<tr>
<td>BEST Turf Supreme - 16-6-8 plus Trimec</td>
<td>2,4-dichlorophenoxyacetic acid: 0.55%, (+)-(R)-2-(2 methyl-4-chlorophenoxy) propionic acid: 0.12%, Dicamba: 3,6-dichloro-o-anisic acid: 0.05%</td>
<td></td>
</tr>
<tr>
<td>Surflan</td>
<td>Oryzalin: 3, 5-dinitro-N4Nf-dipropylsulfanilamide</td>
<td>exempt</td>
</tr>
<tr>
<td>Cheetah Pro</td>
<td>Glufosinate-ammonium (CAS No. 77182-82-2)</td>
<td>228-743</td>
</tr>
<tr>
<td>SpeedZone</td>
<td>2,4-D, 2-ethylhexyl ester, Mecoprop-p, Dicamba acid, Carfentrazone-ethy</td>
<td>2217-833</td>
</tr>
<tr>
<td>Prosedge</td>
<td></td>
<td>228-711</td>
</tr>
<tr>
<td>21-0-10 w/ Dimension</td>
<td>Dithiopyr</td>
<td>9198-117</td>
</tr>
<tr>
<td>Barricade 65wg</td>
<td>Prodiameine</td>
<td>100-834</td>
</tr>
<tr>
<td>Pen-A-Trate ECO</td>
<td>Polyoxylethylene sorbitan fatty acid ester, mono- and diglycerides of C8-C18 fatty acids</td>
<td>exempt</td>
</tr>
<tr>
<td>Sedgehammer+</td>
<td>Halosulfuron-methyl, methyl 3-chloro, 1-methylpyrazole- 4 carboxylate</td>
<td>81880-24-10163</td>
</tr>
</tbody>
</table>
Dear Parent/Legal Guardian:

The safety of our students is one of our most important concerns and we take appropriate steps to protect your child from injuries. Even so, accidents can and do happen during school events and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive.

Please know that the District does not assume responsibility for these costs. However, as a service to you and your child, your school has joined with thousands of others by offering you access to a low cost, voluntary purchase student accident/health insurance program. The program is arranged and administered by Myers-Stevens and Toohey & Co., Inc., a firm that has specialized in such coverages for 40 years. Details and an enrollment form are in the accompanying brochure. Please read it carefully.

Several plans are offered. **For information on COVID-19 adjustments see below.** You can limit coverage to school related injuries only (including sports) or opt for 24/7 protection. Some of the available plans are a Student Health Care Plan (recommended if your child has no other health insurance), a pharmacy discount program for your entire family, and a long term dental accident plan. Whether your child currently has no other coverage or you want to “fill in the gaps” in other insurance, you will probably find an option to fit your needs. While you can seek care from any doctor or hospital, you'll also have access to an extensive network of medical providers with discounted charges. Seeking care through contracted providers may further reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization.

**COVID-19 adjustments:**

- Modified claims reporting and filing procedures needed while schools remain closed;
- Waiving cost sharing for covered COVID-19 testing;
- Coverage for telemedicine;
- Coverage for injuries sustained during “remote” or “distance” learning while at home;
- 19/20 school activities pushed beyond the last day of instruction and into the summer;
- Graduated seniors who wish to participate in such postponed activities.

Please read the attached brochure carefully. If you have any questions, please call the plan administrator, Myers-Stevens and Toohey & Co., Inc. at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish. **In order to document your having been notified of this matter, please sign and complete the bottom of this form and send it back to the school with your child.**

Sincerely,

Audrey Kilpatrick
Assistant Superintendent Business & Operations

As parent/guardian of __________________, I understand that the district does not assume responsibility for student injuries but does make voluntary purchase student accident insurance available. I have received the information on this program.

_____ I will enroll my child in the program     _____ I choose not to enroll my child in the program

Signed ___________________________  Date___________________
2020-2021 School Year

Student Accident & Sickness Insurance—Now More Important Than Ever!

PROTECT YOUR CHILD TODAY!

Enroll online at www.myers-stevens.com

Arranged and Administered by:

myers | stevens | toohey
WHY STUDENT INSURANCE IS MORE IMPORTANT THAN EVER

Many families have little or no financial resources to fall back on during an unexpected emergency. Uncovered costs of medical care following an injury or illness can be a serious problem for families!

MYERS-STEVENS & TOOHEY CAN HELP!

Our plans are a low-cost way to provide protection for your children. They can even be used as "gap coverage" to assist with the high deductibles, high co-pays and other inside limits common to many of today's health plans. To assist you during unforeseen emergencies, your school has partnered with Myers-Stevens & Toohey to offer voluntary coverage for unexpected expenses.

WITH OUR PLANS:

- Use the doctor or hospital you want...no restrictions!
- Enhanced Concussion Benefits added
- Rates are affordable
- Enrollment is easy - online, mail and fax
- Every enrollee receives personalized ID cards as proof of coverage
Our Best Plan .......................................................... 4
Our Accident Plans ...................................................... 5
Compare Plans ............................................................ 5
Accident Plan Benefits .................................................. 6
Additional Plans & Benefits ............................................ 7
How to Enroll .............................................................. 8
Frequently Asked Questions ......................................... 9
Our Network Provider .................................................. 10
Exclusions & Limitations .............................................. 11
OUR BEST PLAN

Student Accident & Sickness Plan

In these challenging times, we are pleased to offer your students 24-hour coverage anywhere in the world for both injuries AND sickness.

$50,000 Maximum per Sickness    $200,000 Maximum per Accident
$50 Deductible Per Condition

Students (Grades P-12) may enroll in this plan. Covers Injuries sustained and Sickness commencing anywhere in the world, 24 hours a day, while your student is insured under this School Year’s plan (including interscholastic sports, except high school tackle football). This plan does not cover routine or preventative care.

NOTE – Participation in commercial camps or clinics may be covered under this plan.

Coverage begins at 11:59 pm on the day that Myers-Stevens & Toohey Co., Inc. (herein called the Company) receives a completed enrollment form and payment of premium.

Coverage ends at 11:59 pm on the last day of the month for which payment has been made. Coverage may be continued for up to 12 calendar months, or through September 30, 2021, whichever comes first, provided the required payments are made.

1st payment: $208.00
(Covers remainder of month in which you enroll and 1 additional month) Subsequent Payments: $169.00 a month, billed every 2 months.

Plan Benefits

We will pay benefits only for Covered Injuries sustained or Covered Sickness commencing while insured under this School Year’s plan. Benefits payable will be based on the Usual, Customary and Reasonable Charges incurred for covered medical and dental services, as defined by the Policy, subject to exclusions, requirements and limitations. We do not pay for a service or supply unless it is Medically Necessary and listed in the Description of Benefits below. Applicable benefits mandated by the state of residence will be included in the covered expenses.

You may take your child to any provider you choose; however, seeking Treatment through a First Health contracted provider may reduce your out-of-pocket costs- see page 10 for details. To find participating First Health medical providers nearest you, call 800-226-5116 or log on to www.myfirsthealth.com.

<table>
<thead>
<tr>
<th>COVERED EXPENSES</th>
<th>BENEFIT MAXIMUMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Room &amp; Board - Semi Private Room Rate</td>
<td>80%</td>
</tr>
<tr>
<td>Inpatient Hospital Miscellaneous Charges</td>
<td>90% to $4,000/Day</td>
</tr>
<tr>
<td>Intensive Care Unit</td>
<td>80%</td>
</tr>
<tr>
<td>Hospital Emergency Room (room &amp; supplies) incurred within 72 hours of an Injury</td>
<td>100%</td>
</tr>
<tr>
<td>Emergency Room Physician Charges</td>
<td>100%</td>
</tr>
<tr>
<td>Outpatient Surgical (room &amp; supplies)</td>
<td>80% to $4,000</td>
</tr>
<tr>
<td>Physician Non-Surgical Treatment &amp; Exam (excluding Physical Therapy) including consultation (when referred by attending Physician)</td>
<td>80%</td>
</tr>
<tr>
<td>Surgeon Services</td>
<td>80%</td>
</tr>
<tr>
<td>Assistant Surgeon Services</td>
<td>80%</td>
</tr>
<tr>
<td>Anesthesiologist Services</td>
<td>80%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COVERED EXPENSES</th>
<th>BENEFIT MAXIMUMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physiotherapy (includes related office visits) when prescribed by a Physician</td>
<td>80% to $2,000</td>
</tr>
<tr>
<td>X-Ray Examinations (including reading)</td>
<td>80%</td>
</tr>
<tr>
<td>Diagnostic Imaging MRI, Cat Scan</td>
<td>80%</td>
</tr>
<tr>
<td>Ambulance (from site of an emergency directly to hospital)</td>
<td>100%</td>
</tr>
<tr>
<td>Laboratory Procedures, Registered Nurse Services, and Rehabilitative Braces</td>
<td>80%</td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td>80%</td>
</tr>
<tr>
<td>Out-Patient Prescription Drugs (for Injuries only)</td>
<td>80%</td>
</tr>
<tr>
<td>Dental Services (including dental x-rays) for Treatment due to a covered Accident</td>
<td>80%</td>
</tr>
<tr>
<td>Eyeglass Replacement (for replacement of broken eyeglass frames or lenses resulting from a covered Accident requiring medical Treatment)</td>
<td>80%</td>
</tr>
<tr>
<td>Medical Evacuation &amp; Repatriation</td>
<td>100% to $10,000</td>
</tr>
</tbody>
</table>

Additional benefits to this plan may be found on Page 7!
OUR ACCIDENT PLANS

Premiums for these plans are paid only ONCE for the entire school-year.

Full-Time 24/7 Accident Plans cover injuries
✓ Both in and out of school
✓ 24 hours a day, 7 days a week
✓ Anywhere in the world
✓ While participating in all interscholastic sports (except high school tackle football)

NOTE – Students (grades P-12) and school employees may enroll in these plans. Participation in commercial camps or clinics may be covered under these plans.

<table>
<thead>
<tr>
<th>Benefit Levels:</th>
<th>High</th>
<th>Mid</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates per School Year:</td>
<td>$328</td>
<td>$276</td>
<td>$225</td>
</tr>
</tbody>
</table>

School-Time Accident Plans cover injuries
✓ On School premises during the hours and on days when the School's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the School premises
✓ While participating in or attending School-sponsored and directly supervised School Activities* including interscholastic athletic activities and non-contact spring football (except interscholastic high school tackle football)
✓ While traveling directly and without interruption to or from residence and School for regular attendance; or School and off campus site to participate in School-sponsored and directly supervised School Activities, provided travel is arranged by and is at the direction of the School; and while traveling in School Vehicles at any time

NOTE – Students (grades P-12) may enroll in these plans. Participation in commercial camps or clinics is not covered under these plans. See “Full-Time 24/7” plans.

<table>
<thead>
<tr>
<th>Benefit Levels:</th>
<th>High</th>
<th>Mid</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates per School Year:</td>
<td>$79</td>
<td>$68</td>
<td>$53</td>
</tr>
</tbody>
</table>

Interscholastic High School Tackle Football Accident Plans cover injuries
✓ Caused by covered accidents occurring while practicing or playing in interscholastic high school tackle football activities which are School-sponsored and directly supervised, including spring practice and summer conditioning, weight training and passing league
✓ While traveling for football in a School Vehicle or traveling directly and without interruption between School and off-campus site for such activities provided travel is arranged by and is at the direction of the School

NOTE – Students (grades P-12) may enroll in these plans. Participation in commercial camps or clinics is not covered under these plans. See “Full-Time 24/7” plans.

<table>
<thead>
<tr>
<th>Benefit Levels:</th>
<th>High</th>
<th>Mid</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates per School Year:</td>
<td>$339</td>
<td>$295</td>
<td>$235</td>
</tr>
</tbody>
</table>

Additional benefits to these plans may be found on Page 7!

Coverage Begins at 11:59 pm on the day that the Company receives a completed enrollment form and payment of premium.

Coverage Ends
- Full-Time (24/7) at 12:01 am on the date School begins regularly scheduled classes for the 2021-2022 School Year.
- School-Time and Interscholastic High School Tackle Football at 11:59 pm on the closing date of regular classes for the 2020-2021 School Year.

WHICH PLAN(S) BEST FITS YOUR NEEDS?

<table>
<thead>
<tr>
<th>Plan</th>
<th>Covers Sickness 24/7 anywhere in the world</th>
<th>Covers Accidents in school, excluding Tackle Football grades 9-12</th>
<th>Covers Accidents 24/7 anywhere in the world, excluding Tackle Football grades 9-12</th>
<th>Covers Interscholastic Tackle Football grades P-8</th>
<th>Covers Interscholastic Tackle Football grades 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accident &amp; Sickness Plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Full-Time (24/7) Accident Plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>School-Time Accident Plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Interscholastic High School Tackle Football Plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*See Definitions on page 11 for more details concerning “School Activities.”
ACCIDENT PLAN BENEFITS—WHICH OPTION BEST FITS YOUR NEEDS?

(Applies to all plans except the Dental Accident Plan and Pharmacy SmartCard)

We will pay benefits only for Covered Injuries sustained while insured under this School Year’s plan. Benefits payable will be based on the Usual, Customary and Reasonable Charges incurred for covered medical and dental services, as defined by the Policy, subject to exclusions, requirements and limitations. We do not pay for a service or supply unless it is Medically Necessary and listed in the Description of Benefits below. Applicable benefits mandated by the state of residence will be included in the covered expenses.

You may take your child to any provider you choose; however, seeking Treatment through a First Health contracted provider may reduce your out-of-pocket costs—see page 10 for details. To find participating First Health medical providers nearest you, call 800-226-5116 or log on to www.myfirsthealth.com.

<table>
<thead>
<tr>
<th>Covered Benefit Levels</th>
<th>Low Option</th>
<th>Mid Option</th>
<th>High Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan Name</strong></td>
<td><strong>MAXIMUMS PER ACCIDENT</strong></td>
<td><strong>BENEFIT MAXIMUMS</strong></td>
<td></td>
</tr>
<tr>
<td>Tackle Football Accident Plan</td>
<td>$25,000</td>
<td>$50,000</td>
<td>$75,000</td>
</tr>
<tr>
<td>Full-Time 24/7 Accident Plan</td>
<td>$50,000</td>
<td>$100,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>School-Time Accident Plan</td>
<td>$25,000</td>
<td>$50,000</td>
<td>$75,000</td>
</tr>
<tr>
<td>Deductible - per condition</td>
<td>$200</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Covered Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital Room &amp; Board - Semi Private Room Rate</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Inpatient Hospital Miscellaneous Charges</td>
<td>80% to $2,000/Day</td>
<td>85% to $2,500/Day</td>
<td>90% to $3,000/Day</td>
</tr>
<tr>
<td>Intensive Care Unit</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Hospital Emergency Room (room &amp; supplies) incurred within 72 hours of an Injury</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Room Physician Charges</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient Surgical (room &amp; supplies)</td>
<td>80% to $2,500</td>
<td>85% to $3,000</td>
<td>90% to $5,000</td>
</tr>
<tr>
<td>Physician Non-Surgical Treatment &amp; Exam (excluding Physical Therapy) Including consultation (when referred by attending Physician)</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Surgeon Services</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Assistant Surgeon Services</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Anesthesiologist Services</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Physiotherapy (includes related office visits) when prescribed by a Physician</td>
<td>80% to $500</td>
<td>85% to $750</td>
<td>90% to $1,000</td>
</tr>
<tr>
<td>X-Ray Examinations (including reading)</td>
<td>80% to $500</td>
<td>85% to $750</td>
<td>90% to $1,000</td>
</tr>
<tr>
<td>Diagnostic Imaging MRI, Cat Scan</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Ambulance (from site of an emergency directly to hospital)</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Procedures, Registered Nurse Services, and Rehabilitative Braces</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td>80% to $400</td>
<td>85% to $750</td>
<td>90% to $1,000</td>
</tr>
<tr>
<td>Out-Patient Prescription Drugs (for injuries only)</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Dental Services (including dental x-rays) for Treatment due to a covered Accident</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
<tr>
<td>Eyeglass Replacement (for replacement of broken eyeglass frames or lenses resulting from a covered Accident requiring medical Treatment)</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Evacuation &amp; Repatriation</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Even if your child has other coverage, our plans can help cover large deductibles, co-pays and other uncovered expenses common to many other plans today!
ADDITIONAL PLANS

Dental Accident Plan ($75,000 Maximum)
- Covers injuries to teeth caused by covered Accidents occurring 24 hours a day, anywhere in the world, including participation in all sports and all forms of transportation.
- Benefits are payable at 100% of the Usual, Customary and Reasonable charges for Treatment of Injured teeth, including repair or replacement of existing caps or crowns. We do not pay for damage to or loss of dentures or bridges or damage to existing orthodontic equipment.
- The coverage provides a “Benefit Period” of Accident dental benefits for up to one year from the date of first Treatment. The benefit period for an Injury may be extended each year, provided that: coverage is renewed prior to October 1, the student remains enrolled in grades P-12, and written notice is received by the Company at the time of Injury that further Treatment will be deferred to a later date.

$16.00 purchased separately
$12.00 when added to any plan(s) purchased

Pharmacy SmartCard

- Available to students, their families and school staff through our partnership with CastiaRx, the SmartCard offers savings of up to 95% of prescription drug costs and is accepted at over 63,000 pharmacies nationwide.
- In addition, the program can provide “Instant Alerts” to potential medication interactions to better protect your family along with unique “Proof of Savings” reports mailed directly to you every six months. After your payment has been processed, CastiaRx will send you your ID card. Present your card each time you or a family member needs a prescription filled to receive your savings.
- For more detailed information, go to www.castiarx.com or call 800-546-5677. The SmartCard is not an insurance product and is not insured by ACE American Insurance Company.

$36.00 for the entire family!

Coverage Begins at 11:59 pm on the day that the Company receives a completed enrollment form and payment of premium.

Coverage Ends
- Dental at 12:01 am on the date School begins regularly scheduled classes for the 2021-2022 School Year.
- SmartCard one full year from the date of purchase.

ADDITIONAL BENEFITS

CONCUSSION:
When a student is diagnosed with a concussion as a result of an injury received while participating in a Covered Activity, and as a result is prohibited from participation in interscholastic sports under the School’s formal concussion protocol, benefits for the treatment of that concussion will be paid at 100% of the Usual, Customary and Reasonable charges with no deductible, subject to all other terms and conditions of the plan.

ACCIDENTAL DEATH, DISMEMBERMENT, LOSS OF SIGHT, PARALYSIS AND COUNSELING:
In addition to medical benefits, if, within 365 days from the date of Accident covered by the policy, bodily Injuries result in any of the following losses, we will pay the benefit set opposite such loss. Only one such benefit (the largest) will be paid for all such losses due to any one Accident.

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Benefit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental Death</td>
<td>$10,000</td>
</tr>
<tr>
<td>Single dismemberment or entire loss of sight</td>
<td>$25,000</td>
</tr>
<tr>
<td>Double dismemberment or entire loss of sight</td>
<td>$50,000</td>
</tr>
<tr>
<td>Counseling - In addition to the AD&amp;D benefits, we will pay 100% of the Usual, Customary and Reasonable costs of psychiatric/psychological counseling needed after covered dismemberment, loss of sight or paralysis up to $5,000</td>
<td></td>
</tr>
</tbody>
</table>
HOW TO ENROLL

For IMMEDIATE confirmation of enrollment, skip the steps below and click here to apply online.

Thank you for enrolling your child! To avoid any delay in coverage, please follow these 3 easy steps below:

Select the plan(s) you wish to purchase below:
- The Student Accident & Sickness Plan will provide our highest level of coverage.
- Our Accident Plans may be purchased on an individual basis or combined with additional coverage (for example, Full-Time Accident + Dental).

Complete the enrollment form below. Please note, we are unable to accept enrollments over the phone.

Purchase and Return You may either:
- Fax both sides of the completed Enrollment Form to (949) 348-2630. You must pay by credit card by completing the payment area below. Sorry, we cannot accept personal checks or Money Orders by fax.
- Mail both sides of the completed Enrollment Form to Myers-Stevens & Toohey, 26101 Marguerite Pkwy, Mission Viejo, CA 92692. You may pay by credit card by completing the payment area below or enclose a check or Money Order made payable to Myers-Stevens & Toohey.

PLEASE DO NOT SEND CASH

2020-2021 Enrollment Form Complete all information (please print) and return to Myers-Stevens & Toohey Co., Inc.

Our BEST Plan

Student Accident & Sickness - 1st Payment $352.00
You will be billed $339.00 every 2 months thereafter. Coverage cannot exceed 12 calendar months or run past Sept. 30, 2021.

Our Accident Plans

<table>
<thead>
<tr>
<th>PLANS:</th>
<th>High Option</th>
<th>Mid Option</th>
<th>Low Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tackle Football Only</td>
<td>$339.00</td>
<td>$326.00</td>
<td>$295.00</td>
</tr>
<tr>
<td>Full-Time (24/7)</td>
<td>$328.00</td>
<td>$276.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>School-Time</td>
<td>$79.00</td>
<td>$60.00</td>
<td>$53.00</td>
</tr>
</tbody>
</table>

Dental Accident
- $16.00 Purchased Separately
- $12.00 When added to any plan(s) purchased

Pharmacy SmartCard $12.00

Total Amount Due $ 

Print Parent or Guardian Name

First Name __________________________ Last Name __________________________

I enroll for the coverage checked above. I understand premiums cannot be refunded or converted.

Warning: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claims containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, may be subject to prosecution for insurance fraud.

X __________________________ Date __________

Parent or Guardian Signature

Student Name __________________________ First Middle Last

Student Birthdate Month Day Year

Mailing Address Apt. #

City State Zip Code

Parent Daytime Phone Number

Parent Email Address

District Name

Grade

ALL PREMIUMS ARE FULLY EARNED UPON RECEIPT AND CANNOT BE REFUNDED OR CONVERTED

Method of Payment

Note: $12.00 service charge for Returned Checks and declined Credit Cards. □ Check/Money Order (please payable to Myers-Stevens & Toohey Co., Inc.) or □ Mastercard or Visa

Card Type: __________________________

$ __________________________

Card Number __________________________

Exp. Date MO. YR. 3 Digit Control #

I authorize Myers-Stevens & Toohey Co. Inc. to deduct the premium payment, plus a 3% processing fee, from my credit card. If enrolling in the Student Accident & Sickness Plan, I am authorizing the initial premium payment and understand that I will be invoiced every 2 months for the subsequent payments.

Signature of Cardholder __________________________

Auto- Charge Option

Available for your convenience is the option to have your bi-monthly payments automatically charged to your credit card.

By initiaing here __________________________, I hereby authorize Myers-Stevens & Toohey to charge the above credit card $334, plus a 3% processing fee, on the 5th of the month that my payment is due. This authorization will remain in effect for the 2020/2021 school year until I notify Myers-Stevens & Toohey in writing prior to the next payment date.
FREQUENTLY ASKED QUESTIONS

I'm in a hurry! What is the quickest way to enroll?
Click HERE to enroll online, click the “Enroll Now” banner on the home page, complete the enrollment process and your ID card will be emailed to you immediately!

If I have other insurance, why do I need this coverage?
Our plans can expand your choice of providers for your child and high deductibles, high co-insurance and other cost-sharing obligations common to many of today’s health plans.

If my child has no other insurance, what’s my best buy?
Unless you need coverage for high school tackle football, the Student Accident & Sickness Plan is our broadest, best option. Next best is the Full-Time 24/7 Accident Plan with “High Option” benefits.

Can I take my child to any doctor or hospital?
YES! However, your out-of-pocket costs could be less using a First Health contracted provider (see page 10). To find participating doctors/hospitals nearest you, call 800-226-5116 or log on to www.myfirsthealth.com

If my child has a covered injury or sickness, will benefits for that same injury or sickness be extended if he/she re-enrolls next year?
Once maximum benefits have been paid or the benefit period ends (generally, from one to two years depending on the plan) no further benefits for that injury or sickness will be made. The Dental Accident Plan is the only exception. See this brochure for details.

Are accident-only rates paid every month?
NO! Accident-only rates are one-time charges for the entire School Year.

Do the Interscholastic Tackle Football or School-Time plans cover camps and clinics sponsored and organized by groups other than my child’s school?
NO! However, such camps and clinics may be covered under our Full-Time 24/7 or Student Accident & Sickness plans. Call us for guidance!

Can interscholastic high school tackle football be covered?
YES! But only under the Interscholastic Tackle Football Plan. “High Option” benefits are recommended.

Still need help or have questions?
Go to www.myers-stevens.com or call us for prompt, personalized assistance at (800) 827-4695.
OUR NETWORK PROVIDER

Maximum choice - maximum savings!

When an accident or sickness occurs, access to providers is important to our students and their families. In the current healthcare environment, plan choices are becoming more limited as the network provider lists continue to contract. Our plans generally allow you to seek treatment for your children from the provider or facility of their choice.

In addition, we partner with First Health, a very extensive provider networks that allow for deep discounts on billed charges (averaging over 40%). This can further reduce your out-of-pocket costs.

First Health

The network provides:
- Over 5,000 hospitals, 90,000 ancillary facilities, and 1 million health care professional service locations nationwide
- 98% of the U.S. population with access to a network provider
- Electronic web directories which enable members to find network providers, office hours, languages spoken, hospital affiliation and driving directions

To find a First Health provider nearest you, call 800-226-5116 or log on to www.myfirsthealth.com.

HOW TO FILE A CLAIM

Each claim is assigned to one of our experienced examiners who will diligently guide family members, school staff, medical providers and any other parties involved throughout the entire process from A to Z. Our examiners apply their specific and highly technical knowledge to ensure accurate and expedited processing.

Should an accident or sickness occur, please follow these 4 easy steps:
1. Report School-related Injuries within 60 days if you reside in California or 72 hours if you reside in Arizona or Nevada.
2. Obtain a claim form from the School or the Company. Claim forms must be filed with the Company within 90 days after the date of first Treatment.
3. At the same time, please file a claim with any other applicable insurance or Health Care Plan.
4. Follow ALL claim form instructions, attach all itemized bills and send to:

Myers-Stevens & Toohey Co., Inc.
26101 Marguerite Parkway
Mission Viejo, CA 92692-3203
Office 800-827-4695 Fax 949-348-2630
claims@myers-stevens.com
CA License #0425842

The Insurance Company

ACE American Insurance Company
436 Walnut St., Philadelphia, PA 19106

This information is a brief description of the important features of this insurance plan. It is not an insurance contract. Insurance benefits are underwritten by ACE American Insurance Company. Complete details may be found in the policies which can be found on file with the district office. Coverage may not be available in all states or certain terms may be different where required by state law. Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, housed by Chubb Ltd. (NYSE:CB) Insurance products and services are provided by Chubb Insurance and/or its companies and not by the parent company itself.
EXCLUSIONS

Benefits are not payable for any of the following or loss that results from them:

1. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment.
2. War or any act of war, declared or undeclared.
3. Participation in a riot or civil disorder; fighting or brawling, except in self-defense; commission of or attempt to commit a felony or violating or attempting to violate any duly enacted law.
4. Suicide, attempted suicide or intentionally self-inflicted injury while sane or insane.
5. Injury or Sickness contributed to by the use of alcohol or drugs unless taken in the dosage and for the purpose prescribed by the Covered Person’s Physician.
6. Practice or play in interscholastic high school tackle football (unless separate football coverage is purchased), intercollegiate sports, semi-professional sports, or professional sports. (Does not apply to the Dental Accident Plan.)
7. Injury or Sickness covered by Worker’s Compensation or Employer’s Liability Laws, or by any coverage provided or required by law including, but not limited to group, group type, and individual automobile “No Fault” coverage (excluding School Vehicle coverage).
8. Treatment, services or supplies provided by the School’s infirmary or its employees, or Physicians who work for the School, or by any member of the Covered Person’s immediate family; or for which no charge is normally made.
9. Treatment, services or supplies provided or paid for by any governmental program or law, except Medicaid.
10. Treatment of Sickness, ailment, or infections (except pyogenic infections or bacterial infections which result from the accidental ingestion of contaminated substances). (Does not apply to the Sickness-Only Coverage under the Student Accident & Sickness Plan.)
11. The diagnosis and Treatment of non-malignant warts, moles and lesions, acne or allergies, including allergy testing.
12. Injury sustained as a result of riding in or on, entering or alighting from, a two or three-wheeled motor vehicle. (Does not apply to the Dental Accident Plan.)
13. Treatment of osteomyelitis, pathological fractures and hernia. (Does not apply to the Sickness-Only Coverage under the Student Accident & Sickness Plan.)
14. Detached retina (unless directly caused by an Injury). (Does not apply to the Sickness-Only Coverage under the Student Accident & Sickness Plan.)
15. Any expenses related to the Treatment of tonsils, adenoids, epilepsy, seizure disorder or congenital weakness; or expenses for Treatment of congenital anomalies and conditions arising or resulting directly there from.
16. Supplies, except as otherwise provided in the Policy.

This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit Us from providing insurance, including but not limited to, the payment of claims.

Requirements and Limitations

Aggravations of injuries which did not occur while insured under this plan are paid up to $500 maximum benefit per policy term. Injuries sustained as a result of riding in or on, entering or alighting from or being struck by a Motor Vehicle are limited to a $325,000 maximum benefit. Some Motor Vehicle injuries are not covered (see exclusions above for details). School-Time and high school tackle football injuries must be reported to the School within 90 days of the date of injury if you reside in California or 72 hours if you reside in Arizona or Nevada. The first Physician’s visit must be within 120 days after the Accident occurs. This insurance does not apply to the extent that trade or economic sanctions or regulations prohibit us from providing insurance, including but not limited to, the payment of claims. A claim form must be filed with Myers-Stevens & Toohey & Co., Inc. within 90 days after the date of loss. The School-Time, Tackle Football and Full-Time (24/7) plans pay for covered expenses incurred within up to 104 weeks from the date of injury. The Student Accident & Sickness and Dental Accident plans pay for covered expenses incurred within up to 52 weeks from the date of first treatment, however, should the Injury sustained under the Student Accident & Sickness plan require the removal of surgical pins, continued Treatment for serious burns, or Treatment of a non-union or mal-union fracture, the benefit period will be extended to 104 weeks. Each covered condition may be subject to a deductible - see plan details.

Facility of Payment

Whenever payments that should have been made under the Policy are made by any other policy, the Company reserves the right to pay over to any plan making such other payments, any amounts the Company determines are warranted in order to satisfy the extent of this provision. The amounts paid are considered benefits paid under the Policy and, to the extent of such payments, the Company shall be fully discharged from liability under the Policy. In no event will the Company pay more than the benefits payable under the Policy for all policies providing the same or similar benefits issued to the Policyholder and underwritten by the Company.

Definitions

An Accident is defined as a sudden, unexpected and unintended incident. Covered Accident means an Accident that results in Injury or loss covered by this Policy. An Injury is defined as Accidental bodily harm sustained by the Covered Person that results directly from an Accident (independently of all other causes) and occurs while coverage under the Policy is in force. Medically Necessary is defined as the services or supplies provided by a Hospital, Physician, or other provider that are required to identify or treat an Injury or Sickness and which, as determined by the Company: are: (1) consistent with the symptoms or diagnosis and Treatment of the Injury or Sickness; (2) appropriate with regard to standards of good medical practice; (3) not solely for the convenience of the Insured Person; (4) the most appropriate supply or level of service which can be safely provided. When applied to the care of an Inpatient, it further means that the Insured Person’s medical symptoms or condition requires that the services cannot be safely provided as an Outpatient. Sickness is defined as illness or disease contracted by and causing loss to the Insured Person whose Sickness is the basis of claim. Any complications or any condition arising out of a Sickness for which the Insured Person is being treated or has received Treatment will be considered as part of the original Sickness. School Activities means any activity that is sponsored and under the direct, immediate supervision of the School that: (a) the School requires the Insured Person to attend; or (b) is under the sole control and supervision of School authorities. It does not include an activity related to athletics or cheerleading. (That is under joint sponsorship or supervision arrangement with any non-School group.)

Excess Provision:

In order to keep premiums as affordable as possible, these plans pay benefits on a non-duplicating basis. This means, if a person is covered by one or more of these plans and by any other valid insurance or health agreement, any amount payable or provided by the other coverages will be subtracted from the covered expenses and we will pay benefits based on the remaining amount. (In Arizona: Does not apply to the Sickness-Only coverage under the Student Accident & Sickness Plan.)

IMPORTANT NOTICE: This Plan provides short-term limited duration sickness benefits, It does not constitute comprehensive health insurance coverage (often referred to as “major medical coverage”) and does not satisfy a person’s individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Act (ACA). For more information about the ACA, please refer to www.HealthCare.gov.

ALL PREMIUMS ARE FULLY EARNED UPON RECEIPT AND CANNOT BE REFUNDED OR CONVERTED

For a brochure in Spanish, or for assistance in Spanish, please call 800-827-4695
Para un folleto en Español, o para asistencia en Español, por favor llame a 800-827-4695
APPLICATIONS
Apply today to see if your child qualifies for Free or Reduced Meal Applications. New meal applications need to be submitted each year, as benefits from the previous year end on September 27, 2018.

ONLINE MEAL APPS
Did you know you can apply for free and reduced meal benefits online? Visit heartlandapps.com You can also find paper applications on the Food Service Website.

ONLINE PAYMENTS
Depositing money into your child's account is quick and easy by using the online service myschoolbucks.com You can see transaction history and receive low balance emails!

CALIFORNIA THURSDAYS
WPUSD has joined the California Thursday Network! We will focus on bringing in more California grown and produced products and menu selections.

LOCAL PRODUCE
We are going local! Keep a look out for more fruits and veggies from local farmers. Including lettuce from Fiery Ginger Farms from West Sacramento.

ONLINE SURVEY
Have some menu ideas? Want to share feedback? Check out our online Parent and Student Surveys. Visit wpusd.org and click on Food & Nutrition Services.
Welcome Back to School!

PARTICIPATION OF FOODS SERVED IN THE CLASSROOM

Based on current guidance from the California Department of Public Health (CDPH) the following will be observed in all classrooms for the 2020-21 school year:

- Food should not be shared with other students
- No shared treats or communal food, such as birthday treats or potluck items, should be brought to school at this time

**WPUSD Wellness Policy** - Celebrations and Rewards:

*(See restrictions above regarding food in the classroom for the 2020-21 school year)*

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

For all foods offered on the school campus, teachers, parents/guardians and other volunteers are encouraged but not required to provide snacks that fall within the USDA Smart Snacks in School nutrition standards. For information and ideas for Smart Snacks click the links below:

- Click here for a quick guide of recommended Smart Snack compliant foods
- Click here for finding foods that are Smart Snack approved

**WPUSD Wellness Policy** - Fundraising Activities:

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

- Click here for California regulations on foods SOLD during the school day *includes fundraisers*

For questions regarding Healthy Snacks contact the Food Services Department at 916-645-6373.
WESTERN PLACER UNIFIED SCHOOL DISTRICT
APPLICATION FOR FREE & REDUCED PRICED MEALS
2020 - 2021 SCHOOL YEAR

**APPLY TODAY TO SEE IF YOUR CHILDREN QUALIFY FOR FREE OR REDUCED PRICED MEALS**

Applicants - Completing an application does not automatically entitle your children to receive free / reduced priced meals. You will be notified of your approval or denial stating the outcome of your application and effective date if qualified. Please send money for your child's school meals, or provide a sack lunch from home until notified.

Child Nutrition Department Information

Children who received free or reduced meals through the end of last school year in the Western Placer Unified School District will continue their status until their new application has been processed. New applications must be processed & approved before September 30, 2020 or your child will be required to pay full price for meals effective October 1, 2021.

<table>
<thead>
<tr>
<th></th>
<th>FULL PRICED MEALS</th>
<th>REDUCED PRICED MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>K - 5TH</td>
<td>6TH - 8TH</td>
</tr>
<tr>
<td>BREAKFAST</td>
<td>$1.75</td>
<td>$2.00</td>
</tr>
<tr>
<td>LUNCH</td>
<td>$3.00</td>
<td>$3.25</td>
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</table>

All students have a personal meal account. Students keep the same meal account as long as they attend school in the WPUSD. Depositing money into your child's account is quick, easy and can be done during meal service times.

~ PLEASE VISIT OUR WEBSITE ~

http://www.wpusd.org

Click on "Food & Nutrition Services"
For Information on:
Menus ~ Meal Applications ~ Pre-Payment Options ~ Nutrition & Fitness Information
Lunch Program for All—2020 - 2021 Year

Dear Parent or Guardian:

Westera Placer Unified School District takes part in the National School Lunch and/or school Breakfast Programs. Meals are served every school day at participating schools. Students may buy lunch for $3.00, $3.95, $5.95, or $7.50. Reduced-price meals are $2.25. Eligible students may receive meals free or at a reduced-price of $0.40 for lunch and/or $0.50 for breakfast. If you or your children do not have to be a U.S. citizen to qualify for free or reduced-price meals.

HOMELESS, RUNAWAY, & MIGRANT—Contact the school for details.

MEALS FOR DISABLED—If you believe your child needs a food substitute or texture modification because of a disability, please contact the school. A child with a disability entitled to a special meal at no extra charge if the disability prevents the child from eating the regular meal.

WIC PARTICIPANTS—If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children (known as WIC), your child may be eligible for free/reduced-price meals. We encourage you to complete an Application and return for processing.

APPLYING FOR BENEFITS—You may apply for meal benefits at any time during the school year. If you are not eligible now, but your income decreases during the school year, you lose your job, your family size becomes larger, or your household loses 50% of its income, you may be eligible for free/reduced-price meals. Follow the instructions on the Application and return for processing.

TERMS—“Household” means a group of related or non-related individuals who live as one economic unit and sharing living expenses. “Living expenses” include rent, clothes, food, doctor bills, utility bills, etc.

SOCIAL SECURITY NUMBER (SSN)—The Application must include the last four digits of the SSN of the adult who signs it. If the adult does not have a SSN, check the “I do not have a SSN” box. If you have a listed a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for the child, or if the Application is for a foster child, an SSN is not required of the adult signing the Application.

DIRECT CERTIFICATION—This school/agency participates Direct Certification. If your household currently receives benefits from one of the following programs: CalFresh (previously Food Stamps), California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR). DO NOT complete a meal Application. School officials will notify you of your child’s eligibility for free meals. If you are not contacted by August 9, 2019 but think your children are eligible for free meals, please contact the school. You may need to complete an Application.

MIXED HOUSEHOLDS WITH DIRECTLY CERTIFIED, FOSTER, OR/AND NON DIRECTLY CERTIFIED CHILDREN—To apply complete the Application for Free and Reduced-Price Meals, sign it, and return it to the school. Complete an Application for each child who has income and is eligible for CalFresh or FDPIR. If there is a foster child in the household, the Application cannot be completed unless complete eligibility information is included. If you do not enter a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for each child, your child may not be counted as eligible for free/reduced-price meals. We encourage you to complete an Application and return for processing.

FDPIR BENEFITS—Households participating in the FDPIR are categorically eligible for free meals/milk. The FDPIR is authorized by Section 4(b) of the Food and Nutrition Act of 1966. Section 4(b) of the FDPIR program requires that households participating in the FDPIR program must sign an Application and provide the last four digits of their SSN. If you or your household participates in the FDPIR program, you must complete the Application and provide the last four digits of your SSN.

INCOME HOUSEHOLDS—To apply, Complete the Application for Free and Reduced-Price Meals. Follow the instructions on the Application. See the income to report chart on the right, sign it, and return it to the school.

MILITARY HOUSING INCOME—If you are in the Military Housing Privatization Initiative or OPM RBP, DO NOT include these income. You do report any military benefits received in kind, such as housing allowances (off-base or general commercial/private real estate market), food, clothing, and deployed service member’s income made available to them or on their behalf to the household.

INCOME TO REPORT—List all household members, whether or not they receive income. For each household member with income: write the amount of current income, enter the source of current income received, such as wages, pension, retirement, welfare, child support, and so on, for EACH category, and how often received (frequency). Gross Earnings from work is the amount received before income taxes are deducted. If any current amount received was more or less than usual, write the usual or projected income. Households receiving different income amounts must annualize their income by calculating weekly $x2; every two weeks x 26; twice a month x 24; and monthly by 12.

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NON-DISCRIMINATION—This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

You will be notified by the school when your Application has been approved or denied for free or reduced-priced meals.
School Year 2020-2021 Western Placer Unified School District Application for Free and Reduced-Price Meals

Read the instructions included with Application on how to apply. Please print and use a pen. You may also apply online at HeartlandApps.com. This Institution is an equal opportunity provider.

California Education Code Section 49557(a): "Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means."

**STEP 1 - STUDENT INFORMATION**
Children in Foster Care and children who meet the definition of Homeless, Migrant, or Runaway are eligible for free meals. Attach another sheet of paper for additional names.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>School Name</th>
<th>Student Grade</th>
<th>Birth Date</th>
<th>Eligibility Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**STEP 2 - ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDPIR**
Do ANY household members (including yourself) currently participate in one of the following assistance programs?

- **CalFresh**
- **CalWORKs**
- **FDPIR**

If YES, do not complete STEP 3. Check the applicable program box, enter one case number, and then go to STEP 4. Enter Case Number:

**STEP 3 - REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**
(A Skip this step if you answered 'Yes' to STEP 2)

**A. STUDENT INCOME:** Sometimes students in the household earn income. Please include the TOTAL income earned by all students listed in STEP 1 here. Report total income in whole dollars earned before taxes and deductions.

**B. ALL OTHER HOUSEHOLD MEMBERS (including yourself):** List ALL household members not listed in STEP 1 even if they do not receive income. For each household member, report the TOTAL income for each source in whole dollars only. If they do not receive income from any source, write "0." If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. Report all income earned before taxes and deductions.

**STEP 4 - CONTACT INFORMATION & ADULT SIGNATURE**
Certification: "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws."

Signature of adult completing this form:

Print Name:

Today's Date:

Phone Number:

Address:

City: State: Zip:

E-mail:

**DO NOT COMPLETE, SCHOOL USE ONLY**

Annual Income Conversion: Weekly x52, Bi-Weekly x26, Twice a Month x24, Monthly x12

Total Household Income

Total Household Members

Eligibility Status: Free Reduced-price Paid (Denied) Categorical

Determining Official's Signature: Date:

Confirming Official's Signature: Date:

Verifying Official's Signature: Date:

Optional - Children's Ethnic and Racial Identities:
We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

- **Ethnicity (check one):**
  - Hispanic or Latino
  - Not Hispanic or Latino

- **Race (check one or more):**
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or other Pacific Islander
  - White
The Western Placer Unified School District considers applicants for all positions without regard to actual or perceived age, ancestry, gender, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran status, political affiliation or activity, status as a victim of domestic violence, assault, or stalking, sexual orientation, or association or any other legally protected status. The Western Placer Unified School District maintains a tobacco-free, drug-free environment.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

For concerns or complaints, please call the following District contact:

Equity/Title IX Coordinator for Employees
Gabriel Simon, Ed.D., Assistant Superintendent of Personnel Services
600 6th Street, Suite 400, Lincoln, CA 95648
(916)645-6350
(gsimon@wpusd.org)

WESTERN PLACER UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER