

2011/12
ANNUAL NOTIFICATION TO
PARENTS/GUARDIANS REGARDING
YOUR RIGHTS

Sulphur Springs School District

27000 Weyerhaeuser Way, Santa Clarita, CA 91351
(661) 252-5131 – www.sssd.k12.ca.us

Dear Parents:

As Superintendent of Sulphur Springs School District, I am committed to our students' success. I pledge that our District will stand as a model of excellence in education and maintain high expectations for classroom achievement and behavior, while providing assistance for those students who need alternative approaches.

As parents, please understand that you play an essential role in your children's academic success. A parent's expectation of success becomes a propelling force to motivate a child. We ask you to set high expectations and become involved. There are many ways to do this, such as by supervising homework, fostering reading at home, limiting TV and video games, and talking with your child(ren) about the importance of education.

You must also set high expectations of our school. We welcome your involvement and support, specifically, becoming involved with your child's school and getting to know your child's teacher and forming a partnership.

We look forward to working with you to achieve educational excellence.

Sincerely,

Dr. Robert Nolet
Superintendent

School Sites

Canyon Springs Community School – (661) 252-4322 Fax (661) 252-0974
19059 Vicci Street, Canyon Country, CA 91351

Principal – Mrs. Lynn David Asst. Principal – Mrs. Sandy Bull

Fair Oaks Ranch Community School – (661) 299-1790 Fax (661) 299-1879
26933 North Silverbell Lane, Santa Clarita, CA 91387

Principal – Mrs. Marie Stump Asst. Principal – Mr. Alan Reinstein

Golden Oak Community School – (661) 251-8929 Fax (661) 251-8927
25201 Via Princessa, Santa Clarita, CA 91351

Principal – Mrs. Gayle Abril

Leona H. Cox Community School – (661) 251-2100 Fax (661) 299-4916
18643 Oakmoor Street, Canyon Country, CA 91351

Principal – Mrs. Betsy Letzo Asst. Principal – Mrs. Sandy Bull

Mint Canyon Community School – (661) 252-2570 Fax (661) 298-3383
16400 Sierra Highway, Canyon Country, CA 91351

Principal – Mrs. Roni Andrus

Mitchell Community School – (661) 252-9110 Fax (661) 252-6537
16821 Goodvale Road, Canyon Country, CA 91387

Principal – Mrs. Beverly Farrell-Smith

Pinetree Community School – (661) 298-2280 Fax (661) 298-0331
29156 Lotusgarden Drive, Canyon Country, CA 91387

Principal – Ms. Jane D’Anna

Sulphur Springs Community School – (661) 252-2725 Fax (661) 252-5403
16628 Lost Canyon Road, Canyon Country, CA 91387

Principal – Mr. Josh Randall

Valley View Community School – (661) 251-2000 Fax (661) 298-5428
19414 West Sierra Estates Drive, Newhall, CA 91321

Principal – Mr. Rick Drew Asst. Principal – Mrs. Amanda Fisher

Attendance

Absences and Excuses

Attendance plays an important role in student achievement. Parents/guardians of children aged 6 to 18 are obligated to send their children to school.

Excused Absences

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

1. Personal Illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.
5. Upon advance request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference

Truancy

Truant students may be referred to a school attendance review board, a truancy mediation program operated by the county's district attorney or probation officer, and/or juvenile court in accordance with law.

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

Chronic Absence

Excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school.

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year.

The student may be referred to a student success team or school-site attendance review team.

Attendance Options

Residency

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; the parents or legal guardians of the pupil are employed within the boundaries of a school district, or a pupil residing in a state hospital located within the boundaries of the school district.

Interdistrict Attendance

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources. Permits are granted on a space-available basis.

Intradistrict Transfers

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

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

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

The Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests. Requests may be approved/denied on a case-by-case basis, on a space available basis, as to not cause overcrowding in district schools or programs.

The victim of a violent criminal offense while on school grounds shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

Except as required by 20 USC 6316 for transfers out of Title I PI schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

Open Enrollment Act

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a uniform and consistent process. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

Individualized Instruction

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact your school administrator for further information.

Notice of Alternative Schools

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools and the administrative office of this district, have copies of the law available for your information.

Discipline

School Rules

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

Property Damage

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcripts of the pupil until restitution is paid.

Requirement of Parent/Guardian School Attendance

Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

Nondiscrimination Statement

The Sulphur Springs School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group identification, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact:

*Kim Lytle, Director of Personnel/Pupil Services
27000 Weyerhaeuser Way
Santa Clarita, CA 91351
(661) 252-5131*

Suspension and Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law.

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in class from which the student was suspended.

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student.

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law.

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee.

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation.

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person;
- (2) or willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code [11014.5](#).
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committed a sexual battery as defined in Penal Code [243.4](#).
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Made terrorist threats against school officials and/or school property.

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

- s. Committed sexual harassment as defined in Education Code [212.5](#).
- t. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code [233](#).
- u. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and

- invading the rights of school personnel or students by creating an intimidating or hostile educational environment.
- v. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel.

Mandatory Suspension/Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

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

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

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

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses.

The Superintendent or designee shall notify staff, students and parents/guardians about the district's zero tolerance policy and the consequences, which may result from student offenses. He/she shall ensure strict enforcement of this policy.

Student Services

Services to Disabled Pupils

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

The District wants to locate, identify and assess all children with disabilities, whether homeless, wards of the state, enrolled in public or private schools.

Student Lunch Program

Your child may be eligible to purchase lunch at a reduced rate. An application will be sent to all students' homes.

Acceptable Use of Technology

One of the adopted goals of the Sulphur Springs School District is to assist in advancing the use of technology to enhance student learning. Access to Sulphur Springs School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Sulphur Springs School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Sulphur Springs School District shall make diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.sssd.k12.ca.us. It contains information about the district and schools regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request.

Health Services

Kindergarten

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. **This form is included in the Kindergarten registration packet.**

You may find it convenient to have your child immunized at the same time that the physical examination is conducted.

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Samuel Dixon Family Health Center
27225 Camp Plenty Road, Suite 2
Canyon Country, CA 91351
(661) 424-1220

Northeast Valley Health Corporation
18533 Soledad Canyon Rd.
Santa Clarita, CA 91351
(661) 673-8800

Kindergarten and/or First Grade Oral Health Assessment

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

The District Oral Health Assessment/Waiver Request form is available from the District or online at www.cde.ca.gov/ls/he/hn/oralhealth.asp and must be filled out at the dental office. If you cannot fulfill this requirement, please give the reason in Section 3 of the form. By law student health information is confidential.

The following resources can help you complete this requirement:

1. Medi-Cal/Dent-Cal at 800-322-6384, <http://www.denti-cal.ca.gov>;
2. County Health Department listed in this section, <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>;
3. Healthy Families at 800-880-5305, <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListings1.htm>

Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students entering kindergarten are required to have three doses of Hepatitis B vaccine and a second dose of measles containing vaccine. Students must be immunized for varicella or provide proof from a doctor stating that the child has had the disease. The required immunizations are available from the County Health Department or an authorized health care provider. Documented proof of immunization is required upon admission. It is the policy of this district that there be no “conditional” admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply if a district provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are contraindicated. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time a directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying the County Health Department listed in this section.

Administering Medication and Monitoring Health Conditions

Children may take medication (**prescription and non-prescription**), which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver submits a written statement indicating his/her desire that the school district assist his/her child in taking the medication; and
3. Parent signs a release statement on a special form available from the district.

Children may carry and self-administer inhaled asthma medication and/or auto-injectable epinephrine if the rules in one through three above are met. A parent/student meeting with the District Nurse to review procedures and sign consent form is necessary.

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

Physical Examinations

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Scoliosis (curvature of the spine) Screening

In grades 5 and 6, your child may be screened for scoliosis (curvature of the spine), only with written permission. Information regarding screening at your child’s school will be sent home when a screening date has been set.

Vision and Hearing Appraisal

Your child’s sight and hearing will be checked by an authorized person between grades kindergarten through 6, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter (submitted at the beginning of the school year) stating that you do not want your child to be screened.

Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor’s note or prescription.

Medical and Hospital Insurance for Students

The district **DOES NOT** provide insurance on individual students.

Drug, Alcohol and Tobacco Prevention Programs

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by the prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The District's drug alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only assist parents and pupils who may desire information regarding the resources available to assist them.

Curriculum and Personal Beliefs

District Curriculum

The district adopts State approved curriculum for each grade level and subject area. For more information, including titles, descriptions and instruction goals, you may contact the Assistant Superintendent of Instructional Services.

Comprehensive Sexual Health and HIV/AIDS Prevention

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The Sulphur Springs School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education.
3. Request a copy of Education Codes 51930 through 51939.
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants.
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

Dissection of Animals

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

Tests/Surveys on Personal Beliefs

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing.

School Records and Student Achievement

Pupil Records

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the school site administrator _____ and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of five cents (5¢) per page.

Any challenge to school records must be submitted in writing to Kim Lytle, Director of Pupil Services. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Teacher Qualifications

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

Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information may include a student's name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards

received, and the most recent previous public or private school attended by the student. You may have the district withhold any of this information by submitting a request in writing. In the case of students with exceptional needs, no material can be released without parent or guardian consent.

Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene.

Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

School Safety Plan

Each Sulphur Springs School District school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

Due Process Protections and Complaints

The District is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

Complaints Regarding Discrimination, Exceptional Need Students, Categorical Programs, Federally Funded Programs

The District is committed to equal opportunity for all individuals in education. It is the district policy to afford all persons in public schools regardless of their age, disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities in the educational institutions of the state.

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

Mrs. Kim Lytle, Director of Pupil Services
27000 Weyerhaeuser Way
Canyon Country, CA 91351
(661) 252-5131

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District.

District's Uniform Complaint Process

The District has established Uniform Complaint Procedures to resolve alleged acts of discrimination on the basis of age, sex, sexual orientation, ethnic group identification, race, national origin, religion, color, or physical or mental disability, which apply to all state and federally funded programs. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs,

migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Kim Lytle, Director of Pupil Services who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact Sulphur Springs School District office for additional information or assistance.

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

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at 27000 Weyerhaeuser Way, Santa Clarita, CA 91351.

Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Sexual Harassment

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Instruction/Information

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

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

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment on any student shall similarly report this observation to the principal or designee, whether or not the victim makes a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

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

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and 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.

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 its schools.

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

Miscellaneous

Management Plan for Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material.

Transportation

A bus fee is collected in order to maintain bus service to our students. Our goal is to maintain quality service at the lowest possible price.

	Annual Fee	Semi-Annual Fee
One Pupil	\$200.00	\$110.00
Two Pupils	\$325.00	\$175.00
Three or more Pupils	\$400.00	\$220.00

Single ride (one way) tickets are available for \$1.00 and must be purchased from the school office. Students who qualify for free or reduced lunch may qualify for free bus service.

Qualification criteria and applications will be included in our summer mailing packet to parents.

Campus Security

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the District's surveillance equipment shall be disable so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds.

To the extent that any images from the District’s surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Pesticide Products

To obtain a copy of all pesticide products and expected use at the school facility during the year, please contact Carol Greenwood. The notice will identify the active ingredient(s) in each pesticide product and an internet address on pesticide use and reduction.

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office.

DISTRICT CALENDAR

Minimum Days and Pupil Free Staff Development Days

Blended Calendar for 2011-2012

- August 18** **First Day of School**
- September 15 Minimum Day
- September 16 No School/School Closure Day Due to State Budget Cuts
- October 28 No School/Professional Development
- November 4 Minimum Day/Teacher Planning
- November 17 Minimum Day/Parent Conferences
- November 18 No School/Parent Conferences
- November 23 No School/School Closure Day Due to State Budget Cuts
- January 27 No School/School Closure Day Due to State Budget Cuts
- February 24 Minimum Day
- March 8 Minimum Day/Parent Conferences
- March 9 No School/Parent Conferences
- March 16 No School/School Closure Day Due to State Budget Cuts
- May 18 No School/School Closure Day Due to State Budget Cuts
- May 25 Minimum Day
- June 15** **Minimum Day/Last Day of School**

Early Dismissal Every Tuesday

- 1:15 pm Canyon Springs, Leona Cox and Pinetree
- 1:45 pm Golden Oak, Mint Canyon and Mitchell
- 2:15 pm Fair Oaks Ranch, Sulphur Springs and Valley View