



*Templeton Unified
School District*

2022/23
STUDENT HANDBOOK
AND
ANNUAL NOTICE TO
PARENTS

**960 Old County Road
Templeton, CA 93465
805-434-5800
<http://tusd.ca.schoolloop.com>**

**Aaron Asplund,
Superintendent/Chief Business Official**

Board of Trustees

Ted Dubost

tdubost@templetonusd.org

Jan Nimick

jnimick@templetonusd.org

Mendi Swan

meswan@templetonusd.org

Matt Vierra

mattvierra@templetonusd.org

Nelson Yamagata

nyamagata@templetonusd.org

STUDENT TRUSTEE

Heer Shinglot, Trustee

studentboardmember@templetonusd.org

Mission Statement

We will consistently provide exceptional opportunities for learning and personal growth, nurture a joy for learning, and foster a culture of excellence and care for all students. As a result, Templeton students will graduate from TUSD fully prepared with the knowledge, aptitude, skill, habits, and character to excel in any post-secondary academic, vocational, or other pursuit.

Templeton Unified School District's Board of Trustees is composed of five citizens elected to serve overlapping terms of four years each. At the end of this term, a trustee wishing to continue service to the community must be re-elected to an additional term. State law does not limit the number of terms a member may serve. Governing Board members must be 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law, the law of another state, the United States of America, or another country, is not eligible except when he/she has been granted a pardon. (E.C. 35107; Elections Code 20) Voting for school board positions takes place on the first Tuesday in November in even numbered years.

Board members maintain district email accounts. The District provides a link to the Board members' email on the District's website. Correspondence for the Board may also be directed to the District Office at 960 Old County Road, Templeton.

The Board of Trustees generally meets at 6:15 pm on the second and fourth Thursday of each month. The Board meeting calendar is available on the District's website as are the meeting agendas, Zoom meeting links, backup materials, and meeting minutes.

Your participation is welcomed and encouraged. Meetings of the Board of Trustees follow a standard agenda. During Public Comment, visitors are invited to step up to the microphone to address the Board briefly on non-agenda items to express their views and/or ask questions regarding matters related to the school system. In accordance with the Brown Act, no action or discussion may be undertaken on any item not appearing on the posted agenda. Please note that instructions for public comment while using Zoom are provided at the start of the meeting.

It should be pointed out that while all residents are welcome to attend the Board meetings and to speak at those meetings, the Board meetings are not public meetings, but meetings held in public for the purpose of conducting the business of the school district.

COVID-19

Adjustments to protocols and policies contained in this notice may, of necessity, be temporarily altered in response to developments in the COVID-19 pandemic. For the most up-to-date information, review the TUSD Opening and Safety Plan and visit the Parent Portal page of the TUSD website.

DISTRICT ADMINISTRATION AND ADDRESSES

Aaron Asplund, Superintendent/Chief Business Official	(805) 434-5805
TBD, Assistant Superintendent – Educational Services	(805) 434-5809
Jackie Bobsin, Director of Food Services	(805) 434-5843
Randy Botts, Director of Maintenance, Operations, Transportation,	(805) 434-5855
Dawn Brownell, Director of Special Education	(805) 434-4074

Contact Information

Information

(805) 434-5800

Adult School

(805) 434-5833

Alternative Education

(805) 434-5833

District Boundaries

(805) 434-5805

Facilities

(805) 434-5855

Food and Nutrition Services

(805) 434-5843

Preschool Program

(805) 434-5820

Special Education

(805) 434-5853

Transportation

(805) 434-5858

School Sites

District Office

Hours: 7:30 a.m. – 4:00 p.m.

960 Old County Road

Templeton, CA 93465

(805) 434-5800

(805) 434-1473 FAX

Templeton Elementary School

Principal: Renee Argain

215 8th Street

Templeton, CA 93465

(805) 434-5820

(805) 434-5811 FAX

(805) 434-5826 ATTENDANCE

Vineyard Elementary School

Principal: Devon Hodgson

2121 Vineyard Drive

Templeton, CA 93465

(805) 434-5840

(805) 434-3105 FAX

(805) 434-5844 ATTENDANCE

Templeton Middle School

Principal: Dr. Gene Miller

925 Old County Road

Templeton, CA 93465

(805) 434-5813

(805) 434-5812 FAX

(805) 434-5817 ATTENDANCE

Templeton High School

Principal: TBD

1200 Main Street

Templeton, CA 93465

(805) 434-5888

(805) 434-0743 FAX

(805) 434-5892 ATTENDANCE

(805) 434-5887 ATHLETIC DIRECTOR

Eagle Canyon High School

Principal: TBD

950 Old County Road

Templeton, CA 93465

(805) 434-5833

(805) 434-3879 FAX

Templeton Independent Study High School

Principal: TBD

964 Old County Road

Templeton, CA 93465

(805) 434-5833

(805) 434-5848 FAX

Templeton Home School

Principal: TBD

964 Old County Road

Templeton, CA 93465

(805) 434-5833

(805) 434-5869 FAX

Want to send an email?

District employee email addresses contain the individual's **first initial last name@templetonusd.org**

Table of Contents

Academics.....	1
Textbooks.....	1
Homework.....	2
Library Use.....	2
Family Life/Sex Education Courses.....	2
Dissection of Animals.....	4
Physical Education (PE).....	4
Tests/Surveys on Personal Beliefs.....	4
School Records And Achievement.....	5
Grades and Evaluation of Student Achievement.....	5
Promotion/Retention/Acceleration.....	6
Release of Directory Information.....	6
Testing.....	7
California Assessment of Student Performance and Progress (CAASPP).....	7
Physical Fitness Testing.....	7
Alternative Education.....	7
Elementary (Grades K – 8).....	8
Secondary (Grades 9 – 12).....	8
Concurrent Enrollment.....	8
Summer School.....	8
Attendance and Enrollment.....	8
District Attendance Policy.....	8
Absence.....	9
Illness.....	10
Tardy Policy.....	10
Cut Policy – TMS.....	11
Cut Policy – THS.....	11
Leaving School During the Day.....	11
Short-Term Independent Study Program.....	12
School Attendance Review Board (SARB) and Truancy.....	12
Residency.....	13
Students Convicted of Violent Felony or Misdemeanor.....	13
Services for our Students.....	14
English Language Development.....	14
Gifted and Talented Enrichment (GATE).....	14
Home and Hospital Instruction.....	14
Hospitals Outside of School District.....	14
Mental Health Services.....	14
Personal Counseling.....	14
Physical Education - Medical Excuse.....	15
Response to Intervention.....	15
Section 504.....	15
Special Needs.....	15
Student Study Team – TES/VES.....	15
Student Success Team – TMS/THS/ ECHS.....	16
Title I.....	16
District Technology and Computer Usage.....	16
Acceptable Use.....	16
TUSD Google Apps for Education Use (GAPE).....	17
Acceptable use of GAPE (Privacy and Safety).....	17
Child Internet Protection Act (CIPA).....	18
Children’s Online Privacy Protection Act (COPPA).....	18
Family Educational Rights and Privacy Act (FERPA).....	18
Parent Information via the Web.....	18
Health and Wellness.....	19
Wellness Policy.....	19
Confidential Medical Services.....	19
Dietary Supplements.....	19
Immunizations.....	20

Indoor Air Quality	20
Kindergarten and First Grade Physical Exam	20
Mandated Reporters.....	20
Medical Insurance.....	21
Medication	21
Oral Health Assessment.....	21
Pregnant and Parenting Students	22
Physical Examinations.....	22
Resuscitation Orders.....	23
Scoliosis Screening (Curvature of the Spine).....	23
Sun Protective Clothing	23
Vision, Hearing, and Dental Screening.....	23
Student Meal Program.....	23
Meal Prices.....	23
Campus Eating Areas	23
Earned Income Tax Credit Information Act Communication	24
Student Safety.....	24
Care of School Buildings and Grounds and Personal Property.....	24
Emergency Card.....	24
Emergency Procedures.....	24
Hallways and Hall Passes	25
Injuries.....	25
Lost and Found.....	25
Minimizing Classroom Interruptions and Maximizing Classroom Instructional Time.....	25
Parent Volunteers	26
Parental Responsibility.....	26
Safe Drop-off and Pickup of Students	26
Sex Offender.....	27
Tunnel.....	27
Visitor Permits – Closed Campus.....	27
TUSD Behavior Code	27
Academic Honesty.....	28
Activity Restriction.....	28
Honor Code	28
Bullying and Cyberbullying	28
Displays of Affection.....	29
Gambling.....	29
Hate Crimes.....	29
Invasion of Privacy.....	29
Law Enforcement Contact	29
Matches, Lighters, Vaping Devices or Flammable Objects.....	30
Non-discrimination/Harassment/Sexual Harassment	30
Student Suspension and/or Expulsion.....	34
Grounds for Suspension and Expulsion: Grades K - 12	34
Student Searches.....	37
Involuntary Student Transfers.....	37
8th Grade Promotion and End-of-Year Activities.....	37
Professional Standards	37
THS Seniors	38
Student Dress and Grooming Guidelines	39
Miscellaneous.....	39
Assemblies and Pep Rallies	39
Bicycles/Skateboards/Razor Scooters/In-line Skates.....	40
Distribution of Materials/Flyers at Schools.....	41
Drugs, Alcohol and Tobacco.....	41
Fees and Charges.....	41
Field Trips.....	42
Foster Youth.....	42
Homeless Students	42
Minimum Days/Staff Development Days	42
Personal Property	42
School Accountability Report Card.....	42
Supporting Organizations	42
Parent Teacher Organization.....	43
School Site Council (SSC).....	43

<i>Teacher Qualifications</i>	43
<i>CALPADS/CSIS Participation Disclosure</i>	44
<i>Asbestos Management Plan</i>	44
<i>Safety Rules for Riding the Bus</i>	44
<i>Safety Rules for Unloading the Bus</i>	45
<i>Danger Zone Outside the Bus</i>	45
<i>Safety Rules for Riding the Bus</i>	45
<i>Emergency Situations</i>	45
<i>Transportation Discipline</i>	46
Due Process Protections And Complaints.....	46
<i>District's Uniform Complaint Officer and Process</i>	46
<i>Filing of Complaints</i>	47
Supplemental Notification of Rights under FERPA	48
Further Information Is Available	48
2022/23 Instructional Calendar	49
Important Dates.....	50
Templeton Elementary School and Vineyard Elementary School	51
Templeton Middle School	58
Templeton High School	61

California Education Code section 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the governing board of each school district must notify parents/guardians of their rights or responsibilities under certain provisions of the Education Code. Other provisions of California and United States law also require notification of parents/guardians.

Education Code section 48982 requires acknowledgement of being informed which is performed by physically or electronically signing the parent acknowledgement card as an acknowledgement that you have received the notice and have been informed of your rights, but the signature does not indicate that consent to participate in any particular program has been either given or withheld.

California and United States law requires certain other notices in the event that specific circumstances arise affecting your child's education and attendance at school. If any such circumstances should arise, the District will provide notice as required by law.

KEY TO LEGAL REFERENCES: AR – TUSD Administrative Regulation, BP – TUSD Board Policy, B & PC Business and Professions Code, CCR – California Code of Regulations, CFR – Code of Federal Regulations, CSS – California State Standards, EC – Education Code, H&SC – Health & Safety Code, IDEA – Individuals with Disabilities Education Act, LC – Labor Code, LCFF – Local Control Funding Formula, LCAP - Local Control and Accountability Plan, USC – United States Code, W&IC – Welfare and Institutions Code.

Parent and Student Rights

This Parent and Student Handbook contains important information about laws related to public schools and your rights and responsibilities as a parent. The handbook contains useful information to help parents guide their child's education including a variety of laws affecting your child's rights as well as your rights as a parent.

ACADEMICS

Templeton Unified School District's administration and teachers are committed to providing rigorous core curricula for all students. High academic expectations support the goal for all students to reach their fullest potential and instill a love for life-long learning. All students have equal access to the curricula, including those enrolled in special education, English Learners (EL), and Title I programs. Faculty and staff value the development of responsible and productive citizens for the future. The school community values the use of technology to support the core curricula and facilitate research skills on the Internet. Professional collaboration and teacher planning are highly regarded by the principals and faculty because of the impact on student learning. Not only is a strong core curriculum provided, but meeting the needs of the whole child is a primary goal. Early release Wednesdays are utilized by the faculty and administration to facilitate communication between your child's teachers and provide an opportunity for staff development as time permits.

Core curricula are aligned with the California State Standards (CSS) and state frameworks and reflect research-based approaches for implementing instruction that ensures optimal benefits for all students. Teachers work closely in district, site, and grade level teams to produce rigorous content in each curricular area that exceeds minimum standards of proficiency. Fine and Performing Arts courses are aligned with the California State standards for Visual and Performing Arts, and students are encouraged to explore a variety of art forms to express their talents as unique individuals. Teachers utilize standards and research-based instructional strategies and materials throughout.

Technology that is seamlessly integrated into instruction engages students in the learning process. Wireless access to the Internet is available in every classroom. Computer labs allow for instruction using technology to support and enhance whole-class instruction.

If you would like to review your child's curriculum, please contact the individual school site directly.

Textbooks

Textbooks are issued in two categories: basic and supplementary. Basic textbooks are issued directly to the student from the teacher. The teacher or the librarian may also issue supplementary textbooks. The student is responsible for all textbooks issued to him/her. It is the student's responsibility to maintain them in good condition. The student/parent/ guardian is responsible for damaged textbooks or library books and must pay to replace any lost, stolen, or damaged books or other materials belonging to the school, even if those items are stolen from the student's desk or locker. Please notify the teacher immediately if a textbook is lost or stolen to ensure your child has access to the materials necessary for their education.

When a student drops a class or withdraws from school, basic textbooks must be returned to the teacher. Supplementary textbooks must be returned to the teacher, department, or library. High school students must check with the ASB Clerk to clear textbook obligations any

time a program change is made. Refunds of payments may be considered when a book is returned within 30 days after a payment has been made.

Homework

In accordance with Templeton Unified School District Board policy, homework will be assigned in each core academic subject Monday through Thursday of each regular school week. However, if students need additional time beyond class to complete classroom work and/or to reinforce concepts or skills introduced in class on the last school day of the week, the teacher may, on a limited basis, extend classroom assignments to be completed at home over the weekend. In the event that such weekend assignments are necessary, the instructor will be sensitive to conflicts with family obligations and will accept modified deadlines if reasonably requested by the student's parents.

The amount of time spent on homework will vary due to differences in each student's abilities and courses. As a general rule, students should anticipate spending approximately the following amount of time on homework each day, Monday through Thursday:

- Grades K-2 - 30 minutes, including reading
- Grades 3-5 – 60 minutes, including reading
- Grades 6-8 – 15 minutes for each academic class
- Grades 9-12 – 1 hour per block schedule class

A well-lit desk or cleared kitchen table with materials readily available will help your student form excellent homework habits. Establishing a regular study time or "office hour" is highly recommended. After completing daily homework assignments, the student should then work on long-term projects. If there is no homework, the student should use the time for reading a book or reviewing difficult subjects. [BP/AR 6154]

Library Use

Library education and research play an important part in your student's education. Students are encouraged to use the school library for class assignments and recreational reading. At all times, students should respect the materials and equipment in the library. Students may not bring food or drink into the library or computer lab.

Checking Out Books

Books and magazines on a variety of subjects are available. Registered students and employees of the school may borrow books and materials. Students must have an application signed by a parent or guardian on file and use their I.D. card for check out. Books are checked out for two weeks with renewals as needed. Overdue fines are 10¢ per day, excluding weekends and holidays. The charge for lost, stolen, or severely damaged books is the price of the book, or \$10 if the price is unknown. All charges MUST be paid before the end of the term, otherwise grades, transcript and/or the diploma will be withheld. [AR 5125.2]

Library and Computer Lab Passes (TMS/THS)

To use the library during class or tutorial periods, students must have a signed pass in advance from the librarian or they will be sent back to class. Passes are limited to one per student/per week. If the facility has been reserved by a teacher for whole-class instruction, passes will not be issued. When leaving the library, the pass must be signed with the time noted. All students must return to class immediately after leaving the library and no later than five minutes before the end of the period. Students using the library and computer lab during class periods must be working on class assignments. Only during breaks and lunch may students read magazines, play board games, or quietly visit with friends.

Computers are available for word processing, Internet research, and multi-media educational programs. Computer use is restricted to research and work on class assignments. The use of personal home email accounts is not allowed. If multiple students need the computers for research on the same subject, a time limit of 25 minutes may be imposed to allow more students access. It is expected Templeton Unified School District's Acceptable Use Policy will be followed at all times. The same rules governing acceptable use and the right of district employees to confiscate and/or search electronic devices extends to personal equipment voluntarily brought on school grounds. (Refer to the "Student Searches" section of this document for further information.) [AR 5131.71, BP/AR 5145.12]

Family Life/Sex Education Courses

Every year school districts offer a unit of Family Life education to students in grades 5, 6, 7, and 9. The District's Family Life curriculum is based on abstinence and acknowledges the family as the primary provider of family life education. This includes a maturation program, included in the California State Standards (CSS), presented to fifth grade students at an appropriate time during the year. A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education,

and assessments related to that education through a passive consent ("optout") process. A school district shall not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education specified in Education Code section 51938.

At the beginning of each school year, or at the time of the student's enrollment, parents/guardians shall be notified about instruction in comprehensive sexual health education and HIV prevention education, as well as research on student health behaviors and risks planned for the coming year. Notice shall also be made by mail no fewer than two weeks before the instruction is delivered. The notice shall advise the parents/guardians:

1. That written and audiovisual educational materials to be used in comprehensive sexual health education and HIV prevention education are available for inspection.
2. That parents/guardians have a right to excuse their child from comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks, provided they submit their request in writing to the district
3. That parents/guardians have a right to request a copy of Education Code section 51930 – 51939
4. Whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933, 51934):

1. Are age appropriate
2. Are factually and medically accurate and objective
3. Align with and support the following purposes as specified in Education Code 51930:
 - a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy (7-12)
 - b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family
 - c. To promote understanding of sexuality as a normal part of human development
 - d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end
 - e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors
4. Are appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds; students with disabilities; and English learners
5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code
6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids
7. Do not reflect or promote bias against persons in protected categories of discrimination pursuant to Education Code 220
8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships
9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes
10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so
11. Teach the value of and prepare students to have and maintain committed relationships such as marriage
12. Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, and intimidation [BP/AR 5145.4 - Nondiscrimination/Harassment]
13. Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
14. Do not teach or promote religious doctrine

Other district courses that may include subject matter related to that which is presented in either HIV/AIDS prevention or comprehensive sexual health instruction, shall not be subject to the requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent. (Education Code 51932)

The district's comprehensive sexual health education and HIV prevention education for students in grades 7 – 12, in addition to complying with the criteria listed above, shall include all of the following: (Education Code 51934)

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body
2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of HIV infection according to specific behaviors, including sexual behaviors and injection drug use

3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy; the instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy
4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention
5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing
6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others
7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV; this instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and that testing is the only way to know if one is HIV-positive
8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence
9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:
 - a. Parenting, adoption, and abortion
 - b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5
 - c. The importance of prenatal care
10. Information about sexual harassment, sexual assault, sexual abuse, and human trafficking, including:
 - a. Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking
 - b. Information on how social media and mobile device applications are used for human trafficking
11. Information about adolescent relationship abuse and intimate partner violence, including the early warning signs of each

Dissection of Animals

If your student has a moral objection to dissecting or otherwise harming or destroying animals, the student shall notify the teacher and shall provide a note from his/her parent/guardian substantiating the objection. If the teacher believes that an adequate alternative project is possible, the teacher may work with the student to develop and agree upon an alternate assignment which would provide the student with the knowledge, information, or experience required by the course of study. (E.C. Section 32255, 32255.1; TUSD BP/AR 5145.8)

Physical Education (PE)

All students in grades 7- 12 are required to dress in appropriate clothing that is designed for the PE class ("uniform"). Students in grades K-6 do not dress out for PE. The uniform for PE consists of a green or gray t-shirt, green or black loose-fitting shorts, and lace up athletic shoes. T-shirt must have a student's last name written in sharpie and may not be altered. Tank-tops, cut-off sleeves, and crop tops are not appropriate clothing for PE. Spandex shorts and yoga pants may be worn under the loose-fitting shorts. Jeans are not appropriate for PE. Students may wear sweatshirts or sweatpants over the uniform. We encourage green, gray, or black sweats.

Middle school students may purchase a TUSD uniform through the TMS web store and high school students may purchase a TUSD uniform through the ASB office or the THS website.

Tests/Surveys on Personal Beliefs

Unless required by law, your child will not be given, without written permission of the parent/guardian, any test, questionnaire, survey, examination or marketing material containing questions about your child's or his/her parents' or guardians' political affiliations or beliefs; mental or psychological problems; sexual behavior or attitudes or personal beliefs and practices in family life or morality; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom the student has close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers; religious practices, affiliations, or beliefs of the student or his/her parent/guardian; or income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program. [E.C. 51513, 60614; PPRA, 34 C.F.R. 98; 20 USC 1232h(b)]

The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following:

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
 - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
 - b. Instructional materials used as part of their children's education curriculum
4. Any nonemergency physical examinations or screenings that the school may administer

SCHOOL RECORDS AND ACHIEVEMENT

Your child's records are maintained at the school site your child is currently attending. The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third-party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Parents/guardians, including the parent who is not the student's custodial parent, students over 18, and parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law have the right to inspect, review, and obtain copies of student records during regular school hours within five business days of a written request being presented to the school staff. A log of who has viewed the records is kept at the same location as the records. If a request for access to the records is denied, it shall be noted in the access log along with the reason for the denial. District policy sets forth the criteria by which school officials and employees may look at the files. Those records are confidential and privacy will be maintained except in some instances, such as when your child transfers to another school. If a parent/guardian refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena. The records include transcripts, commendations, attendance, health information, standardized test results, and other non-directory information identifiable to the student that is maintained by the District. You may have copies made of the contents for twenty-five (25) cents per page. In the case of financial hardship, the fee will be waived. Upon receiving a high school diploma, only mandatory records are maintained after three years. This serves as notice that all other records will be properly destroyed after 15 days of graduating. [TUSD AR 5125] [34CFR 300.62(a)]

The parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be: inaccurate, unsubstantiated personal conclusion or inference, conclusion or inference outside of the observer's area of competence, not based on the personal observation of a named person with the time and place of the observation noted, misleading, or in violation of the privacy or other rights of the student. Within 30 days of receiving a request to correct or remove any information from a record, the Superintendent or designee shall meet with the parent/guardian and the district employee who recorded that information, if he/she is presently employed by the district to either sustain or deny the allegations and shall notify the complainant of such decision. If the allegations are sustained, the Superintendent or designee shall order the correction or removal and destruction of the information. If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 days, appeal the decision in writing to the Governing Board. The Governing Board shall meet in closed session with the parent/guardian and the district employee who recorded the information, if he/she is presently employed by the district. The Board shall then decide whether to sustain or deny the allegations. The decision of the Board shall be final. [E.C. Section 49063, 49060, 49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99; TUSD BP 5125, AR 5125.3]

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. [E.C. 49073.6; AR 5125]

Grades and Evaluation of Student Achievement

The District believes that frequent and timely contacts between the school and the parent are important. Parents can expect to be contacted by the school in a variety of ways, including written communications, telephone or email contacts, automated school message systems, parent/student/teacher conferences, and school visitations. [E.C. 49067] The District encourages all parents to communicate frequently and openly with their child's school in order to stay current with their child's academic progress.

Grades are an accurate evaluation of a student's achievement based on impartial, consistent observation of the quality of the student's work and his/her mastery of content through classroom participation, homework, and assessments. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

Results from the state's standardized testing will be provided to the parent/guardian of each student participating in the testing. [E.C. 49067]

REPORT CARDS

Elementary (TES/VES)

The report card is intended to be a developmental record of student growth correlated to the CSS. Report cards are distributed three times a year, with parent conferences being held at the end of the first trimester for all students and at the end of the second trimester as warranted.

Secondary (TMS/THS)

A report card is mailed home at the conclusion of each semester. Students receive an academic letter grade and citizenship mark for all subjects. Between grading periods, parents are highly encouraged to access their child's grades via PowerSchool.

Alternative Education Grade Reporting

Home School provides academic progress reports with letter grades and teacher comments twice per year. Weekly progress reports are sent home with Templeton Independent Study High School students and a transcript is mailed home at the end of each school year. Parents of Eagle Canyon High School students are regularly contacted directly by the school staff to keep the parent/guardian informed of their child's progress.

GRADES FOR CITIZENSHIP AND EFFORT

Grades for citizenship and effort shall be reported each marking period as follows:

- O** Outstanding
- S** Satisfactory
- N** Improvement Needed
- U** Unsatisfactory

Criteria for determining grades for citizenship and effort may include, but is not limited to:

- Obeys rules
- Respects public and personal property
- Maintains courteous, cooperative relations with teachers and fellow students
- Works without disturbing others
- Does not miss class due to truancy
- Takes responsibility for having necessary tools and materials
- Shows interest and initiative
- Goes to work immediately and completes assignments
- Uses free time resourcefully

Promotion/Retention/Acceleration

Students are expected to successfully master grade level standards in each subject area. The vast majority of students meet these standards and are assigned to the next grade at the completion of a school year. Students who are not meeting standards in Reading, Language Arts, and Math are recommended for intervention programs to assist and support their academic achievement.

Students who do not meet grade level standards may be considered for retention. Appeal procedures for retention are available to parents. To initiate an appeal, please contact your student's principal.

The procedure for accelerating a child (skipping a grade) is the same as for student retention. [BP/AR 5123]

Release of Directory Information

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, and the California Education Code, requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures, including this notice.

Directory information is information about a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is defined in Administrative Regulation 5125.1 and may include: student's name, student's address, student's telephone number, student's email address, date of birth, major field of study, participation record 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 school attended by the student. Directory information does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

Federal law requires that districts receiving assistance under the Every Student Succeeds Act (ESSA) of 2015, provide military recruiters, media, locally elected officials and institutions of higher learning, upon request, with student's names, addresses, and telephone number unless parents/guardians have advised the district in writing that they do not want their child's information disclosed without their prior written consent. Parents may request that such information not be released without prior parental consent by checking the appropriate box on the student's emergency card.

TESTING

California Assessment of Student Performance and Progress (CAASPP)

CAASPP is a comprehensive assessment system for students in grades 3 – 12. It is comprised of numerous assessments including the Smarter Balanced Assessment (SBA), the English Language Proficiency Assessments for California (ELPAC), the California Science Test (CAST), the California Alternate Assessment (CAA), and the national Physical Fitness Test (PFT). Information regarding specific testing components and schedules is available at each school site. The following tips are recommended for parents and students:

Tips for Parents:

- Check for your child's testing schedule; post the schedule at home as a reminder
- Avoid scheduling doctor, dentist, or other appointments on testing days
- Make sure your child(ren) get a good night's sleep
- Provide a wholesome breakfast and a nutritious lunch
- Be on time for school – don't be tardy!
- Avoid stressful mornings; lay out clothes, school materials, etc. the night before to avoid last minute rushing
- Reassure your child(ren); remind them that they can do it!
- Any individual who desires to opt out of CAASPP assessments should contact school administrators for proper documentation and direction.

Tips for Students:

- Listen to your teacher and read the test instructions carefully; make sure you understand them
- If you have a question, ask it; someone else may have the same question
- Check your work and make sure you have not skipped anything; proofread your work
- Do not let the other children taking the test distract you; stay focused on your work
- Get to bed on time; get a good night's sleep
- Eat a good breakfast; don't skip your breakfast
- Relax; take a deep breath and think "I can do this"; the tests usually aren't as hard as you think; give 100% on all that you do
- Parents who wish to opt out of any part of required testing should notify your child's school administration (Ed. Code 60615)

Physical Fitness Testing

Physical fitness testing is administered to all students in grades 5, 7, and 9. High school students must pass five out of six criteria on the state's Fitnessgram to be eligible for a waiver for P.E. in grades 11 and 12.

ALTERNATIVE EDUCATION

Templeton Unified School District offers a variety of alternative school settings for students or families who desire a more flexible or non-traditional program.

Elementary (Grades K – 8)

Templeton Home School – (HS) Templeton Home School is a voluntary alternative program providing parents with the opportunity to actively participate in their child’s education. Templeton Home School received a full WASC (Western Association of Schools and Colleges) accreditation in 2020.

The program includes instruction in CSS as well as a number of enrichment opportunities including art workshops, Spanish classes, science fairs, and other unique programs.

Secondary (Grades 9 – 12)

Students needing a more flexible program designed to accommodate a student’s work schedule, progress at a more advanced pace, or make up credits may apply to enroll in Eagle Canyon Continuation High School or Templeton Independent Study High School.

Eagle Canyon Continuation High School – (ECHS) Eagle Canyon provides an opportunity for students 16 to 18 years old to pursue their education in a more individualized setting. Students have access to the CSS based curriculum and instruction available at Templeton High School. The low student to teacher ratio and the focus on self-directed learning allows students to complete their current grade classes and make up previously failed courses at their own pace depending on their initiative. ECHS has the same graduation requirements as Templeton High School (270 units). Students interested in or considering a transfer to ECHS must first speak to their high school counselor to determine whether this program is appropriate.

Templeton Independent Study High School - (TISHS) TISHS provides students in grades 9 – 12 with an alternative program to earn credits for their high school diploma. TISHS students may concurrently enroll in classes offered at Templeton High School, space permitting. TISHS has a strong relationship with Cuesta College, allowing students to expand their educational opportunities. Many students concurrently enroll in Cuesta College for lab science, advanced math, and vocational programs to complement the academic classes at TISHS. Students enrolled at TISHS full-time are ineligible for athletic participation at THS. The TISHS student must attend THS for all core content courses. Students who return to THS from TISHS are ineligible for varsity athletic participation during the sit-out period determined by the THS Athletic Director.

Students interested in independent study must submit a “Long Term Request for Independent Study” form, signed by their parent, to their high school counselor for review and approval. The counselor will determine if independent study is appropriate for the student.

Once enrolled, students are given a program contract that includes the courses they are required to complete during their enrollment. Students meet with their teacher for one hour each week to submit and review completed work and obtain new assignments. Upon completion of all graduation requirements, students will receive a Templeton Independent Study High School diploma.

Concurrent Enrollment

The primary school shall be determined by where the majority of core academic classes (e.g., English, math, science, and social science) are provided. If a student takes an equal number of core courses at each site, the site/district administrator shall determine the primary school for PowerSchool based upon the best interests of the student on a case-by-case basis. Core courses taken at a community college shall be counted for THS or TISHS based upon the policies which govern such courses. In order to be considered a primary enrolled student at THS for purposes of graduation and/or athletics, at least half of the total number of classes enrolled in and all of the core classes must occur at THS, providing the core courses are offered.

Summer School

Templeton Unified School District **may** offer a summer school program for students in grades K through 12.

ATTENDANCE AND ENROLLMENT

District Attendance Policy

It is the responsibility of parents/guardians to see that children ages six to 18 years old attend school. Research shows that students with excessive absences fall behind academically, perform at a lower level, and impact school services (attendance personnel, teachers’ time, discipline personnel) significantly more than their peers who attend regularly, regardless of whether or not their work is made up. **Regular attendance is essential to your student’s success.**

Parents should:

- Schedule vacations and other non-school activities during school vacations

- Know the school schedule and try to make appointments during non-school hours
- Post the school calendar in a visible place for easy reference
- Bring their child to school for at least part of the day if an appointment must be scheduled during school hours – in other words, miss only the time absolutely necessary
- Students arriving late or returning to campus must check in with the office prior to going to class.
- Provide a note from the doctor/dentist/medical facility within one week following the appointment; notes will not be accepted more than one week after the appointment

Absence

According to the State Attendance Review Board (SARB) requirements, absences from school must be verified by the student's parent or legal guardian in person, by written note, or by telephone. *An answering machine is available at each school to record absences 24 hours a day. Please call your school directly to record an absence verification.* Absences should be cleared within 48 business hours to avoid disciplinary action for negative attendance.

When calling or sending a note, please state:

- student's name
- date(s) of absence
- reason for absence (including name of professional seen and the date and time of appointment)
- your name and relationship to the student
- telephone number of parent/guardians
- teacher's name (elementary students)

The State of California only recognizes absences documented by the medical profession. Please submit proof of appointment when your child returns to school after any appointment. Handwritten notes must be legible and include all of the above information.

THS Athletes: Please refer to the Athletic Handbook for athletic attendance policies.

Excused Absences

A pupil shall be excused from school when the absence is:

- (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, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, 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 service is 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.
- (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, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 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 Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences 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.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

"Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except those references therein to "employee" shall be deemed to be references to "pupil."

TUSD does not receive Average Daily Attendance (ADA) funding when students are absent a full day, even if the absence is excused. However, the district does receive ADA for students who attend a portion of the school day.

Illness

If your child has a fever or is vomiting, please keep him/her at home. If you are in doubt as to the child's fitness to return to school, the family physician or school nurse should be contacted. A doctor's note may be required if a student has been ill and absent for more than three days.

If your child becomes ill or injured during the school day, he/she will be sent to the office for minor first aid. Cuts and abrasions are cleaned with mild soap and water and a sterile dressing or Band-Aid applied. If the illness or injury warrants, you will be called to come and pick up your child. Children under the age of 16 or those who cannot transport themselves should be picked up within 30 minutes of being called and are never sent home unless there is supervision for the child. Please make sure your child's emergency card has at least three back-up emergency numbers of nearby relatives, neighbors, or friends whom we can contact in the event we cannot reach you.

If your child is tired, has a headache or just doesn't feel well, please send him/her to school. School staff will contact you if your child is too ill to remain at school.

Assignment Requests

In the event a student is absent for three consecutive days, parents should contact the student's teacher(s) via phone or email for assignments. All email addresses use the teacher's first initial and last name followed by @templetonusd.org. Parents of TMS and THS students are encouraged to check PowerSchool, which is available 24/7, for missed assignments.

Make-Up Assignments

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

[E.C. 48980; BP 6154 – Homework/ Make-up Work]

The teacher of any class from which a student is suspended shall require the suspended student to complete any assignments and tests missed during the suspension. Alternate assignments may be developed at the discretion of the teacher. [E.C. 48913]

Tardy Policy

Students are expected to report to class on time. Traffic in the vicinity of the schools at the start of the school day is always heavy and may require additional time for your student to arrive on time. Traffic delays and car trouble are not an excuse to be late to class.

TES/VES

Students who are late to school in the morning must report directly to the school office for a tardy slip. Whenever a student has a pattern of being tardy or absent, a conference will be held with the parent and student. Failure to reduce the number of tardies or absences will result in a referral to the School Attendance Review Board (SARB). For additional information on the School Attendance Review Board, please refer to page 8 of this handbook.

TMS

Some teachers may require that students be in their seat when the bell rings. Teachers will let students know of this requirement before the first tardy is issued. There should be no students out of class during the first or last ten minutes of an instructional period. If there is an emergency, call the office for student escort or assistance.

THS

Some teachers may require that students be in their seat when the bell rings. Teachers will let students know of this requirement before the first tardy is issued. If there is an emergency, call the office for student escort or assistance.

Excused Tardy – A tardy will only be excused if it is written by a teacher or pertains to an illness, a medical appointment that is confirmed by a doctor’s/dentist’s note, funeral, an excuse by school district personnel or otherwise stipulated in E.C. section 48205. All other tardies will be considered unexcused, *including car trouble and traffic delays*.

Unexcused Tardy Consequences – TMS

Students who accumulate 5 (all classes combined) tardies in a semester will be given a detention. The parents will be notified. Students who accumulate 10 (all classes combined) tardies in a semester will be given a detention. The parents will again be notified. Students who accumulate 15 (all classes combined) tardies in a semester will be given two detentions. The parents will again be notified. Students who accumulate 20 (all classes combined) tardies in a semester will be given three detentions. The parents will again be notified.

Unexcused Tardy Consequences - THS

Students must be inside their classroom at the bell in order to not be considered tardy. Teachers may determine additional criteria, such as being in their seat. Students accumulating 5 tardies in a semester shall be assigned a 60-minute detention. Students accumulating 10 tardies in a semester shall be assigned a Saturday Work Study Program (SWSP) and a 2-week activity restriction. When a student accumulates 15 tardies, it is 2 SWSP assignments with a 2-week activity restriction. At 20 tardies, the student will be assigned SWSP and will be receiving an administrative “U” in the class period where the majority of tardies have been received (see page 60 of the THS handbook section). Students will be assigned an additional SWSP for every five (5) tardies accumulated after 20 in a semester. Activity restriction includes athletic contests, attendance at after-school functions, dances, etc.

Cut Policy – TMS

Students who are confirmed to be cutting class will receive an after-school detention consistent with the number of periods cut. The progressive discipline policy will be followed for students who continue to cut class.

Cut Policy –THS

Students found to have cut class will receive the following consequences:

- **First and Second cut on separate days** – Two-hour detention for each offense
- **Third and Fourth cut on separate days** –SWSP and 2-week activity restriction for each offense
- **Fifth cut or more on separate days** –SWSP, a 2-week activity restriction for each offense and parent conference (in person or on the phone)
- **Two (2) cut periods on a single day** – SWSP, a 2-week activity restriction for each offense and a parent conference (in person or by phone)
- **All day cut** – Two SWSP, a 2-week activity restriction for each offense and a parent conference (in person or by phone)

Leaving School During the Day

In order to keep our students in a supervised, safe, and orderly environment, all District schools maintain a “closed campus.” Once students arrive at school, they must remain on campus until the end of the school day unless they present written authorization from their parent/guardian and have received permission from school authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and are subject to disciplinary action. Students who miss more than 30 minutes of school during any part of the day may be considered truant. [E.C. Section 44808.5, TUSD BP 5112.5]

Release of Students - TES and VES

All requests for release of a student before regular dismissal are to be channeled through the school office. The office will call the child from the classroom. **A child will not be released directly from the classroom at any time.** TES and VES students are not permitted to leave campus unless accompanied by an adult listed on the child’s emergency card.

Release of Students – TMS and THS

Class is over only when dismissed by the teacher, not when the bell rings. If learning is a priority, then it is important during every minute of the class. The bell is a reminder for the teacher, not the students. Teacher expectations send a huge signal about how much they value learning in their classroom.

Off-Campus Permits – TMS/THS/ECHS

The parent/guardian must send a note or call the attendance office to obtain an “Off Campus Permit.” The message or note must be submitted at least **one hour** prior to the student leaving campus and include the following:

- ✓ Date, time, and reason for permit
- ✓ Signature of parent/guardian for notes or verbal identification for phone messages
- ✓ Telephone number where parent/guardian can be reached

To ensure the ability of pulling the student out of class, requests will not be accepted less than 20 minutes prior to the end of the school day.

Students leaving and returning the same day must return the off-campus permit to the attendance clerk upon arrival back on campus. Failure to comply may result in detention.

All off-campus requests must be submitted by 10:30 am. After 10:30 am, the parent must check the student out *personally* from the school office. All TMS off-campus check-outs must be done in person by an authorized adult. ID Cards/Driver's Licenses are required to check out the student. During finals week, all THS off-campus check-outs must be done in person. No phone call requests will be accepted.

During final exams, ALL off-campus pass requests must be made in person. No phone calls will be accepted for a student leaving early. The study period from 8:00 – 9:00 IS NOT optional. Students must attend the study period or have a parent clear the time period missed.

THS/ECHS Students

Parent permission is not sufficient to allow a student to eat lunch off campus unaccompanied. At lunch, parents must **physically** come to the attendance office and accompany their student off campus. Parental cooperation in limiting the frequency of such requests and returning students to school on-time is expected and appreciated. Other students may not accompany them without parental **and** administrative permission.

All athletic fields, the PAC and surrounding areas, and the parking lots are considered "off campus" to students during breaks and lunch. Students who are found in these "off-campus" areas are subject to disciplinary action and search based on reasonable suspicion.

Short-Term Independent Study Program

We strongly encourage you to have your student take advantage of our short-term independent study program when they are going to be absent from school **three or more consecutive days** for supervised travel, study or other training.

Please contact the main office of your child's school about an independent study contract. To properly prepare assignments, notification **MUST** be received at least **TEN (10) school days** in advance of the absence. This program allows your student to get all the required work so they can enjoy their experience without falling behind in their studies. It also allows the district to maintain attendance for your student and, as a result, does not impact TUSD financially. The student must complete the schoolwork and turn it in the day the student returns to school to receive credit. [E.C. 46300]

School Attendance Review Board (SARB) and Truancy

California Education Code section 48260 defines a truant as a student, subject to compulsory education, who is absent from school without valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

The only absences excused by the State of California are those that are cleared with a doctor's note or funeral of an immediate family member. Illnesses cleared solely by a parent are excused with the school district but count toward truancy per SARB rules.

When a student exceeds three unexcused absences during the school year, the school will initiate the Student Attendance Review Board (SARB) process. This process includes correspondence with the parents, may include appearing before a SARB panel, and mandatory attendance at a work recovery session scheduled outside the regular school calendar. This panel is comprised of representatives from law enforcement, social services and education.

The school district shall notify the student's parent or guardian by U.S. mail or other reasonable means of the following:

1. Student is truant
2. Parent or guardian is obligated to compel the attendance of the student at school
3. Parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27
4. Alternative educational programs are available in the District
5. Parent's or guardian's right to meet with appropriate school personnel to discuss solutions to the student's truancy
6. Student may be arrested or detained under Education Code section 48264
7. Student may be subject to suspension, restriction, or delay of the student's driving privilege pursuant to section 13202.7 of the Vehicle Code [E.C. 48260.5 (g)]
8. Parent or guardian may be recommended to accompany the student to school and attend classes with the student for one day

Residency

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432) When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into the citizenship or immigration status of students or their family members. A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency or determined to be falsified or unreliable. [BP 5111.1 – District Residency]

Appeal of Enrollment Denial

If it is determined that a student does not meet district residency requirements and the student is denied enrollment, the parent/guardian may appeal the decision within 10 school days and provide new evidence of residency. The burden is on the parent/guardian to show why the district's determination to deny should be overruled. [Education Code 48204.2]

Children of Military Service Members

A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. A child of an active military family shall be allowed to continue attending the school of origin, regardless of any change of residence of the family during the school year, for the duration of the student's status as a child of a military family. Electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration, shall be accepted. [E.C. 48204.3, BP/AR 6173.2 – Military Families]

When a child of a military family transfers into a district school, the district shall enroll the student based on unofficial education records, if official records are not yet available.

Interdistrict Transfers

Students living outside the boundaries of the Templeton Unified School District must apply for and receive a release from their district of residence and be approved by the Board of Trustees of Templeton Unified School District to enroll in Templeton schools. Your child may have the option of attending school in the school district where you or your spouse is employed. Please note that many Templeton mailing addresses are *not* within the TUSD school boundaries, while there are a number of Atascadero and Paso Robles mailing addresses which are. For further information on interdistrict transfers or to determine which district your residence falls within, please call the District Office at 805-434-5800. [E.C. Sections 48204, BP/AR 5117.1]

Students attending Templeton schools on an interdistrict transfer must adhere to the standards of attendance, behavior, and achievement as specified in the Interdistrict Student Contract in order to attend Templeton schools. The progress of all students attending on an interdistrict transfer is reviewed by the site administrator at the end of each grading period. Violation of any of the contract standards may result in revocation of the interdistrict transfer.

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* pursuant to the Family Code, by the caregiving adult, is required to determine that your child lives in the caregiver's home. Caregiver's affidavits are valid for one year and must be renewed annually for your child(ren) to continue under this authorization. [E.C. sections 48204 and 48980]

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (E.C. 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (E.C. 48929)

Participation of the victim in any conflict resolution program shall be voluntary and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution. [BP 5116.2 – Involuntary Student Transfers]

SERVICES FOR OUR STUDENTS

English Language Development

The California Education Code requires that schools identify the language(s) spoken at home by each student. This information is collected through the Home Language Survey, which is completed by a parent/guardian for each new enrolling student. In accordance with California State regulations, the District must assess the English language proficiency for all students whose home language is other than English. This test is called the English Language Proficiency Assessments for California (ELPAC). Parents/Guardians receive a notification letter informing them when their child is classified as an English Learner (EL) student. Students who are below proficient will have access to ELD programming for 30 minutes daily to enhance their language skills. The district offers English learners a structured English immersion program to ensure that English learners have access to the core academic content standards, including the English language development standards, and become proficient in English. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. [C.C.R., Title 5, Chap. 11, Sub Chap. 7.5, Sec. 11511.5; E.C. 305-306, 48985, 52164.1]

Gifted and Talented Enrichment (GATE)

The TUSD Gifted and Talented Education (GATE) program is designed to afford identified students the challenge using open-ended, problem solving assignments. The focus of the curriculum is to provide students broader and deeper understanding rather than to assign more work. Additional curriculum materials and research-based strategies are provided. Identified students are clustered with heterogeneous settings. The GATE program uses the California Association for the Gifted (CAG) instructional model of depth and complexity. Once students enter high school, they are allowed to self-select the rigor and nature of their coursework. High school options include Honors and Advanced Placement courses, and concurrent enrollment at Cuesta College. Rigorous, problem-solving based programs such as the STEM Academy and Mock Trial are also available to challenge high school students.

The CAG Depth and Complexity model is utilized in core content classes in grades six and seven. At TES, high achieving students are served in homogenous groupings during Eagle Hour and may attend enrichment classes after school.

Home and Hospital Instruction

The Home and Hospital Instruction Program serves students who incur a temporary disability which makes attendance in the regular classes or alternative education program impossible or inadvisable. This is a service, not a school placement. If a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the district of the student's presence in a qualifying hospital. The *TUSD Request for Home/Hospital Instruction* form, completed by the parent and physician, must be submitted to the site principal for consideration of such instruction. Students attending TUSD schools on an interdistrict transfer will be returned to their home district if they require Home Hospital services to more readily serve and meet the student's educational needs. [E.C. 48206.3 and 48980(b), AR 6183]

Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility which is located outside TUSD, he/she may be eligible to attend the school district in which the hospital is located. If this situation should arise, you should notify both the district where you reside and the district where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. Section 48207, 78208, AR 6183]

Mental Health Services

Information on how to initiate access to available pupil mental health services on campus or in the community or both shall be provided no less than twice during the school year. This information shall be distributed through an electronic letter or a hard copy. Please contact your school principal for specific contact information. [AB 2022, E.C. 49428]

Personal Counseling

Part of the counselor's job is to assist students with personal issues and/or crises. Counselors can be very supportive and are open to discussing any concerns students may have relative to their personal and social well-being. These issues can include, but are not limited to, self-esteem, loneliness, stress, depression, relationship issues, harassment, bullying, study habits, grief, or abuse. Our counselors have referral lists for local professionals and specialists available to assist.

The law requires that school counselors keep confidential any personal information received from students 12 years or older. Personal information is solely about a student's private affairs, as differentiated from the non-confidential data of academic and college/career

progress. Exceptions to the confidentiality law occur when someone's safety is endangered, a law or serious school rule is violated, or when students give the counselor permission to share their personal information.

Physical Education - Medical Excuse

Due to an illness or injury, a student may be excused from specific activities inhibited by that illness or injury. If a student is excused in grades 7 – 12 at TMS or THS, he/she will dress out and participate in a modified activity or complete a reading/writing assignment on a related activity. If excused from participating in a fitness test, he/she must make the test up at another date.

If the illness or injury is serious enough to last beyond three days, a note from a physician/chiropractor/nurse practitioner is required specifying what physical modifications are needed and the duration that the modifications should take place.

Response to Intervention

Response to Intervention (RtI) fits within a school-wide process of early intervention and prevention of academic and behavioral problems. It is a process that utilizes all resources within a school in a collaborative manner to create a single, well-integrated system of instruction and interventions guided by student outcome data.

Section 504

The purpose of Section 504 of the Rehabilitation Act of 1973 is to prevent an otherwise qualified individual with a disability from being, by reason of a disability, excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any executive agency. [29 USC § 794].

Special Needs

Templeton Unified School District, in conjunction with the San Luis Obispo County Special Education Local Plan Area (SELPA), provides a Free and Appropriate Public Education (FAPE) to all individuals with exceptional needs between the ages of 3 through 21 years who reside within our boundaries, including children who have been expelled or placed by the district in a nonpublic school or agency.

The purpose of the Individuals with Disabilities Education Act (IDEA) is to ensure that all children with disabilities have a Free and Appropriate Public Education (FAPE) available that emphasizes special education and related services designed to meet their unique needs, provides some educational benefit and prepares them for employment and independent living. [20 USC § 1400]

“Individuals with exceptional needs” means those persons who satisfy all the following: (a) identified by an Individualized Education Plan (IEP) team as a child with a disability, as that phrase is defined in subparagraph (A) of paragraph (3) of Section 1401 of Title 20 of the United States Code; and (b) the impairment requires instruction, services, or both, which cannot be provided with modification of the regular program. [E.C. 56026]

In summary, the student must be identified as having one of the 13 identified disabilities (intellectual disability, hard of hearing, deafness, speech or language impairment, visual impairment, emotional disturbance, orthopedic impairment, other health impairment, specific learning disability, autism, deaf-blindness, traumatic brain injury and multiple disabilities) AND who, because of the aforementioned disability requires special education and related services because the disability adversely affects his/her education.

Special Education provides the continuum of special education support as outlined in the Individuals with Disabilities Education Act (IDEA '04). Students receive support from Special Education as delineated on their Individual Education Plan (IEP).

If you have reason to believe your child (ages 0 to 21 years) has a disability which adversely affects his/her education that may require special services or accommodations, you should inform school officials. Your child may be evaluated to determine whether he/she is eligible for special education instruction or services. The district wants to locate, identify, and assess all children with disabilities whether homeless, wards of the state, or enrolled in public or private schools. [E.C. 26020 et seq., 56040, 56301; 20 USC 1412; 34 CFR 300.121]

Procedural safeguards provide you with an overview of your educational rights. You may download a copy from our Web site at <http://tusd.ca.schoolloop.com> located under Departments/ Special Education, or request a copy from the Special Education Department. [(18). USC, Title 20, Chap. 33, Sub Chap. II, Sec. 1415; E.C. 56321; 104.36; 300.504]

For more information about Special Education services, please call (805) 434-4074.

Student Study Team – TES/VES

The Student Study Team (SST) is composed of the parent(s), teacher, principal/designee, and other staff as deemed appropriate. An SST can be convened whenever a student is identified as having any barrier to being successful in the classroom so the situation can be

discussed and appropriate accommodation(s) enacted if necessary. TES and VES follow the RtI (Response to Intervention) model and the SST is a very important component of this model.

Student Success Team – TMS/THS/ ECHS

The Student Success Team (SST) is composed of the student, the parent(s), the student's teachers, the resource specialist (when appropriate), and the counselor or administrator. An SST can be convened whenever a student is identified as having any barrier to being successful in the classroom so that the situation can be discussed and appropriate accommodation(s) enacted if necessary. An SST meeting can be requested by anyone through the counselors or site administrator.

Title I

The District receives federal Title I funds to provide identified students with supplemental instructional help in reading, language arts, and mathematics. Student participation is determined by federal and state guidelines. This program also includes staff development and parent education activities.

DISTRICT TECHNOLOGY AND COMPUTER USAGE

Acceptable Use

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

The Templeton 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, iPads, Chromebooks, 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
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
9. Steal or crack student or staff passwords and use online accounts provided by TUSD in an unauthorized way.

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, including CCTV video monitoring. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

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

Personally Owned Devices

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.

Middle and high school students' information and grade are shared with third party vendors such as Turn It In. All third-party vendors are prohibited from sharing student information with other agencies.

TUSD Google Apps for Education Use (GAFE)

The Templeton Unified School District (TUSD) will be using Google Apps for Education (GAFE). Google Apps for Education includes free, web-based programs like document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and TUSD. Google Apps for Education runs on an Internet domain purchased and owned by the TUSD and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Collaboration and communication will be restricted to accounts within the student.templetonusd.org and templetonusd.org domains. Students will not be able to send or receive email from outside these password-protected domains.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of apps when accessing programs from home. Students are responsible for their own behavior at all times.

Acceptable use of GAFE (Privacy and Safety)

Google Apps for Education is for educational use. Students may use apps subject to the restrictions below and the TUSD District Technology and Computer Usage – Acceptable Use policies that may apply.

Privacy – District staff will have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

Limited personal use – Students may **not** use GAFE for:

- Unlawful activities
- Commercial purposes or personal financial gain
- Inappropriate sexual or offensive content

- Threatening another person
- Misrepresentation of Templeton Unified School District schools, staff and students

Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Safety – Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances should a user provide his or her password to another person.

Access Restriction – Access to Google Apps for Education is considered a privilege afforded to students at the discretion of the District. The District, as a party of the Agreement with Google, maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. Pending review, a user account may be terminated as part of such action.

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Filters blocking access to harmful content from inappropriate sites are in place. CIPA – <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children’s Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Google Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for educational purposes. COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information. The school will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student names alongside the photos without parent permission. Parents may request, by checking the appropriate box on the Student Emergency Card at the beginning of the school year or upon enrollment, that photos, names and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child’s email and Google Apps for Education files. FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Parent Information via the Web

District and School Web sites

This is a site for general information including bulletins and calendars. All school sites can be accessed at: <http://tusd.ca.schoolloop.com>.

PowerSchool (TMS and THS only)

PowerSchool is the TUSD student information system that tracks and stores student assignments, grades, and attendance. Parents of students at TMS and THS will receive information at the beginning of each school year explaining PowerSchool’s features and how they may access it via the Internet. It will also have a reminder of their username and password.

The following are brief descriptions of the options available:

Grades and Attendance

Detailed attendance for the last week and current week are shown. By clicking on the total number of absences, you will see a detailed description of each absence (excused, unexcused, morning or afternoon). By clicking on a current grade, you will be connected to the assignments, tests, etc., that are included in that grade.

Grade History

By clicking on the final grade, you will see any assignments, tests, etc., that made up that particular grade. The teachers are required to have their grade books up-to-date on the first and third Monday of each month.

Attendance History

The attendance codes marked are for the current marking period.

Email Notifications

This feature allows you to sign up for automatic email reports. Select the information you would like to receive, how often you want it sent, and the email address(s) you would like the reports to be sent.

Teacher Comments

Comments are separated by each subject that your student has.

School Bulletin

This feature is not available for TUSD. Please refer to each school for bulletins.

Class Registration

This feature is not available for TUSD.

My Calendars

This feature allows you to set up calendars that report assignments in a calendar format with iCal or Mozilla Sunbird. For more information on iCal or Mozilla Sunbird, please visit the Technology Department on the District's website at <http://tusd.ca.schoolloop.com>.

Parent Square Notification

The district uses the Parent Square notification service to send important information to families and staff through phone calls, emails, and text messages. The school district does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.

HEALTH AND WELLNESS

Wellness Policy

Templeton Unified School District recognizes the link between student health and learning, and has developed a Wellness Policy for the District to promote student health through nutrition education, nutrition guidelines, and physical activity. The District is committed to providing a school environment that promotes and protects children's health, wellbeing, and ability to learn by supporting healthy eating and physical activities through the District's health and wellness policies. This includes replacing certain foods with others that have been prepared without the use of trans fats or are lower in sugar and calories than previously served foods. In addition, carbonated beverages are no longer sold on any District campuses. Parents are encouraged to support the District's efforts and to consider healthy alternatives when packing their child's lunch. When planning school/student parties, food provided for students shall be pre-approved by the classroom teacher, must be store bought and include an ingredient label. Class parties shall be on a limited basis and at the discretion of the teacher to be held after the lunch period. District staff reserves the right to curtail food access in school facilities due to allergies of students. For information on the District's Wellness Committee meeting schedule, see the District's main web page.

Confidential Medical Services

According to the Education Code, school authorities may excuse any student in grades 7 - 12 from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. [E.C. 46010.1, TUSD BP 5113]

Dietary Supplements

In an effort to keep the schools free from dietary supplements, because of the adverse effects caused by misuse, these substances are banned. Students who possess these items will have them confiscated and the student in possession will be suspended. This includes, but is not limited to, weight gain, muscle building, and weight loss supplements.

Immunizations

Official documentation showing the student is up-to-date on immunizations is required before they may attend school. Under SB 277, beginning January 1, 2016, exemptions based on personal beliefs, including religious beliefs, are no longer an option for immunizations that are currently required for entry into school in California. Personal beliefs exemptions on file before January 1, 2016 for a child already attending school remain valid until the child reaches the next immunization checkpoint at 7th grade. Some **very limited medical exemptions** are allowed. As of January 1, 2021, medical exemptions will only be granted through the CDPH CAIR Medical Exemption Site in conjunction with your child's pediatrician.

Additional information regarding required immunizations can be found at www.shotsforschool.org. The County Public Health Department and your student's physician can also provide information regarding required immunizations. Your student may qualify for "conditional admittance" if your student is in the process of their immunization schedule, but immunizations must be given within the timed intervals determined by the California Department of Public Health. Failure to provide documentation of these immunizations on the due date will result in exclusion from school until the requirements are met. If you have any further questions, please contact the TUSD Health Office at your child's school.

In today's society, students are more prone to contracting measles, whooping cough, TB, Varicella or Hepatitis B. If your child has a personal beliefs exemption or a medical exemption and is not up-to-date on the required immunizations, if an outbreak of a communicable disease occurs in the school district, the non-immunized student will be excluded for their own safety until such time as directed by the County Public Health Officer in conjunction with the TUSD District Administration. [Health and Safety Code section 120335, TUSD BP/AR 5141.31]

If your child does not meet the immunization requirements for school and does not have a personal beliefs exemption or medical exemption on file, the only option available is to attend home school (K-8) without classroom instruction (including field trips and extracurricular activities). For more information regarding this option, please contact the TUSD Alternative Ed office at (805) 434-5833. [Health and Safety Code Section 120335, TUSD BP/AR 5141.31]

Indoor Air Quality

Indoor air quality can negatively affect students and staff who suffer from allergies and other health concerns. We ask that students and staff refrain from bringing common irritants, such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfumes or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings. [TUSD AR 3514]

Kindergarten and First Grade Physical Exam

State law requires that, upon enrolling a child in 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 prior to entry into first grade or with 90 days thereafter. If your child does not receive this exam, you must file a waiver on a form developed by DHCS with the school district stating the reasons you are unable to obtain such service. Your child may be sent home if you fail to provide the certificate or waiver. These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For additional information, you may contact the County Health Department (Paso Robles – 805-237-3050). [Health and Safety Code Sections 323.5, 324.2, 324.3; Sec. 48211, 49450, TUSD AR 5141.32]

Mandated Reporters

All District staff members (teachers, bus drivers, yard duty aides, etc.) are required reporters for any suspected child abuse or neglect. Mandated reporters shall make a report whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. Staff are encouraged to err on the side of caution by reporting any suspicious incident to Child Welfare Services. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, shall make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Medical Insurance

The District does not provide or make available medical and hospital care or insurance for students who are injured while participating in physical or athletic activities or practice. Literature offering student insurance is provided at the beginning of the school year and it is up to the parent/guardian whether they wish to purchase such insurance. [E.C. 49470, 49471, 47472, 47473, 48980, TUSD BP 5143]

Covered California

Through Covered California, a program from the state of California, qualified legal residents of California and their families can compare health insurance plans and enroll in the one that works best for their needs and budget. Financial assistance is available to qualifying individuals and families to help them pay health insurance premiums. This means the federal government may pay a portion of the health insurance premium. Individuals and families may also qualify for Medi-Cal benefits. Visit CoveredCA.com to learn more, compare health insurance plans, choose the one that best fits your needs and enroll online. For free, confidential, in-person help, visit <http://www.CoveredCA.com/get-help/local> or call (800) 300-1506 or Sacramento Covered at (916) 414-8333.

The open-enrollment period to enroll in Covered California health insurance plans happens once a year. Once the open-enrollment period closes, you may enroll in a Covered California health plan only if you have a qualifying life event that makes you eligible to apply. Some examples of qualifying life events are: losing your health coverage, getting married, moving outside your plan's coverage area, having a baby and turning 26. To see if you qualify, visit www.coveredca.com/individuals-and-families/getting-covered/special-enrollment. To enroll during this time, you must apply within 60 days to your qualifying life event. For more information and to find free, confidential, in-person help in your area, visit www.CoveredCA.com/get-help/local or call (800) 300-1506 or Sacramento Covered at (916) 414-8333.

Undocumented and non-citizen or permanent-resident parents should not fear that applying on behalf of their children or dependents, who may be eligible for health coverage, will result in deportation or other immigration-related actions. For more clarification, read the Immigrations and Customs Enforcement memo on health enrollment and immigration at www.ice.gov/doclib/ero-outreach/pdf/ice-aca-memo.pdf in English and www.ice.gov/espanol/factsheets/aca-memoSP in Spanish.

Medication

In most instances the parent is encouraged, with the help of a family physician, to work out a schedule of administering medication outside of school hours. If medication must be taken during the school day, including prescription and over-the-counter medication, such as Tylenol, it is necessary to secure a written statement from the student's physician detailing the method, amount and time schedules by which such medication is to be taken. The current *Approval to Administer Medication* form is available in all school offices and must be signed by the parent/guardian and completed by the student's physician and completed annually. The *Approval to Administer Medication* authorization is valid for the current school year only and ongoing medication regimens must be re-submitted each year and if changes occur to the medication order during the school year. All prescription medication, including routine PRN (as needed), short-term and emergency medications, must be in a container from the pharmacy clearly labeled with the student's name, medication name, physician's name, dosage amount, time(s) to be given, route and expiration date. A student may be assisted by the school nurse or other designated school personnel, if necessary. [E.C. Sections 49423 and 49480]

Parents/guardians are responsible for supplying the school with all medication(s) your child must take during the school day. Medication must be brought to school by a parent, relative or guardian. All medications must be counted with a school staff member and documented upon arrival at the school. Exemptions are the following emergency medications that may be carried in backpacks with a current physician's order on file with the health office: Glucagon, EpiPen, Asthma Inhalers and Diastat. When filling out field trip forms, you must indicate if your child will require medication while on the field trip.

It is required that you notify a district designee, school site office, or school nurse if your child is on a continuing medication regimen for a non-episodic condition with the medication name, dosage, and supervising physician. [E.C. Section 49480, TUSD BP/AR 5141.21]

Oral Health Assessment

To ensure your child is ready for school, California law requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. If your child does not receive this exam, you must file a waiver with the school district stating the reason you are unable to obtain this exam. If you do not have a regular dentist, contact the County Oral Health Program at (805) 781-5503 for assistance and referral. [E.C. 49452.8]

Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities
2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28
4. Health care services, including prenatal care
5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 – Uniform Complaint Procedures. [BP 5146]

Physical Examinations

During school hours or at school-sponsored events, students may become sick or injured. When this occurs, school staff, including a school nurse or certified athletic trainer, may carry out a limited physical examination. Examples include: listening to lungs, palpating an affected area of the body, doing a simple neurological check, taking a temperature or checking a scalp for lice. A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which the child is enrolled a statement in writing, signed by the parent or guardian, stating that the parent will not consent to a physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return to school until the school authorities are satisfied that any contagious or infectious disease does not exist. [E.C. Section 49451, BP 5141.3]

Resuscitation Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical “do not resuscitate” orders. Staff shall not accept or follow any such orders unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the student’s physician and an order from an appropriate court.

Scoliosis Screening (Curvature of the Spine)

Seventh grade girls and eighth grade boys may be screened annually for scoliosis (curvature of the spine). The parent/guardian will be notified in advance of the screening. The parent/guardian may submit in writing to the child’s specific school site or the district office a denial of consent for any or all screenings. The parent/guardian will be notified if their student requires further examination by their primary care physician. The parent/guardian is encouraged to notify the school nurse in advance of any history of scoliosis with their child. Students under care will be excluded from the screening. [E.C. Section 35183.5]

Sun Protective Clothing

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. [E.C. Section 35183.5]

Vision, Hearing, and Dental Screening

Vision, hearing, and dental screenings will be done at various grade levels from preschool through 12th grade. Screenings will be done by a qualified credentialed school nurse or outside health care provider such as a volunteer optometrist or dentist. These screenings do not take the place of a complete examination by an outside health care professional. However, they can provide basic indications of deficits that may impact your student’s ability to be successful in school. The parent/guardian may submit in writing to your child’s school site or the district office a denial of consent for any and all screenings. If your student has deficits in hearing or vision, be sure to communicate this information to your student’s teacher or the school’s health office. [E.C. Section 49452]

STUDENT MEAL PROGRAM

Meal Prices

The District participates in the National School Lunch Program and School Breakfast Program. Breakfast and lunch are offered every school day at every school site. All meals meet the strict standards of the state and federal child nutrition programs.

For the 2022-23 school year, ALL students will be eligible to receive **FREE** school meals each day. The USDA has extended the pandemic flexibilities for schools through June 2023 to support safe, healthy, and nutritious meals. Although no application is necessary, when you complete the meal application it also provides you with other added benefits if you qualify. Some of those benefits are, free and reduced bus passes, athletic fee waivers, and advanced placement fee waivers during the school year. For every approved meal application, our school district receives funds to support educational Programs. Without your completed application, the district will not receive this much needed funding. This will ensure that students can receive the meals they need to succeed throughout the school year. Student health and well-being is our top priority and we know that food matters!

Campus Eating Areas

Gum and shelled seeds, such as sunflower and pumpkin, when not disposed of properly leave our campuses untidy. As such, they are not allowed on **any** campus (inside or outside of the classroom).

Refer to your child’s specific school bell schedules for exact break and lunch period times.

Elementary – TES/VES

Teachers walk their students into the Multi-Purpose Room (MPR). Students are to use indoor voices while in the MPR, be considerate of others and pick up after themselves. Students may also choose to eat outside in the school picnic areas. Students will be dismissed from the MPR and outside picnic areas by a noon duty supervisor and will walk to the playground.

Secondary – TMS/THS/ECHS

The District maintains a closed campus in accordance with board policy. Food delivery companies of any kind, (such as but not limited to Grubhub and DoorDash) are not permitted to deliver lunch to students as this creates a safety concern and does not meet the Wellness Policy. Lunch areas are provided at each of the school sites.

Earned Income Tax Credit Information Act Communication

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Note 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at www.irs.gov.

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

STUDENT SAFETY

Care of School Buildings and Grounds and Personal Property

We feel it is a matter of personal and school pride that the appearance of our school and grounds express a commitment to do everything possible to express and maintain this positive message. This commitment uses the common-sense approach – ***trash belongs in trash cans, food is to be eaten only in designated areas, graffiti has no place on campus, gum is not allowed on campus, and the furniture and equipment in our schools are for use and not abuse.*** Students violating this policy in grades 6 through 12 will be assigned trash duty. Students refusing to pick up their trash may be issued a citation under Penal Code 374.4 (a) – littering.

Emergency Card

Parents/guardians must complete a student emergency card when enrolling their student. When online registration for new or returning students is completed, an emergency card is required to be printed out and signed by the parent or guardian with the information entered as a part of the online registration process. This information must be reviewed and updated by the parent at the beginning of each subsequent school year. In addition, it is very important for the safety of your child that this information is kept up to date. The card is maintained in the school office and used by staff in the event of an emergency. A change in any of the following should immediately be reported to the school:

- Parent's name
- Home address
- Home phone number
- Cell phone number
- Parent's work number
- Physician's name and phone number
- Name, address, and phone number of friend/ relative to be contacted when the parent is not available; we recommend at least four backup contacts
- Daycare provider's name and phone number

NOTE: If you have children at more than one school site, it is important that you [update this information at each school site](#). Students will only be released to individuals listed on the student's emergency card, unless otherwise authorized by the parent.

Emergency Procedures

The District has adopted a comprehensive school safety plan available on the District's Web site or from your child's school office.

IT IS IMPERATIVE THAT THE EMERGENCY CARD FOR YOUR CHILD IS UPDATED WHENEVER THERE IS A CHANGE OF ADDRESS AND/OR PHONE NUMBERS FOR PARENTS OR EMERGENCY CONTACTS.

Our primary concern is for the safety and welfare of the students. We are prepared to care for your child if you are unable to reach the school in an emergency. Our staff is trained in first aid and CPR and we will be in communication with various local emergency services. Drills are held as required, including a District-wide Great Shakeout drill to ensure that the students and staff understand emergency

procedures. Please explain to your child that he/she is as safe at school as at home in a serious emergency. School buildings have been designed with safety in mind and inspections are regularly made to remove possible hazards.

Tune your radio to emergency broadcast stations (EBS) and/or local radio stations: KPRL (1230 AM) or KVEC (920 AM). **PLEASE DO NOT TELEPHONE THE SCHOOL DURING AN EMERGENCY. The District will be communicating directly with the parents/guardians who are listed on the student's Emergency Card.** Telephone lines will be needed for emergency communications. For the safety of all students and staff, please wait for directions from the district and/or law enforcement before coming to the school. Streets should be kept as open as possible for emergency vehicles.

To pick up your child, please check in at your child's school. Your child will be released to you as quickly as possible. Students **WILL NOT** be released to anyone other than a parent or person listed on the emergency card and who provides a current Government identification, **regardless whether the staff knows the individual.** Parents may include additional individuals on the Evacuation Release Form. These individuals will only be allowed to pick up students in the event of a school-wide evacuation. If your child has special medical needs, please be sure to communicate this to the staff at your child's school as soon as possible. Your cooperation is requested and appreciated in any emergency.

The District encourages the use of the District's anonymous tip submission form. Information can be submitted anonymously on any safety-related subject [here](#), and also can be accessed via QR Code links found on signage posted at all District sites. The District urges students, staff, parents, and the community to call school sites or the district office immediately with information about: real or fake weapons carried by students, drug use or drug trafficking on campus, threats of violence made by students or adults, stolen equipment, continual bullying, and vandalism.

Hallways and Hall Passes

During class, halls and walkways should be empty. Hall passes are required for students excused from a classroom while classes are in session. It is the responsibility of the student to ask for a written pass and this written pass, signed by the classroom teacher, must accompany the student leaving the classroom. Students without hall passes are subject to disciplinary action. Teachers will issue restroom and drink passes only in cases of emergency. Students who repeatedly request passes for emergency purposes will be referred to the school nurse, a counselor, or the discipline office.

Hallway rules of conduct are established for instructional reasons, safety, cleanliness, comfort, and convenience. As part of that, students should not use any profane or vulgar language, should never run, and should not yell, scream, or otherwise make excessive noise while in the halls.

Injuries

It is the policy of TUSD to notify parents if their child is injured during the school day unless it is an apparent minor injury. Please be sure your child's emergency information card is current with back-up phone numbers listed. Many times children hurt themselves during the school day and do not report their injury to school staff. Parents are requested as soon as practicable to contact the school office and advise us as to the nature and extent of any injury.

Lost and Found

Students are **not** to bring large amounts of money or other valuable items to school. If such items are brought, they should be in the possession of the owner at all times. If a student finds that he/she has a valuable item in his/her possession, he/she may request the school office to safeguard the item(s). Please do not leave backpacks unattended. The school cannot accept responsibility for stolen money or lost, stolen or damaged articles, including iPods, MP3s, cell phones, eReaders/tablets, and other electronic devices. Unclaimed items will be donated to charity periodically throughout the school year.

Minimizing Classroom Interruptions and Maximizing Classroom Instructional Time

To protect instructional time:

1. Parents are requested to drop off "late" lunches, coats, homework, and messages to their students in the office **before 11 a.m.** Items are NOT to be personally delivered to the classrooms as this disrupts the learning environment for **all** students. These items can be picked up in the office by students at break or lunch only.
2. Parents wishing to get a phone message to their student(s) or notifying office of an early pick up from school are requested to make those calls to the office **before 11 a.m.** Any messages received from parents will be placed in teachers' mailboxes before lunch. Teachers will check their mailboxes at lunch and deliver any messages to students when they return to their classrooms. Messages left after 11 a.m. **cannot be guaranteed to reach your student.**
3. Medical and dental appointments, whenever possible, should be made during non-instructional time. When this is not possible, the procedure for obtaining an off-campus permit shall be followed (see page 8.)

Note: In the event of a bona fide emergency, the office staff will attempt to contact the student immediately.

Parent Volunteers

Volunteers are an integral part of the classroom program. Site administration reserves the right to determine the volunteer location at their site. If you would like to volunteer at your student's school, please contact the school site directly. Parents are encouraged to chaperone field trips and other school activities. Parents are also welcome to attend any school assemblies or programs. To provide for the safety of students, all volunteers must adhere to the following requirements:

Confidentiality

Students, employees, and parents/guardians have the reasonable right and expectation of privacy. In your capacity as a volunteer you may have access to information related to students, parents/guardians, employees or Board members. This information includes any personally identifiable data, information, and records collected, used, known, or kept by the District about a student whether in writing or verbally. Such information is NOT public information and shall be kept confidential.

Identification Badges

Volunteers must wear identification badges and sign in daily while volunteering. A visitor's sticker must be obtained at the school office prior to going to a classroom.

Tuberculosis Testing

Adults will not be allowed to volunteer until they are able to provide a current TB clearance certificate from a district nurse, a doctor or county health department. Volunteers can pick up an authorization at the District Office for a district-paid TB test. No other tests, payments or reimbursements will be provided. The Superintendent or designee may exempt from tuberculosis testing requirements and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Fingerprinting

If volunteer duties require the adult to be alone with students (e.g., driving on a field trip, coaching, etc.), a Department of Justice (DOJ) fingerprint clearance is required. Such fingerprint clearance is conducted by the County Office of Education and paid for by the District. Volunteers may obtain an authorization form at the District Office. The fingerprint check by the Department of Justice looks for the same things employees are checked for – convictions for drug crimes, sexual crimes, or violent felonies. Fingerprint clearance shall be used by the district to exclude a volunteer only if it indicates convictions for any offense which could endanger children including, but not limited to, child abuse related offenses. Any fingerprint clearance indicating violations will be delivered directly to the Human Resources Coordinator, who will keep all results absolutely confidential.

Parental Responsibility

The parent or guardian of any minor whose willful misconduct results in injury or death to any student or any person employed by, or performing volunteer services for, the district or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the district, or personal property of any school employee, shall be liable for all damages so caused by the minor. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000, adjusted annually for inflation. The parent or guardian shall also be liable for the amount of any reward not exceeding \$10,000 adjusted annually for inflation, paid pursuant to Section 53069.5 of the Government Code. [E.C. Section 48904] The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. [E.C. Section 48904, Civil Code Section 1714.1, TUSD AR 5125.2]

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. Section 48900.1, TUSD BP/AR 5144.1]

Safe Drop-off and Pickup of Students

Students may only be picked up by those individuals listed on your child's emergency card, unless otherwise authorized by the parent. During an emergency situation involving the school site, current Government-issued identification is required of all individuals prior to the student being released and regardless whether the individual's identification is perceived to be known by the staff. Parents should update the card as appropriate throughout the school year. When picking up or dropping off students or attending functions at District facilities, please follow all traffic signs and use caution at all times. ***Parking at red curbs, driving on the wrong side of the road and entering through an exit lane is not only a violation of the California Vehicle Code, but also endangers others.***

Vehicles that are double-parked, stopped in crosswalks, or parked in restricted zones – such as those for loading and unloading school buses – create unsafe conditions for students, parents, and motorists. These conditions make it difficult for children and other motorists to see each other, which can lead to accidents and injuries. It is better to wait a few seconds for a more secure drop-off or pick-up location than to stop where children need to dart across traffic, or to hold up traffic while picking up or dropping off students in the street.

Children can be safely picked up and dropped off at designated drop-off and pick-up areas, but they need your help. Parents should **always** comply with posted speed limits, parking signs, traffic laws and directions of school staff. If you are remaining in your car when dropping off your child at TES or TMS, please use the carpool/bus lane; otherwise, please park your car in the designated parking lot (not unattended in the drop-off lane) and walk your child to class or pick him/her up at the end of the day. Teach your child to use the crosswalks with the crossing guard. Do not call for your child from across the street or parking lot! If you choose to drop your children off at a location other than in front of the school, please do so where it is easy for them to access our crosswalks where a crossing guard can assist them in crossing the busy roads. With your help, we can all travel in and around our schools safely.

The back gate to The Vineyards residential community adjacent to Vineyard Elementary School is open for those students who walk from/to home within this community. All other children should be picked up on the VES campus where they are provided a safe and secure area to wait. **We highly discourage picking children up in The Vineyards area or at the Templeton Dog Park.** These off-campus areas are *unsupervised* and gates back into the school are locked 15 minutes before the start and after the end of the school day. Bike racks are available at the back-gate entrance.

If your child walks or rides a bike to or from school, please identify a safe route for your child to use. Students may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school. A simple reminder from a parent can considerably help to reduce vandalism to mailboxes, shrubs, and flowers. Don't pick the daisies!

Sex Offender

The District recognizes the need to protect the safety of its students, particularly as it relates to sex offenders. Pursuant to Penal Code 290 and 290.45, law enforcement is the agency best able to assess the relative danger of a sex offender and the District shall work with law enforcement officials to that end.

Tunnel

The tunnel under Vineyard Drive is off limits during the school day except for transit by those students accessing the school farm or directed by their teacher. Violations of this policy will result in disciplinary action.

Visitor Permits – Closed Campus

Student visitors are not allowed on campus during the school day unless they have received prior approval from site administration. Visiting relatives are not allowed in classrooms during the school day. Parents who want to visit a class or the campus must make arrangements with the site principal or assistant principal pursuant to BP/AR 6153. A 24-hour notice is required prior to a classroom visit to enable the school to notify the teacher of the visit and to ensure the least amount of disruption to the instructional day. All visitors, **including independent contractors**, must check into the office and wear a visitor badge while on campus.

TUSD BEHAVIOR CODE

It is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study; neat and clean; careful with school property; respectful toward their teachers; and courteous to other students, staff, volunteers, and campus guests. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program
3. Conduct that disrupts the orderly classroom or school environment. This includes any acts of gang representation (written, verbal, or attire).
4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
8. Possession or use of a laser pointer, unless use for a valid instructional or other school-related purpose with prior permission of the principal or designee
9. Use of a cell phone smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy unless approved by the principal/designee consistent with BP 5131.71 – Electronic Devices
10. Plagiarism or dishonesty in school work or on tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

Students who violate district or school rules and regulation may be subject to discipline including but not limited to suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities in accordance with the approved Templeton Unified School District policy. [BP 5131 – Conduct]

Academic Honesty

In accordance with BP 5131.9, the wellbeing of the school community depends on each student accepting responsibility for his or her personal conduct in both social and academic endeavors. A moral awareness as it applies to the academic environment is foundational to your student's success at school. Academic honesty requires that students produce work that is their own work. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess. This includes using an unauthorized electronic device, a picture from any device, or notes while taking a quiz or test.

Students are expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments, or in-class assignments. No assignment is exempted from this policy. Any student who dishonestly obtains answers to a quiz or test, via any means, will be subject to discipline at the teacher's discretion; including, but not limited to, a zero on the quiz/test.

Middle School (Grades 6 – 8)

Any student who is proven to have violated the District's Academic Honesty policy while enrolled in grades 6 through 8 shall specifically be ineligible for any academic recognition for that semester and/or the following semester at the discretion of the site administrator.

High School (Grades 9 – 12)

Any student who is proven to have violated the District's Academic Honesty policy while enrolled in grades 9 through 12 shall specifically be ineligible for any recognition for that semester and the following semester, and may be permanently removed from consideration for the honors of Eagle-of-the-Year, Valedictorian, or Salutatorian.

Activity Restriction

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege. [TUSD AR 6145]

Honor Code

Students are expected to cooperate truthfully and fully with school staff. Students who immediately accept responsibility for their behavior may receive a reduced consequence. Students who delay or otherwise impede investigations or provide misleading testimony may face increased consequences.

Bullying and Cyberbullying

BULLYING AND CYBERBULLYING ARE NOT TOLERATED.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying occurs when someone keeps teasing, frightening, threatening, or leaving someone out on purpose. It is unfair and one-sided.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4, which has any of the effects described above on a reasonable student.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet Web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Any student who engages in cyberbullying using district-owned equipment or systems on school premises or off-campus in a manner that impacts a school activity or school attendance shall be disciplined according to district policies and regulations. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

If your child feels they are being bullied, whether electronically or in person, a verbal or written complaint must be given to a teacher or administrator so it may be investigated and appropriate action taken. Such a report may be submitted anonymously.

Students found to be in violation of bullying or cyberbullying regulations will be subject to progressive discipline through school and/or law enforcement. Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with the district policies and regulations. [BP/AR 5131]

In accordance with Assembly Bill 1127 and Education Code section 46600, students who have been the victim of bullying may, upon request, be granted an interdistrict transfer to another school district.

Displays of Affection

Physical contact, including kissing and groping, is not appropriate conduct at school. Parents will be contacted and disciplinary action will be taken for violations.

Gambling

Gambling or pitching coins of any kind is not allowed on campus.

Hate Crimes

Hate crimes are defined as an act committed against a victim because of actual or perceived characteristics such as a disability, gender, nationality, race or ethnicity, religion or sexual orientation and are considered a criminal act. (Penal Code 422.55 and 422.56)

Invasion of Privacy

Penal Code Sections 647 and 647.7 make it a misdemeanor to have a concealed camcorder, motion picture camera or photo camera of any type to secretly record individuals for the purpose of viewing their body parts or undergarments.

Law Enforcement Contact

Law enforcement will be contacted for any alleged violation of law. While it is school policy to fully cooperate with law enforcement, legal action taken by law enforcement is separate from disciplinary action taken by the school. Law enforcement is not required to notify parents before interviewing a student. Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement officer has interviewed the student on school premises. Students should be aware that they have the right to request that their parents be present at any time they are being interviewed by a law enforcement officer.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. [E.C. Section 48906, TUSD BP 5145.11]

Matches, Lighters, Vaping Devices or Flammable Objects

Matches, lighters, vaping devices, or any flammable objects are not allowed on campus. If found, these items will be confiscated and disciplinary measures will be taken.

Non-discrimination/Harassment/Sexual Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40) (BP 5146)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law. The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Recordkeeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, sexual harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Sexual Harassment

The Governing Board 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 any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact their teacher, the principal, or the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator. Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 – Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform the students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the 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 when the 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 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 action shall be taken to respond to 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 a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive 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

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4 – 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.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Definitions

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, *sexual harassment* is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

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

Title IX Coordinator

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 – Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate and/or resolve sexual harassment complaints under AR 1312.3 – Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Aaron Asplund, Superintendent
Templeton Unified School District
960 Old County Road
Templeton, CA 93465
(805) 434-5805
aasplund@templetonusd.org

Yvette Reynoso, HR Coordinator
Templeton Unified School District
960 Old County Road
Templeton, CA 93465
(805) 434-5802
yreynoso@templetonusd.org

Joe Farley, Athletic Director
Templeton High School
1200 S. Main Street
Templeton, California
805-434-5887
jfarley@templetonusd.org

Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school that services students in grades 9 - 12. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6; 34 CFR 106.8)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians, employees (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Reporting Complaints

A student or parent/guardian who believes the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 – Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 – Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Student Suspension and/or Expulsion

The District 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, effective, age-appropriate strategies for correcting student behavior shall be used. Such strategies may include, but are not limited to, conferences with student(s) and their parent(s)/ guardian(s); use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (E.C. 48900.5)

Grounds for Suspension and Expulsion: Grades K - 12

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

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900 (a) and (t))
- 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. (Education Code 48900(b))
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant. (Education Code 48900 (d))
- Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
- Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
- Stole or attempted to steal school property or private property. (Education Code 48900 (g))
- Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900 (h));/ possession or use of nicotine delivery devices, such as electronic cigarettes; confiscated materials will be returned to parents upon request only, not to students
- Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900 (i))
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900 (j))
- Knowingly received stolen school property or private property. (Education Code 48900 (l))
- Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900 (m))
- Committed or attempted to commit sexual assault as defined in Penal Code section 261, 266C, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900 (n))

- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900 (o))
- Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma. (Education Code 48900(p))
- Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900 (q))
- Engaged in an act of bullying. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1 – 3 of “Additional Grounds for Suspension and Expulsion: Grades 4 – 12,” that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900 (r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

- Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Education Code 48900(t))
- Made terrorist threats against school officials and/or school property. (Education Code 48900.7)
- A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4 – 12

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

- Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)
Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim’s academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)
Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim’s civil rights, or damaging a victim’s property because of the victim’s race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim’s association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)
- Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

Suspension from Class by a Teacher

A teacher may suspend a student in grades 4 - 12 from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed under "Grounds for Suspension and Expulsion above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible after the teacher decides to remove the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

- Causing serious physical injury to another person, except in self-defense
- Possession of any knife or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
- Robbery or extortion
- Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

Suspension/Expulsion

A student may be suspended or expelled for any of the acts enumerated above for no more than five (5) consecutive days without an administrative hearing and up to 20 days per school year. Suspended students may not be on any TUSD campus during the term of the suspension. Students who are suspended from school for three or more days consecutively or cumulatively during a school year become immediately ineligible for four weeks and will be placed on a behavior contract/student support plan. Students on behavior ineligibility may not participate in or attend any school-related activities or athletics for the period of their ineligibility. TMS/ THS/ ECHS students with three suspensions during a school year may be considered for an administrative hearing and possible transfer to an alternative school and/or expulsion.

Upon recommendation by the principal, superintendent or designee, the Board of Trustees may order a pupil expelled from TUSD upon finding that the pupil committed one of the offenses referred to above and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a danger to the physical safety of the pupil or others, and that other means of correction are not feasible.

A student recommended for expulsion will be placed in an alternate school program subsequent to the suspension, pending a discipline hearing.

A student may be suspended or expelled for any of the acts enumerated if that act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school

- During the lunch period
- During or while going to or coming from a school-sponsored activity

A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a student who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

As used in this section, “school property” includes, but is not limited to, electronic files and databases.

It is the intent of the legislature that alternatives to suspension or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities. [Amended by AB 1411, Ch. 21, Statutes of 2003]

Student Searches

The principal or designee may search the person of a student or the student’s locker, backpack or purse, or student’s vehicle if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

In addition, the school principal or designee may search a student’s cell phone or other electronic device if reasonable suspicion of school rule violation(s) or criminal activity exists. When probable cause exists for such a search, the student shall comply with the request to provide the password to allow access to the device.

Canine detection dogs will periodically perform unannounced searches of the, Templeton Middle School, Templeton High School, Eagle Canyon High School, and Templeton Independent Study High School campuses. Individual persons will NOT be specifically searched during these visits. (Penal Code Section 626.9(2) Safe School Zone Defined (Penal Code Section 626.9 Gun-Free School Zone) (Health and Safety Code 1135305 School Safety Act of 1983). Students who check out of school during a canine visitation are subject to search by administration.

Involuntary Student Transfers

A student may be transferred to another school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. [Education Code 48929, BP 5116.2 – Involuntary Student Transfers]

8th Grade Promotion and End-of-Year Activities

Eighth grade students will be allowed to participate in the promotion exercise, promotion dance, and end-of-year activities if they meet the following standards:

1. No lower than a combined GPA of 4.0 during the entire school year and/or no more than one “F” grade during the second semester in Language, Math, Science, or Social Studies
2. No more than one “U” grade in citizenship during either the first or second semester
3. No school related offense of any kind involving a controlled substance or a weapon during the school year; offenses related to alcohol may result in exclusion from promotion and/or other end-of-the-year activities
4. No suspension involving violence, hate, or willful injury to another person (see California Education Code sections 48900 (a) (2) and 48900.3)
5. No more than six (6) total days of suspension during the school year
6. No more than ten (10) combined detention/Saturday School assignments during the school year, excluding tardy detentions

Seventh grade students who wish to attend the promotion dance must meet the same requirements during 7th grade.

Professional Standards

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

The 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.

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.

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
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
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
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
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
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.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

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 5141.1 – 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.

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.

THS Seniors

In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities in accordance with school rules. Prior to denial of the privilege, the student, and where practicable his/her parent/guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond. If a privilege is to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal the decision. Any senior denied the privilege to participate in the graduation ceremony may not attend the ceremony in a cap and gown.

STUDENT DRESS AND GROOMING GUIDELINES

Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or academic decorum or endanger student health and safety or cause undue maintenance problems for the school. Students are encouraged to “dress for success” and to make clothing choices that are consistent with our school’s mission and the learning and social environment that the administration strives to provide for all students. As such, a student’s clothing and personal appearance may not distract others from the pursuit of their academic goals.

The dress and grooming guidelines are implemented to:

- Ensure the safety, health, and well-being of all students and staff.
- Further the school’s mission by providing a positive learning environment that prepares students for the world of work, family, and personal advancement and fulfillment.
- Discourage the endorsement of alcohol, tobacco, and other drugs, and disruptive behaviors.
- Respect the personal beliefs and religious rights and freedoms of all students and staff.

Student dress is a concern between the student and parents. Dress is a reflection of how one feels about himself/herself. Students must dress appropriately. This dress code shall apply to students at all times when they attend school or any school-sponsored event. In order to provide an atmosphere conducive to learning, students:

- a. May *not* wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body.
 1. Shorts must have at least a 2-inch inseam, with no torn/frayed hemline, holes or exposed pockets or reach the point where the fingers meet the palm.
 2. Skirts and dresses must reach at least mid-thigh.
 3. A bandeau or lacy over-bra is not considered appropriate to be worn underneath see-through clothing or shirts with large armholes that expose the stomach and back. Strapless shirts/dresses ARE NOT allowed, even when a sweater or jacket is worn over the top.
- b. May *not* wear clothing or jewelry with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs (or their manufacturers).
- c. May *not* wear clothing or jewelry with writing, slogans, pictures, or symbols that depict obscenities, violence, vulgarity, racism, mutilation of humans or animals, sex, or gang affiliation.
- d. May *not* wear pants in a sagging manner (below the hips). Pants shall not be ripped nor extend below the heel of the shoe.
- e. May *not* wear hats, caps, head wraps, scarves, bandanas, or other head apparel inside unless that head apparel is part of a school’s athletic team’s uniform or part of a students’ customary religious attire.
- f. May *not* wear attire which may be used as a weapon or endanger the health, safety or welfare of the student or others.
- g. Shall wear appropriate shoes at all times.
- h. May *not* wear sunglasses in class unless medically required.

The dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

Violations of the dress code will be determined by administrator or designee. Students may be required to change into appropriate attire and the following action will be taken:

First violation: a verbal warning and/or phone call home

Second violation: a verbal warning and/or phone call home and the student will be required to change into appropriate attire and serve a detention

Third violation: student will be required to return home and change into appropriate attire and serve a detention

Fourth and subsequent violations: suspension, the duration to be determined by the severity of the infraction and the student’s willingness to cooperate with school officials and adhere to the standards of the dress code A Saturday Work Study Program (SWSP) and activity restriction which includes athletic contests, attendance at after-school functions, dances, etc.

MISCELLANEOUS

Assemblies and Pep Rallies

Assemblies and pep rallies are held to teach, entertain, honor, display school spirit, and celebrate. Appropriate behavior is expected at all times. First and foremost, the audience should respect the rights of the speaker or the person presenting the program. It is our expectation that students are courteous.

Teachers will accompany their classes to assemblies and sit among the students, intervening when necessary to assure student respect and courtesy. If asked to leave an assembly by a staff member, you must report directly to the main office. TMS and THS students may lose assembly privileges for the remainder of the semester.

Bicycles/Skateboards/Razor Scooters/In-line Skates

Students may ride bicycles, skateboards and Razor scooters to Templeton Middle School and Templeton High School as long as they do so in a responsible manner. To prevent theft, bicycles, skateboards, and Razor scooters must be locked to the racks in the designated bike, skateboard and Razor scooter rack area. Every precaution is made to ensure the safety of these items parked/locked up at school during the school day. However, the school cannot be held financially liable should a bicycle, skateboard or Razor scooter be stolen or damaged. *Bicycles, skateboards, and Razor scooters are never to be ridden inside the gates of the school or in the parking lot.* Bicycles must always be walked along the outer perimeter of the parking lot while on campus, and on the sidewalk, and across the crosswalks going to and from school. In addition, all students should register their bicycle with the SLO County Sheriff's Office.

The bicycle safety law requires that all persons under 18 years of age wear a helmet. *Students who do not wear a helmet run the risk of having their bicycles impounded until the parent can pick up the bicycle or provide the student with a helmet.*

BICYCLE RIDER'S RULES

1. Keep your bicycle in good mechanical condition (tires, chain, brakes).
2. Obey all traffic rules and signs – always give proper hand signals.
3. Walk your bicycle across busy intersections.
4. Always ride with the traffic – as close as possible to the right side of the road.
5. Be sure the roadway is clear before entering.
6. Always ride single file and watch for opening car doors.
7. Select the safest route to and from school.
8. Yield the right of way to pedestrians.
9. Always wear a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established.

It is against the law to ride a motorized scooter unless you are at least 16 years of age. If you have additional questions regarding safety laws, you are encouraged to visit the SLO Sheriff Department's website.

Cellular Phones, Pagers, Electronic Signaling Devices, Laser Pointers, Personal Electronic Equipment

The District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. The District also recognizes that the use of electronic devices by students can disrupt instructional time, promote tardiness to class as students complete their phone conversation or text message, provide a means through which students may communicate test questions and answers inappropriately, and provide increased opportunities for students to violate the rights of others through posting inappropriate messages and pictures on social networking sites.

The District regulates the possession or use of any cellular phones, pagers or other electronic device while students are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

Students may use electronic devices including, but not limited to cell phones, iPods, MP3s, electronic readers/tablets, Bluetooth devices, ear buds, smart watches, and/or headphones for educational purposes with consent from and under the direct supervision of the administrator or designee during the school day. Electronic devices, shall be turned off completely including, but not limited to, the "vibrate," "silence," or "ringer off" mode on cell phones and are to remain out of sight during the school day so as not to disrupt the educational program or school activity unless express permission is granted by the principal or designee. School telephones are available for students to contact parents or guardians. If any unauthorized electronic device is observed during the school day, whether the student is using it or not, the progressive discipline policy will be implemented. Students are not allowed to videotape inside a classroom without the express permission of the teacher or designated person in charge.

FIRST OFFENSE: School officials shall direct the student to turn the device off, shall confiscate the device, and notify the parent to arrange for the return to the device.

SECOND OFFENSE: School officials shall direct the student to turn the device off and shall confiscate the device and student will be assigned detention; the parent shall be notified to make arrangements for the return of the device.

THIRD OFFENSE: School officials shall direct the student to turn the device off and shall confiscate the device. The parent shall be notified to make arrangements for the return of the device. The student will then be required to turn their cell phone in to the school office, before the first bell, for a period of five (5) consecutive school days, and pick it up at the end of the day.

Any confiscated electronic device may be searched including, but not limited to, reviewing messages or viewing pictures. [BP 5145.12 – Search and Seizure]

If an electronic device is out during a quiz or test, it will be considered cheating and the student will be subject to the Academic Honesty policy. [BP/AR 5131.9 – Academic Honesty]

Students shall not use electronic devices, even in hands-free mode, while driving on school grounds or to or from a school-related activity. [Vehicle Code 23124]

The District assumes no liability for the loss or theft of any electronic device or its misuse by another person and no staff time or resources will be devoted to researching the theft or loss. [E.C. 48901.5, BP/AR 5131.71, BP 5131.8]

No student shall possess a laser pointer on any elementary or secondary school premises or at any school-related function unless possession of a laser pointer is for a valid instructional or other school related purpose. [Penal Code 417.27]

The District is not responsible for lost, stolen, or damaged electronic devices. [BP 5131.71 – Electronic Devices]

Distribution of Materials/Flyers at Schools

Parents and members of the community, by board policy, must obtain prior approval from the Superintendent’s office before distributing any printed or electronic materials at school. Anyone who distributes materials without prior approval will be asked to stop until the appropriate approval is received. Contact the Superintendent’s office at 805-434-5805 for further information.

Drugs, Alcohol and Tobacco

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 Governing Board has adopted and enforces a tobacco-free campus policy. This policy prohibits the use, by anyone, of tobacco products, including e-cigarettes and vaporizer pens, at any time, in District-owned or leased buildings, on District property, and in District vehicles. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is strictly prohibited. All students will abide by this prohibition as a condition of attendance. Any violation 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, including expulsion and/or involuntary transfer to another school site. Students will be required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program in order to be considered for return to school.

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 students with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to students may be obtained by contacting the 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 to assist parents and students who may desire information regarding the resources available to assist them.

Fees and Charges

The District shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350) [AR 3260 – Fees and Charges]

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student and his/her parent/guardian may file a complaint with the principal or designee using the district’s procedures in BP/AR 1312.3 – Uniform Complaint Procedures. (Education Code 49013)

Field Trips

Before any student is allowed to participate in a school-sponsored trip, a permission slip must be signed by the parent or guardian. If a parent must pick a child up while the child is at a field trip, the parent must contact the school site 24 hours in advance to ensure notification is given to the teacher, school office, and transportation department.

TMS/THS Students

Grades, discipline, and attendance records will be reviewed by the field trip supervisor two (2) days prior to all field trips to determine a student's eligibility to attend. Students who do not meet the minimum requirements (G.P.A. of at least 2.0, no F's or U's, no significant discipline or attendance issues) may be excluded from the field trip. Students must attend school the day of the field trip and will not be dismissed prior to the scheduled release time.

Other non-sponsored trips taken by a teacher and individual students are not official functions of the District, and the District has no responsibility for any participating persons.

Foster Youth

TUSD has designated TES Principal Renee Argain as the district's foster youth liaison. Questions related to foster youth may be directed to Mrs. Argain to ensure the child has a stable school placement in the best interest of the child, in the least restrictive educational program with access to academic resources, services and extracurricular activities available to all students. [E.C. 48850-48859]

Homeless Students

Are you:

- Lacking a regular, fixed and adequate night-time residence?
- Sharing housing due to financial hardship?
- Living in a shelter, hotel or motel?
- Living in a place not designed for habitation?
- Living in a campground or recreational vehicle?

If any of the above situations describe your living conditions, your child may be eligible for programs that may include school breakfast and lunch, transportation, assistance with enrollment and transferring school records, school supplies, hygiene items, and referrals to community resources that assist with food, shelter, and clothing. For further information, please contact your child's school site.

Minimum Days/Staff Development Days

Students will not attend school on October 10, 2022 to allow for staff development. The District has also scheduled professional collaboration time on Wednesdays beginning August 31 and ending May 24, except as noted on the 2022/23 Instructional Calendar. Please refer to the individual school bell schedules for specific early release times. The instructional calendar showing all school holidays, early-release days, and minimum days is included with this notice and is available on the District's Web site. Monthly calendars of District events are also available on the District's Web site at <http://tusd.ca.schoolloop.com>. [E.C. section 48980(c)]

Personal Property

Any material or article, including but not limited to notebooks and books, that is obscene or defamatory, or that so incites students to create a clear and present danger or the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of school is not permitted. Items of no reasonable use at school should be left a home.

School Accountability Report Card

The School Accountability Report Card is available on request from the individual school sites or the District Office. It is also posted on the District's Web site and may be accessed at <http://tusd.ca.schoolloop.com>. The report card contains information regarding the quality of the District's programs and its progress toward achieving stated goals. [E.C. 33126, 32286, 35256, 35258, 52056 and BP/AR 0510]

Supporting Organizations

A number of organizations work behind the scenes supporting a variety of programs in our schools. Among those organizations are:

- Templeton Education Foundation – templetoneducationfoundation.com
- Parent Teacher Organization (PTO) (TES, VES, TMS)Eagle Boosters
- CI (Culture Initiative) at THS – csitempletonhigh@gmail.com
- TIMBA (band parent support) at THS
- FFA Parent Boosters

- Art 4 Children – info@art4children.org
- Drama Boosters at THS
- Templeton Performing Arts Center (PAC) Foundation – TempletonPACFoundation.org

Templeton Eagle Boosters is a non-profit tax-exempt organization which raises funds, promotes athletics, and advocates within the district and the community to support all interscholastic teams represented at Templeton High School. The Eagle Boosters recognizes that participation in and support of athletics is valuable to students and their educational experience. The Booster organization meets on the second Tuesday of each school month in the THS Library. Meetings are open to the public as well as to THS Eagle Booster members. The monthly meetings provide an opportunity for networking of fundraising activities and events, discussion of district-wide issues related to athletics, and the recognition of the efforts of the players and coaches. Funds raised by the Boosters are distributed to individual teams (for the purchase of uniforms), academic recognition of athletes and the support of capital equipment for the Athletic Department. If you are a parent or family member of a student who participates in sports, you are invited to join the THS Eagle Booster Organization. You can obtain specific information on how to join by calling the Athletic Director at 805-434-5887.

The Culture Initiative (CI) at Templeton High School (legal filing of the non-profit benefit corporation: THS Culture Club): This organization is an educational support group. The goal is to increase school spirit, help develop a stronger campus and community unification, as well as higher attendance in the classroom, school organized extra-curricular activities, and ultimately create a safer environment for the students both on and off the school campus. We are responsible for funding many of the “un-funded” youth programs offered at THS that combat problems our teens are faced with each day. Please email csitempletonhigh@gmail.com to get involved. Parent volunteer meetings are held quarterly.

ART for Children – info@art4children.org – ART for Children stands for Artistic Resources Team which is an all-volunteer, non-profit organization that started in 2009 in the face of budget cuts, to raise funds for the art programs at Templeton Elementary and Vineyard Elementary schools. All donations are tax deductible and go back to the art classrooms in the form of salaries for the art teachers, materials and art supplies. ART for Children thanks TUSD staff, families and volunteers for your support.

Drama Boosters supports the high school drama department and allows the high school Drama Department to offer multiple performances showcasing our talented student body.

The volunteers that work tirelessly behind the scenes are invaluable to the educational programs we provide. As the children of the volunteers move through our school system, new volunteers are needed to step in to ensure the efforts of these groups continues.

Parent Teacher Organization

Parent Teacher Organizations (PTO) at Templeton Elementary School, Vineyard Elementary School, and Templeton Middle School are looking forward to an exciting school year for both students and their parents. Templeton Elementary School and Vineyard Elementary School PTO’s have combined in an effort to make it easier for parents to be involved. Parents can join one organization, which serves the needs of the students at both elementary sites. For more information on how you can get involved, please contact your child’s school.

School Site Council (SSC)

Every school in the state is currently eligible to receive money for their School Site Council. To receive the money, the school must form a School Site Council comprised of an equal number of staff members and parents. The role of the SSC is to assist in the development and implementation of an improvement plan for the school. Each school’s SSC includes the site principal, classroom teachers, other school personnel, and parents or other community members with classroom teachers comprising the majority of the members. Except for the principal, members are elected by their respective constituencies. Meetings are held once a month and all parents are invited to attend. Please refer to your school’s monthly calendar on our website at <http://tusd.ca.schoolloop.com> for specific dates and times. [E.C. 52012]

Teacher Qualifications

Parents at schools receiving Federal Title I funds have a right to:

- Request timely information about the professional qualifications of their child’s teacher(s) and paraprofessionals
- Receive a copy of their child’s state testing results
- Be told when their child is taught for four or more consecutive weeks by a teacher who is not highly qualified
- Be notified promptly if their child’s school has been identified for school improvement by state officials and what corrective action is being taken, including the option of transferring their child to another public school and what additional educational help is available for their child(ren) along with a list of agencies providing that help
- Receive a parent involvement policy for the school

Eligible students and parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

CALPADS/CSIS Participation Disclosure

To enable California to meet the federal requirements, Education Code sections 49084 and 60900, enacted in September 2002, require the assignment of a Statewide Student Identifier (SSID) as an individual, yet non-personally identifiable number to each K-12 student enrolled in a California public school and the establishment of the California Longitudinal Pupil Achievement Data System (CALPADS) that includes statewide assessment data, enrollment data, teacher assignment data, and other required elements.

TUSD is participating with the California School Information Services (CSIS) Program in the electronic transfer of student information for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. The benefits of participation to the student and parent are that records will be transferred much more promptly. Schools and districts will benefit from the streamlining and reduction of state reporting burden. Student information will be encoded so that no personally identifiable information will be maintained by CSIS. Parents have the right to inspect student information maintained by the CSIS program.

Asbestos Management Plan

AHERA required re-inspections are completed every three years, as required. A copy of the District's management plan for asbestos-containing material in school buildings is available for review at the Maintenance Department. Please contact the Maintenance Department at 434-5855 for further information.

Pesticide/Herbicide Use

We are proud to be recognized as a leader in San Luis Obispo County for utilizing the principles of integrated pest management. In short, integrated pest management means that we attempt to mitigate problems with non-chemical means such as trapping and habitat modification. If it becomes necessary to use pesticides, we use the least toxic methods possible. For the most part, the pesticides we use are more benign than the national brand products you buy off the shelf at your local store.

We want you to know that our applications are never routine, but when necessary, are applied by one of our grounds/maintenance personnel who is a state-licensed applicator. Applications are never made in the presence of students and any areas that are to be treated will be posted 24 hours before and 72 hours after the application.

You may request prior notification of individual pesticide applications at each school site by providing us with the following information: your name, address, email address, the school your child attends, and whether you prefer to be notified by mail or e-mail. Notification letters will be mailed 72 hours in advance of the application. Requests should be sent to us at 870 Old County Road, Templeton, CA 93465. If you have any questions, please contact the Maintenance Department at 434-5855.

The pesticides used in the Templeton Unified School District are as follows:

Martins Eraser (glyphosate), Weed B Gone (2-4-D), Bandini-Weed and Feed (2-4-D), Ditrac (Diphacinone), Sweeney's Mole Worms (Bromethalin), Revenge Rodent Smoke Bomb (Sulfur, Potassium Nitrate and Charcoal Carbon).

Safety Rules for Riding the Bus

Our bus drivers are professionally trained individuals with a high standard of excellence, who possess technical skills, knowledge of laws and regulations, policies and first aid. Drivers receive ongoing training throughout the year. The driver's primary responsibility is for student safety; however, students also have responsibilities in maintaining a safe school bus system.

TRANSPORTATION OFFICE	805-434-5858
DISTRICT OFFICE	805-434-5800

WAIT FOR THE BUS IN A SAFE PLACE, CLEAR OF TRAFFIC AND AWAY FROM WHERE THE BUS STOPS. Avoid horseplay and respect the privacy and property of others while waiting for the bus. Form orderly lines facing the direction from which the bus will approach the stop. Don't move toward the bus until it is completely stopped and the door is open. The driver must stop the bus a minimum of 10 feet away from the first student. Be safe; stay back, ready to board the bus when the door is opened.

Enter the bus in an orderly manner; use the handrail and go directly to the seating section for your grade level.

If you must cross the street as the bus arrives, **WAIT FOR THE BUS TO STOP. DO NOT RUN ACROSS IN FRONT OF THE BUS.**

Safety Rules for Unloading the Bus

- Remain seated until the bus is completely stopped and the door is opened.
- Exit the bus in an orderly manner.
- No jumping or skipping steps.
- Use the handrail.
- Alternate seats when leaving. Wait until the seat in front is empty before standing.
- MOVE COMPLETELY AWAY FROM THE BUS AND OUT OF THE DANGER ZONE.
- NEVER CHASE A BUS AFTER IT HAS PULLED AWAY FROM THE BUS STOP. Even with multiple large mirrors and intensive safety training, a driver may not see a small child who is very near the body of the bus.

Danger Zone Outside the Bus

Most injuries and deaths involving school buses occur OUTSIDE the bus. Even though there are mirrors, sometimes the driver cannot see people close to the bus. Children who don't move completely away from the bus could have their jacket or backpacks snagged by the bus or they could be pushed down by the front part of the bus and then crushed by the rear tires.

STUDENTS SHOULD NEVER REACH UNDER THE BUS TO GET SOMETHING THEY HAVE DROPPED. ALWAYS GET HELP FROM THE DRIVER.

NEVER TOUCH PARTS OF THE BUS EXTERIOR, TRY TO RIDE THE BUMPER OR RACE THE BUS. You could lose your footing, fall, and be run over by the bus.

Safety Rules for Riding the Bus

- ALWAYS LISTEN TO AND COOPERATE WITH YOUR DRIVER, who is in charge at all times. Learn and obey the standard School Bus Rules that are posted inside the bus. Parents can be very helpful by supporting their child's bus driver and backing up his/her authority.
- TAKE YOUR SEAT, FACE FORWARD, PUT YOUR FEET ON THE FLOOR AND REMAIN SEATED AT ALL TIMES WHEN THE BUS IS IN MOTION. Do not throw or pass objects to someone outside the bus. Keep windows 3/4's of the way up.
- KEEP YOUR HEAD, ARMS AND FEET INSIDE THE BUS AT ALL TIMES. Be respectful of the rights of everyone on the bus by not using profanity. Talk quietly with fellow students on appropriate topics. Keep your hands to yourself.
- NEVER THROW OBJECTS WHILE IN THE BUS.
- Balls, skateboards, headphones, etc., will not be allowed on the bus without being in a backpack or bag. Caps or hats should be kept on your head or put away in your bag. Take litter with you as you get off the bus. No glass, balloons, or animals are allowed on the bus.
- DO NOT ALLOW LARGE OBJECTS TO BLOCK THE AISLES OR EMERGENCY EXITS. This includes musical instruments and athletic equipment.
- Food, drink and gum are generally not permitted on the bus.

Emergency Situations

BE PREPARED – Accidents can and do happen.

IF THERE IS AN ACCIDENT:

- Stop talking.
- Stay calm and listen for your driver's instructions.
- Don't touch emergency equipment unless told to do so.

THE DRIVER MAY TELL YOU TO EVACUATE IF:

- There's a fire (or the danger of a fire)
- The bus is in an unsafe position – such as on the edge of a cliff, or in the middle of heavy traffic or a railroad grade crossing

IF YOU HAVE TO EVACUATE:

- Don't crowd the aisle.
- Keep going toward the exit – don't stop to watch what your friends are doing.
- Wrap any loose clothing around you so you won't get caught on the handrail, door or other part of the bus.
- Keep your hands free – leaving belongings behind.
- Duck your head and bend your knees if you have to jump from an exit.

The District conducts annual drills to practice safe evacuation. During annual practice drills, your driver will show you where to find the first aid kit and fire extinguisher, and how to use them. If your driver is injured in an accident, he/she might need your help. You will also

be shown how to open emergency exits, set the parking brake and make an emergency call on the radio. Please, **take evacuation drills seriously**.

Transportation Discipline

In addition to following *specific* school bus-riding rules, the Transportation Department expects students to follow policies and rules that govern student conduct on their school campus while riding the bus. Following these rules and policies will ensure a safer, more orderly and comfortable bus ride. Riders who fail to comply with the above rules shall be reported to the Director of Maintenance, Operations, and Transportation, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation.

In accordance with Board policy and administrative regulations (AR 3541.1, AR 3543), the following discipline actions will be taken:

Grades K-5

- First offense: Verbal warning, with verbal report to parent.
- Second offense: Written citation with verbal report to parent; copy to principal, Transportation Office, and driver's file.
- Third offense: Written citation with verbal report to parent and immediate suspension of transportation for two weeks; copy to principal, Transportation Office, and driver's file.
- Fourth offense: Written citation with verbal report to parent; rider will be denied transportation services for the remainder of the school year; copy to principal, Transportation Office, and drivers' file.

Grades 6 – 12

- First offense: Written citation with verbal report to parent.
- Second offense: Written citation with verbal report to parent and immediate suspension of transportation for two weeks; copy to principal, Transportation Office, and driver's file.
- Third offense: Written citation with verbal report to parent; rider will be denied transportation services for the remainder of the school year; copy to principal, Transportation Office, and driver's file.

Any of the following offenses will result in immediate suspension from bus riding privileges:

- Unauthorized opening or exiting from emergency doors or windows
- Tampering with radio or bus controls
- Fighting on the bus or at the bus stop
- Using profane gestures or language
- Lighting matches or tobacco products on the bus
- Damaging or defacing the bus
- Repeated disobedience to driver resulting in a possible safety hazard

DUE PROCESS PROTECTIONS AND COMPLAINTS

District's Uniform Complaint Officer and Process

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

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

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical Education; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; American Indian Education; Course Periods without Educational Content; Economic Impact Aid; Education of Pupils in Foster Care; Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district; English Learner Programs; Every Student Succeeds Act; Local Control and Accountability Plans; Migrant

Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; School Safety Plans; , Special Education; Tobacco-Use Prevention Education.

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

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

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

Notwithstanding the process for written complaints, any individual who believes that he/she or another student or group has been subjected to unlawful discrimination may orally report the alleged discrimination to the involved student's teacher (or a teacher of a student in the alleged group), or to the principal, or to the principal's designee of the school site where the alleged discrimination occurred. The principal or principal's designee shall, in the process of following up on the report, inform the individual making the report of the right to file a written complaint. If the individual making the oral report does not want to file a written complaint, does not want to be identified, or does not give names of the perpetrators, the school still may have a duty to respond in some way depending on the seriousness of the allegations and the risk of future harm to the student or others. However, the extent to which these concerns can be investigated and/or responded to may be limited given the lack of information made available to the District. The District's response to the oral reporting of concerns of unlawful discrimination shall follow the process set forth in the local UCP.

A copy of our UCP complaint policies and procedures is available free of charge and is available on the District's website as well. For more information regarding the District's uniform complaint procedures or assistance with the complaint or investigation process, please contact the Superintendent's Office at (805) 434-5805.

The Board of Trustees designates the Superintendent as the District's Uniform Complaint Officer (UCO) to receive and investigate all complaints and ensure District compliance with the law. Please contact the Superintendent's office at 805-434-5805 for further information.

Filing of Complaints

The following steps must be followed when filing a formal complaint:

1. Complaints made under this procedure shall be directed to the (UCO), who is responsible for processing the claims. A complaint should be completed within sixty (60) days of the incident, unless otherwise indicated.
2. You may contact the UCO to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The UCO shall send a written report about the investigation and decision. There are then five (5) days to appeal the decision to the Board of Trustees.
6. If the decision of the Board of Trustees is unsatisfactory to the complainant, the complainant has fifteen (15) days to appeal to the California Department of Education (CDE).
7. You may forward your complaint directly to the CDE and they may choose to intervene immediately, based upon established criteria.
8. There is no allocation in this process to preclude a complainant from pursuing available legal remedies outside of the District's complaint process. Such remedies may include mediation, attorneys and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, sixty (60) days must elapse from the time an appeal is filed with the CDE before pursuing civil remedies, except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504	Office of Civil Rights
Child Abuse	San Luis Obispo County Department of Social Services, Protective Services Division, or law enforcement
Discrimination/Nutritional Services	U.S. Secretary of Agriculture
Employment Discrimination	Department of Fair Employment and Housing, Equal Employment Opportunity Commission
General Education	Templeton Unified School District
Health and Safety/Child Development	San Luis Obispo County Department of Social Services

SUPPLEMENTAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the superintendent or superintendent’s designee a written request that identifies the record(s) they wish to inspect. The superintendent or superintendent’s designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the superintendent or superintendent’s designee to amend a record that they believe is inaccurate. They should write the superintendent or superintendent’s designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (including, but not limited to, an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

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. [FERPA, 34 CFR Section 99.7(b)]

2022/23 INSTRUCTIONAL CALENDAR

July '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '22						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- First/Last Day of School
- Teacher Work Day
- Staff Development Day
- Holiday
- Winter and Spring Breaks, Local Holiday (no students; certificated non-duty day)
- Early Release Wednesdays
- Elementary Minimum Day
- TMS and THS Minimum Day
- THS Minimum Day
- District-wide Minimum Day
- K-5 Minimum Day/6-12 Early Release

IMPORTANT DATES

AUGUST

19 Teachers Return
23 First Day of School

SEPTEMBER

5 Labor Day

OCTOBER -

10 Staff Development Day (no school)

NOVEMBER

11 Veterans Day Holiday
10 Elementary Minimum Day – Grading
14, 15, 17, 18 Elementary Minimum Day –
Conferences
21 – 25 Thanksgiving Holiday Break (full week)

DECEMBER

19 THS Minimum Day – Finals
20 – 21 TMS and THS Minimum Day – Finals
22 District-wide Minimum Day
23 – Jan. 6 Winter Break

JANUARY

2 – 6 Winter Break
16 Martin Luther King Holiday

FEBRUARY

17 Lincoln’s Birthday Holiday
20 Presidents’ Day Holiday

MARCH

3 Elementary Minimum Day - Grading
7, 9, 10 Elementary Minimum Day – Conferences
8 K-5 Minimum Day/6-12 Early Release

APRIL

7 District-wide Minimum Day
10 - 14 Spring Break

MAY

29 Memorial Day Holiday

JUNE

2 THS Minimum Day – Finals
5 District-wide Minimum Day
6 – 7 TMS and THS Minimum Day - Finals
8 District-wide Minimum Day – Last Day of School
9 Teacher Work Day

EARLY RELEASE WEDNESDAYS

September – 7, 14, 21, 28
October – 5, 19, 26
November – 2, 9, 16, 30
December – 7, 14
January – 11, 18, 25
February – 1, 8, 15, 22
March – 1, 15, 22, 29 (3/8 – secondary only)
April – 19, 26
May – 3, 10, 17, 24

Templeton Elementary School and Vineyard Elementary School

Positive Behavior Intervention Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. While all three tiers are extremely important, it is most critical to have a fully-developed and established Tier 1 system in place before implementing Tiers 2 and 3. TES and VES are focusing on establishing and refining our Tier 1 for the 2022-2023 school year. Tiers 2 and 3 will be refined in subsequent years.

- Tier 1 establishes a system of practices that provides a foundation of regular, proactive support intended to prevent unwanted behaviors. These universal supports are provided for all students, school-wide.
- Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at school.
- At Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.

What is Tier I Support?

Tier 1 supports all students and all staff across all settings. Tier 1 systems, data, and practices establish the foundation for delivering regular, proactive support and preventing unwanted behaviors. Tier 1 emphasizes social skills and expectations by teaching and acknowledging appropriate student behavior. Teams, data, consistent policies, professional development, and evaluation are essential components for these practices to work effectively.

The core principles guiding Tier 1 PBIS include the understanding that we can and should:

- Effectively teach appropriate behavior to all children
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions whenever possible
- Monitor student progress
- Use data to make decisions

Key Practices of Tier 1

Before schools start implementing Tier 2 and Tier 3 practices, Tier 1 practices must be in place. These include:

School-wide Positive Expectations and Behaviors are Defined and Taught

Rather than beginning the school year establishing specifically what not to do, we will instead define and teach the behaviors and expectations we want to see. We have identified 3 positively-stated, easy-to-remember expectations (Be Safe, Be Respectful, Be Responsible). These align with the kind of positive school climate we want to create. For students to know the expectations, they must be taught. The students will learn expected academic and social behaviors across various school settings (ex. on the playground, in the cafeteria, and in the classroom). For specific details, please refer to our TES School-wide Expectation Matrix.

Teachers have Established Classroom Expectations and Routines Consistent with School-Wide Expectations

Students spend the majority of their day within classroom settings. It's critical the expectations in the classroom align with the broader school-wide systems. This consistency supports better behavioral outcomes for all students. Teachers will explain what the school-wide expectations look like in their classrooms during specific classroom-level routines. While each teacher creates their own individualized classroom expectations and routines matrix, here is a classroom matrix example for your reference.

A Continuum of Procedures for Encouraging Expected Behavior

We have established a system to acknowledge students positively for demonstrating appropriate behaviors. Our system acknowledges and rewards students individually and in groups (class-wide and school-wide) in addition to offering specific praise when students do what's expected. This system is:

- Linked to school-wide expectations
- Used across settings and within classrooms
- Used by 90% or more of all school personnel
- Available to all students within the school

For specific details, please refer to our TES School-wide Acknowledgement System. VES is in the process of establishing a school-wide acknowledgement system to be shared with all stakeholders.

A Continuum of Procedures for Discouraging Problem Behavior

Our discipline policies include definitions for behaviors that could interfere with academic and social success. We have clear policies and procedures for addressing office-managed versus classroom-managed problems. These clear behavior definitions and procedures promote consistency for all students and school personnel. For specific details, please refer to our TES Behavior Definitions and our Discipline Procedures Flowchart.

Encouraging School-Family Partnerships

We will solicit input from staff, students, and families on our Tier 1 systems. Opportunities to provide ongoing feedback will be offered at least once a year. This input ensures Tier 1 is culturally-responsive and reflects the values of the local community.

For more information on PBIS, go to <https://www.pbis.org/>.

This document is available in digital format on our website, <https://tes-tusd-ca.schoolloop.com/>.

The VES school rules are to help every student and staff member **SOAR**:

- S: Self-Management
- O: Organized and Ready
- A: Aim high
- R: Respect for Self and Others

Students are rewarded for making positive choices and helping to create a safe learning environment for all students to be successful.

General Courtesy Guidelines

1. Arrive at school prepared and ready to learn.
2. Follow instructions of all school personnel.
3. Treat others Kindly.
4. Use school appropriate language. Keep body and belongings to yourself.
5. Pick up after yourself.
6. All games must be played in designated areas.
7. Games must be open to all.
8. Blacktop and concrete walkways are for walking only.
9. Kickball and soccer may be played only in the grass area.
10. Stay in the designated areas; exceptions include the drinking fountains or restrooms.
11. Before going to the office, students should obtain a permission slip unless it is an emergency.
12. Use bathroom as it is intended to be used.
13. Upon hearing the bell, stop all activities immediately and walk to your designated area in an orderly manner.

Lost and Found

Articles found will be placed on the Lost and Found rack outside the office for children and parents/guardians to check. To ensure recovery of lost items, we request the child's name be printed on articles brought to school. We ask that children do not bring toys or electronic devices to school unless it is for educational purposes, and then we ask that it be labeled, bagged and kept in the student's classroom.

Student's Responsibility

Education includes the development of self-direction, self-discipline, and self-control. It is the "S" in SOAR, our school rules (VES). It is the responsibility of each student to be aware of and follow those rules established for the school. In order to maintain a positive learning environment, students shall exhibit courtesy and respect toward others.

If another student is bothering your child, we will teach them to follow these steps toward conflict resolution. Please review these steps with your child at home.

1. Use your words – tell the other child to stop
2. Walk away / ignore them
3. Tell an adult on duty
4. Tell your teacher

Consequences for ignoring the rules will result in:

- 1st Time:** Conferencing with the student and imposing a logical consequence.
- 2nd Time:** Loss of privileges will be imposed and a referral is written to be sent home for parent/guardian signature. The principal or teacher will call the parents to inform them of the incident and why the referral was written.
- 3rd Time:** Continued loss of privileges and another referral to be signed by the parents. If necessary, the principal will request a conference with the parent/guardian to discuss concerns and develop an action plan to support behavior change. Serious offenses will result in a one to five day suspension depending upon the offense and prior discipline history.

GENERAL RULES FOR THE PLAYGROUND

1. All students have the right to play.
2. Only school equipment may be used on the playground. Toys, balls, etc., from home are not permitted.
3. Only balls may be thrown.
4. The referee/judge of each game is the first person in line to play.
5. Students are to remain in assigned play areas.
6. Access roads around the playing fields are for work vehicles or supervised jogging time during P.E. (VES)
7. Playing is not permitted in or around the restrooms.
8. No tag games allowed except during P.E.
9. No cartwheels or other gymnastics unless supervised during P.E. time.
10. Sandals, thongs, and other open-toed footwear are unsafe on the playground and restrict P.E. activities. Tennis shoes are encouraged.
11. No running on hard surfaces, with the exception of the VES basketball courts.

Play Structure

1. Walk on the structure at all times.
2. Go down on and around the slides seated, with feet first. No "mats" may be used. Never go up a slide.
3. On the curved steps, go up and only one person at a time. Do not hang beneath these steps.
4. On the spiral steps, go down only and one person at a time.
5. Walk in the sand area. Throwing or kicking of sand, rocks, sticks, etc. is not allowed.
6. Jumping from play structure is strictly prohibited.
7. The bars are to be crossed one at a time and in the same direction, with the body below the bars. Do not hook your legs under the bars or go upside down.

Swings

1. Walk in this area and keep a safe distance from the swings.
2. Students may “count” on those students swinging. The “count” will be 25. After a child counts to 25, the swing must be given up and a new child may swing. (A “count” is each swing toward the counter.)
3. Jumping from the swings is not permitted.
4. Pushing is not permitted.
5. Students are to count back on a different person each time.



Teeter Totter (VES only)

1. Only one person per side.
2. Partners must either both sit or both stand on the teeter totter.
3. No jumping off the equipment. Partners must jointly leave the teeter totter to a count of 25.

Sand Area

Toys must be treated with care. No “burying” of any items and holes are to be filled in at the end of play time.

Merry-Go-Round (VES only)

1. One to four people on the merry-go-round at a time for a count of 25 or less.
2. One to four “pushers.”
3. Allow the merry-go-round to come to a full stop before changing players.



Tetherball

1. The player entering the circle gets to choose “side and way” or “serve.”
2. Players must stay on their own half of the circle and not cross over the dividing line.
3. Players may not touch the rope during play nor hang on the tetherball.
4. Players may hold, catch, or throw the ball only after their opponent has hit it.
5. Players may not hit the ball more than once before it goes into the opponent’s territory.
6. Any violation of rules 2-5 will result in losing the ball to the opponent.
7. A player may win only 3 consecutive games. Then the winner must leave the circle in a sportsmanlike manner and may choose to get back in line.

Handball Courts

1. Use rubber balls, following the rules of play.
2. Handball is to be played on the backboards.
3. No elimination or kickback games are allowed.
4. Do not kick the handballs.
5. Any hit or serve that touches the roof or goes over the wall is an automatic out.



Four Square

Use rubber balls, following rules of play.

Soccer Games

1. Soccer games are to be played with soccer balls within the designated areas.
2. Play according to soccer league rules (e.g., only the “goalie” may use his/her hands on the ball in play).
3. Adults on supervision may limit the number of students playing if a safety issue arises.

Kickball

1. Kickball games are to be played using soccer balls at the designated diamonds.
2. Softball is to be played during P.E. time only.
3. Every player must have a turn before starting second ups.
4. All force outs: No sliding. Get the ball to the baseman. Do not chase down runners.



Basketball (VES only)

1. Basketball games are to be played according to the rules taught in P.E. or in the leagues.
2. Adults on duty may limit the number of students playing on the court if a safety issue arises.
3. Full court games require at least 6 players.

Volleyball/Gymnastic Area (VES only)

1. Volleyball games are played according to the rules taught in P.E.
2. Volleyballs may only be hit with hands and may not be bounced on the ground.
3. Kicking the ball over the net is not allowed.
4. Volleyball nets are not to be pulled on at any time.
5. Stand on or behind the white line.
6. The higher gymnastic bars are to be used for chin-ups only.
7. Two people are allowed per leveled bars and three per wide bar.
 - a. The rotation count is to 25.
 - b. Tying oneself to a bar with a sweater or jacket is not allowed.
8. “Skateboard” sliding is not permitted on the balance beam.
9. Two hands on bars at all times.

Pickleball/Badminton Court

1. Use for tennis format badminton play only
2. No jumping over net
3. No pulling or pushing net

Climbing Walls (VES)

1. Climb high enough to give a high five to a friend on the other side (no higher).
2. Do not climb over or play tag on climbing walls.
3. Students may climb through the hole at the top of the play structure climbing wall to access the bars on the other side.
4. Always have your body facing the wall.

Jump Rope

Jump ropes are to be used solely for jumping.

Recess Bell

1. Freeze when the bell rings.
2. Stop the use of all equipment (e.g., keep balls still, step outside the tetherball circle, and stop jumping rope).
3. Wait for the whistle before **walking** to class or class lines (TES)
4. Return equipment to the ball shed or carts.
5. Carry all of the equipment back. No bouncing or playing after the bell and whistle.

Nutrition Break/Recess/Lunch

1. Food is not allowed on the playground.
2. Students who bring or purchase snacks or lunch must eat in the designated eating areas. No water bottles are permitted on the fields.
3. Students are to go out to the playground when they are finished eating.
4. Students must be out on the playground unless arrangements have been made with the classroom teachers.
5. The library, computer lab, art, and music room are open during many morning and lunch recesses. Students will be notified of open times during morning announcements. (VES)

5th Grade Activities

VES 5th grade students are sometimes on a point system leading up to designated special events such as the end-of-the-year celebration. Each student will begin with 10 points. Points will be deducted for poor citizenship or lack of work completed. Each strike will be minus one point, each caution slip or referral will be minus two points. A suspension will be minus all 10 points. A student must have at least one point remaining to participate in the field trip or special event. Our hope is that all students will be responsible, complete their work, and be on their best behavior at all times.

Templeton Middle School

TMS

CAMPUS ACTIVITIES

TMS offers a variety of activities for students to become involved. Leadership/ASB encourages school spirit and culture through active clubs, assemblies, and numerous activities at lunch.

ATHLETIC ELIGIBILITY AND CONDUCT

Excellent academic standards go hand-in-hand with excellent athletic performance. Participation in athletics is a privilege and requires adherence to the following:

- Each student-athlete will conduct him/herself with dignity in defeat and grace in victory.
- Profanity, insubordination, and poor sportsmanship are never acceptable.
- The student-athlete's actions on and off the field will strive to bring credit to his/her teammates, coaches, school, community, and family.
- Student-athletes must maintain a 2.0 grade point average (GPA) to be eligible to participate.
- Grades are checked on a regular basis by the administrator or their designee. Student-athletes receiving an "F" or "U" in citizenship in their most recent grading period shall not participate in any extra or co-curricular school events for a period of two weeks or until the student-athlete's academic grade is raised to a "D" or higher and/or the citizenship mark is raised to an "N" or higher.
- Student-athletes receiving a referral and/or suspension, including in-house suspension, are ineligible to participate in athletics for for a designated period not to exceed 2 weeks.
- Student-athletes shall submit the physical exam form completed by a medical doctor prior to participation.

Any student-athlete violating this code jeopardizes his/her eligibility to participate in sports.

It is important to note second semester 8th grade achievement shall affect 9th grade CIF athletic eligibility. In order to be eligible, any student entering from the 8th grade into a CIF four-year high school, a junior high, or a junior high under the provision of CIF Bylaw 302 must have achieved a 2.0 grade point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period.

Attendance

A student-athlete must attend at least four (4) periods during the day in order to participate in a game or attend practice. Student-athletes must have attended practice the day before the activity to be eligible to participate in the contest. Exceptions may be obtained by clearance

through the coach in advance of the practice or game. The following are recognized exceptions: doctor or dentist appointment, court appearance (must return with documentation), funeral, or school approved field trip or activity. Any student-athlete having a medical/dental appointment on the day of a contest will be required to provide verification from their doctor.

Conduct

All school rules apply. Student-athletes are expected to remain at the athletic event until its conclusion. Student-athletes who choose to leave without permission will lose the privilege of participating in athletics. Parents should pick up their students promptly at a pre-established place and time.

LOST AND FOUND

Lost and found items will be taken to the TMS office or the administration hallway at THS. Jewelry, glasses, wallets, or other valuable items must be reclaimed directly from the office staff.

EXTRACURRICULAR ACTIVITIES/DANCES

Participation in extracurricular activities and dances is a privilege and requires adherence to the following:

- Profanity, insubordination, and poor sportsmanship are never acceptable.
- Students must maintain a 2.0 grade point average (GPA) to be eligible to participate in extracurricular activities.
- Grades are checked on a regular basis by the administrator or their designee. Students receiving an “F” or “U” in citizenship in their most recent grading period shall not participate in any extra or co-curricular school events for a period of two weeks or until the student’s academic grade is raised to a “D” or higher and/or the citizenship mark is raised to an “N” or higher.
- Students receiving referrals and/or suspensions, including in-house suspension, are ineligible to attend school activities, including dances, for the period of their ineligibility.
- A student must attend at least four (4) periods during the day in order to participate in extracurricular activities, including dances. The following are recognized exceptions: doctor or dentist appointment, court appearance (must return with documentation), funeral, or school approved field trip or activity. Any student having a medical/dental appointment on the day of the activity will be required to provide verification from their doctor.
- Students are expected to remain at the activity until its conclusion. Students who choose to leave without permission will lose the privilege of attending other activities.
- Parents should pick up their students promptly at a pre-established place and time.
- All students must travel to and from school activities using district transportation when it is provided. All regular bus rules must be followed. . In the event that a student finds

it necessary to return home with his/her parents/guardians, they will sign out on the coach's transportation roster. Only the parent/guardian is authorized to transport the student.

SCHOOL DANCE RULES

- 1 Only 7th and 8th grade TMS students may attend dances. Students from other schools are not permitted to attend.
- 2 **Students not picked up within 15 minutes of the conclusion of the dance MAY not be permitted to attend the next dance.**
- 3 Dance tickets will be sold during school hours the week of the dance. **Tickets will not be sold at the door!!!**
- 4 The dress code as outlined in this handbook applies at all dances.
- 5 Students violating school rules will lose dance privileges and will face other disciplinary consequences as determined by the administrator or designee.
- 6 Students are to be respectful and follow the directions of all adult chaperones. Disrespect is not tolerated.
- 7 Students are expected to dance in an appropriate manner as determined by the administrator(s), their designees, or chaperones in attendance. Failure to abide by these standards will result in temporary removal from the dance. If a second violation occurs during the dance, the student will contact their parents to make arrangements to be picked up early.

Templeton High School



PARKING AREAS/MOTOR VEHICLE SAFETY



THS

There is a need to strictly control and supervise the parking areas at Templeton High School to ensure the safety and security of students, staff, and visitors. All vehicles parked in the school parking areas or within 1000 feet of the school are subject to search. All-staff vehicles are required to display a numbered vehicle permit.

Campus parking is a privilege which may be revoked at any time. It is important that each student observes the following rules:

- ✓ All vehicles must conform to and comply with the California Vehicle Code, the California State Education Code, and the rules of TUSD
- ✓ All vehicles must be legally parked in designated parking areas.
- ✓ Students parked along Main Street must be 15 feet clear on both sides of any driveway and must be parked completely off the roadway.
- ✓ Students are not to park in the faculty lot or other designated spaces in the parking areas, including the District Office/Eagle Canyon High School and Templeton Middle School. (These include, but are not limited to, the lot closest to the gym and the inside spaces between the basketball courts and the Vocational Arts buildings.) Failure to abide by this rule will result in a detention with consequences doubling at each infraction. Continued parking infractions will result in the privilege of parking on the THS campus and surrounding property.
- ✓ Multiple offenses will result in loss of parking privileges.
- ✓ Students parked along Main Street must be parked parallel and are subject to the same rules and regulations as those parking in parking lot areas.
- ✓ Students needing to cross Main Street on foot should use the designated crosswalk and must follow the directions of the crossing guard.
- ✓ Vehicles parked illegally (including non-student or handicapped parking spaces or fire lanes) are subject to towing at the owner's expense.
- ✓ Cars are to be parked and **locked** and remain so until the student leaves at the end of the day.
- ✓ Students are not to loiter in or around their vehicles or use their cars as lockers.
- ✓ The parking areas are out-of-bounds during the school day. No student may return to a vehicle during the school day without permission from a faculty or staff member. – Do not use your vehicle or any other vehicle—to store items.
- ✓ Any inappropriate behavior (e.g. reckless driving, spin outs, endangering students/staff/visitors, or any other unsafe driving) while driving a vehicle on school premises or to and from school or school activities can result in the loss of the privilege of driving your car to/from school, and is subject to school discipline.
- ✓ Templeton High School is not responsible for damage to your vehicle or articles taken from your vehicle parked on school premises.

During school hours, students are prohibited from riding in any vehicle unless prior approval has been granted by the principal or designee. Student drivers and riders will be held responsible and disciplinary action will be taken even if the driver of the vehicle has permission to drive. The driver may not transport other students. The driver may be suspended and parking privileges may be revoked.

LOST AND FOUND

Lost and found items will be taken to the administration office. Jewelry, glasses, wallets, or other valuable items must be reclaimed directly from the office staff.

Associated Student Body

ASSOCIATED STUDENT BODY – ASB STICKERS

Students involved in athletics or extra-curricular activities are encouraged to purchase an ASB sticker. Proceeds from sticker sales supplement the athletic and activities programs at THS. Students who purchase the sticker will be allowed free entry into all sporting events with the exception of CIF playoff contests. ASB stickers also allow students to purchase tickets to many other school events at a discounted price.

ASB stickers are applied to your ID card by the ASB clerk. Claiming something that you did not earn or pay for is considered stealing. Applying a sticker that was not purchased by the cardholder is stealing and will result in disciplinary action, which may include suspension.

ASB CASHIER/STUDENT PURCHASES

All student purchases, including ASB purchases, class/lab fees, athletic fees, trip payments, spirit pack items, are to be made through the ASB cashier's office or through the website online at the THS Web Store. The ASB office is generally open during second break, lunch, and after school until 3:30 p.m., Monday through Friday.

Payments should be made directly to the ASB clerk during his/her working hours. Advisors, teachers, and coaches are not responsible for accepting payments on behalf of any student. The ASB clerk is not responsible for any receipting, documentation of payment, or refunding if payments are made through other sources. Students should never leave money on the ASB clerk's desk with a note indicating the items to be purchased. The school is not responsible for this money if it is lost.

Purchases can be made with a check through May 1, payable to THS, by cash, or online at **Templetonschools.com** (click on the Web Store link). Multiple items can be paid for with one check. Some items (excluding athletic fees) can be charged to a student's account and payments made toward the item until paid in full. This is a great way to pay for those pricier items. Any non-sufficient funds (NSF) check returned to the ASB office will result in the denial of future checks.

A receipt is issued for each purchase. Please hold on to your receipt to validate your purchase in the event there is a question later.

EVENT TICKETS

Some event tickets will be pre-sale only, such as dances and prom. This means that tickets will be sold during the school day in the week(s) prior to the event and cannot be purchased at the door. Students will not be admitted into the event without a pre-sale ticket.

If a student cannot attend an event for which they have paid, they must arrange a refund by submitting a written request from their parent or guardian during school hours **prior** to the event. Once approved, a check will be issued and mailed to the address of the requesting party. Any refund due to a student that is greater than \$20 and requested **after** the event, shall be applied to the student's account.

Other occasions, such as Mock Rock, or items, such as yearbook, may offer a pre-sale ticket, which may generate a discount. For those activities, you may still purchase tickets at the time of the event or distribution, but a higher price may be charged.

At-the-door ticket sales for sporting events, some Performing Arts Center events, and other activities do not have pre-sale tickets.

Announcements in the daily bulletin and postings online will keep you informed as to which procedure is taking place.

ACTIVITIES/EVENTS

Once a student enters a school-sponsored activity or event (athletic event, dance, etc.) they will not be allowed to leave that event and return. If students do leave an event, they must leave school and not loiter. Students are subject to all school rules and regulations while on school grounds, at all school-sponsored events, and to and from school. All students are subject to search by administrators if they are deemed to be acting inappropriately or under the influence of a controlled substance. Additionally, students may be subject to random alcohol screening while at any school event.

Guest Passes – THS students desiring to bring a non-THS student to a school dance must have a guest pass signed by the Principal or Assistant Principal prior to purchasing any ticket. E.C.H.S. and T.I.S.H.S. students must also obtain a signed guest pass. Middle school students or younger are not allowed into high school dances. Guests over the age of 20 will not be allowed into high school dances.

Students and guests may be required to show photo ID's to enter any event.

MARQUEE USE

The THS marquee is for information about school and community events only. Requests to use the marquee must be submitted to the front office at least one day prior to the date desired to display information.

Student Discipline

DETENTION

Students do not have the right to interfere with the learning process of others; therefore, faculty and staff in collaboration with administration may give detentions to any student whose behavior distracts from a healthy, safe, and positive learning environment or is in violation of classroom, school, or California Education Code. Detentions may also be given for tardies.

1. The teacher/staff member assigning the detention, in accordance with school or classroom policy, will determine how many are given. (1 detention = 30 minutes after school)

2. Students must serve detention within one week of the detention being assigned. If the student fails to serve detention by the assigned date, they will be subject to SWSP (Saturday Work Study Program) Failure to attend SWSP will result in the loss of all privileges to attend school activities for two weeks. A parent conference shall be required.
3. Afternoon detentions will be as designated at the beginning of the school year. Students will be notified of the time and location. Lunch or before school detention may be arranged with the Assistant Principal's office at the discretion of staff.
4. Students must be on time, sign in, and follow all rules of detention for their time to count.

ACTIVITY SUSPENSION

Students given "activity suspension" will not participate in any extracurricular activities. This includes, but is not limited to: **work permits**, sports, drama, band, dances (including Prom, Homecoming and Winter Formal), Mock Trial, FFA, ASB, Mock Rock, talent show, Homecoming activities, and graduation ceremony.

SATURDAY WORK/STUDY PROGRAM (SWSP)

Failure to comply with the following rules could result in additional days being added to the time spent in SWSP.

1. No talking unrelated to instruction. Students should raise their hand if there is a question and the teacher will assist them.
2. No inappropriate behavior.
3. Students are expected to work during the entire time they are in SWSP except for their breaks. There is **NO** sleeping in SWSP.
4. Students are expected to complete homework, and class assignments for their regular classes.
5. Students are responsible for providing their own materials, including pencils, pen, and paper.

Students will be assigned a SWSP for truancy (tardies and cuts), unserved detentions, and for disciplinary action in lieu of suspension. Students will be supervised by a certificated staff member. The SWSP operates between 8 a.m. and 12 noon on Saturdays as scheduled. Students must be on time and bring work to study. All school rules will be enforced during SWSP. Students will not be allowed to sleep or socialize during their assigned SWSP. If any of the above rules are violated, the student will be sent home and be assigned a double SWSP. Failure to report to SWSP will result in a two (2) week activity restriction. A student may only accrue two yet to be served SWSP assignments.

ADMINISTRATIVE "U"

An administrative "U" is assigned by a school site administrator. Students can receive an administrative "U" for repeated disciplinary problems, suspendable or expellable acts, excessive tardies, failure to serve SWSP or detention, or other major disciplinary infractions. An administrative "U" in citizenship will become effective immediately and will be in effect for the remainder of the semester. This "U" will prevent that student from participating in any and all extra-curricular and co-curricular school events, including but not limited to graduation ceremony, dances, athletics, FFA, parade, fine arts performances, mock trial, mock rock, field trips, etc. Students will not be allowed to attend these functions as a spectator either. Parents and students will be notified with a conference and written documentation. Athletic probations cannot be used for an administrative "U."

Counseling and Guidance

The THS Counseling Department provides a variety of services including, but not limited to academic, personal/social and career counseling. A number of commonly asked questions are addressed in the following pages and on the THS Web site. Please feel free to contact the counselors directly for more information.

ACADEMIC COUNSELING

Semester grades will be mailed home in late January and mid-June. At other times, parents may regularly review their student's progress through PowerSchool. Please refer to the section on *Parent Information via the Web*. Parents may also determine their student's course progress by having their student complete a **Weekly Progress Report (Grade/Behavior Check form)** for the teachers to complete and the student to bring home. ***It is the student's responsibility to take the Weekly Progress Report to his/her teachers.*** If a student is performing poorly in a course, a first step in achieving success is to contact the teacher directly by contacting them via email. If parents are still concerned, they should re-contact the teacher and set up a parent/student/ teacher conference to determine appropriate remedies. If parents desire a conference with **all** of the student's teachers, they should contact the student's counselor to schedule a Student Success Team meeting.

Class Schedule Changes

The master schedule for THS is constructed and balanced based on enrollment projections generated by student pre-registration in the spring. Students are, therefore, expected to carefully select the courses for which they pre-register and staff is expected to provide parents and students with ample information to make informed choices in the spring. Changes to course requests can be accommodated as long as the counselor is notified prior to summer break. Once students are scheduled into courses in the fall, they may request a change to another course only due to very limited circumstances including:

- ✓ Student did not request course; placement was made by counselor to resolve scheduling conflict
- ✓ Data entry error
- ✓ Academic level inappropriate (e.g. switch from honors to college prep or vice versa)

Requests with justifications, such as the following, shall not be honored: Student changes his/her mind, student is no longer interested in the course, student wants to be with friends, student believes they will be earning a final grade that is undesirable, student believes class is going to be too hard/too easy (unless teacher and parent agree it is a misplacement AND the parent did not sign a course waiver – see above). All teachers are strongly encouraged to administer some instrument of assessment during the first two weeks of the course to give the parent, teacher, and student an accurate basis for determination of the appropriateness of student placement.

Requests may be honored if they are deemed compelling and will require varying levels of approval as determined by the point of the semester in which the request was made. To initiate a change, contact your counselor via email; parent approval is needed. Your counselor will let you know if the change can be made or what additional steps may be required.

Summer Break Through Weeks 1-2: Counselor approval required, possible teacher approval required. Current grade will not transfer to the new course.

Weeks 3-5: Student required to speak to teacher about their concerns prior to contacting counselor. Counselor, parent, entering and exiting teacher approval required. Current grade will transfer to the new course.

Weeks 6- end of semester: Student required to speak to teacher about their concerns prior to contacting counselor. Principal approval required.

- Counselor will determine how the student's schedule will be affected if change is permitted. Student shall not be permitted to join a credit-bearing class after week 5 without entering teacher and Principal permission. If permitted, current grade will transfer to the new course.
- Student must meet with their current teacher informing them of their request and reasoning
- Student must make an appointment with the Principal
- Principal consults with counselor and teacher to determine their approval and makes a final decision

Tutorial is a no-credit study period that is recommended each semester. A student may drop it in order to take an important eighth course as long as there is room in the course, the student's academic performance does not suffer, and a parent provides permission. All students must be scheduled before the Tutorials can be dropped. Requests can be made during the week before school starts through the second week and will require counselor and entering teacher approval.

Repeated Classes

With the approval of the counselor, a student may repeat a course. Students may choose to repeat classes for credit recovery (failed original class) or grade recovery (only permitted if student earned a "D"). The following stipulations shall apply to repeated classes, depending upon the reason for repeating the class:

Grade Recovery Through Summer School (regardless whether it is the exact course or not) the highest grade student can earn is a "C"

- Through retaking the exact class during the school year or through APEX, student can earn any grade
- Through retaking an equivalent class through community college, student can earn any grade and it will be weighted if it is CSU/UC transferable
- Original grade will remain on transcript
- Grade for repeated class will be averaged into the GPA calculation with the original grade (both grades used)
- Credit earned for all repeated classes (except math) will be elective credit (not subject area credit); repeated math classes will earn math credit

COLLEGE/CAREER COUNSELING

Throughout the school year, the counselors will provide information to students about various colleges, career resources and activities, including guest speakers, local events, and school programs.

Four Year Planning

Developing a four-year plan will help identify the THS graduation requirements and any college prep or vocational requirements required. The counselors will review four-year plans and transcripts for all students to determine their status for THS graduation and college admission. This information **can be** shared with students and parents. Parents are encouraged to email their student's counselor to ask questions related to their four-year plan. When requested, parents are allowed to attend their student's pre-registration meeting.

San Luis Obispo County College Night

San Luis Obispo County College Night is scheduled in the fall at Cuesta College. Professional representatives from over 50 two-year and four-year colleges, vocational schools, and the military are available to answer questions and provide pamphlets to students and their parents. Financial aid and athletic presentations are also provided.

WACAC Spring College Fair

THS hosts an annual college fair open to the entire county. Professional representatives from over 110 public, private and international universities are available to answer college admissions questions.

COLLEGE ADMISSION APPLICATIONS

Applications for UC and CSU are available online. Most private universities use Common App. Use institutional applications for out of state and private schools that are not on Common App. Counselors meet with all university-bound seniors at the beginning of 12th grade and provide them with transcripts, a college application comprehensive guide which includes information about application requirements, dates, financial aid, testing, important considerations, and timelines. Counselors strongly recommend students consult them prior to submitting all college applications for accuracy. Students have multiple opportunities to have their applications reviewed in college application workshops held throughout Fall semester. Students who are interested in attending Cuesta College will be able to participate in a special application process conducted jointly by THS and Cuesta College and will be notified in their senior social science classes when this process begins. Regular communication with students and parents will take place as they are guided through the Cuesta Steps Comprehensive Guide throughout the year.

College Admission Tests – SAT Reasoning Test, ACT and SAT Subject Tests

National test dates for the SAT and ACT programs are available online at www.collegeboard.com or www.act.org. Registration for these exams take place on these websites as well. Students, with assistance, should verify if these exams are required by their college of choice as well as specific deadlines. CSU and UC schools no longer require or accept the SAT Reasoning Test or ACT but, many private and out-of-state do require or accept these exams. Students are encouraged to take these tests once they have completed Algebra 2 OR by Spring of their Junior year. October of senior year is the last recommended date to test to ensure scores are received in time. Students planning to apply to early action need to have testing completed by August. Financial assistance is available for those who qualify

for free/reduced lunch. It is highly encouraged parents complete the free/reduced lunch application each school year.

SAT and ACT Preparation

ACT and SAT preparation materials are available online at www.khanacademy.org or www.act.org In addition, preparation books may be purchased at most local bookstores or online.

PSAT

The Preliminary Scholastic Assessment Test (PSAT) is given at THS in October. This test is geared for juniors, but underclassmen are also encouraged to take it for practice. The PSAT provides practice for the SAT Reasoning Test as well as access to scholarship programs and information from colleges. The test qualifies students for the National Merit Scholarship in the junior year only. Students must sign up through the online store or the ASB office and pay a small fee in order to participate. Results are typically available in late December. Students receive all the answers, questions, and information on what to do with the results and how to improve. Students can link their scores to www.khanacademy.org for customized practice. Financial assistance is available for those who qualify for free/reduced lunch. It is highly encouraged parents complete the free/reduced lunch application each school year.

Pre-ACT Assessment for Sophomores and Juniors

The Pre-ACT assessment will be given at THS in October or November. Pre-ACT measures and provides information on academic skills, study skills, career interests/occupations, and educational and financial aid programs. Pre-ACT also provides practice for the ACT for 9th through 11th grade students. Students must sign up through the ASB office and pay a small fee in order to participate. Results are typically available in January. Students receive all the answers, questions, and information on what to do with the results and how to improve. Financial assistance is available for those who qualify for free/reduced lunch. It is highly encouraged parents complete the free/reduced lunch application each school year.

Financial Aid/Scholarships

It is important when applying for college admission to find out about each school's financial aid program and how to apply. Out-of-state schools, in particular, will have different financial aid application processes. In most cases, students will be required to complete the Free Application for Federal Student Aid (FAFSA), which opens October 1st and closes June 30th however, most institutions require it to be completed no later than March 2nd. Information is available at www.fafsa.ed.gov. The THS registrar will automatically upload GPA verifications for Cal Grant consideration.

Local Scholarships

We also encourage students to explore scholarship possibilities. We make available to students information from approximately 130 different clubs, organizations, and businesses that send us scholarship applications directly. Students should check the scholarship section of our counseling website <https://templetonhs.schoolloop.com/Scholarships>. Check useful website, including www.studentservices.com/fastweb/ and www.scholarships101.com.

Scholarship Advisement

You should never be expected to pay a fee for scholarship applications or help finding scholarships. Scholarships should be free and require no monetary investment. If you're in doubt, ask your counselor.

Academics

THS GRADUATION STATUS AND COLLEGE ADMISSION STATUS

College admission status refers to those THS courses and grades needed (**a minimum of a “C- in each course**) for a student to be eligible to apply to most four-year colleges upon graduation from THS. The counselors use the University of California (UC) and California State University (CSU) admission requirements as guidelines, since they meet or exceed the admission requirements of the vast majority of four-year colleges in the United States. Students interested out-of-state should contact them directly to determine their admission requirements. The UC/CSU approved list of courses is available on counseling section of our website.

College Prep Courses

College prep courses fulfill the college admission requirements to UC and CSU schools and most other four-year colleges. College prep courses are more challenging. Use the chart of UC and CSU Admission Requirements and THS College Prep Courses to determine the courses needed to complete a four-year college prep schedule.

Honors Courses

Students interested in honors courses must have the recommendation of their teachers, meet matrix standards, and may need to pass an entrance exam. Some honors courses offered at THS are not UC/CSU approved honors which means they are not weighted in the UC/CSU gpa calculation.

Advanced Placement (AP) Courses

Advanced Placement courses are also college prep courses. Students may earn college credit, depending on the college, if they receive a 3, 4, or 5 on the AP Exams given in May. AP courses are given an extra grade point for grades of “C” or higher. Teacher and/or counselor advisement is recommended prior to enrollment. The cost of exams varies each year. Last year the cost was \$93 for each exam. Financial assistance is available for those who qualify for free/reduced lunch. It is highly encouraged parents complete the free/reduced lunch application each school year.

GPA/Weighting/Ranking

The THS GPA calculation more closely reflects certain elements of the CSU/UC GPA which can include certain courses taken at other high schools, online high schools, community colleges, and other post-secondary institutions. As a result, student effort is better recognized and supported. These changes were put into place starting with the senior class of 2022. The THS GPA includes courses from a post-secondary institution, a previously attended high school, or an accredited online high school. Additionally, all university level transferable courses including dual-enrollment (CCAP and enrichment courses) are weighted.

THS does not rank students. Ranking is not required for any college application or scholarship but, a non-normalized ranking can be provided in a letter of recommendation if requested. Instead, a normalized GPA is conducted at the end of each year to determine valedictorian and salutatorian. Non-native THS transfer student courses, regardless if offered at THS, are included in the normalized GPA.

THS Courses that Qualify for UC/CSU Weighted Credit:

English 10 Honors

AP Euro History

AP Calculus AB

AP Biology

Jazz Band Honors

AP Comp. Sci. Principles

AP Research

AP Literature

AP US History

AP Calculus BC

AP Chemistry

AP Computer Science A

AP Psychology

AP Seminar

AP Language

AP Government

AP Statistics

AP Physics 1

AP Physics 2

Spanish IV Honors

AP Human Geography



THS GRADUATION REQUIREMENTS

4 years	English	40 units
3.5 years	Social Science	35 units
4 years	Mathematics (Must include Algebra I and a Geometry course)	40 units
4 years	Science (Must include one year of a Life and one year of Physical Science)	40 units
2 years	Physical Education* (Freshman and Sophomore years)	20 units
1 year	Fine Art	10 units
1 year	Practical Art/Career Tech Ed	20 units
.5 year	Health (Freshman year)	5 units
	General Electives	60 units
	TOTAL	270 units

* Students who sustain injuries or are otherwise prevented from completing PE in 9th or 10th grade will be required to complete 20 credits unless they can provide a doctor's note exempting them from physical education. Notes must be provided every year until the student graduates.

Minimum Requirements for UC and CSU

To be eligible for college admission immediately upon high school graduation, the following requirements must be met for UC/CSU acceptance with grades of "C" or better. First semester "D" grades can be validated by second semester or higher course level grades of "C" or higher in the subjects of mathematics and foreign language. Any student can attend a 2-year community college for general education units and then transfer as a junior to a four year college/university.

- English: 4 Years - College Prep, Honors, or AP
- Social Science: 2 Years – one year of World History AND one year of US History or one half year US History and one half year Civics/AP US Government
- Mathematics: 3 Years – College Prep, including Algebra I, Geometry, and Algebra II (4 years recommended)
- Science: 2 Years – College Prep must include 2 of the following (biology, chemistry, physical science, physics) Other approved area D sciences can be used to fulfill years three and beyond, (3 recommended)
- Foreign Language: 2 Years (same language); 3 or more years recommended
- Fine Art: 1 Year (traditional)
- Electives: 2 Years – College Prep (examples include World Geography and World History)

THS 4 Year Planning Guide

GRADE 9

English: _____

Math: _____

Science: _____

Soc. Science: _____

P.E.: _____

Tutorial: _____

Health: _____

Elective: _____

GRADE 10

English: _____

Math: _____

Science: _____

Soc. Science: _____

P.E.: _____

Tutorial: _____

Elective: _____

Elective: _____

GRADE 11

English: _____

Math: _____

Science: _____

Soc. Science: _____

Elective: _____

Tutorial: _____

Elective: _____

Elective: _____

GRADE 12

English: _____

Math: _____

Science: _____

Soc. Science: _____

Elective: _____

Tutorial: _____

Elective: _____

Elective: _____

Graduation Requirement Check Off

English (40)

Math (40)

Science (40)

Soc.Sci.(35)

P.E. (20)

Fine Arts (10)

Practical Arts/CTE (20)

Health (5)

Electives (60)