

2022-2023

Forestville Union School District

Parent/Guardian Handbook

Parent/Guardian Rights and Responsibilities & Annual Notifications



Welcome to the 2022-23 School Year!

On behalf of the Board of Trustees, welcome to the 2022-23 school year. Forestville Union School District provides an engaging learning environment in a beautiful setting; rigorous academics; social emotional learning; enrichment including art, PE/movement, and music; a safe environment to develop friendships and social skills.

This handbook includes the annual packet for your review and completion. The Forms at the end of this packet are to be returned to your child's teacher. The handbook provides you with information about the schedule, programs, expectations and school routines, and procedures. We appreciate you taking the time to review the handbook and go over any rules and expectations with your child/ren. Information is also provided to involve parents/guardians, and community members in the school community in a variety of ways.

At the heart of our school district is our talented and devoted staff. We are here to serve the children of our community. If you have any input or questions please let us know.

We look forward to sharing a great school year with you!

Forestville Union School District Mission and Vision

Mission Statement: We provide opportunities for each student to reach their highest potential by establishing curriculum that meets or exceeds standards for education; providing supportive programs that develop our children's mental, physical, and social skills; and partnering with parents and the environment geared to the success of our students.

Vision Statement: We are a community of life-long learners, working together to be educated, productive, kind, and responsible citizens.

Motto: Scholarship Friendship Leadership Stewardship

*Scholarship changes me
Friendship changes others
Leadership changes communities
Stewardship changes the world*

Important Contacts:

Matthew Dunkle, Superintendent/Principal, mdunkle@forestvilleusd.org

Jennifer Hegenbart, Principal TK-5, jhegenbart@forestvilleusd.org

Amy DeWitt, Office Manager/Health Tech, adewitt@forestvilleusd.org

Ali Stez, Middle School Office Manager, astez@forestvilleusd.org

Bibiana Drury, EL Coordinator, bdrury@forestvilleusd.org

Melissa Neigum, After School Program, mneigum@forestvilleusd.org

Parents as Partners

We value and appreciate parents/guardians as primary partners with the school to ensure the overall positive experience of all students. Parents/guardians are an equal partner to promote the academic success and social development of their children. We hope to see your participation in school activities and events, volunteering in the classroom, the Forestville Education Foundation, and being involved, if interested, in the Local Accountability Team meetings.

Forms to Sign

This section on Page 28, includes information on Forms to Sign
Copies of the Forms
Instructions on how to sign forms online
Hard copies are available in the Main Office

General Information

Bell Schedule

K-8: School begins at 8:30am

Monday, Wednesday, Thursday Friday Dismissal is at 2:55pm, TK 2:00pm

Tuesday's dismissal for all students is at 2:00pm

There is no supervision after school. Aftercare is available.

Dropoff and Pick Up

Dropoff: 8:00am to 8:30am

There is no supervision before 8:00am

For the safety of all children, dropoff and pickup is in the lower parking lot area. The parking lot in front of the school is reserved for staff, handicapped parking, and 15 minute visitor spaces. Thank you for your support in keeping all students and staff safe.

Bicycles and Skateboards

State law requires "riders of wheeled vehicles to wear a helmet securely fastened to his/her head by means of a strap". Bicycles are kept in the bike racks. Skateboards may be stored in the office until the end of the school day. Bicycles and Skateboards are not allowed on campus.

Bus Transportation

Bus transportation to and from Forestville School is free and Bus Passes are required. Transportation is available through our consortium with the [West County Transportation Agency](#). If your child will be riding the bus, please review, complete, and return the School Transportation Pass Application Form to West County Transportation Agency. Students riding the bus must have a pass –this provision will be strictly enforced.

Before and After School Program - ASAP

FUSD is proud to offer school-aged children a before and after school program for your students in TK-6th grades. The program is designed to provide a safe and nurturing environment where children can have fun, learn, and grow through participation in age-appropriate recreational and education activities. There are healthy snacks, quiet time for homework help and reading, gardening, games, arts and crafts and more. For more information contact Melissa Neigum at mneigum@forestvilleusd.org, drop in, or call School Office: 707-887-2279; ASAP Classroom: 707-887-2279, Ext. 3424 Or pm the FUSD website: [ASAP Information and Enrollment Forms](#)

Attendance

The Forestville School staff recognize the strong connection between attendance and school success. School attendance is linked to positive academic and social success.

Frequent absences of tardies result in students missing valuable classroom instruction and activities with their peers.. There is no substitute for being present in the classroom. Every Day Counts!

Absences

Absence from school shall be excused for situations such as health reasons, family emergencies, medical appointments, and attendance at a funeral. By law students are required to attend school each day unless there is a valid, approved excused absence. If a student has ten (10) absences a year, the school will contact parents/guardians regarding attendance issues and an attendance meeting will be scheduled.

Attendance Procedures

In order to meet state requirements, the school must keep complete and accurate attendance records including all absences and their reasons. Therefore, it is important that you follow these steps:

- If your child is absent from school, email or phone the office with the reason for the absence.
- If you do not email or call, you will receive an automatic message inquiring about your child's absence. If you receive the call, please contact the school with the reason for the absence.

Tardies result in lost learning time interrupt classes when the student returns. Students who arrive at school after the bell has rung, must check in at the office. Tardies are excused only for confirmed illness or doctor appointments. Tardies of thirty (30) minutes or more are taken very seriously by the county's School Attendance Review Board(SARB).

Additional Attendance Information: can be found [HERE](#)

Medication

If it becomes necessary for a student to take any prescribed medicine at school, a signed note from the doctor must be given to the office. All medication (including over-the-counter) is to be kept and dispensed through the office. Medication Forms can be found [HERE](#)

Independent Study

Students who expect to miss school for five or more days may apply for an independent study contract prior to being absent. The independent study contract must be written by the supervising teacher and approved by the office at least 48 hours before the planned absence. The independent study contract will allow the student to be given credit for the days missed by completing prearranged assignments and projects from his or her teacher. Work must be completed and submitted upon return to school. Failure to complete work will result in unexcused absences.

Communication

In order to protect the integrity of the learning environment, we ask that you do not go directly to your child's class to deliver a message. If it becomes necessary to deliver a message to your child during the school day, please call 707-887-2279 or come by the school office. Please make arrangements for lunch, car pools, babysitting, etc., with your child BEFORE your child leaves for school in the morning. In the event of an emergency or change of plans, the office staff will relay messages to your child's teacher. Please do not ask the office staff to contact your child or interrupt a class for messages that are not critical.

Closed Campus and Release from School

Students may not leave the campus at any time after their arrival in the morning until they are dismissed. If the student needs to leave school prior to dismissal time, a parent/guardian or person listed on the Emergency Form must sign the student out of the office. Please do not go directly to the classroom for your student. Students returning to school during the day must report to the office to sign in.

Visitors/Volunteers

All school visitors are required to check in through the Main school office every time they visit. All visitors must obtain a pass/badge to wear while on campus. We welcome volunteers to support classrooms and activities. All volunteers must sign in at the office for each visit to the school campus.

Here are just a few ways to actively participate:

- Forestville Union School District Board of Directors monthly meetings
- The Local Control and Accountability Program (LCAP) meetings
- District English Language Advisory Council yearly meetings
- Volunteers in the classroom and/or for school activities and events
- Becoming a member of the Forestville Education Foundation (FEF).

Forestville Education Foundation.

The Forestville Education Foundation is a non-profit organization comprised of parents, teachers, staff, businesses and community members. It was founded over 20 years ago and is dedicated solely to raising money and resources for school programs (i.e. music, arts, sports & more) that would otherwise be unavailable to students because of decreased funding from the State of California. All families are encouraged to support the Foundation by contributing with an annual membership donation (see Foundation membership form in the Forms Packet) and by volunteering for fundraising activities when possible. Foundation Directors meet once every month on a weekday evening and parents and staff are welcome to attend. For more information or to find out how you can help, visit the Foundation website <http://forestvillefoundation.org/index.html> or contact president.foundation@gmail.com.

Animals

Animals are not allowed on school grounds. Service animals specifically trained to aid a person with a disability are welcome.

Wellness & Nutrition

Student Meals: It is the goal and policy of the Forestville Union School District to educate students about nutrition, and to provide each student access to enjoyable and nutritious meals each day. Our school district is committed to serving healthy meals to children following guidelines of the National School Lunch and Breakfast programs.

Revolution Foods is our meal vendor. They are committed to preparing healthy, delicious, high quality meals. For 2022-23 FUSD is participating in the California Universal Meals Program which provides free breakfast and lunch to all students attending school. A calendar with a menu is on our website.

Please complete the application, regardless of need or participation in our meal program as we receive funding based on the total number of completed applications, to participate in the Federal Free and Reduced breakfast/lunch program. The district is reimbursed for the cost of the meals.

Snacks and Lunch

Students may bring their snacks and lunches to school, or may purchase brunch and lunch through the food service program. Students will have the opportunity to eat during morning break (brunch) and lunchtime each day. Students are not to eat in classrooms unless it is a rainy day, a lunchtime meeting, a detention, or a class party.

- No glass containers are to be brought to school
- No sodas or other high sugar/caffeinated beverages are to be consumed at school
- We encourage students to make healthy food choices and discourage students from bringing candy, caffeinated beverages, and other unhealthy food items to school.
- Food or beverage items may be confiscated by staff members, if deemed to have a distracting or detrimental impact on student(s) behavior, learning, or safety.

Classroom Celebrations: Class celebrations shall be held after the lunch period. We ask parents/guardians to provide nutritious snacks for the parties.

FUSD Wellness Policy: Can be found [HERE](#)

Lost and Found

The contents of our Lost and Found boxes will be displayed regularly for students and parents to collect items that may have been lost. Students may locate lost items by checking with the office.

Dress Code

The FUSD dress code states that all students will dress in a way that is appropriate for the school day or any school-sponsored event. Student clothing must not present a health or safety hazard, or a distraction that would interfere with the educational process.

The student dress code includes but may not be limited to the following:

- Students must wear shoes that protect their feet.
- All student undergarments must be covered by clothing.
- Clothing must cover the chest and torso, with shorts and skirts that cover the bottom half.
- Clothing with obscene messages, pictures, or images of violence (profanity, violence, sex, drugs, alcohol or tobacco, guns, and symbols signs, slogans, or words degrading any group will not be permitted
- Gang-related clothing is prohibited.
- Students may not wear hoods at any time.
- Hats may be worn outside only.
- Sunglasses are not permitted to be worn at any time unless with a doctor's note.

Student Behavior

FUSD Governing Board and Staff believe all students have the right to be educated in a positive learning environment which is respectful of all individuals. Students are expected to behave as good citizens, to show respect for all staff members and to follow school rules while on school grounds, going to or coming from school, at school activities, and using district transportation.

Students may not engage in conduct that endangers students or staff; discriminates, harasses or bullies others in any manner; uses profane or inappropriate language, acts, drawings; or in any way is willfully defiant of school rules; or contributes to an unsafe environment.

All staff members assist in the enforcement of the school discipline policy. To ensure school safety, students are expected to respect and follow the directions of school personnel without argument. School rules extend to all school events and are in effect before, during, and after school. When circumstances dictate, school personnel have the authority to request students to leave campus during non-school hours (afternoons, evenings, weekends, holidays and vacation periods).

Discipline

The district uses research-based programs to teach and support respect, compassion, habits of mind, problem solving, impulse control, and restorative practices. Teachers support students to make good choices in the classroom. If the student has a pattern of inappropriate behavior, the student may be given a referral to see the principal. Student behaviors that violate the California Education Code, may result in suspension or expulsion from school.

Consequences may include:

Warnings

Phone call to parent

Behavior Contract

Trash Pickup

Referral to principal

Parent conference

Detention

Classroom suspension (Teacher)

School suspension (Principal)

Expulsion

School Property

Facilities: In accordance with the provisions of the Education Code, the school district will seek restitution from the parents/guardians of students who vandalize or damage school property.

Books and Materials: Textbooks and Library books are the property of Forestville Union School District. Students must pay for lost or damaged books and materials by the end of the school year. Refunds will be provided for items found and returned in good condition. Yearbooks will be withheld until payment is made.

Technology Use

FUSD has integrated computer technology into many aspects of the curriculum. In order to use the school computers, the Internet in classrooms, and school email, students must have signed copies of the Internet Use Agreement on file with the school. Students who fail to abide by the contract, risk losing their computer/internet privileges. Student email accounts should not be used for personal communication or to set up other online accounts. It is strictly to be used for school-related work and contacting teachers, classmates about assignments. Social media and video games are not part of our educational program and school devices are not to be used for access.

Student Email/Google Accounts

The following services are available to each student and hosted by Google as part of Forestville Union School District's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the Forestville Union School District. This is a restricted account that can only send/receive from other school accounts.

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments. **Drive** - a word processing, spreadsheet, drawing, and presentation tool set that is very similar to Microsoft Office.

Using these tools, students collaboratively create, edit, and share files for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an

electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of Google Apps for Education by Students:

- 1) **Official Email Address** - All students will be assigned a *username@students.forestvilleusd.org* email account. This account will be considered the student's official FUSD email address until such time as the student is no longer enrolled with the Forestville Union School District.
- 2) **Prohibited Conduct** - Please refer to the Responsible Use Policy / Agreement for Student Technology Resources (Board Policy 6163.4) found in this parent handbook.
- 3) **Access Restrictions** - Access to and use of student email is considered a privilege accorded at the discretion of the Forestville Union School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to an Administrator for further investigation and adjudication.
- 4) **Security** - Forestville Union School District has created what is referred to as a "Walled Garden" for student use of Google Apps. Students will only be able to collaborate, share and email students and staff within the Forestville Union School District's domain.
- 5) **Privacy** - The general right of privacy will be extended to the extent possible in the electronic environment. Forestville Union School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the *username@student.forestvilleusd.org* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Cell Phones and Personal Devices

Students may bring a cell phone to school, but it must be turned off and stowed in a backpack/bag (not pockets) from the time students arrive on campus in the morning until after the last dismissal bell. Smart Watches must be on airplane mode or disconnected from Wi-Fi if worn during the school day. Phones and devices out of backpacks with service will be confiscated and held in the office until after school. Multiple offenses will require the parent/guardian having to pick up the phone, electronic device, or both at the Main office.

Nondiscrimination

FUSD is committed to ensuring that students and staff learn and work in an atmosphere that is respectful of ethnic, religious, gender, race, sexual orientation,

national origin, and physical and mental differences of perceptions of these. District programs and activities will be free from all unlawful discrimination. The Board of Trustees has adopted a nondiscrimination/harassment policy which can be found [HERE](#). Harassment of any kind will not be tolerated. Report any acts of discrimination or harassment to the administration.

The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes outlined in this [Board Policy: Uniform Complaint Procedure](#). You may make a complaint using this [Form](#).

Physical Contact

Students are to refrain from physical contact at all times, including public displays of affection and horseplay.

Sexual Harrassment

State and federal laws and regulations prohibit sexual harassment. Any allegation is treated seriously and will be investigated according to the district policy and procedures which students and staff must follow. Be sure to report any harassment immediately. You may review the FUSD website to learn more about [Sexual Harrassment](#).

Bullying Behavior

Behavior which includes persistent and repeated name-calling, intimidation, embarrassment, ridiculing, inappropriate cyber-communication, and/or physical contact is not tolerated at Forestville Schools. Students are expected to immediately inform school staff when they believe they are being bullied or are witness to such acts. Students who are victimizing others through this type of behavior will be subject to disciplinary action.

Textbooks

Textbooks and library books are the property of the Forestville Union School District. All books must be kept clean and handled carefully. Please keep in mind that should these books be lost or damaged, students are responsible for their replacement (at a cost as high as \$200). It is highly recommended that students cover your textbooks.

Money and Personal Property

It is not recommended that students bring money or other valuable personal items to school. When bringing money for lunch, field trips, or other items, students should follow the guidelines below:

- Money in excess of \$5.00 should be brought to the office for safekeeping.
- Do not leave jewelry, watches, or other valuables in your backpack or in the locker room.
- Do not lend money or other valuables.
- Do not trade or sell items of value at school.
- Don't leave items lying around where anyone can pick them up.

- Card games and play items are brought to school at student's own risk. We cannot assume responsibility for items lost or stolen.
- To prevent theft, bikes and scooters must be locked to the rack in front of the school. Every precaution is made to ensure the safety of bikes on campus; however the school cannot be held financially responsible for damaged or stolen bikes, scooters, or skateboards.
- Laser pointers are not permitted under California Penal Code 417.27. They will be confiscated and returned to the parent. Students may be disciplined.

Academic Honesty

Important goals of education include promoting the love of learning and challenging our thinking in order to gain new ideas. Cheating is dishonest and contrary to those goals. The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the teacher cause to consider their actions are suspect. Students caught cheating may be subject to discipline, per Ed Code/District Policy.

Cheating includes, but may not be limited to:

- Looking on another person's paper during a test
- Using 'cheat notes'
- Letting someone else see test answers
- Using cell phones to exchange test information or answers
- Giving test information to students in another period
- Copying another person's homework/classwork
- Allowing another person to copy homework/classwork
- Plagiarism of any kind

Smoke/Tobacco Free Campus

Tobacco Free Schools: All tobacco products are prohibited at all times on district property including personal vehicles. This applies to all employees, students, visitors, and other persons at any school or non-school activity, school athletic events and all meetings held on school property. The purpose of this policy is to provide positive role models for all students. Please assist us in this endeavor by reminding others that smoking and chewing tobacco are prohibited on school property.

Vaping:

Vaping is considered to be a substantial health risk for students in terms of addictive quality and general health concerns. Students caught vaping or in possession of vaping devices will be considered to be in possession of drug paraphernalia and will be subject to disciplinary measures appropriate to possession of drug paraphernalia.

After-School Sports and Athletic Eligibility

Forestville Academy offers a variety of athletic opportunities for students in grades 6-8. Contact the Athletics Director for information about sports programs. Students have the opportunity to play flag football, basketball, volleyball, and to run cross-country. The school works to include all interested athletes who wish to play. Students must be responsible and attend all practices and games unless

arrangements are made in advance with individual coaches. Students may be required to “try-out” for a team and must attend all assessment clinics in order to be considered. Good sportsmanship and a positive attitude are critical to a team’s success and it is expected that all players will behave in a way that reflects well upon the school and community. All players are required to sign a “Sports Participation Contract” before they will be assigned to a team.

Participation Guidelines:

- To participate in after-school sports, a student must maintain a C (2.0) average with no F grades
- Student behavior impacts eligibility to participate in our athletics program. Students will be able to participate only if deemed to be in good standing by school administration and will be considered on a case-by-case basis.
- Eligibility to participate in fall sports is contingent upon grades and behavior from the previous school year. Grades are reviewed at each progress report period, as well as the semester grading period. Students who have had difficulty maintaining this standard may receive a probation period to participate in a sport so long as weekly progress reports are completed and no disciplinary referrals are received while on this contract status.
- If a student is absent or misses a P.E. class on the day of a practice or game, the student may not participate in the practice or game that day.
- To be eligible to participate in any school sport, a student must be able to participate fully in P.E. on game day with no restrictions.

School Dances

School dances are held at different times throughout the year for 6th, 7th and 8th graders. In order to attend the dances, students must have a positive behavior record and the following rules must be obeyed:

- Students must have attended school the day of the dance for at least three (3) periods.
- Once a student arrives at the dance, they may not leave early unless picked up by a parent/guardian.
- Students must arrive no later than 30 minutes after the dance begins or they will not be permitted to attend the dance.
- Regular school rules are in effect at dances. Anyone sent home from a dance for any reason will not be allowed to attend the next dance and may lose other privileges.
- Inappropriate dancing or dress will not be tolerated. Teacher and parent chaperones will determine acceptable and unacceptable dance/dress or other behavior. Failure to respond to adult warnings will result in the student being sent home from the dance.
- School dress code rules apply at dances.

Non-Academic Field Trips, Assemblies and Other Special Events – Including 8th Grade Promotion

Participation in special school events is a privilege that can be revoked at any time if a student’s behavior is deemed disrespectful, irresponsible, and/or unsafe. A student’s effort and achievement (grades) can be considered for participation by administration when an activity is considered a privilege.

Assembly Guidelines

Students are expected to:

- Enter the gym quietly, remove hats/hoods, and walk safely to sit with their classmates.
- Show respect and appreciation to all presenters and guest speakers.
- Remain quiet during assemblies.
- Stand, be still, and be respectful when the Pledge of Allegiance is recited. A student may choose not to recite the pledge, but all students need to demonstrate respect by not disrupting and/or distracting others.
- Exit safely, in an orderly fashion, as directed by teachers/administrators.

Notice of Pesticide Application on Campus

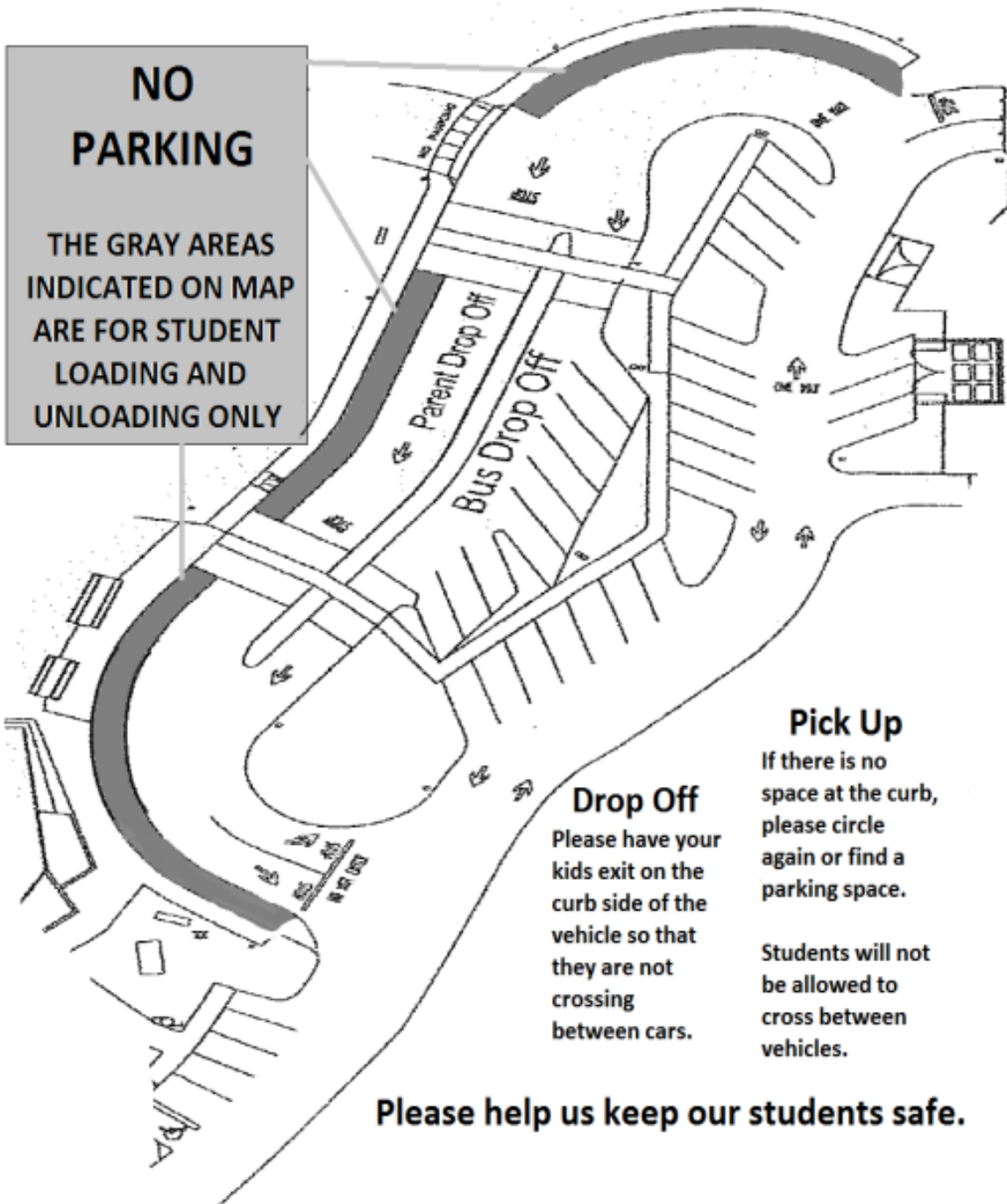
At the beginning of each school year, all public schools in California must notify parents of any planned pesticide use during the year, set up a registry so that concerned parents can sign up for advanced written notification prior to the application of any pesticide, and to post signs where pesticides are applied 24 hours before the application and to leave signs in place for a 72-hour period after the application.

FUSD staff members have been trained regarding safe use of pesticides. The products that may be used at some point this year for health, sanitation and safety reasons include:

- Spectracide Wasp and Hornet Killer – (Tetramethrin) active ingredients. Occasional use for infestations.
- Amdro Mole & Gopher Pellets – (Zinc Phosphide) active ingredients. Used for reduction of gophers and moles.

Inquiries may be directed to the Department of Pesticide Regulations:
<http://www.cdpr.ca.gov/> Click “Programs, Pest Management, and Schools.”

If you would like to be notified at least 24 hours before pesticides are applied at your child’s school site, please contact the main office.



**NO
PARKING**

THE GRAY AREAS
INDICATED ON MAP
ARE FOR STUDENT
LOADING AND
UNLOADING ONLY

Drop Off
Please have your
kids exit on the
curb side of the
vehicle so that
they are not
crossing
between cars.

Pick Up
If there is no
space at the curb,
please circle
again or find a
parking space.

Students will not
be allowed to
cross between
vehicles.

Please help us keep our students safe.

**Forestville Union School District
2022 - 2023 School Year Calendar**

Month	S	M	T	W	TH	F	S	Trimester/Holidays	Instructional Days
						1	2		
July	3	4	5	6	7	8	9	4th of July Holiday	
2022	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	31								
		1	2	3	4	5	6		
August	7	8	9	10	11	12	13	Aug 15 -17 - Teacher work days	10
2022	14	15	16	17	18	19	20	Aug 18th - First Day of School	
	21	22	23	24	25	26	27		
	28	29	30	31					
					1	2	3		
September	4	5	6	7	8	9	10	Sept 5 - Labor Day	21
2022	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30			
							1		
October	2	3	4	5	6	7	8	Oct 5 -7 - Minimum Days	20
2022	9	10	11	12	13	14	15	Parent/Teacher Conferences	
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	Oct 10 -Built-in Emergency Day	
	30	31							
			1	2	3	4	5	Nov 1 - Teacher Work Day	
November	6	7	8	9	10	11	12	Nov 10 - End of 1st Tri (58 days)	15
2022	13	14	15	16	17	18	19	Nov 11 - Veteran's Day	
	20	21	22	23	24	25	26	Nov 21 -25 - Thanksgiving Break	
	27	28	29	30					
					1	2	3		
December	4	5	6	7	8	9	10	Dec 19 - 31 - Winter Break	12
2022	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		

	1	2	3	4	5	6	7		
January	8	9	10	11	12	13	14	Jan 2 - New Year's Holiday	
2023	15	16	17	18	19	20	21	Jan 3 - Teacher Work Day	19
	22	23	24	25	26	27	28	Jan 16 - MLK Day	
	29	30	31						
				1	2	3	4		
February	5	6	7	8	9	10	11	Feb 13 - Lincoln's Bday	
2023	12	13	14	15	16	17	18	Feb 20 - President's Day	18
	19	20	21	22	23	24	25		
	26	27	28						
				1	2	3	4	March 6 - End of 2nd Tri (61 days)	
March	5	6	7	8	9	10	11	March 16/17 - Minimum Days	
2023	12	13	14	15	16	17	18	Parent/Teacher Conferences	18
	19	20	21	22	23	24	25		
	26	27	28	29	30	31		March 20 - 24 - Spring Break	
							1		
April	2	3	4	5	6	7	8	April 10 -Built-in Emergency Day	
2023	9	10	11	12	13	14	15	April 24 -Built-in Emergency Day	19
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30								
		1	2	3	4	5	6		
May	7	8	9	10	11	12	13	May 29 - Memorial Day	
2023	14	15	16	17	18	19	20		22
	21	22	23	24	25	26	27		
	28	29	30	31					
					1	2	3		
June	4	5	6	7	8	9	10	June 9 - End of 3rd Tri (61 days)	
2023	11	12	13	14	15	16	17	June 9 - Last Day fo School - Minimum Day	7
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
Holiday	Legal Holiday								
	Minimum Day - 12:30 Dismissal								
	Built-In Emergency Day								
	Teacher Work Day/ Non-Instructional Day								

Forms to Sign

**This section includes information on Forms to Sign
Instructions on how to sign online
Hard copies are available in the Main Office**

Forestville Union School District Internet Use Agreement

Dear Parents and Guardians:

We are pleased to offer students of Forestville Union School District access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the school office.

Access to the Internet enables students to explore thousands of libraries, databases, and websites. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Forestville Union School District supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The Internet is provided for students to conduct research, receive instruction, access instructional materials, and communicate with teachers and classmates. Access to the Internet through our network is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that user will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. We have filters in place to block inappropriate websites and images on all of our computers. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in [Board Policy 6163.4](#) and procedures on student's rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- ❖ Sending or displaying offensive messages or pictures - For this reason cell phones and cameras are restricted on campus
- ❖ Using obscene language
- ❖ Harassing, insulting, bullying or attacking others
- ❖ Damaging computers, computer systems or computer networks
- ❖ Violating copyright laws
- ❖ Using another's password
- ❖ Trespassing in another's folders, work or files
- ❖ Intentionally wasting limited resources
- ❖ Employing the network for commercial purpose

Violators may result in a loss of access as well as other disciplinary or legal action.

Misuse of personal or District and personal technology resources on or near school property, in school buses, at school-sponsored activities, as well as using District technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion from the schools of the District. This Agreement shall be used in conjunction with Forestville Union School District Board of Education Policies, California Education Code, and other local, state and federal laws and regulations governing applicable matter.

Students, parents and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in the inappropriate behavior. We appreciate our families continued support of technology in the classroom.

**Please complete the User General Consent Form
Agreeing to abide by Internet Use Agreement,
Discipline Policy and other rules and procedures as outlined in this Parent Handbook**

Copies of the forms are available in the main office, if you can't access online.

**Instructions to sign the forms online in the
SchoolWise Parent Portal, page 28**

**ANNUAL NOTICE TO PARENTS
2022-2023**

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 35291, 46014, 46015, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but

does not indicate that consent to participate in any particular program has either been given or withheld. Pursuant to parent request, the annual notification may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgment of receipt of this notice.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian):

STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291):

Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS (5 CCR §300): Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

HAZING PROHIBITION (EC §48900(q)): Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

DRESS CODE/GANG APPAREL (EC §35183): The district is authorized to adopt a reasonable dress code.

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1; LC §230.7): If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's class. Employers may not discriminate against parents who are required to comply with this requirement.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256, 35258): Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents have access to a copy.

SAFE PLACE TO LEARN ACT (EC §234.1): The district is committed to maintaining a learning and working environment that is free from bullying, as defined in EC §48900(r). Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. These policies shall be posted in schools and offices.

SCHOOL RECORDS AND ACHIEVEMENT

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49069.7, §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act):

Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit.

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232g).

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073, 34 CFR 99.37): The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance, degrees and awards received, and most recent previous public

or private school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the district receives consent as required under state law). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records. You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification. (See attached form.) Additionally, directory information related to homeless or unaccompanied youths will not be released without the express written consent for its release by the eligible pupil or guardian.

RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §7908): Parents of secondary students may request in writing that the student's name, address, and telephone listing not be released to armed forces recruiters without prior written parental consent.

PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC § 60615, 5 CCR § 852): Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

HIGH SCHOOL CURRICULUM: NOTIFICATION REGARDING COLLEGE PREPARATORY COURSES (EC §51229): Districts are required to provide parents of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses.

ADVANCED PLACEMENT EXAMINATION FEES (EC §48980(j), EC §52242): State funds are available to cover the costs of advanced placement examination fees.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 49077): Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(a)(1) and 49064(d)): Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085): Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451): A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455): The district is required to appraise each student's vision during kindergarten, upon initial enrollment, and in grades 2, 5, and 8. Appraisal in the year immediately following a student's first enrollment in grades 4 or 7 shall not be required. The appraisal shall include tests for visual acuity, near vision, and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. This appraisal is not required if a parent files a written objection based on a religious belief with the principal.

SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5): In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

DENTAL FLUORIDE TREATMENT (H&SC §104830 et seq.): Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, or eligible pupil submits a letter stating that the treatment is desired.

PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558): Needy children may be eligible for free or reduced price meals. Details, eligibility criteria, and applications to participate in a free or reduced price meal program if it is available are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and services pursuant to the federal Every Student Succeeds Act. When a household is selected for verification of eligibility for free and reduced meals, the District must notify the parent that their child(ren)'s eligibility is being verified.

COMMUNICABLE DISEASES (EC §48216 and 49403): The district is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. All students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with the district as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span in the district. Grade spans are defined as birth through preschool, K-6, including transitional kindergarten, and 7-12. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program.

MEDICATION (EC §49423, §49423.1): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine and prescription inhaled asthma medication upon the school's receipt of specified written confirmation with instructions for self-administration and authorization from the student's parent and physician or surgeon. The parent must release the school district and personnel from liability for any harm resulting from the self-administered medication, and provide a release for authorized school personnel to consult with the physician or surgeon.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472): The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §48206.3, 48207-48208): Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district(s) where the student attends, resides and/or where the student receives care if an individualized instruction program is desired.

CONTINUING MEDICATION REGIMEN (EC §49480): Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. (*See attached form.*) With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5): School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day.

ASBESTOS (40 CFR 763.84, 40 CFR 763.93): The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office. At least once each year, the district will notify parents of inspections, response actions, and post-response action activities that are planned or in progress.

USE OF PESTICIDES (EC §§17611.5, 17612 and 48980.3): School districts are required to inform parents about the use of pesticides on school grounds and provide access to the integrated pest management plan when certain pesticides are used. (*See attached.*)

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289): A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

TOBACCO FREE SCHOOLS (HS §104420): Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and nonnicotine vaporized solutions. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

STUDENT SERVICES

MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000): A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has their fifth birthday, respectively, on or before September 1. For the 2022-23 school year, any child who will have their birthday between September 2 and February 2 shall be offered a transitional kindergarten program in accordance with law and district policy. On a case-by-case basis, a child who has reached age five after the date listed above but before the end of the applicable school year, may be admitted to transitional kindergarten with the approval of the child's parent and subject to board approval in accordance with EC §48000. A school district may place a child who will have their fourth birthday on or before December 1 and is enrolled in a California state preschool program into a transitional kindergarten program classroom in accordance with EC §48000.

PREGNANT AND PARENTING PUPILS (EC §§ 221.51, 222, 222.5, 46015): Districts may not exclude nor deny any pupil from any educational program or activity on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, and shall treat these conditions in the same manner and under the same policies as any other temporary disabling condition. A pregnant or parenting pupil is entitled to 8 weeks of parental leave, or additional leave if deemed medically necessary by the pupil's physician. During parental leave, absences shall be excused and the pupil shall not be required to complete academic work or other school requirements. After return from parental leave, a pupil may resume the course of study in which he/she was previously enrolled, is entitled to make up work missed, and to take a fifth year of high school instruction if necessary to complete graduation requirements. A pupil may elect to attend an alternative education option instead of returning to the school in which he or she was enrolled prior to parental leave. Schools shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A pupil shall not incur an academic penalty as a result of his or her use of these accommodations.

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14): The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a fee not to exceed the actual copying cost.

MULTILINGUAL EDUCATION (EC §310): If the district implements a language acquisition program pursuant to EC §310, information on the types of language programs available and a description of each program will be made available with this notice or upon enrollment.

SPECIAL EDUCATION (IDEA): State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301): Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (Section 504 of the Rehabilitation Act of 1973): Federal law requires the district to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

STATEMENT OF NONDISCRIMINATION (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; EC §200 et seq.): The district does not discriminate on the basis of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, immigration status, or the perception of one or more of such characteristics. The district's policy of nondiscrimination requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request.

EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGION (EC §234.7): Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>.

FINGERPRINTING PROGRAM (EC §32390): Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435): Each local district shall appoint a liaison for homeless children who shall ensure

the dissemination of public notice of the educational rights of students in homeless situations.

SEX/HIV EDUCATION

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION (EC §51938): The district shall annually notify parents about instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. If arrangement for the instruction is made after the beginning of the school year, parents will be notified no fewer than 14 days prior to the commencement of any such instruction if the district elects to provide the instruction by outside consultants in class or during an assembly. The notice must include the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent has the right to request a copy of the law pertaining to such instruction. Parents have the right to excuse his or her child from all or part of the comprehensive sexual health and HIV prevention education by submitting a written request to the district. Those students whose parents do not submit a written request to excuse them will receive such instruction. The law also authorizes the district, without prior parental consent, to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions in grades 7 to 12 about the student's attitudes concerning or practices relating to sex. The district must notify parents in writing before any such test, questionnaire, or survey is administered and provide them with an opportunity to review the materials. Parents have the right to excuse his or her child from such participation by submitting a written request to the school district.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240): Upon written request of a parent, students shall be excused from part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

California law (EC §48980(g)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and potentially three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives:

The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.

- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- Each district may adopt a school selection policy that takes into consideration special circumstances that might be harmful or dangerous to a particular pupil, whether the sibling of the pupil is already in attendance at the school, and/or whether the pupil's parent is employed at the school.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

- Children of military personnel must be given third priority.

- A parent may request transportation assistance within the boundaries of the "district of choice." The district is required to provide transportation only to the extent it already does so.
- A school district in which an active military duty parent of a student resides shall not deny the transfer of that student to a school in any district, if the school district to which the parent of the student applies approves the application for transfer.

Choosing a School Outside District in Which Parent Lives:

Parents have three different options for choosing a school outside the district in which they live. The three options are:

Option 1: Districts of Choice (EC §§48300 through 48315): The law allows, but does not require, each school district to become a "district of choice" – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process that prohibits consideration of factors such as academic or athletic performance, physical conditions, or proficiency in English. If the district chooses not to become a "district of choice," a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. A district of choice cannot deny a transfer request on the basis that the costs to provide services exceeds the revenue received, but it may reject a request if doing so would require the creation of a new program. However, the district of choice may not deny the transfer of any special needs student, including an individual with exceptional needs, or an English Learner student even if the cost to educate the student exceeds the revenue received or the creation of a new program is required. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- Communications to parents by a school district of choice shall be factually accurate and shall not target students based upon academic ability, athletic performance, or other personal characteristics.
- The district of choice must post transfer application information on its website, including any applicable forms, the timeline for a transfer, and an explanation of the selection process.
- All communications from a school district of choice regarding transfer opportunities must be available in all languages for which translations are required in the school district of residence under EC §48985.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Entrance priority must be given as follows:
 - Siblings of students already attending school in the "district of choice" must be given first priority.
 - Pupils eligible for free or reduced-price meals must be given second priority.

Option 2: Other Interdistrict Transfers (EC §46600 et seq.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application, or for students who are the victim of an act of bullying unless the requested school is at maximum capacity. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Option 3: Parental Employment in Lieu of Residency Transfers (EC §48204(b)): If at least one parent of a student is physically employed in the boundaries of a school district other than the one in which they live for a minimum of 10 hours during the school week, the student may be considered a resident of the school district in which their parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of EC §48204(b) include:

- Either the district in which the parent lives or the district in which the parent works may prohibit the student's transfer if it negatively impacts a desegregation plan.
- The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

Open Enrollment Act (EC §48350 et seq.)

Whenever a student is attending a district school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, the student may apply to transfer to another school within or outside of the district, if the school to which they are transferring has a higher Academic Performance Index. Districts with a school on the List must notify the parents at that school on or before the first day of the school year of their option to transfer to another public school. Information regarding the application process and applicable deadlines can be obtained from the district office.

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (4) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (5) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance area shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(i)): No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 if missed assignments/tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1): Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent. District policy regarding excusing such absences is available upon request.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014): Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)): The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the scheduled minimum or student-free day. (*See attached.*)

MISCELLANEOUS

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC §49091.18): Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

SEX EQUITY IN CAREER PLANNING (EC §221.5(d)): Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917): Each district is required to have adopted a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. (*See attached.*) Districts are also required to display such policies in a prominent location and include it in orientation for employees and students, and provide a copy of such policy to new and continuing students as part of any orientation program held on a quarterly, semester or summer session basis.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §32255 et seq.): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

EVERY STUDENT SUCCEEDS ACT (20 USC §6301 et seq.): Under ESSA, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects she/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether she/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. The district shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information regarding any State or local policy mandating pupil assessments and the level of achievement of their student on every State and districtwide academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. (*See attached.*)

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5): Districts are required to provide safety regulations to all new students and students who have not previously been transported by school bus.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4): Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

EXCUSED ABSENCES (EC §48205)

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.

- (2) Due to quarantine under the direction of a county/city health officer.
- (3) For the purpose of having medical, dental, optometrical, 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, including absences to care for a sick child for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at a religious retreat, 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 and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- (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.
- (11) For the purpose of participating in a cultural ceremony or event.
- (12) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) 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.

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

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

(e) For purposes of this section, the following definitions apply:

- (1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (2) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

INVESTING FOR FUTURE EDUCATION (EC §48980(d)):

Parents are advised of the importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC §35186): A Uniform Complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facility conditions that pose a

threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. Notice of the complaint process and location at which to obtain a complaint form should be posted in the classrooms.

SCHOOL ACCREDITATION (EC §35178.4): Districts are required to notify each parent of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Website, or by any combination of these methods.

PUPIL FEES (EC §49010 et seq.): The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district's fee policies and complaint process shall be provided to pupils, parents, and employees on an annual basis.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52059.5-52077): The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the State priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation and family engagement;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to a broad course of study;
8. Measuring other important student outcomes related to required areas of study;
9. Coordinating instruction for expelled students; and
10. Coordinating services for foster children.

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the superintendent regarding the LCAP. (ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established).

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, its special education local plan area administrator(s), and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures

proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post prominently on the homepage of the school district's website the LCAP approved by the Board of Education and any updates, revisions or addenda to the LCAP as well as post or link to the

LCAP submitted by any charter school authorized by the district, and establish policies for filing a complaint of noncompliance under EC §52075 using the Uniform Complaint Procedures. Information regarding the requirements for a Local Control and Accountability Plan and the complaint process shall be provided to pupils, parents, and employees on an annual basis.

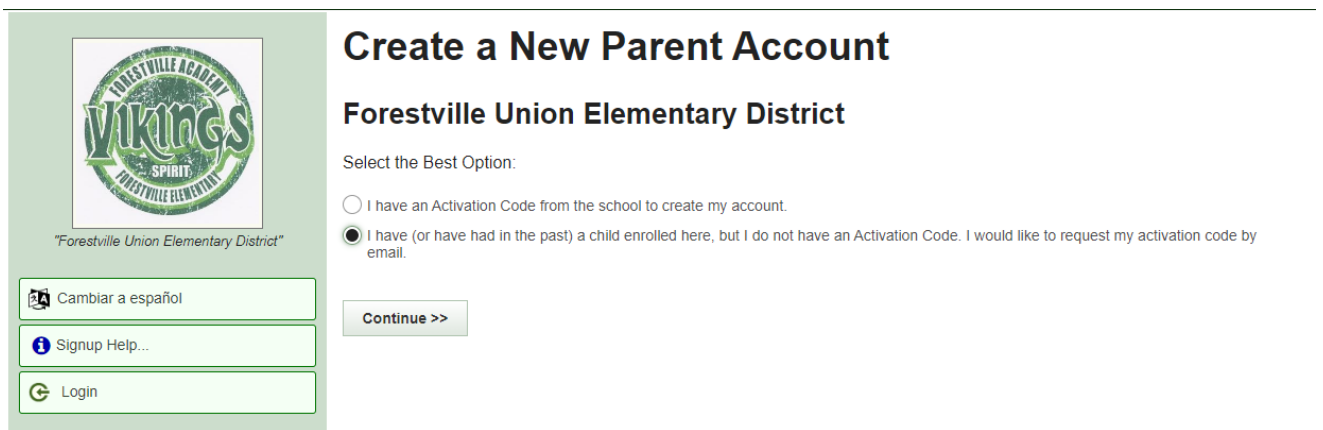
Schoolwise Parent Portal Set-Up Directions for Online Forms

Our school utilizes a student information system called Schoolwise. Please follow these steps to create a parent/guardian account:

1. Please go to: <https://fusd.schoolwise.com/>
2. Click on the button on the left side that says “parent sign-up”



3. Click on “I have (or have had in the past) a child enrolled here, but I do not have an Activation code” and then click continue.

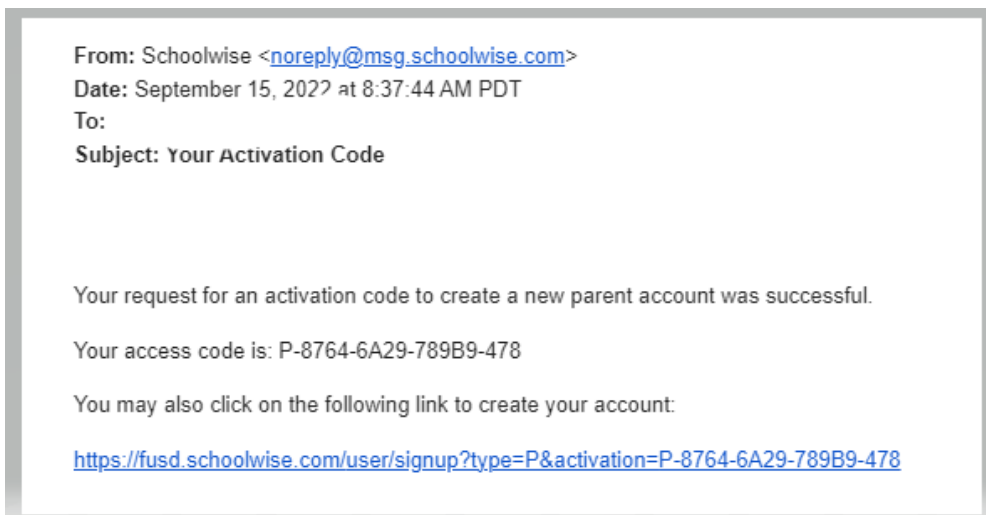


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4. Enter the requested information about yourself and your child and then click submit request.

The screenshot shows a web form titled "New Parent Account" with the sub-heading "Request Activation Code". On the left is a sidebar with the Forestville Academy Vikings logo and "Forestville Union Elementary District" text, along with "Signup Help..." and "Login" buttons. The main form area contains instructions: "To Request a Parent Activation Code, you must have one or more children enrolled in a school in this district, either currently or in the past." and "All fields are required, and must match the school's records exactly. If your request is accepted, you will be sent an email containing your activation code, with a link to create your account." The form is divided into two sections: "Parent Information" with fields for "Your First Name", "Your Last Name", and "Your Email Address"; and "Enrolled Child Information" with fields for "Child's First Name", "Child's Last Name", and "Date of Birth (mm/dd/yyyy)". A "Submit Request" button is at the bottom.

5. Check your email (it could be in your spam folder):



6. Go back to fusd.schoolwise.com and use your access code or click on the embedded link in the email to finish setting up your account.
7. If you have any questions or problems, please contact Cisco Piazza at cpiazza@forestvilleusd.org or 707-887-2279.