

**TRONA HIGH SCHOOL  
GRADES 7-12**



**STUDENT/PARENT HANDBOOK  
2023-2024  
[www.tjUSD.net](http://www.tjUSD.net)**

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## TRONA HIGH SCHOOL

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83600 Trona Road • Trona, CA 93562 • 760 372-2824

Fax 760 372-4504

Sari Fleishauer, Trona High School Principal

Dear Parents and Student:

As we embark on our adventure into the 2023/2024 school years, I want to address the students and their families about how excited I am to be your Principal here at Trona High School. Trona is a unique place that makes you feel proud to be a part of it the minute you step foot into our small community and our school provides that atmosphere as well. To be a Trona Tornado is a privilege and should hold a special place in one's heart today, tomorrow, and throughout your future endeavors.

Our exceptional staff works together to provide outstanding educational opportunities for students. We strive for academic excellence. Staff provides a rigorous curriculum preparing students for college and careers. A safe learning environment and positive school climate supports continued student growth and improvements.

This handbook is designed to provide students and families with the information necessary for success at Trona High School. This handbook is to provide clarification of policies and procedures, as well as requirements for academics, athletics, and activities. Please review the handbook together with diligence as some things may have changed from previous years. Please do not hesitate to reach out with follow-up questions and concerns as our students, families, staff, and stakeholders are the reason Trona High School exists; we work to make our students experience optimal for the future they desire.

Best Regards,

Sari Fleishauer

Principal of Trona High

*“Together We Succeed”*  
**Trona Joint Unified School District**  
**MISSION STATEMENT AND DISTRICT GOALS**



## TRONA HIGH SCHOOL STUDENT LEARNER OUTCOMES



**OUR MISSION IS TO EDUCATE AND EMPOWER ALL TO BE SUCCESSFUL IN COLLEGE, CAREER, AND COMMUNITY IN THE 21<sup>ST</sup> CENTURY**

**#1 GOAL ORIENTED LEARNER WHO:**

- √ Possess grit and willpower to overcome challenges
- √ Set priorities and goals for the present and the future
- √ Apply knowledge and skills previously acquired
- √ Use and assess effective and appropriate learning strategies
- √ Use effective organizational skills.
- √ Use technology as a learning tool.

**#2 RESPONSIBLE CITIZENS WHO:**

- √ Display appropriate behavior.
- √ Develop an understanding and knowledge of history and culture.
- √ Participate in student government and extracurricular activities.
- √ Participate in community service activities.
- √ Displays and understands finances
- √ Use technology appropriately and address and resolve community challenges.

**#3 INDEPENDENT COMPLEX THINKERS WHO:**

- √ Identify, analyze, interpret and evaluate information.
- √ Make decisions by applying critical thinking and problem-solving skills.
- √ Develop creativity and original thinking.
- √ Support thinking with valid citations.
- √ Use technology effectively to solve problems.

**#4 TACTICAL AND EFFECTIVE COMMUNICATORS WHO:**

- √ Read, write, speak and listen literally, reflectively and critically.
- √ Convey significant, meaningful, and/or effective messages.
- √ Work collaboratively with others.
- √ Use technology to enhance communication.

**Tactical:** showing adroit planning; aiming at an end beyond the immediate action.

# Trona High School Bell Schedule

<u>Regular Bell Schedule</u>			<u>Monday Schedule</u>		
1st	7:20~8:25 a.m.	65 min.	1st	7:20~8:10 a.m.	50 min.
2nd	8:29~9:29 a.m.	60 min.	2nd	8:14~9:04 a.m.	46 min.
Break	9:29~9:40 a.m.	15 min	Break	9:04~9:15 a.m.	15 min.
3rd	9:44~10:49 a.m.	65 min.	3rd	9:19~10:09 a.m.	50 min.
4th	10:53~11:53 p.m.	60 min.	4th	10:13~11:03 a.m.	50 min.
Lunch	11:53~12:23 pm	30 min	5th	11:07~11:57 a.m.	50 min.
5th	12:27~1:32 p.m.	65 min.	Lunch	11:57~12:27 p.m.	30 min.
6th	1:36~2:36 p.m.	60 min.	6th	12:31~1:21 p.m.	50 min.
<u>Rally Schedule</u>			<u>Finals Schedule</u>		
1st	7:20~8:13 a.m.	55 min.	1st/4th	7:20~9:20 a.m.	120 min.
2nd	8:17~9:07 a.m.	50 min.	Break	9:20~9:40 a.m.	20 min.
Break	9:07~9:22 a.m.	15 min.	2nd/5th	9:45~11:45 a.m.	120 min.
3rd	9:26~10:19 a.m.	50 min.	Lunch	11:45~12:15 a.m.	30 min.
4th	10:23~11:16 a.m.	53 min.	3rd/6th	12:20~2:20 a.m.	120 min.
5th	11:20~12:13 a.m.	53 min.			
Lunch	12:13~12:43 p.m.	30 min.			
6th	12:47~1:40 p.m.	53 min.			
RALLY	1:44~ 2:36 p.m.	52 min			

Disclaimer: Schedules are subject to change as needed



**Trona High School**  
**Report Cards, Progress Reports, and**  
**Eligibility Report Dates**  
**2023-2024**



<b>Eligibility Reporting Periods</b>	<b>Grading Period Ends</b>	<b>Eligibility List Published</b>
Eligibility Check	Monday	Thursday's
First Quarter <i>Progress Report</i>	September 24	September 27
<b>First Quarter Report Card</b>	October 15	October 18
Second Quarter <i>Progress Report</i>	November 5	November 8
<b>Second Quarter/First Semester Report Card</b>	December 17	December 20
Third Quarter <i>Progress Report</i>	February 11	February 14
<b>Third Quarter Report Card</b>	March 4	March 7
Fourth Quarter <i>Progress Report</i>	April 22	April 25
<b>Fourth Quarter Report Card</b>	June 3	June 6
End of Summer School Updates	Post-Summer School	August

**TRONA JOINT UNIFIED SCHOOL DISTRICT  
2023-2024 SCHOOL CALENDAR**

JULY					AUGUST					SEPTEMBER					OCTOBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	*4	5	6	7		1	2	3	4					1	2	3	4	5	6
10	11	12	{13}	14	7	8	9	{10}	11	*4	5	6	7	8	9	10	11	{12}	13
17	18	19	20	21	14	15	16	17	18	11	12	13	{14}	15	16	17	18	19	20
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
31					28	29	30	31		25	26	27	28	29	30	31			
NOVEMBER					DECEMBER					JANUARY					FEBRUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3					1	*1	2	3	4	5				1	2
6	7	8	{9}	*10	4	5	6	7	8	8	9	10	{11}	12	5	6	7	{8}	9
13	14	15	16	17	11	12	13	{14}	15	*15	16	17	18	19	*12	13	14	15	16
20	21	22	*23	24	18	19	20	21	22	22	23	24	25	26	*19	20	21	22	23
27	28	29	30		*25	26	27	28	29	29	30	31			26	27	28	29	
MARCH					APRIL					MAY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	{11}	12	6	7	8	{9}	10	10	11	12	{13}	14
11	12	13	{14}	15	15	16	17	18	19	13	14	15	16	17	17	18	*19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
*25	26	27	28	*29	29	30				*27	28	29	30	31					
ATTENDANCE MONTHS / DAYS					IMPORTANT DATES														
1) 08/18/23 - 09/08/23 15 2) 09/11/23 - 10/06/23 20 3) 10/09/23 - 11/03/23 19 4) 11/06/23 - 12/08/23 19 5) 12/11/23 - 01/19/24 17 6) 01/22/24 - 02/16/24 19 7) 02/19/24 - 03/15/24 19 8) 03/18/24 - 04/19/24 20 9) 04/22/24 - 05/17/24 20 10) 05/20/24 - 06/06/24 12  Total Student Days 180					First Student Day - Aug. 18					Last Student Day - June 6									
					TES/THS Back-to-School - Aug. 28					Graduation Day - June 7									
					Contingency Day-May 24					Student Mon. Schedule in RED									
					Open House - May 6					<b>STUDENT HOLIDAYS</b> Sept. 4 - Labor Day Nov. 10 - Veteran's Day Nov. 20-24 - Thanksgiving Break Dec. 18 - Jan. 1 - Winter Break Jan. 15 - ML King Day Feb. 12 - Lincoln's Day Feb. 19 - President's Day Mar. 25-29 Spring Break Mar. 25 Admissions Day (Classified off) Mar. 29 Good Friday May 27 - Memorial Day Jun. 19 - Juneteenth									
					(Teacher Orientation Days) August 16, August 17, June 7														
					THS Finals on December 13th and 14th														
					THS Finals on June 4th and June 5th														
					Staff Development Days Aug. 15, Oct. 30 & Jan. 2														
					Homecoming October 28														
					{ } Board Mtgs each month														
* Classified Holidays																			
REPORT PERIODS ENDING DATES FOR GRADES K - 12 *1st and 3rd quarter subject to change																			
1st QUARTER October 20, 2023					2nd QUARTER December 15, 2023					3rd QUARTER March 22, 2024					4th QUARTER June 6, 2024				
ATHLETIC ELIGIBILITY PERIODS *subject to change																			
1. AUG. 18 - SEPT. 8					4. OCT. 23 - NOV. 9					7. JAN. 22 - FEB. 9					10. APR. 1 - APR. 19				
2. SEPT. 11 - SEPT. 29					5. NOV. 13 - DEC. 15					8. FEB. 13 - MAR. 1					11. APR. 22 - MAY 10				
3. OCT. 2 - OCT. 20					6. JAN. 3 - JAN. 19					9. MAR. 4 - MAR. 22					12. MAY 13 - JUN. 6				

# DISTRICT AND SCHOOL PERSONNEL DIRECTORY

## District Office

Shirley Kennedy, Interim Superintendent,  
Angie Ball Superintendent's Secretary

## Board of Trustees

Priscilla Benadom Samantha MacLean  
Cathy Heseman Sandy Sprouse  
Skylar McCullar

## Administration and Support Staff

High School Principal .....	Sari Fleishauer
Elementary Principal .....	Nicole Yeager
District Counselor .....	Katherine Harvey
High School Office Secretary .....	Alicia Horta
Elementary Secretary .....	Charity Johnson
I.T. Support .....	Erik Benadom
Paraprofessionals .....	Kim Bays, Jamie Gossett, Nikki Horta, Sarah Knight, Jamie Franklin, Wendi Roberson, Johnnie Villegas, Tatiana Stephanie Horta, Wendy Jordan
Business Clerk .....	Stephanie Horta, Wendy Jordan
Office Clerk .....	Gini Schwartz
Maintenance/Transportation Foreman .....	Darik McCullar
MOT Secretary.....	Angelica Rivera
Maintenance .....	Tonia McCurdy
Bus Drivers .....	Leesa Cox, Lana Horta, & Tonia McCurdy
Custodians .....	Roxana Horta, Sylvia Rivera, Tracy Surles
Cafeteria Manager .....	Diana Martin
Cafeteria/Cooks/Helper .....	Alicia Robles, Anita Corey, Trudy Lindsey

## Trona High School Faculty

Christal Robles	Waylon Peak	Jeff Reznichuk
Heather Orozco	David Scott	Sadie Nutter
Herman Foster	Jeff Tuckness	

## Elementary School Faculty

Wendy Scott	Kandace May	Christina McCurdy
Mandy Holdin	Nicole Yeager	Vernon Griffin
Sue Mattina		

## Preschool Director

Amy Doss

## County Classroom / Employees

Paraprofessionals - Kristen Farmer, Cheresea McMillen

## Class Advisor & Duties

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### SENIORS

Graduation  
Class Meetings, Class Elections,  
Painting of T, Sweetheart Dance,  
Senior Trip Organization & Planning

### JUNIORS

Class Meetings, Class Elections,  
Junior/Senior Prom,

### SOPHOMORES

Class Meetings, Class Elections,  
Homecoming class competition, Organizing and setting  
up Homecoming Parade

### FRESHMEN

Class Meetings, Class Elections,  
MORP

### 8<sup>TH</sup> GRADE

Class Meetings, Class Elections  
7/8 grade dance, Homecoming dance  
Coordinator

### 7<sup>TH</sup> GRADE

Class Meetings, Class Elections,  
7/8<sup>th</sup> grade dance, Powderpuff

# **GENERAL INFORMATION**

## **ACADEMIC ADVISEMENT**

Beginning with grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions. EC 221.5(b) Students who fail a course may be required to meet with the counselor to review academic progress and possible placement in alternative programs.

## **ACADEMIC RECOGNITION PROGRAM**

The Distinguished Scholar, the Graduate with High Honors and the Graduate with Honors programs are offered to increase academic motivation, broaden university admission options, provide access to competitive majors, prepare for college admission exams, and develop strong academic skills in university preparatory students.

All students completing these four-year academic recognition programs will receive recognition at the commencement ceremony, a special notation on transcripts, special certificates, and higher class ranks than other students.

Class Valedictorian and Class Salutatorian shall be the highest ranked Distinguished Scholars. For purposes of class ranking, Distinguished Scholars and Graduates with High Honors, grade point averages will be calculated using only grades of the classes which meet the prescribed requirements. Distinguished Scholars will rank above the remainder of the class. The number of quality points (grades achieved multiplied by the grade point average) earned beyond the prescribed courses will break ties. Further ties will result in ties for the honor of rank.

To qualify as a Distinguished Scholar, as a Graduate with High Honors or as a Graduate with Honors, a student must:

- ◆ Complete all prescribed courses in grades 9-12
- ◆ Receive no more than 8 semester grades of C in the prescribed courses of study, grades 10-12
- ◆ Receive a letter grade in all prescribed courses, grades 9-12
- ◆ Receive a grade of C or higher in all courses, grades 10-12

## **Standards for Distinguished Scholar**

- ◆ Mathematics: 4 years, which must include Algebra I, geometry, Algebra II, pre-calculus or calculus
- ◆ English: 4 years in grades 9-12, with grades 11 and 12 at Honors level
- ◆ Foreign Language: 2 years of the same foreign language
- ◆ Laboratory Science: 3 years, including biology and chemistry plus either marine biology, or physics
- ◆ Social Science: 4 years, with grades 11 and 12 at the Honors level
- ◆ Physical Education: 2 years
- ◆ Driver Education/Health: 1 year

## **Standards for Graduate with High Honors**

Prescribed course of study for Graduate of Honors

- ◆ English: 4 years in grades 9-12 at college preparatory or Honors level
- ◆ Mathematics: 4 years, including Algebra I and geometry
- ◆ Foreign Language: 2 years of the same foreign language
- ◆ Sciences: 3 years, including at least biology and chemistry
- ◆ Social Studies: 4 years, with grades 11 and 12 at the Honors level
- ◆ Physical Education: 2 years
- ◆ Driver Education/Health: 1 year

## **Standards for Graduate with Honors**

Achieve a 3.5 or better grade point average overall.

## **HONOR ROLL**

The Honor Roll recognizes students each semester for academic achievement. In order for a student to be on the honor roll they may not be failing any classes and have a GPA of:

- 3.0 – 3.49 – Honor Roll
- 3.5 – 3.99 – Principal's Honor Roll
- 4.0 – Superintendent's Honor Roll

## **STUDENT OF THE MONTH**

Each month teachers select an outstanding junior high and high school student. Selected students are acknowledged by the Trona Board of Trustees at their regular monthly board meetings and presented certificates by the Trona Elks Club. Pictures are taken for the High School Facebook Page/Website. An end-of-the-year dinner ceremony is held by the High School and local Elks Club for students and parents. The students are recognized for their achievements and one student from the junior high and one from high school are selected by staff as Student of the Year. This ceremony takes place in the auditorium at the end of the year.

## **AGE RELATED RESPONSIBILITIES**

All Trona students including students, who are 18 years old and older, are required to comply with Trona Joint Unified School District and Trona High School policies and procedures. Eighteen-year-old students and emancipated minors who intend to sign school documents must notify the School and District in writing, using the Trona Joint Unified School District "Signature Authorization" form which is available in the School Office at the high school. 18 year old students must also provide proof of age.

## **ASB CARDS**

Your child may purchase an ASB card for \$25.00 from the District Office. The card can be used for discounts on admissions to all regular Trona High School home sporting events and dances. The money raised by these cards goes into the ASB general fund to be used to support student activities.

## **BOOKS, MATERIALS, AND RESOURCES**

Students may be issued textbooks, materials, and resources/technology in their classes. Students are responsible for the care of textbooks, library books, and resources. Students will be charged for lost or damaged textbooks, library books, materials, and resources, and the student must either pay for the

charges or make arrangements to do so prior to his/her being issued additional books or resources. All school materials and equipment loaned to a student are the responsibility of the student. Students who end their four years of high school have not paid for lost books, cafeteria charges, and other school debts prior, must do so before graduation.

### **CAMPUS ENTRANCE AND AUTHORIZED ACCESS AREAS**

There is only one authorized entrance for high school students. All students must enter and exit through the high school office gate. Entering or exiting through the district office area is prohibited. Jumping the fence to enter or exit the high school is a safety violation and appropriate consequences will be implemented. Many of the buildings and adjacent areas of the high school have been closed to students. Permission from a staff member is required for students to enter these areas during school hours. (See school map - page 14).

### **CAMPUS VISITATIONS**

Parents are encouraged to visit the THS campus. As stated in Penal Code 627, during school hours (7:00 a.m. to 3:30 p.m.), all visitors, including parents, must register with the high school office.

**“No outsider may enter grounds during school hours except to proceed directly to the Principal’s Office to register their names. No parent/guardian or other visitors will be allowed on campus unless they have official business to conduct.”**

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Please help us to communicate with you by keeping us informed when you change your phone number and/or address. Call the high school office at 760-372-2824 or send a note if there is a change of address or telephone number. Also, be sure to notify the school office if there is a change in a student’s legal name or a change in the family household or guardianship. To change guardianship, complete the Parent Affidavit Form available in the high school office. To change a legal name, complete the Name Change Affidavit Form available in the high school office.

### **CITIZENSHIP GRADES**

Students earn citizenship grades in each class. Students are expected to be in class on time, focus on their studies and participate fully in class activities. Students are expected to turn in all assignments on time. Tardiness may lower citizenship grade.

### **EMERGENCY CONTACTS**

Parents and students must provide the high school office with UPDATED emergency cards that include the names of emergency contacts, current addresses and telephone numbers in the event that the student becomes ill or has an accident. Emergency Procedure Cards must be signed by the parents or legal guardian and returned to the school office before registration can be completed.

### **FIELD TRIPS**

Parents and students must provide the teacher and/or school office written parental permission to participate in field trip activities. Students who have demonstrated unsatisfactory behavior may not be allowed to participate.

## **FOOD SERVICE**

It is the goal of the food service department to provide healthy meals to all students on a daily basis. Schools that participate in the CEP are able to provide healthy breakfasts **and lunches** each day at no charge for **all** students enrolled in that CEP school during the 2023/2024 School Year. We are excited to be able to participate in this program and provide breakfast and lunch free of charge to all our students every school day. Households no longer need to fill out a free/reduced lunch application to receive a free lunch. However, we are required to gather household income data to receive local control funding. Enclosed in your student's registration packet you will find the household income data collection form. Please fill this out. This information will be kept private and only be used for the purpose of funding.

**Pre-paid Account** - Each student in the school has a point-of-sale cafeteria account with a personal identification number. Money may be deposited in advance on a student's account at the cafeteria, high school office, or district office to purchase snack bar or ala carte items. Students enter their identification number at the time a purchase is made. The cashier will verify the student making the purchase via photo identification on the point-of-sale account screen. This prepaid account can be used for any cafeteria purchase. Students may not charge snack bar items to their account with a balance of \$0.00 or less. All balances still owed on students' cafeteria accounts must be paid by graduation in order to receive their diploma. Your student's account balance may be checked online at -

**<https://cacloud1.infinitecampus.org/campus/portal/trona.jsp>**

If a student requires special meals and/or accommodations, a form such as the one on page 121 must be completed, signed by the student's physician, and returned to the school before lunch accommodations can be arranged. Forms are available in the high school office.

## **OFF CAMPUS LUNCH**

The governing board of the Trona Joint Unified School District, pursuant to Education Code 44808.5, has decided to permit the students enrolled in grades 9-12 at Trona High School to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. (EC 44808.5)

## **HEALTH EDUCATION INSTRUCTION**

Trona High School provides instruction in Health in accordance with Education Code provisions. All curricula follow State Department of Education Guidelines. We use professional judgment to provide age appropriate instruction and materials. You are invited to discuss curriculum, methods of instruction and use of instructional materials with us at any time. Please contact the principal if you wish to make an appointment. Ed. Code Section 51240 states, "If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a pupil, the pupil, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs. For purposes of this section, "religious training and beliefs" includes personal moral convictions.

## **HOMEWORK**

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion.

The Governing Board considers homework to be an important part of the instructional program. When it is properly implemented, students will:

1. Develop regular study habits and the self-discipline basic to effective students and the ability to work independently.
2. Gain more information than would be possible in the classroom situation alone.
3. Have more opportunity to develop a personalized, creative approach to projects and other schoolwork.
4. Learn to budget their time more effectively.

## **ACADEMIC HONESTY**

Trona High School students are expected to uphold the highest standards of academic conduct and personal integrity. Students who cheat deprive themselves of the opportunity to learn—especially, how to think. Knowing how to think critically in each subject area prepares students for university classes, as well as any profession they pursue. Cheating is destructive to the entire school community since it damages relationships and engenders mistrust in teachers and classmates. Students who do not cheat also suffer from the inflated grades that result from academic misconduct. Students who choose to cheat or plagiarize will face the risk that teachers and counselors may not want to write their letters of recommendation for college. If students are suspended for cheating or plagiarism, they are required to admit it in their college applications for private schools. Students face life changing consequences when they choose to cheat rather than earning grades honestly through hard work and good study habits. If students are ever unclear about the guidelines regarding the correct way to cite sources, it is their responsibility to consult with their teachers before submitting an assignment. Cheating and plagiarism are forms of academic misconduct and are both dishonest choices that students can avoid. Ignorance about what constitutes cheating is not a defense.

### **Plagiarism**

Trona High students are expected to cite each web page, book, or other sources each time they include any information in an essay or project of their own. Plagiarism includes but is not limited to the following guidelines:

- o Including the words of another writer without including proper citation. Copying and pasting from the Internet or other electronic sources—even one sentence—is considered plagiarism unless there are quotation marks preceding and following the quoted material. Student writers must also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well—artwork, photography, computer coding, mathematical calculations, etc.

- o Citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods.
- o Presenting the ideas of another writer (scientist, computer programmer or artist) as one's own original thoughts (or a. Unless a student attributes the ideas to the correct source—even if the wording is changed)—can be considered plagiarism. If the paper includes another author's ideas, the student must indicate with footnotes or in a Works Cited page where this source can be found. Writing is an extension of one's thinking, and most assignments challenge a student to articulate her own ideas—to differentiate between the opinions she arrived at through her own analysis and those she concluded by consulting other sources. Even if she shares the same opinion as another writer, and all the words/images in her essay are her own, she must give credit to the sources used. This applies to music, artwork, coding, etc.
- o Submitting another student's work as your own, for example, an essay written by a sibling or another student.
- o Submitting a paper or art work, etc. purchased from an Internet essay site.

## Cheating

The following are additional examples of cheating:

- o Copying another student's work or assignment (including homework) to submit as one's own.
- o Allowing another student to copy your assignment (including homework) with the intention of submitting to a teacher for credit.
- o Using an unauthorized set of notes, cheat sheet, graphic calculator or other storage device during a test or quiz.
- o Helping another student without permission on a test or quiz.
- o Stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission.
- o Modifying or in any way altering a teacher's grade or official records.
- o Using the teachers notes, manuals, or guides without explicit permission.
- o Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects).

## Consequences

The consequences of cheating or plagiarism can be severe. Students will receive an F on their assignment or test and may also face suspension from school and a notation on their permanent record. The consequences of cheating and plagiarism at Trona High School are as follows:

**First Incident:** 1) Fix the essay, possible zero on exam or assignment; 2) Parent Conference; 3) Referral to Principal; 4) detention

**Second Incident:** 1) Zero on exam or assignment and will not retake it; 2) Parent Conference; 3) Referral to Principal; 4) 1 In-School suspension

**Third Incident:** 1) Zero on exam or assignment and will not retake it; 2) Parent Conference; 3) Referral to Principal; 4) 1 out of school suspension (In consultation with the teacher, counselor, and administrator, consequences may be modified depending on the circumstances of each incident.)

On the first day of school all students receive this policy in their THS Student Handbook. Students and parents will be required to sign and date this policy each year before school begins, along with their registration and emergency contact forms.

### **LOST & FOUND**

You should write your name, in ink, in the space provided for that purpose in all textbooks, and put your name and special identification mark on all personal property, especially on gym clothes. Lost and found is located in the high school library and any lost books and other items recovered should be taken to that location. The school is not responsible for any article lost, including textbooks.

### **MEDICATION**

If the student is on medication of any kind, please notify the School Office. The school CANNOT administer medication of ANY TYPE without written authorization from the physician. Prescription medication that must be taken during the school day must be brought to the high school office in the original container. Medication will be supervised by the high school office staff or school nurse.

### **PARENT CONCERNS**

Occasionally a parent has a concern about something that is happening at school. We encourage parents to keep good communication channels open with the school. We need your input. We encourage you to ask questions. Please contact the high school office if you have any concerns.

### **PARENT INVOLVEMENT**

We encourage you to make time for Trona High School. It has been shown over and over again that students whose parents are actively involved in school do better in school. This is as important for high school students as it is for elementary school students.

PLEASE GET INVOLVED IN YOUR HIGH SCHOOL STUDENT'S EDUCATION. THE STUDENT NEEDS YOU AND THE SCHOOL NEEDS YOU! There are many ways for you to become involved to help your student and the school:

- Assist in the classroom (See Parent Volunteer)
- Chaperone or volunteer to help with special events such as sports events, dances, and field trips (See Parent Volunteer)
- Monitor your student's television watching and homework completion habits
- Serve on a committee
- Visit the school
- Most importantly, be in contact with your student's teachers

## **PARENT CLASSROOM VOLUNTEER**

To be a parent volunteer you must receive administrative approval in the district office. For classroom volunteers who provide greater than 10 hours of time, clearance also requires the following:

- **Live Scan Fingerprinting**
- **Negative TB test results**

If you are interested in volunteering, please call 760-372-2824.

## **REPORTING TO PARENTS**

Student grade reports are issued at the end of each quarter. Progress reports are issued at the midpoint of each quarter. Parents may review more frequent individualized reports by logging onto Infinite Campus at [tjUSD.net](http://tjUSD.net) Parent Portal.

## **SCHOOL DANCES AND PARTIES**

All student body dances must be arranged by the Activity Director, Student Council, and appropriate advisor(s).

### **Admission to any dance can be denied by school personnel.**

Student Body dances are set up primarily for Trona High School students. Guests are welcome only if they fill out a form and are cleared **IN ADVANCE** by the student inviting him/her and a "Guest Pass" is obtained from the high school office PRIOR to the event at \$1 per pass *in addition to the ticket charge*. All guest passes must be approved by the administration prior to the event. A THS student may invite only one guest.

The district administration has the right to deny anyone, who is not a student of Trona High School, from attending dances.

Seventh/Eighth grade students may be allowed to attend high school dances. Some dances may include 7-12 students at the discretion of school administrators and with permission from 7/8 grade parents.

There is to be no smoking or drinking of alcoholic beverages at any time while attending a school activity. Persons over twenty (20) years of age will not be issued guest passes. Dances could remain separate for 7th/8th grade students and 9th – 12th grades students.

All guests will be required to show I.D. At regular student body dances, students and guests are expected to remain at the dance until closing hour. **STUDENTS WHO LEAVE MAY NOT RE-ENTER UNLESS GIVEN PERMISSION BY THE PRINCIPAL OR ASSIGNED DESIGNEE.**

**Any student(s) involved in fighting or physical aggression will be banned from school related dances or other school functions for a period of ONE YEAR.** This includes school related summer dances as well.

Dress for all social functions will be set by the Student Council and will be announced two weeks prior to the function. Any loitering around the activity will be reported to the police. **No outside drinks will be allowed in school dances.**

Exceptions to the "twenty years of age" rule for guest passes will be made for the annual Junior/Senior Prom. Trona High School students married to someone older than age twenty may be approved to attend the Prom as "guests." This approval can only be given by the principal prior to the Junior/Senior Prom.

**In addition, getting on court for homecoming and sweetheart is a privilege. If you are running for Queen or King, you must be grade level status and eligible the entire time on court. One time eligibility is not applicable.**

**Senior Classification- 165 credits  
Junior Classification- 110 credits  
Sophomore Classification- 55 credits**

#### **(SARC) SCHOOL ACCOUNTABILITY REPORT CARD**

School accountability report cards can be viewed on the high school website at:  
**www.tjusd.net**

#### **SCHEDULE CHANGES/DROP CLASSES**

If a student requests to drop a course during the drop/add period, written notice must be received by the counselor within the first ten days of the semester. Schedules will be changed only for the following reasons:

- Sequence of courses is out of order, placed in the wrong course or not given a class needed.
- Incomplete schedule
- A change in students IEP
- A summer school course has been passed

A student can change classes within the first three weeks grace period of the semester, he or she can not change or drop any classes once the three weeks are up.

#### **CLASSES**

If Trona High School offers the class, students cannot take it through another institution or program(acellus). If the class is not offered, students can do concurrent enrollment through a Jr. College or take the class through another program. For college courses, honors credit will be granted for UC and CSU transferable courses.

**Seniors are the only students who can qualify for free periods. This can only be done if they are on track to graduate.**

## **STUDENT DRIVERS**

Students must register all vehicles in the high school office.

- a. Provide proof of insurance
- b. Provide copy of valid driver's license
- c. Provide copy of valid vehicle registration
- d. Drive in a safe manner
- e. Park only in authorized parking area
- f. Obey all traffic laws
- g. Do not go to student parking during school hours without

written authorization from school staff or faculty

## **STUDENT GOVERNMENT**

The Associated Student Body is governed by elected and appointed student leaders. Student council meetings are held regularly during 0 period, beginning at 6:30 a.m. General council meetings, which include class presidents and representatives, begin at 7:00 a.m. every Wednesday morning.

### **2023-2024 ASB Executive Student Council**

**President:** Courtney Franklin  
**Vice-President:** Alyssa Stephens  
**Treasurer:** Samantha Burley  
**Secretary:** Autumn Dunn  
**Social Chair:** Lily Mehan  
**Publicity:** Not filled

### **ASB Advisor:**

The Associated Student Body Government is designed to organize activities and fundraisers for the students and staff at Trona High School. The ASB council is committed to getting the students involved in as many school activities as possible. We want to be able to offer the students at Trona High School activities that will allow them to take a break from the academic environment of the classroom.

All students running for office, grade 7 – 12 inclusive, must maintain minimum progress toward meeting graduation requirements prescribed by the governing board on page 46.

# **ATTENDANCE**

## **ATTENDANCE POLICY**

*Regular attendance and punctuality are essential if a student is to receive maximum benefit from an instructional program.* Absence and tardiness are counterproductive to educational success. In addition, students who are absent from or tardy to class infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program and by causing teachers to unnecessarily repeat and review information and material previously covered. Although it is possible for students to make up much of the work missed due to absence, it is impossible to completely compensate for the loss of classroom and instructional time.

For these reasons, it is essential that students attend school regularly and that absences are caused by legitimate and compelling reasons only. A concerted effort should be made by students, parents/guardians, and school staff to schedule as few as possible appointments and activities which interfere with school attendance and class schedules.

## **REPORTING ABSENCES**

When a student is absent from school, the parent should call the **Attendance Office** at 760-372-2824 on the first day of the absence and each subsequent day. If time permits, the attendance clerk will telephone the residence of absent students to try to clear their absence.

### **When a student is absence, please provide the following information:**

1. Current date
2. Student's full name
3. Date of absence(s)
4. Reason for absence
5. Signature of parent/guardian
6. Call the Attendance Office on the day of the absence at 372-2824 (between 7:00 a.m. and 3:30 pm.) OR send a written note with the student upon his/her return to school. All absences must be cleared with the Attendance Office, first thing in the morning, before a student returns to his/her class.

### **Absences are excused** for the following causes (Education Code 48205):

- (1) Illness
- (2) Quarantine under the direction of a county or city health officer
- (3) Having medical, dental, or optometric services rendered.
- (4) Attending 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) Jury Duty
- (6) Illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit

organization **when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction in accordance with Education Code 46014.

Absences for reasons other than those listed above will not be considered “excused,” but still must be verified. Please note that family trips, babysitting, and attending social events **are considered “unexcused” absences.**

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

A pupil may not receive credit for a class due to excessive unexcused absences (equaling ten percent of the number of days in the semester) if the teacher has informed the students and parents at the beginning of the school year or semester. When a student reaches that number of unexcused absences, the student and the parent/guardian may be notified and a failing grade due to excessive absences may be indicated on the student’s records.

Failure to clear an absence with a legitimate reason within **two school days** will result in a truancy being marked on the student’s attendance record. Using forged notes or making unauthorized telephone calls to clear absences will be cause for disciplinary action.

Any senior participating in “Senior Ditch Day”, will forfeit their participation on the Senior Trip.

### **POSITIVE ATTENDANCE**

Trona High School has converted to an actual attendance accounting system as mandated by SB727. Under this program, your school is only funded when students are in attendance. This means that if a student is absent, regardless of the reason, your school will not receive funding for that student. **Therefore, it becomes exceedingly important that student’s doctor and dental appointments be made during non-school hours.**

### **TARDY POLICY**

When an individual is tardy to class, the total school community and the individual are adversely affected. Learning disruptions occur, and the habit of punctuality does not develop. When the student enters the classroom late, the total learning process is disrupted. The teacher and pupils are distracted, attendance records must be changed, and pupil attention must be regained. Learning time is lost not only by the person who is tardy, but also by other students in the classroom. By being tardy to class, a person not only shows a lack of consideration for others but also deprives them of valuable learning time.

The habit of punctuality shows mature self-discipline and helps to prepare one for his or her future life.

Each teacher may establish his/her own additional consequences for students arriving late to class and may take necessary action. Continued habitual tardiness will be construed as willful disobedience/defiance.

A student is tardy when he/she is late to class thirty (30) minutes or less after the tardy bell rings. Thirty-one (31) minutes or more will result in the student being recorded as absent or Truant.

- 1<sup>ST</sup> Tardy:     1. The student is assigned one (1) detention.  
                  2. The parent is notified via email or phone by the teacher.
- 2<sup>nd</sup> Tardy       1. The student is assigned one (2) detention.  
                  2. The parent is notified via email or phone by the teacher.
- 3<sup>rd</sup> Tardy       1. The student is assigned one (3) detention.  
                  2. Student is referred to the counselor.  
                  3. The parent is notified via email or phone by the Counselor.
- 4<sup>th</sup> Tardy       1. The student is assigned one suspension (1) day.  
                  2. Student is referred to the principal.  
                  3. The parent is notified via email or phone by the Principal.
- 5<sup>th</sup> Tardy       1. The student is assigned one in school suspension (1) days.  
                  2. The parent is notified via email or phone by the Principal  
                  3. Student is referred to SARB

When a student does not serve the assigned detention, he/ she will be given a consequence based on the counselor/Principal discretion.

**TRUANCY POLICY**

All absences must be cleared within 48 hours upon returning to school or the absences will be considered truants. All truancy detentions are assigned by the high school secretary who will notify the parents of the detention.

- 1<sup>st</sup> Truant       1. Student is assigned two (2) detentions  
                  2. The parent will be notified
- 2<sup>nd</sup> Truant       1. The student is assigned three (3) detentions  
                  2. The parent will be notified
- 3<sup>rd</sup> Truant       1. The student is assigned four (4) detentions  
                  2. The parent is notified  
                  3. Student is referred to the Counselor  
                  4. District Attorney will be notified
- 4<sup>th</sup> Truant       1. The student will lose all activities  
                  2. The parent is notified  
                  3. Student is referred to the Principal and a Student Study Team meeting will be arranged for possible transfer to an alternative education program. Also, the

appropriate state agencies will be notified, i.e. Child Protective Services and Welfare, San Bernardino District Attorney's Office, and SARB (referral)

### **STUDENT ATTENDANCE REVIEW BOARD - SARB**

It is the intent of the Trona Joint Unified School District to work with students and their families to provide the best possible education. In order for this to occur, the student must be in school. Parents whose students accumulate a third truancy are subject to legal action by the Student Attendance Review Board. Such action will include but not be limited to a hearing by the Attendance Review Board at which the student and parent are required to be present. At this hearing a plan to improve the student's attendance is outlined and the legal consequences for both the student and the parent are reviewed.

# **STUDENT DISCIPLINE AND DRESS**

## **DISCIPLINE POLICY**

### **Respect, Responsibility, and Achievement**

The behavior of students in school has an important influence on the realization of educational objectives. The following statements of policy will establish a guide for directing students in a manner which provides individual guidance and at the same time protects the welfare of all students. The establishment of procedures for governing pupil behavior relates to the following goals:

1. To assist students to achieve self-discipline and responsibility
2. To protect the safety and welfare of all students
3. To maintain a school climate which is conducive to learning
4. To demonstrate that all school employees and students have the right to be treated with respect

All teachers are expected to have their own classroom rules and consequences, (assertive discipline policy) posted in their classrooms.

Students will be held accountable for the following Code of Student Behavior:

1. Respect staff, fellow students and self. Follow the directions of the classroom teachers and other school staff, and respect the learning environment. Come to class prepared and always do your best.
2. Conduct yourself in a respectful manner. No inappropriate displays of affection or inappropriate dress. Demonstrate respectful behavior in the classroom, on the school grounds, at all sports events and school activities, and on the way to and from school.
3. Remain in authorized areas of the campus only and, while attending or participating in extracurricular activities, stay within the boundaries of that activity, under the supervision of school personnel, and remain at the activity/event through its conclusion, unless other arrangements have been made with authorized personnel.
4. Attend class on time every day unless ill or in possession of a valid excuse.
5. Be responsible for your property, the school materials and equipment issued to you, and the property of others.
6. Walk bicycles on campus. During the day, lock bicycles in the designated areas. Leave skateboards/skates/rollerblades and tennis shoe skates at home. They are not permitted on campus at any time

## **DISCIPLINE PROCEDURES**

All teachers are expected to have their own classroom rules and consequences (assertive discipline policy) posted in their classrooms.

### **LEVEL 1 DISCIPLINE PROCEDURES**

Steps one and two may be repeated as often as the teacher believes there is no need for outside intervention.

### **LEVEL 1 SEQUENCE OF ACTIONS**

#### **STEP 1: Student-Teacher conference**

- Explain Expectations
- Discuss Behavior
- Discuss Consequences (OMC)
- **Parent Phone Call**

**STEP 2:** Other means of correction and/or lunch detention. Students serving the detention room five minutes after lunch begins. If a student arrives late up to five minutes after lunch begins, student will be expected to serve an additional detention.

- After five detentions, any additional detentions will result in the loss of after school activities for a determined amount of time (dances, sporting events, practice, etc.).
- Detentions: 1 to 2 days of social isolation
- After 10 incidences within a semester student may be suspended on or off campus

**STEP 3:** Repeat step two as needed or move to step four depending on the infraction or time between infractions.

#### **STEP 4: Referral**

- Describe behavior
- Define previous steps taken
- List parent contact(s) made

#### **Intervention:**

1. Counselor/Principal/Parent/Student conference
2. Referral to Intervention Program
  - social emotion talks with counselor
  - restorative practices with counselor/ Principal

#### **Consequences:**

1. Referrals: 2 to 5 days of social isolation
2. Class Suspension
3. After 10 incidences within a semester students may be suspended on or off campus

## EXAMPLES OF LEVEL I VIOLATIONS

- A. General disruption of the orderly education process (EC 48900k).
- B. Littering (EC 48900k).
- C. Bringing or consuming food or drink in a classroom without teacher permission (EC 48900k).
- D. Creating a hall disturbance (EC 48900k).
- E. Loitering (not limited to the following examples) (EC 48900, 32211, 448100)
  - 1. In parking area without written authority
  - 2. In hallways and restricted areas without permission from staff and valid pass.
  - 3. Out of class without a pass
- F. Failing to comply with dress code (EC 48900k).
- G. Wearing sunglasses indoors (EC 48900k).
- H. Wearing headgear indoors without permission of staff (EC 48900k).
- I. Using in class radios, cassette recorders, electrical games electronic equipment, and other electronic devices, etc. (EC 48900k).
- J. Riding skateboards, skates, shoe skates, roller blades, scooters or bicycles on campus (EC 48900k).
- K. Theft.
- L. Displaying excessive show of affection/inappropriate sexual behavior (EC 48900k).
- M. Cheating.

Level 1 violation is not restricted to only the above-mentioned examples. The site administrator may choose to include other improper conduct.

## LEVEL 2 SEQUENCE OF ACTIONS

**STEP 1:** Student is referred to the principal

## EXAMPLES OF LEVEL 2 VIOLATIONS

- A. Possessing tobacco products (EC 48900h, 48915c).
- B. Insubordination (EC 489001, 48911, 48915c).
- C. Insulting, abusing, or threatening an employee or student (EC 48900i, 48915c, 44911, 44812).
- D. A suspended student entering school grounds without authorization (EC 48263).
- E. Throwing objects that could harm another person (EC 48900k).
- F. Fighting (EC 48900a, 48915a).
- G. Forgery or falsifying documents (EC 48900k).
- H. Hazing/harassment/bullying (EC 48900a, 48915c).
- I. Trespassing (EC 48900k).
- J. Stealing/possessing/transferring of stolen goods (EC 48900g).
- K. Tampering with another person's property/school property (EC 48900f).
- L. Gambling (EC 48900k, 48915a).

- M. Reckless driving; speeding (EC 48900a, f, k, 48915a, c).
- O. Pornography.

**LEVEL 3 SEQUENCE OF ACTIONS**

**STEP 1:** Students are referred to the principal for three (3) to five (5) days suspension. Conference is held with the parent and is notified of reassignment, transfer, or expulsion by the principal. Parents may appeal the principal's action to the Administrative Team.

The police and/or other appropriate agencies may be notified and charges may be filed. The student may be required to attend either Alcoholics Anonymous or Narcotics Anonymous as designated by the Superintendent/Board of Trustees.

**LEVEL 3 VIOLATIONS (Examples) – GROUNDS FOR EXPULSION**

- A. Arson (EC 48900f, 48915).
- B. False fire alarm/bomb threat (EC 48900a, f, k – Level 2, 48915a, c).
- C. Robbery/extortion (EC 48915, 48900 a, e).
- D. Rape or attempted rape (EC 48915).
- E. Assault and/or battery (EC 48900a, 48915a, 44014).
- F. Rioting (EC 48900k, 48915c).
- G. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects.
- H. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance including alcohol or paraphernalia listed in Section 11053 of the Health & Safety Code (EC 48900c, d, 48915a).
- I. Serious vandalism.
- J. Breaking and entering (EC 48900f, g).
- K. \*Vandalizing (EC 48915c, 48900f).
- L. Inciting a riot (EC 48900k, 48915c).
- M. Sexual Harassment (EC 84900i, 48900k).
- N. Participating in an unlawful assembly (EC 48900k, 48904.5).
- O. Possessing fireworks or firearm ammunition (EC 48900b, 48915a).
- P. Terrorist Threats (48900.7)

Level 3 violations are not restricted to only the above-mentioned examples. The site administrator may choose to include other improper conduct. Students may be cited under the Clean Sweep Program.

\*Restitution will be made for all damages and/or theft of property.

**OPERATION CLEAN SWEEP**

**Juvenile Citation Program**

Clean Sweep is a juvenile citation program whose focus is to promote a safe learning environment for all of our students. The program is a coalition of law enforcement, the school, Juvenile Probation, and the county courts

## **Scope and Content of the Program**

Students who commit any of the offenses listed below could receive a citation from school officials. This citation is very similar to a traffic ticket. It is processed through the county sheriff's department and requires that the student and his/her parent or guardian appear in traffic court for a hearing. The hearing is conducted by a traffic court hearing officer who has been trained in dealing with offenses committed by juveniles. The hearing officer will give the student a chance to tell his or her version of the incident as well as any mitigating circumstances. The hearing officer could impose fines (as much as \$1,000 in some cases), community service, probation stipulations or other options as he or she sees fit.

## **Offenses Covered by the Program**

1. Possession of Tobacco or Tobacco Paraphernalia (P.C. 308b) This includes loose tobacco, cigarettes, cigarette papers and other related tobacco products.
2. Disturbing the Peace (P.C. 415) This includes fights between students or challenging a person to a fight. It also includes offensive words used in a public place which are inherently likely to provoke an immediate violent reaction.
3. Littering on Public Property (P.C. 374.4) Littering means, "to discard, drop or scatter small quantities of waste matter such as beverage containers, packaging, wrappers, waste papers, etc., in any place other than a container for proper disposal thereof."
4. Possession of Alcohol (BP 25662) Possession includes clothing, purse, backpack, locker or other personal possession.
5. Petty Theft (P.C. 488) This is defined as anyone who steals, takes, carries, leads or drives away with the personal property of another with the specific intent to deprive the owner permanently of his or her property.
6. Under the Influence of Alcohol or a Controlled Substance in a Public Place (P.C. 647F).
7. Daytime Loitering (Full or partial day) (SBCO 25.0202(a))
8. Keeping Lost Property (PC 485)
9. Minor (person under the age of 18) in possession of an aerosol paint container (P.C. 549(e)(l). Possession is considered while in any public place including a vehicle or school bus.
10. Affix Graffiti (P.C. 640.6) Graffiti is defined as unauthorized inscription, word, figure, mark or design that is written, marked, etched, scratched, drawn, or painted on real or personal property.
11. Minor in Possession of Less than 28.5 Grams of Marijuana or Other Controlled Substance on School Grounds (H.S. 11357E).

Our purpose in implementing this program is to ensure that every young person is safe and free from threats, violence, intimidation or drugs while in school

## **STUDENT BULLYING / CYBER-BULLYING POLICY**

All forms of bullying and cyber-bullying are prohibited. Anyone who engages in bullying or cyberbullying may be subject to appropriate discipline.

Bullying is unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;

2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber-bullying includes but is not limited to, the following misuses of technology whether they originate on campus or off campus: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive to the educational process of the school district, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Students should report instances of bullying or cyberbullying to any staff member who shall seek administrative assistance to determine if any bullying has occurred.

After information has been gathered, the principal or his/her designee will determine the appropriate intervention if bullying has occurred. Disciplinary action and/or notification of law enforcement may occur in order to ensure that the conduct ceases.

The principal or his/her designee will inform parents or guardians of the victim and also the parents or guardians of the accused.

### **STUDENT ELECTRONIC DEVICES POLICY (cell phone, iPod, MP3, etc.)**

Electronic device use is prohibited during class. Use is interpreted as using any function or feature, not just the sending or receiving of calls. This includes use during instructional time in hallways, restrooms, offices or any other place on campus. Students may not take a pass out of class to use their phones. Cell phones must be turned off and kept out of sight during instructional time unless it is for an approved classroom instructional activity.

- 1<sup>st</sup> Infraction - Device is confiscated and returned at the end of the period.
- 2<sup>nd</sup> Infraction - Device is confiscated and given back to the student at the end of the school day..
- 3<sup>rd</sup> Infraction - Device is confiscated and given to the principal, the principal will call home and only the parent can pick it up at the end of the school day.
- 4<sup>th</sup> Infraction - Device is confiscated, phone call home, detention will be assigned and phone will available for parent parent pick up only.

Students refusing to surrender devices will be on site suspended or suspended 1-5 days. (Ed Code 48901.5)

**The district is not responsible for lost or stolen electronic devices.**

### **STUDENT DRESS CODE POLICY**

Students have the right to attire themselves in a manner that is suitable as long as practices of good health and safety are observed and there is no disruption of the education process. Dress should be appropriate for normal school activities; students should dress as they would in a place of business. **Dress should reflect pride and respect. Neatness of appearance and appropriate dress are part of the student's total education.**

While at school, students are **NOT** permitted to wear the following:

- Garments which are see through, strapless, backless, or have spaghetti straps (straps must be at least 1" wide)
- Halter tops, low-cut garments, one-sleeved garments, or garments that expose the back (Tops and blouses must be long enough to keep the midriff and lower back/waistline covered at all times)
- Skirts and dresses no shorter than mid-thigh
- Shorts shorter than mid-thigh
- Any article of clothing, jewelry, or accessory that refers to or promotes any type of alcohol, drug, or act which is illegal or hazardous to one's health
- Any article of clothing, jewelry, or accessory which in any way is sexually suggestive, derogatory, insulting, or can be construed to have a "double meaning"
- Sleeveless undershirts or tank tops with excessively large arm holes
- Clothing which exposes any undergarments
- Mesh clothing
- Jewelry or apparel with metal spikes
- House slippers (unless it's a dress up day)
- Pants with waists below waistline
- Sunglasses in the classroom

This dress code is applicable to all students during regular school hours. It does not apply to those school events that require special uniforms or dress as determined by the administration.

In each case of questionable dress (not covered above) a site administrator or counselor will make the final decision. Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance.

# **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

## **ATHLETICS AND ACTIVITIES**

Trona High School offers fall, winter, and spring sports. Fall sports are football and volleyball. Winter sports are boys' and girls' basketball. Spring sports are baseball, softball, and track and field. Trona High School also offers extra- and co-curricular activities, such as student government and clubs.

### **Requirements and Eligibility:**

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

While participation in activities is an integral part of a student's overall educational program, the primary goal for attending school is the satisfactory completion of a student's academic program. Therefore, to assure academic progress in attaining this goal, fulfilling eligibility requirements is a prerequisite for participation in athletic and extracurricular activities.

In order for a student to participate in the athletic programs, including cheerleading, they must:

- a) Maintain satisfactory education progress defined as maintaining a "C" average, an overall 2.0 academic grade point average on a 4.0 scale, with no more than one "F" for the **immediate past eligibility period** in all enrolled courses.

Eligibility checks are done weekly. Students have the eligibility requirements of CIF and Trona. Students will be required to fill out an eligibility sheet weekly with teacher signature and comments. If the sheet reflects two F's, does not have a 2.0 or higher, or does not meet the requirements of the eligibility sheet; the student is ineligible. A student who becomes ineligible is placed on the ineligibility list. Ineligibility goes into effect the day the list is published and remains in effect until the student is reclassified as eligible for participation at the next eligibility check. **Ineligible students are not to wear any form of athletic gear or identifying apparel, such as cheerleader costumes and/or football jerseys.**

If a student feels bias has occurred in the eligibility determination, he/she has recourse to the Principal's Appeals Committee which will consist of the principal, counselor, and the athletic director. Decisions of the Principal's Appeals Committee are final.

A student in grades 9-12 who is ineligible may take probation, which is offered only once during their high school years. No probation is available for students in grades 6-8.

- b) Comply with school/class regulations. A student who is suspended one day from school and/or receives a bus conduct note will be considered ineligible with any second day of suspension or other bus conduct letter.

Two unsatisfactory conduct grades automatically result in **ineligibility**.

- c) Have a current physical on record at the school. Physicals are required once a year and any students participating in any athletic activity must have a physical completed during the current school year.
- d) All participating students must be present at school **for all classes** on the day of an athletic or extra-curricular activity, including practice **unless prior clearance is approved by the principal or a note is received from a doctor.**

Participating students **must come prepared** with athletic gear and lunch for all out of town games. Students **will not** be allowed off campus to pick up athletic gear or food.

- e) **You must turn in your uniform before the start of another sport.**

### **EXTRA AND CO-CURRICULAR ACTIVITIES**

**Extra-curricular activities** are defined as including all of the following characteristics: supervised or financed by the school district, not part of the regular school curriculum, does not offer credit, and does not take place during classroom time. Students exercise some degree of freedom in either the selection, planning, or control of the program; the program includes both preparation for performance and performance before an audience.

**Co-curricular activities** are defined as those programs which may be associated with the curriculum in a regular classroom and/or during classroom time. Student government/class officers, student representatives to the School Board, yearbook/publications, are examples of co-curricular activities. The Ed. Code states that a program that has, as its primary goal, the improvement of academic or educational achievements of pupils is not an extracurricular activity.

**Academic and conduct eligibility requirements apply to extra-curricular and co-curricular activities.**

### **ATHLETIC TEAM INSURANCE**

Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling the programs below:

- 1. Healthy Families Program.....(888) 747-1222
  - 2. Medi-Cal Program.....(800) 541-5555
  - 3. SISC Supplemental Insurance Program.....(800) 972-1727
- Contact: Carol Ray

# **ACADEMIC PLANNING**

## **COLLEGE ENTRANCE REQUIREMENTS (A-G)**

Entrance requirements to colleges or universities vary widely. It is important that you check the entrance requirements of the schools in which you might be interested. Any high school graduate may enroll in a California community college. Most state universities and private colleges, however, expect a “B” average or better in a college preparatory program. One year of English and one year of mathematics should be included in the senior year program.

## **CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA SYSTEMS**

A student applying for admission as a freshman to any branch of the University of California or Cal. State University must have completed a minimum of fifteen units (150 semester units) of high school work during grades 9-12. A one-year course is equal to one unit; a one-semester course is equal to one-half unit. All grades must be a ‘C’ or better. These fifteen required units must have been earned in academic or college preparatory courses, as specified and defined below. Also, at least seven of the fifteen units must have been earned in courses taken during the last two years of high school. (ACT or SAT I for the CSU's and ACT or SAT I and SAT II required for the UC's.)

## **COURSE REQUIREMENTS**

a) History/Social Science: (3 years required)

One year of world history, One year of United States history, half/year of economics and a half year of American government.

b) English: (4 years required)

Four years of college preparatory English—composition and literature. (Not more than two semesters of ninth grade English will be accepted for this requirement.)

c) Mathematics: (3 years required, 4 recommended)

Three years of mathematics—elementary algebra, geometry, and advanced algebra.  
Beginning 2014-15, Integrated math I, Integrated Math 2 & Integrated Math 3

d) Laboratory Science: (2 years required, 3 recommended)

Fundamental knowledge in at least two of these three areas: biology, chemistry, or physics.

e) Foreign Language: (2 years required, 3 recommended)

Two years of one foreign language.

f) Visual & Performing Arts: (1 year required)

One year of approved art, ceramics, drawing, painting, drama, chorus or band.

g) College Preparatory Electives: (1 year required)

One year in addition to those required in ‘a’ through ‘e’ above, to be chosen from the following subject areas: History, English, advanced mathematics, laboratory science, foreign language, social science, and visual and performing arts.

## **CREDIT REPORTING**

Five credits are granted for each semester of successfully completed course work.

## **CREDIT REQUIREMENT ON A SIX PERIOD DAY**

Graduation Requirement	220 credits
Senior classification	165 credits
Junior classification	110 credits
Sophomore classification	55 credits

## **GRADING POLICY**

The grading system for Trona High School will incorporate grades A, B, C, D, F.

I = Incomplete Class Assignments: Incomplete work must be made up no later than two weeks from the time of the due date of the assignment. An incomplete that is not turned in by the due date will automatically be recorded as an "F" in the grade book by the teacher. Course grades: An incomplete mark earned for a course must be made up no later than two weeks after the last day of the report period. An incomplete mark for the course will automatically change to an "F" two weeks after the end of the term.

NM = No Mark      Grade issued to students who are enrolled in school or in a class 10 days or less

A transfer student's course grades in comparable courses from the student's previous school of attendance will be used to determine the grade assigned at Trona High School. Grades from each school will be weighted per the length of time in attendance.

Students enrolled in college courses that are transferable to the California State University **and** University of California systems may also receive honors credit if they receive a "C" grade or better.

Students concurrently enrolled in college courses with counselor approval may earn high school credits. Students earn 3.3 high school credits for each college credit.

### **Weighted Grades**

Honors Courses	CP/General Courses
A – 5	A - 4
B – 4	B – 3
C – 3	C – 2
D – 2	D – 1
F – 0	F – 0

## **GRADE REPORTING**

Progress reports are issued at the midpoint of each quarter. Quarter "Report Cards" are progress reports. The semester grade is the grade placed on the transcript and serves as the official grade and units of credit for each course.

## **MINIMUM GRADUATION REQUIREMENTS FOR GRADES 9 - 12**

- A. The Board believes in the idea of many and diverse course offerings and educational settings to satisfy the needs and desires of as many pupils as possible.
- B. The Board also believes that in order to give pupils the opportunity to experience these available course offerings and settings, graduation requirements cannot be overly rigid and extreme.
- C. The Board further believes that a combination of required courses and carefully selected courses will provide the most desirable kind of a high school education. To achieve this, the pupil, parent, and school counselor must all be involved in the planning process.
- D. The Board has established the following requirements for high school graduation. To receive a diploma of graduation from Trona Joint Unified School District, a student must satisfactorily complete all graduation requirements..

- 1. **Credit Requirements and Limitations.** A pupil must earn a minimum of 220 credits to qualify for graduation from the Trona Joint Unified School District.
- 2. **Course Requirements.** The following courses and credits must be completed as part of the 220 credits (see #1 above) required for a diploma of graduation from the Trona Joint Unified School District:

- a. English **40 credits**
- b. Mathematics **30 credits** (10 credits required in Integrated Math I)
- c. Science **20 credits,** including biological science and physical science
- d. Social Studies **30 credits,** including a one-year course in world history/geography, and U.S. history; and a semester in American government, civics, and economics.
- e. Physical Education **20 credits,** which shall be taken by all ninth and tenth grade pupils unless exempted by the Education Code
- f. Foreign Language/ Fine Arts **10 credits,** which shall be met by:
  - 1. Completing a one-year course in a foreign language or;
  - 2. Completing a one-year course in fine arts, e.g., art or another course

determined by the District to be a  
"fine art"

g. Driver's Education  
Health

(1) **5 credits**  
(2) **5 credits**

h. Electives

**60 credits** with these limitations

1. Work Experience, limited to 10 credits per semester with pupil eligibility for Work Experience at age 16;
2. Teacher's Aide classes; including courses such as Teacher's Aide, Office Practice, Library Aide, etc. limited to 20 credits total

3. **Citizenship Requirements** A pupil shall demonstrate, to the satisfaction of the school principal, acceptable behavior.

4. **Community Service Requirements** Students, grades 9 -12, will be required to fulfill the following hours (per grade level):

Seniors	20 hours
Juniors	16 hours
Sophomores	12 hours
Freshmen	8 hours

**MINIMUM PROMOTION REQUIREMENTS FOR GRADES 7 - 8**

English	20 units
Social Studies	20 units
Math	20 units
Science	20 units
Physical Education	20 units
Elective Course	20 units

**Total units required for promotion: 110 of 120**

**COMMUNITY SERVICE REQUIREMENTS FOR 7<sup>TH</sup> – 8<sup>TH</sup> GRADE**

Students, grades 7 & 8, will be required to fulfill the following hours (per grade level):

8 <sup>th</sup> grade	6 hours
7 <sup>th</sup> grade	4 hours

### **TRANSCRIPTS**

For all courses attempted, grades and credits are entered at the end of each semester.

### **TRANSFER STUDENTS**

Credit waivers will be granted to students from school districts which offer less than ten classes per year. All students are expected to complete Trona High School graduation requirements to be eligible to graduate.

### **TEST SCHEDULES FOR SAT EXAMINATIONS**

Fees, schedules and registration forms are available in the  
High School/Counseling Office.

For more information go to - <http://www.collegeboard.org>

# **TRANSPORTATION**

## **BUSES**

All students are expected to follow instructions regarding bus conduct. Bus riding is a privilege and may be revoked temporarily or permanently if students do not abide by safety regulations. A copy of the bus rules is contained in this handbook.

## **BUS CONDUCT**

1. Students must take the bus that stops nearest to their homes.
2. The bus driver has responsibility for students while en route to school and home.
3. Students may be refused transportation because of disorderly conduct or refusal to submit to the driver's authority.
4. All students are under school control until they arrive at their respective homes.
5. A student that does not usually ride the bus but wishes to ride with a friend on occasion must have a note from parent/guardian and be acknowledged by the site administrator.

## **BUS CAMERAS**

In order to promote a safe environment, video cameras/recording devices may be installed on school buses. The following procedures shall be observed to ensure the proper use of the cameras:

1. A prominent notice that video equipment may be in use shall be placed in every district school bus.
2. Students and staff shall not tamper with cameras or video recorders.
3. Video recordings may be used only to verify/confirm reported incidents or misconduct, or to identify individuals involved in vandalism when vandalism is discovered.
4. Such recordings may be used in student discipline proceedings and the absence of a recording shall in no way diminish the district's right to discipline.
5. The superintendent or designee shall monitor the use of the video equipment and district administrators or their designee may review the tapes for the above reasons. Video recordings may be reviewed by personnel other than the district administrator under the following conditions:
  - a. In the course of a parent conference resulting from reported misconduct on a school bus, a review of video recordings may be requested by the student(s) involved, their parents/guardians, school bus drivers, or other school personnel involved in the supervision of said students during the alleged misconduct.
  - b. A review of any such recording does not violate the district policy and administrative regulation concerning student records.
  - c. Requests from students or their parents/guardians must be made within five days after receiving notification that the misconduct occurred.

- d. Viewing shall be limited to the time period which directly relates to the alleged misconduct incident.
  - e. Viewing requests shall be provided or denied within five days after receipt of such a request.
6. Video recordings shall be viewed to observe specific problems as reported or discovered and to address such problems and formulate solutions. Such viewing shall occur only on district property and in the presence of the administrator or designee. Care shall be exercised to observe the privacy rights of students.

### **BUS EVACUATION PROCEDURES**

Evacuation shall be held at least once a year. All pupils in pre-kindergarten, kindergarten and grades 1 to 8 inclusive, who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location for emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through the emergency exit door. Bus drivers will familiarize students with emergency procedures that include the following:

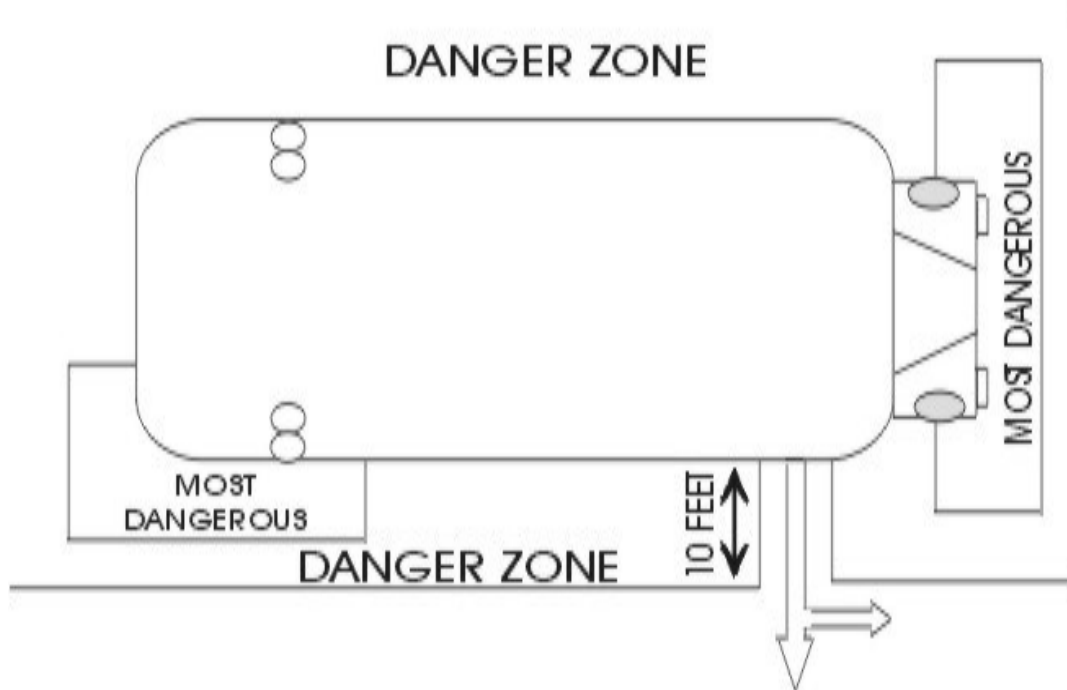
1. Students must follow driver's instruction
2. Location of emergency equipment and exits
3. Identification of placement monitors and their responsibilities
4. Seating patterns
5. Maintaining order
6. Departure of bus
7. Safety rules
8. Line leader responsibilities

Student responsibilities during emergency are:

1. Following driver's instruction
2. Being familiar with all emergency procedures
3. Practicing safe conduct
4. Staying calm and quiet
5. Demonstrating cooperative behavior

## **DANGER ZONE**

Observe and discuss with your child the school bus “Danger Zone”. What is the “Danger Zone”?



The Danger Zone is the space all around the school bus. It goes 10 feet. The school bus driver cannot see children in the zone, especially around the wheels. It is very dangerous to be in this area. If the bus driver cannot see you, he/she may hit you. It has happened before to others who have been injured or killed. You must be very careful whenever you get on or off the bus. Important rules for your child must be followed for “Danger Zone” avoidance:

- Do not cross between two or more parked buses.
- Never try to get anything that is dropped around the bus. Tell the driver or a teacher.
- Tell the bus driver if you have to cross the street after being dropped off. California has special laws for this.

## **FIELD TRIPS**

Bus rules and safety regulations apply to chaperons, coaches and teachers, as well as to students. Prior to departure on a school activity trip, all students shall receive safety and evacuation instructions. Rules applicable to Home-to-School/School-to-Home transportation also apply to parents and students during educational and athletic field trips.



## TRONA JOINT UNIFIED SCHOOL DISTRICT

### BUS SCHEDULE GRADES 7-12

**Tues- Fri Hours: 7:20 – 2:36**

**Monday Hours: 7:20 – 1:21**

Location	To School Departure Time	Home Arrival Time	
		T-F	MON.
<b><i>Homewood Canyon</i></b>			
Crow Canyon Road	6:37	3:11	2:01
Reed's	6:40	3:01	1:46
<b><i>Pioneer Point</i></b>			
Pioneer Point Market	6:50	2:46	1:18
12 <sup>th</sup> & Hemlock	6:52	2:58	1:28
11 <sup>th</sup> & Fir/Pine	6:54	2:56	1:26
9 <sup>th</sup> & Dogwood	6:56	2:54	1:24
3 <sup>rd</sup> & Birch/Cedar	6:58	2:50	1:21
7 <sup>th</sup> & Birch	7:00	2:52	1:22
8 <sup>th</sup> & Marshall	7:02	2:44	1:15
<b><i>Argus/Westend</i></b>			
Trailer Park	6:35	2:51	1:41
Beech & Trona Road	6:33	2:49	1:39
Westend	6:38	2:56	1:43
South Trona	--	2:58	1:46
Argus Bus Stop	--	2:51	1:40
2 <sup>nd</sup> & F	6:42	2:44	1:33
5 <sup>th</sup> & E	6:44	2:45	1:35
5 <sup>th</sup> & B	6:48	2:47	1:37
Elks	6:32	2:41	1:31

**High School starts at 7:20 AM**

**High School dismiss at 1:21 PM on Monday and 2:36 PM Tuesday-Friday.**

***\*Departure and arrival times are subject to change at any time due to travel conditions and students entering or exiting stops.***



## TRONA JOINT UNIFIED SCHOOL DISTRICT

### BUS SCHEDULE GRADES KN, 1 – 6

Tues-Fri Hours: 7:45 - 2:00

Monday Hours: 7:45 - 12:40

Location	To School Departure Time	Home Arrival Time	
		T-F	MON.
<b><i>Homewood Canyon</i></b>			
Crow Canyon Road	6:47	3:20	1:30
Reed's	7:00	3:03	1:10
<b><i>Pioneer Point</i></b>			
Pioneer Point Market	7:16	2:12	12:52
12 <sup>th</sup> & Hemlock	7:19	2:25	1:04
11 <sup>th</sup> & Fir/Pine	7:21	2:23	1:02
9 <sup>th</sup> & Dogwood	7:23	2:21	1:00
3 <sup>rd</sup> & Birch/Cedar	7:26	2:17	12:56
7 <sup>th</sup> & Birch	7:28	2:19	12:58
8 <sup>th</sup> & Marshall	7:30	2:10	12:50
<b><i>Argus/Westend</i></b>			
Trailer Park	7:05	2:18	1:00
Beech & Trona Road	7:03	2:16	12:58
Westend	7:09	2:22	1:03
South Trona	7:11	2:24	1:05
Argus Bus Stop	7:12	2:17	12:59
2 <sup>nd</sup> & F	7:14	2:12	12:53
5 <sup>th</sup> & E	7:16	2:14	12:55
5 <sup>th</sup> & B	7:18	2:16	12:57
Elks	7:20	2:10	12:50
Main St & Panamint	7:30	2:05	12:48

**Elementary School starts at 7:45 AM**

**Elementary grades KN-6 dismiss at 12:40 PM on Monday and 2:00 PM Tuesday-Friday.**

***\*Departure and arrival times are subject to change at any time due to travel conditions and students entering or exiting stops.***



**TRONA JOINT UNIFIED SCHOOL DISTRICT**

**BUS SCHEDULE Transitional Kindergarten (TK)**

**Tues- Fri Hours: 7:45 - 12:00**

**Monday Hours: 7:45 - 12:40**

Location	To School Departure Time	Home Arrival Time	
		T-F	MON.
<b><i>Homewood Canyon</i></b>			
Crow Canyon Road	6:47	1:15	1:30
Reed's	7:00	1:01	1:10
<b><i>Pioneer Point</i></b>			
Pioneer Point Market	7:16	12:28	12:52
12 <sup>th</sup> & Hemlock	7:19	12:45	1:04
11 <sup>th</sup> & Fir/Pine	7:21	12:40	1:02
9 <sup>th</sup> & Dogwood	7:23	12:35	1:00
3 <sup>rd</sup> & Birch/Cedar	7:26	12:30	12:56
7 <sup>th</sup> & Birch	7:28	12:32	12:58
8 <sup>th</sup> & Marshall	7:30	12:15	12:50
<b><i>Argus/Westend</i></b>			
Trailer Park	7:05	12:16	1:00
Westend	7:09	12:18	12:58
South Trona	7:11	12:20	1:03
2 <sup>nd</sup> & F	7:14	12:10	1:05
5 <sup>th</sup> & E	7:16	12:12	12:59
5 <sup>th</sup> & B	7:18	12:14	12:53
Elks	7:27	12:07	12:50
Main St & Panamint	7:30	12:05	12:48

**Elementary School starts at 7:45 AM**

**TK dismisses at 12:40 PM Monday and 12:00 PM Tuesday-Friday.**

***\*Departure and arrival times are subject to change at any time due to travel conditions and students entering or exiting stops.***

# **PARENT/ STUDENT PARTNERSHIPS**

# INTRODUCTION

## **INVITATION**

The Trona Joint Unified School District and staff are committed to providing an educational program that will prepare our students for a future that will be made up of open doors instead of closed ones. In order to do that, administrators, teachers, support staff, parents, community members, and members of the Board of Trustees must work together to focus on student achievement and the individual success of each of our students. The task we have before us is not easy. It is easy to say but is very difficult to do. We encourage parents, community members and other mentors to work with the staff and the students to create a high school in which every student succeeds.

## **ROLES AND RESPONSIBILITIES**

A teacher's role is to work with each student as an individual to help him/her to achieve at an increasingly higher level.

A parent's role is to encourage the student to learn, to provide a good study place for the student, to monitor his/her progress in each course, and to expect the highest level of performance from the school's staff members.

A community member's role is to work with the school to extend the learning environment out into the community.

A mentor is anyone who works with a student to increase achievement. This could be a tutor through the Little League Program, a parent who conducts a study center for a small group of students in his/her home or community center or a parent who takes a group of students on a college campus tour. It is anyone who, in any way, is a positive role model or helper to a student.

## **LEARNING IN THE COMMUNITY**

Students learn everywhere. In particular, their basic attitudes about learning are learned at home. Parents are the most powerful teachers. Students also learn from participating in community activities.

## **COMMON FOCUS ON LEARNING**

School staff, parents, community members and mentors can help students focus on learning by being consistent in the language we use to promote learning. Point out and encourage the positive accomplishments of students. We all need to build up students' self-esteem with our words.

**The following pages contain helpful ideas from the Parent Seminar Series to assist students to focus on learning. In particular, the materials are useful to help students establish good study skills for homework.**

# Building Working Relationships Between Parents and Students

## Attention:

1. Ignore the misbehavior, but give attention during pleasant times.
2. Redirect the child into contributing behavior.
3. Impose a logical consequence.
4. Give a choice.
5. Do the unexpected.
6. Set up a schedule for spending special time with the child on a regular basis.

## Power:

Withdraw from the power-struggle to allow for a “cooling-off” period, then do one of the following:

1. Follow up with a one-to-one problem-solving session.
2. Redirect the child to use power constructively.
3. Shut your mouth and act—kindly, but firmly.
4. Decide what you will do, not what you will try to make the child do.
5. Set up a schedule for spending special time with the child on a regular basis.

## Revenge:

1. Withdraw from the revenge cycle by avoiding retaliation.
2. Remain friendly while waiting for the “cooling-off” period.
3. Win cooperation.
4. Cooperate in one-to-one problem-solving.
5. Use encouragement.
6. Set up a schedule for spending special time with the child on a regular basis.

## Assumed Inadequacy:

1. Take time for training.
2. Arrange for small successes.
3. Use encouragement.
4. Do not give up.
5. Spend regular, special time with the child.

# **PARENTAL NOTIFICATION REQUIREMENTS**

**STATE OF CALIFORNIA**  
**EDUCATION CODE SECTION 49063**

**Notification of Parents and Their Rights**

School districts shall notify parents in writing of their rights under this chapter upon the date of the pupil's initial enrollment, and thereafter at the same time as notice is issued pursuant to Section 48980. The notice shall be, insofar as practicable, in the home language of the pupil. The notice shall take a form which reasonably notifies parents of the availability of the following specific information:

- (a) The types of pupil records and information contained therein which are directly related to students and maintained by the institution.
- (b) The position of the official responsible for the maintenance of each type of record.
- (c) The location of the log or record required to be maintained pursuant to Section 49064.
- (d) The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 49076.
- (e) The policies of the institution for reviewing and expunging those records.
- (f) The right of the parent to access pupil records.
- (g) The procedures for challenging the content of pupil records.
- (h) The cost, if any, which will be charged to the parent for reproducing copies of records.
- (i) The categories of information which the institution has designated as directory information pursuant to Section 49073.
- (j) Any other rights and requirements set forth in this chapter, and the right of the parent to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. Sec. 1232g).
- (k) The availability of the prospectus of school curriculum prepared pursuant to Education Code section 49091.4.



## TRONA HIGH SCHOOL

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83600 Trona Road • Trona, CA 93562 • 760 372-2824

Fax 760 372-4504

Shirley Kennedy Interim Superintendent / Mrs. Sari Fleishauer, High School Principal

To: Parents and Staff of Trona Joint Unified School District

From: Shirley Kennedy, Interim Superintendent /Sari Fleishauer, Principal

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspection of the asbestos materials every three years. During the month of September through November 1991, accredited asbestos inspectors performed the re-inspections. An accredited management planner reviewed the results of the re-inspection and recommended actions we should take to safely manage each asbestos material in our buildings.

There were two findings noted during the re-inspection of Trona Joint Unified School District:

### Trona High School

- The entrance to the underground pipe chase has been permanently welded shut. This pipe chase contains piping that is wrapped with asbestos-containing thermal insulation that was connected to a now abandoned boiler system and is in extremely poor condition.
- Asbestos-containing thermal system insulation has been abated in the laundry room.

### Trona 2-6 Elementary School

- Mastic used to adhere the 1' x 1' tiles to the ceiling in the library were sampled and found to be asbestos-containing material. A new data page for this material will be added to the management plan.

All other asbestos materials in this school are in good condition and we will continue to manage them in place, as recommended by the accredited management planner.

The results of the re-inspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours. (M-F, 8:00 a.m. – 3:30 p.m.)

## NOTICE TO PARENTS AND GUARDIANS CONCERNING THEIR LEGAL RIGHTS AND RESPONSIBILITIES RELATIVE TO SPECIFIC PROGRAMS AND ACTIVITIES

Pursuant to Education Code Section 48980, each school district must notify parents and guardians of their legal rights and responsibilities relative to specific programs or activities at the beginning of the first semester or quarter of the regular school term. The following outline summarizes those programs and activities. Note that notification of items marked with an asterisk (\*) need only be provided if the District offers or participates in such programs.

1. **Immunization for Communicable Disease.** In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent. Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

State law requires the following immunizations before a child may attend school:

- (a) All new students to the Trona Joint Unified School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella immunizations.
- (b) All kindergarten students must also provide proof of vaccination against hepatitis B and varicella (chickenpox).
- (c) All seventh grade students must also provide proof of a second measles, mumps, and rubella vaccination.
- (d) All seventh through twelfth grade students must also provide proof of pertussis booster.
- (e) A tuberculosis skin test (Mantoux) is required for all kindergarten students and all new students who have never attended a California school.

Information about a permanent medical exemption or personal beliefs exemption from immunizations for your student is available at the high school office.

2. **Medication Regimen** - E.C. 49480 Upon written request from the parent and written instructions from a physician, a child may be administered medication at school by a designated school employee. The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or high school secretary of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.
3. **Administration of Prescribed Medication for Pupils** - E.C. 49423 and 49423.1 Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

4. **Exemption from Physical Examinations.** Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease. (E.C. 49451)
5. **Medical and Hospital Services for Pupils.** A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the property of the district. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian. (E.C. 49472)
6. **Sex Education or Family Life Education Course.** The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated, or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing, (b) provide opportunity prior to the class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each parent to request in writing that his/her child be excused from the class. (E.C. 51550)

Parental rights for notice, materials inspection and opportunity to request pupil non-participation in units of instruction in venereal disease education are essentially the same as for sex education courses. (E.C. 51820)

This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook. (E.C. 51550)

7. **Excuse from Instruction on Religion (Moral) Grounds.** Whenever any part of the instruction in health, family life education or sex education conflicts with the beliefs of the parent or guardian of any pupil, the pupil, upon written request, shall be excused from that part of the training which conflicts with such religious training and beliefs. (E.C. 51240)
8. **Pupils' Rights to Refrain from the Harmful or Destructive Use of Animals.** A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity. (E.C. 32255 et seq.)
9. **Fingerprint Program.** The governing board of any school district may offer a Fingerprint Program for all children enrolled in Kindergarten or newly enrolled in that District. Each parent or guardian shall be informed of the school-fingerprinting program when he/she first enrolls the child in the public schools. At that time, the parent or guardian shall declare, in writing, whether or not he/she consents to the program. If the parent or guardian does consent, he/she shall pay the applicable fee. (E.C. 32390)
10. **Absences Excused for Justifiable Reasons.** A student shall be excused from school for justifiable personal reasons including, but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, attendance at religious retreats or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the Principal or designated representative (E.C. 48205). A pupil shall also be excused from school when he/she is the custodial parent of a child who is ill or has a medical appointment during school hours. (E.C. 48205)
11. **Absence for Religious Purposes.** A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises for four or fewer days per month, provided the pupil attends school at least the minimum day for his grade. (E.C. 46014)
12. **Pupils With Temporary Disabilities- Individual Instruction.** Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the District. Parent or guardians of pupils within this category shall be given notice regarding the availability of such individualized instruction. (E.C. 48206.3)

13. **Pupils With Temporary Disabilities- Residence Requirements.** A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital. (E.C. 48207, 48208)
14. **Special Education for Handicapped Pupils.** Any pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services or both, at no cost. (E.C. 56040 et seq.)
15. **Child Find System: Policies and Procedures.** Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child - find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not to be limited to, written notification or all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. (E.C. 56301)
16. **District Rules Regarding Student Discipline.** The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline. (E.C. 35291)
17. **Duffy- Moscone Family Nutrition Education and Services Act.** Eligible students may receive meal supplementation while attending school (E.C. 49510 et seq.).
18. **Pupil Records: Right to Access.** Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children who are maintained by school districts or private schools. (E.C. 49069)
19. **Absences for Obtaining Confidential Medical Services without Parental or Guardian Consent.** The governing board of each school district shall notify pupils in grades 7 to 12 inclusive, and the parents or guardian of all pupils that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (E.C. 46010.1)
20. **Notice of Alternative Schools.** The following notice shall be sent along with the notification of parents and guardians required by Section 48980:  

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

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

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

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year. (E.C. 58501)

21. **Compliance with Residency Requirements: Parent or Guardian Employment.** An elementary school pupil has complied with school attendance residency requirements if the pupil attends school in a district in which one or both of the pupil's parents, or guardians, is employed. The number of such inter-district transfer requests can be limited based on the District's average daily attendance. (E.C. 48204(f))
22. **Directory Information.** Parents or guardians shall be given the right to allow the district to release "directory information" on pupils or former pupils of the district to officials, organizations or individuals according to district policy. No information shall be released when a parent has notified the district not to release such information. (E.C. 49073)
23. **Prohibition of Sexual Bias In Course of Study.** Elementary schools, commencing with seventh (7<sup>th</sup>) grade and high schools shall offer classes and courses to its pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided. Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions. (E.C. 221.5(d))
24. **AIDS Prevention Instruction.** Pupils in grades 7 to 12 shall receive AIDS Prevention Instruction at least once in junior high or middle school and once in high school. No pupil shall attend the AIDS Prevention Instruction if a written request by the pupil's parent or guardian to exclude the pupil from such instruction is received by the District. (E.C. 51201.5)
25. **Sexual Harassment.** The District's policy prohibiting sexual harassment is attached to this Notice as if fully set forth herein. (E.C. 231.5)
26. **Attendance Options.** A list of all current ISP/Continuation enrollment forms, stationary and local attendance options for students available in the District, together with a description of the application procedure, an application form and a description of the appeal procedure available, if any, are attached to this Notice as if fully set forth herein. (E.C. 48980(i))
27. **Uniform Complaint Procedures.** Board policy contains Uniform Complaint Procedures which apply to all state and federal categorical programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. (5 CCR 4622)
28. **Asbestos Management Plan.** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 CFR 763.93)
29. **Child Health and Disabilities Prevention Program.** All kindergarten pupils are required to have a physical examination prior to enrollment. Failure to comply with this requirement or sign a waiver may result in up to 5 days exclusion from first grade. (H.S.C 124100 and 124105)
30. **Special Education.** Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (IDEA)
31. **Handicapped Pupils.** No pupil will be discriminated against on the basis of sex, handicap, race, color, national origin, or lack of English skills. Reasonable accommodation is available for handicapped students if necessary. (Section 504)

32. **Child Abuse Prevention Training Program.** Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (W.I.C. 18976.5)
33. **Minimum Days and Pupil-Free Staff Development Days.** The District's schedule of minimum and pupil-free staff development days is attached to this Notice as is fully set forth herein. (E.C. 48980(c))
34. **Internet and On-Line Site Access.** The District's Internet, on-line site access policy, and pupil internet behavior agreement is attached to the Registration Packet. (E.C. 51870.5)
35. **High School Open Campus.** If the district allows high school students to leave campus at lunch, a copy of the notice set forth in Education Code section 44808.5 must be attached.
36. **High School Exit Examination.** Notification of high school exit examination shall include, at a minimum, the date of the examination, the requirements for passing the examination, the consequences of not passing the examination and that passing the examination is a condition of graduation. (E.C. Chapter 8, commencing with section 60850)
37. **Availability of Prospectus.** Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the high school office for a copy of the prospectus.
38. **Notification of Compulsory Full-time Education.** School authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (EC Section 46010.1)
39. **CAL GRANT OPT OUT NOTICE:** THE DISTRICT IS NOTIFYING PARENTS OF 11TH GRADE STUDENTS THAT THE STUDENT WILL BE DEEMED A CAL GRANT APPLICANT UNLESS THE STUDENT OPTS OUT. YOU HAVE 30 DAYS TO NOTIFY THE DISTRICT NO LATER THAN JANUARY 1ST OF THE NEW YEAR.

Student

BP 5145.3(a)

## NONDISCRIMINATION/HARASSMENT

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

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

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

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's  
BP 5145.3(b)

## **NONDISCRIMINATION/HARASSMENT (continued)**

nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 1330 - Use of Facilities)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

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

including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

- (cf. 4118 - Suspension/Disciplinary Action)*
- (cf. 4119.21/4219.21/4319.21 - Professional Standards)*
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)*
- (cf. 5144 - Discipline)*
- (cf. 5144.1 - Suspension and Expulsion/Due Process)*
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*
- (cf. 5145.2 - Freedom of Speech/Expression)*

*Legal Reference:*

EDUCATION CODE

- 200-262.4 Prohibition of discrimination*
- 48900.3 Suspension or expulsion for act of hate violence*
- 48900.4 Suspension or expulsion for threats or harassment*
- 48904 Liability of parent/guardian for willful student misconduct*
- 48907 Student exercise of free expression*
- 48950 Freedom of speech*
- 48985 Translation of notices*
- 49020-49023 Athletic programs*
- 51500 Prohibited instruction or activity*
- 51501 Prohibited means of instruction*
- 60044 Prohibited instructional materials*

CIVIL CODE

- 1714.1 Liability of parents/guardians for willful misconduct of minor*

PENAL CODE

- 422.55 Definition of hate crime*
- 422.6 Crimes, harassment*

BP 5145.3(c)

**NONDISCRIMINATION/HARASSMENT (continued)**

CODE OF REGULATIONS, TITLE 5

- 432 Student record*
- 4600-4687 Uniform complaint procedures*
- 4900-4965 Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

- 1681-1688 Title IX of the Education Amendments of 1972*
- 12101-12213 Title II equal opportunity for individuals with disabilities*

UNITED STATES CODE, TITLE 29

- 794 Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

- 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended*
- 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964*
- 6101-6107 Age Discrimination Act of 1975*

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.107 Nondiscrimination on basis of disability; complaints*

CODE OF FEDERAL REGULATIONS, TITLE 34

- 100.3 Prohibition of discrimination on basis of race, color or national origin*
- 104.7 Designation of responsible employee for Section 504*
- 106.8 Designation of responsible employee for Title IX*

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

*Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567*

*Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130*

*Management Resources:*

CSBA PUBLICATIONS

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*

*Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

FIRST AMENDMENT CENTER PUBLICATIONS

*Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006*

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

*Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004*

U.S. DEPARTMENT OF EDUCATION. OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter: Harassment and Bullying, October 2010*

*Notice of Non-Discrimination, January 1999*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy  
amended: December 11, 2014

**TRONA JOINT UNIFIED SCHOOL DISTRICT**  
Trona, California

**Students**

BP 5145.7(a)

**SEXUAL HARASSMENT**

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

### **Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained.

BP 5145.7(b)

### **SEXUAL HARASSMENT (continued)**

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

### **Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

*(cf. 4117.4 - Dismissal)*  
*(cf. 4117.7 - Employment Status Report)*  
*(cf. 4118 - Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

## **Record-Keeping**

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

*(cf. 3580 - District Records)*

*Legal Reference:*

### EDUCATION CODE

*200-262.4 Prohibition of discrimination on the basis of sex*

*48900 Grounds for suspension or expulsion*

*48900.2 Additional grounds for suspension or expulsion; sexual harassment*

BP 5145.7(c)

## **SEXUAL HARASSMENT (continued)**

*48904 Liability of parent/guardian for willful student misconduct*

*48980 Notice at beginning of term*

### CIVIL CODE

*51.9 Liability for sexual harassment; business, service and professional relationships*

*1714.1 Liability of parents/guardians for willful misconduct of minor*

### GOVERNMENT CODE

*12950.1 Sexual harassment training*

### CODE OF REGULATIONS, TITLE 5

*4600-4687 Uniform complaint procedures*

*4900-4965 Nondiscrimination in elementary and secondary education programs*

### UNITED STATES CODE, TITLE 20

*1221 Application of laws*

*1232g Family Educational Rights and Privacy Act*

*1681-1688 Title IX, discrimination*

### UNITED STATES CODE, TITLE 42

*1983 Civil action for deprivation of rights*

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*

### CODE OF FEDERAL REGULATIONS, TITLE 34

*99.1-99.67 Family Educational Rights and Privacy*

*106.1-106.71 Nondiscrimination on the basis of sex in education programs*

### COURT DECISIONS

*Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567*

*Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130*  
*Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736*  
*Davis v. Monroe County Board of Education, (1999) 526 U.S. 629*  
*Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274*  
*Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473*  
*Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447*

*Management Resources:*

CSBA PUBLICATIONS

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Questions and Answers on Title IX and Sexual Violence, April 2014*

*Dear Colleague Letter: Sexual Violence, April 4, 2011*

*Sexual Harassment: It's Not Academic, September 2008*

*Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy  
amended: December 11, 2014

**TRONA JOINT UNIFIED SCHOOL DISTRICT**  
Trona, California

**Students** AR 5145.7(a)

**SEXUAL HARASSMENT**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

District Superintendent  
83600 Trona Road  
Trona, CA 93562  
(760) 372-2861

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions

AR 5145.7(b)

### **SEXUAL HARASSMENT** (continued)

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

## **Reporting Process and Complaint Investigation and Resolution**

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

AR 5145.7(c)

## **SEXUAL HARASSMENT (continued)**

### **Confidentiality**

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

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

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

## **Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

## **Notifications**

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

*(cf. 5145.6 - Parental Notifications)*

AR 5145.7(d)

## **SEXUAL HARASSMENT (continued)**

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

*(cf. 1113 - District and School Web Sites)*

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

Regulation  
amended: December 11, 2014

**TRONA JOINT UNIFIED SCHOOL DISTRICT**  
Trona, California

## **MILITARY NOTIFICATION**

Military recruiters have the same access to secondary school students as provided to postsecondary institutions or to prospective employers. LEAs are also generally required to provide students' names, addresses, and telephone listings to military recruiters, when requested. Parents may contact the high school office, in writing, to have their student's information withheld.

## **PESTICIDE NOTIFICATION**

17612. (a) The school district shall annually provide to all staff and parents or guardians of pupils enrolled at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notification shall identify the active ingredient or ingredients in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to Section 13184 of the Food and Agricultural Code and may contain other information deemed necessary by the school district designee. No other written notification of pesticide applications shall be required by this act except as follows:

In the written notification provided pursuant to this subdivision, the school district designee shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at the school facility. Persons who register for such notification shall be notified of individual pesticide applications at least 72 hours prior to application. The notice shall include the product name, the active ingredient or ingredients in the product, and the intended date of application.

If a pesticide product not included in the annual notification is subsequently intended for use at the school site, the school district designee shall, consistent with this subdivision and at least 72 hours prior to application, provide written notification of intended use.

The school designee shall make every effort to meet the requirements of this section in the least costly manner. Annual notification to parents and guardians shall be provided pursuant to Section 48980.3. Any other notification shall, to the extent feasible and consistent with the act adding this article, be included as part of any other written communication provided to individual parents or guardians. Nothing in this section shall require the school district designee to issue the notice through first-class mail, unless he or she determines that no other method is feasible.

## **NOTICE TO PARENTS**

### **Registry of Chemically Sensitive Students**

There are various chemicals, including pesticides that could be used within the school environment for the maintenance of facilities. Certain individuals may have conditions that may be aggravated by the use of these materials. As a result, the County School System has established a registry for those students who have medical conditions requiring notification prior to the use of these materials.

A list of these students will be maintained at the business office of each school facility in addition to the school district's main administrative office. Further questions and additional information can be obtained by contacting the County Facility Manager at 909-433-4752.

To have your child placed on the Registry, please complete and return the following information

-----

(Detach and Return)

### **CHEMICAL SENSITIVITY REGISTRY**

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

Student's Name: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

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

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

### **LIST FROM WESTERN EXTERMINATOR COMPANY OF APPROVED MATERIALS**

Product Name: Suspend® SC Insecticide

Product Code: 15443

MSDS Number: C3249

Chemical Family: Mixture

Chemical Formula: Mixture

EPA Registry Number: 432-763

AVENTIS ENVIRONMENTAL SCIENCE USA LP  
95 CHESTNUT RIDGE ROAD

MONTVALE, NJ 07645

Suspend is a registered trademark of Aventis.

For Product Use Information: (800) 331-2867

Medic./Trans.Emergency:

(DART) (800) 334-7577

(CHEMTREC) (800) 424-9300

# **UNIFORM COMPLAINT AND WILLIAMS PROCEDURES**



## TRONA HIGH SCHOOL

83600 Trona Road • Trona, CA 93562 • 760 372-2824

Fax 760 372-4504

Shirley Kennedy, Interim Superintendent /Mrs. Sari Fleishauer, High School Principal

### **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)** *2023-2024*

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Trona Joint Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Trona Joint Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

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

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

District Superintendent  
83600 Trona Road  
Trona, CA 93562  
(760) 372-2861

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The district person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal district's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving district's Decision. The appeal must include a copy of the complaint filed with the district and a copy of district's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Trona Joint Unified School District's UCP policy and complaint procedures shall be available free of charge.

## **Community Relations**

AR 1312.3 (a)

## **UNIFORM COMPLAINT PROCEDURES**

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

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

## **Compliance Officers**

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the

district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

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

Superintendent  
83600 Trona Road  
Trona CA 93562  
(760) 372-2861

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

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

AR 1312.3(b)

## **UNIFORM COMPLAINT PROCEDURES (continued)**

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

### **Notifications**

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

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private

school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 3260 - Fees and Charges)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*(cf. 5145.6 - Parental Notifications)*

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

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

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies

AR 1312.3(c)

#### **UNIFORM COMPLAINT PROCEDURES (continued)**

before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.

4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

- d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

*(cf. 0460 - Local Control and Accountability Plan)*

- f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- h. Copies of the district's UCP are available free of charge.

### **District Responsibilities**

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

AR 1312.3(d)

### **UNIFORM COMPLAINT PROCEDURES (continued)**

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

### **Filing of Complaint**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

AR 1312.3(e)

#### **UNIFORM COMPLAINT PROCEDURES (continued)**

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

#### **Mediation**

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

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless

the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

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

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

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to

AR 1312.3(f)

### **UNIFORM COMPLAINT PROCEDURES (continued)**

the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

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

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

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

### **Report of Findings**

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below. If the complainant is

dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

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

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

### **Final Written Decision**

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

AR 1312.3(g)

### **UNIFORM COMPLAINT PROCEDURES (continued)**

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

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

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint

4. Rationale for such disposition

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

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

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

AR 1312.3(h)

**UNIFORM COMPLAINT PROCEDURES** (continued)

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

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
  - b. Individual remedies offered or provided to the subject of the complaint
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal.

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

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

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to

discrimination complaints based on federal law. (Education Code 262.3)

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

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

AR 1312.3(i)

## **UNIFORM COMPLAINT PROCEDURES (continued)**

### **Corrective Actions**

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference

3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

AR 1312.3(j)

### **UNIFORM COMPLAINT PROCEDURES** (continued)

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

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

#### Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

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

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

7. Other relevant information requested by the CDE

Regulation  
approved: December 11, 2014

**TRONA JOINT UNIFIED SCHOOL DISTRICT**  
Trona, California

**Community Relations**

**AR 1312.4(a)**

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**Types of Complaints**

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and Instructional Materials

- a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state - or district-adopted textbooks or other required instructional materials to use in class.
- b. A student does not have access to instructional materials to use at home or after school.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher Vacancy or Misassignment

- a. A semester begins and a teacher vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

(cf. 4112.22 - Staff Teaching English Language Learners)

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

semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 33126; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but

not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600) AR 1312.4(b)

AR 1312.4(b)

### **WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

Missassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

#### 3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; non functioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

*Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

*Open restroom* means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

#### 4. High School Exit Examination Intensive Instruction and Services

A student, including English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. (Education Code 35186)

AR 1312.4(c)

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

### **Filing a Complaint**

A complaint alleging any condition(s) specified in items 1-3 above, in the section entitled “Types of Complaints,” shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days.

A complaint alleging any deficiency specified in item #4 the section entitled “Types of Complaints” above shall be filed with the district official designated by the Superintendent. Such complaints may be filed at the district office or at a school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

### **Investigation and Response**

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complaint as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4685)

When Education Code 48985 is applicable and the complainant has requested a response the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 36186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of student's as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal, Superintendent, or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186, 5 CCR 4687) Complaints and written responses shall be public records. (Education Code 35186)

AR 1312.4(d)

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

### **Reports**

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of

complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186)

### **Forms and Notices**

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complaints need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

#### *Legal Reference:*

##### EDUCATION CODE

- 1240 County superintendent of schools, duties
- 17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
- 33126 School accountability report card
- 35186 Williams uniform complaint procedure
- 35292.5 Restrooms, maintenance and cleanliness
- 37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
- 48985 Notice to parents in language other than English
- 60119 Hearing on sufficiency of instructional materials

##### CODE OF REGULATIONS, TITLE 5

- 4600-4687 Uniform complaint procedures, especially:
- 4680-4687 Williams complaints

#### *Management Resources:*

##### WEB SITES

- CSBA: <http://www.csba.org>
- California County Superintendents Educational Services Association: <http://www.ccsesa.org>
- California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>
- State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

**TRONA JOINT UNIFIED SCHOOL DISTRICT  
WILLIAMS UNIFORM COMPLAINT PROCEDURES  
COMPLAINT FORM**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

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

Address \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Course/Grade Level/Teacher's Name: \_\_\_\_\_

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials: (Education Code 35186)
  - A pupil, including an English learner, does not have standards aligned textbooks or instructional materials or state or district adopted textbooks or other required instructional materials to use in class.
  - A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
  - Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
  - A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186)
  - A semester begins and a vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
  - A teacher lacking credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
  - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility Conditions: (Education Code 35186, 35292.5)
  - A condition exists that poses an urgent emergency or threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

- The school has not kept all restrooms open during school hours when pupils are not in class and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High School Exit Examination Intensive Instruction and Services: (Education Code 35186)

- A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

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Please file this complaint with the person specified below at the following location:

Superintendent  
Trona Joint Unified School District  
83600 Trona Road  
Trona, CA 93562

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## WILLIAMS COMPLAINT CLASSROOM NOTICE

### NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

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

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

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

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc/>

**Trona Joint Unified School District  
District Office  
83600 Trona Road  
Trona, CA 93562**

**INTERNET/  
COMPUTER USE  
AGREEMENT  
AND  
FORMS**

**MEDICAL STATEMENT TO REQUEST  
SPECIAL MEALS AND/OR ACCOMMODATIONS FOR A DISABILITY**

<b>1. School</b>	<b>2. Site Name</b>	<b>3. Site Phone Number</b>	
<b>4. Name of Child</b>	<b>5. Age of Child</b>		
<b>6. Name of Parent or Guardian</b>	<b>7. Phone Number</b>		
<b>8. Description of Child's Physical or Mental Impairment Affected by the Disability:</b>  			
<b>9. Explanation of Diet Prescription and/or Accommodation to Ensure Proper Implementation:</b>  			
<b>10. Indicate Food Texture for Above Child:</b>			
<input type="checkbox"/> Regular	<input type="checkbox"/> Chopped	<input type="checkbox"/> Ground	<input type="checkbox"/> Pureed
<b>11. Foods to be Omitted and Appropriate Substitutions:</b>			
<b>Foods To Be Omitted</b>		<b>Suggested Substitutions</b>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>12. Adaptive Equipment to be Used:</b>  			
<b>13. Signature of State Licensed Healthcare Professional*</b>		<b>14. Printed Name</b>	<b>15. Phone Number</b>
			<b>16. Date</b>

\*For this purpose, a state licensed healthcare professional in California is a licensed physician, a physician assistant, or a nurse practitioner.

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

**INSTRUCTIONS**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.



## TRONA HIGH SCHOOL

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83600 Trona Road • Trona, CA 93562 • 760 372-2824

Fax 760 372-4504

Shirely Kennedy, Interim Superintendent / Mrs. Sari Fleishauer Principal

# INTERNET USE AGREEMENT

## Student Use of Technology

The Trona Joint Unified School District intends that technological resources provided by the Trona Joint Unified School District be used in a responsible and proper manner in support of the instructional program and for the advancement of all K-12 student learning.

The district principal or designee shall oversee the maintenance of each TJUSD school or site's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use. This includes training specifically addressing appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response, as required by the Protecting Children in the 21st Century Act.

At the beginning of each school year, parents/guardians of K-12 students served by TJUSD shall receive a copy of the TJUSD Internet Safety Policy and Electronic Network And Internet Access Use Agreement regarding access by students to the Internet and on-line sites.

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

Students are authorized to use TJUSD equipment to access the Internet or on-line services in accordance with the user obligations and responsibilities specified below and in accordance with the TJUSD Electronic Network And Internet Access Use Agreement.

1. The student using the TJUSD equipment and accessing the Internet via TJUSD circuits is responsible for the proper use of that equipment and access at all times. Students shall keep personal data, home addresses and telephone numbers private.
2. Students shall use the TJUSD system responsibly for educational purposes. This includes appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is

matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.

INTERNET USE AGREEMENT - Continued

4. Students shall not disclose, use, store or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or acceptable use policy.
6. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only and must footnote copyrighted material when used in academic work.
7. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
8. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
9. Students shall report any security problem or misuse of the services to the teacher or principal.
10. The Trona Joint Unified School District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's computer, may be monitored or read by TJUSD Information Technology staff to ensure proper use of the system.
11. The school principal or designee shall make all decisions regarding whether or not a student has violated this policy or the Electronic Network And Internet Access Use Agreement. The decision of the principal or designee shall be final.
12. Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action (criminal and/or civil) in accordance with law and TJUSD policy.

I certify that I have read and understand the contents of the Net Cetera booklet "Chatting with Kids About Being Online" and/or I have read the version online at the government website [www.onguardonline.gov](http://www.onguardonline.gov).



# Device Damage Agreement

Students are responsible for caring for the device checked out to them and for following the Internet Use Agreement. If an accident occurs, additional costs may be incurred as outlined below.

## Device Damage Key Points:

- Students must report any damage or need for service immediately to their teacher, librarian, or building technician.
- Under no circumstances should students attempt to repair the device themselves.
- Any repair or work completed as part of routine maintenance or covered under the device warranty will not be charged to the student.
- If it is determined that damage was caused intentionally or by gross negligence, the district may not provide the student with a replacement device.
- Each classroom will have a limited number of loaner devices; issuance of a loaner device will be at the discretion of the classroom.
- Damage to or removal of the district asset tag is not permitted. The district may not provide the student with a device if the student damages or removes the asset tag.

Repair Cost	1st Incident	2nd Incident	Additional Incidents	Lost/Stolen Device
Up to \$50 repair	No Charge	50% parts Cost	100% parts costs	Replacement Cost Chromebook 3100: \$286.98 Charger: \$40 Laptop: \$381.04 Laptop Charger:\$60
Over \$50 repair	Up to \$25 deductible	50% parts Cost	100% parts costs	Replacement Cost Chromebook 3100: \$286.98 Charger:\$40 Laptop: \$381.04 Laptop Charger:\$60

**Device Repair Cost for Chromebooks Grades 7-9****\*\*Subject to change**

Part Name	Example Cause of Damage not limited to	Replacement Cost
LCD Panel	Cracked Screen- dropping device, holding device by screen	\$36
Bottom Case	Cracked Case- dropping device, adding decoration to case	\$22
Back Case	Cracked Case- dropping device, adding decoration to case	\$22
USB Daughterboard	Broken USB port- breaking USB drive off in device, storing device with USB drive inserted	\$8
Motherboard	Spilling liquid on device, breaking headphone jack	\$109
DC Jack	Dropping Device when plugged in	\$16
Hinge Assembly	Dropping device	\$10
Screen Bezel	Dropping device	\$12
Keyboard/Palmrest	Removing key(s)- must replace entire keyboard and trackpad	\$40
Power Adapter	Broken adapter	\$40
Asset Tags	Damage to or removal of district asset tag	\$5
Protective Sleeve	Loss of or damage to district provided protective sleeve	\$10
Internal Battery	Spills-milk, water, chemical	\$34
Camera	Intentional breaking, twisting	\$18
Wireless Card	Spills- milk, water, chemical	\$10
Speakers	Spills- milk, water, chemical	\$16
LCD Video Cable	Spills- milk, water, pop/glue	\$9

## Device Repair Cost for Laptop Grades 10-12

**\*\*Subject to change**

Part Name	Example Cause of Damage not limited to	Replacement Cost
LCD Panel	Cracked Screen- dropping device, holding device by screen	\$36
Bottom Case	Cracked Case- dropping device, adding decoration to case	\$20
Back Case	Cracked Case- dropping device, adding decoration to case	\$22
Motherboard	Spilling liquid on device, breaking headphone jack	\$225
DC Jack	Dropping Device when plugged in	\$8
Hinge Assembly	Dropping device	\$20
Screen Bezel	Dropping device	\$15
Keyboard Assembly	Removing key(s)- must replace entire keyboard and trackpad	\$33
Palmrest/touchpad	Damage to trackpad	\$58
Power Adapter	Broken adapter	\$22
Asset Tags	Damage to or removal of district asset tag	\$5
Protective Sleeve	Loss of or damage to district provided protective sleeve	\$10
Internal Battery	Spills-milk, water, chemical	\$50
Fan w/ heatsink	Spills-milk, water, chemical	See Motherboard Replacement
Wireless Card	Spills- milk, water, chemical	See Motherboard Replacement
Solid State drive	Spills- milk, water, chemical	See Motherboard Replacement
LCD Video Cable	Spills- milk, water, pop/glue	\$13
Memory	Spills- milk, water, pop/glue	See Motherboard Replacement

I certify that I have read and understand the contents of the Device Damage Agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

TRONA HIGH SCHOOL  
STUDENT VEHICLE REGISTRATION

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

Date \_\_\_\_\_ Driver's License \_\_\_\_\_

Expiration Date \_\_\_\_\_

Vehicle Description:

Type \_\_\_\_\_ Year \_\_\_\_\_

Make \_\_\_\_\_ Color \_\_\_\_\_

Car License # \_\_\_\_\_

Registered Owner's Name(s) \_\_\_\_\_

Vehicle Insurance: Company \_\_\_\_\_

Policy # \_\_\_\_\_

My son/daughter has permission to drive the above name vehicle(s) to school

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

This registration procedure is provided for the cooperative protection of the parents, students and high school. Thank you for your assistance and cooperation in providing the above information. Student vehicle registrations will be kept on file in the High School Office.

RS: ch 10/03/00