



Golden Elementary Parent Information Handbook 2017-18



Dear Families,

The staff at Golden Elementary is committed to providing students the opportunity to learn in a safe, orderly environment, while helping them become socially responsible young people. Our school-wide discipline plan is designed to enhance these endeavors by encouraging personal responsibility and respect for others.

Attached you will find a copy of school rules, positive reinforcement plan, consequences for misconduct, and discipline procedures that have been developed by our teachers and parents. During the first week of school, teachers and the principal review the school rules with the students in class and during grade level assemblies to ensure that rules and consequences are understood.

Please take time to review these rules and procedures with your child in order to help guarantee that he or she has a strong understanding of their meaning and importance. School standards and appropriate student conduct are mandated by the California Education Code and are necessary for the creation of a successful learning environment. An important part of growing up includes learning to accept responsibility for one's actions. By working together, we can help our children learn valuable life lessons.

The safety and well being of your child is of the utmost importance to all staff. To ensure that safe practices are observed by everyone, there are some general procedures for arrival, departure and campus visits, as well. Through our cooperative efforts, we will continue to offer an exemplary educational environment for all children; and the students will be able to take pride in their behavior and enjoy positive interactions with others. Thank you for your support.

Sincerely,

The Golden Elementary Staff

Curriculum and Instruction

Homework

Homework guidelines have been recently adopted by the PYLUSD Board of Education. See separate board policy on recommended homework by grade level.

Homework Make-Up for Absences

In the event a student misses school, homework can only be requested by parents or guardians and will be available within 24 hours of the request. Typically, homework will only be requested if it is anticipated that a student will be absent more than one day. Assignments may be picked up in the office. The child will be given the same number of days he/she was absent to make-up the missed assignments.

Technology – Student Network/Internet Acceptable Use Agreement

A Student Network/Internet Acceptable Use Agreement is included in Golden's packet of information at the beginning of school. Only students who return the form signed by a parent or guardian may access the internet while at school.

Student Conduct

Absences

For student safety and attendance purposes, please remember, when your child is absent from school, you need to call the school each day @ 986-7160 and press 3. Excused absences are identified in the PLYUSD's Parent Information Handbook (Education Code 48205).

Tardiness

Student tardiness disrupts the educational program for everyone. A tardy is defined as not being on campus, inside the gates, when the tardy bell rings at 7:55 a.m. When a student has an unexcused tardy three times within any four week period, a 30 minute after-school detention will be assigned. A doctor's note is required for an excused tardy.

Independent Study

If your child is going to be absent five or more days due to personal reasons, please request an independent study agreement from your child's teacher. This request should be made at least one to two weeks in advance of the scheduled absence, so the teacher can adequately prepare the work for your child. The Independent Study Contract must be signed and returned to the school prior to the absence.

Independent study is provided to your child, so that she/he will be able to keep up with their studies while away from school. Additionally, the independent study contract allows the school to credit your child's attendance even when they are studying away from the school. The contract and all completed work must be returned to your child's teacher in a timely manner, as outlined in the contract. For additional information see page 6, PYLUSD Parent Information Packet 2017-18.

Dress Code

Student's clothing should promote an environment of respect. All clothing should be in good repair and of appropriate size. *Students are expected to wear apparel that is age appropriate and reflects a sense of modesty whether sitting in a classroom or playing on the playground. The following are the dress code guidelines.*

- ◆ All tops should be long enough to be tucked in, and have crew, shallow round or v-neckline or collar. No bare midriffs. Tank tops are not encouraged but may be worn if the strap on the top comes to the edge of the shoulder. If the strap on the top does not come to the edge of the shoulders, a covering must be worn at all times. *(These same guidelines apply to the tops of dresses and jumpers for girls.)*
- ◆ All pants, shorts and skirts must fit properly at the waist and not be worn lower than the top of the hip. They should not be unhemmed or frayed and should be appropriate length. Shorts, skirts **may not be shorter than mid-thigh**. Girls should wear shorts or opaque tights under dresses or skirts (especially on P.E. days).
- ◆ Hats may be worn during outdoor activities for sun protection, such as recess and PE, bill forward, and must be removed and properly stored when indoors. Hats must be marked with a student's name. Students should not share hats/caps!
- ◆ Sweatshirts and jackets are considered to be outerwear. Appropriate tops must be worn under them.
- ◆ Enclosed shoes should be worn at all times. Flip-flops, sandals, open-toed or backless shoes, high heels, high heeled boots, or other shoes which might interfere with safe footing are not acceptable.
- ◆ No jewelry or accessories that constitute a distraction or safety hazard, e.g. large hoop dangling earrings, chains or tattoos.
- ◆ No apparel, jewelry or accessories which display words/pictures/drawings relating to alcohol, drugs, tobacco, guns, gangs, violence, obscenity, or vulgarity. This may include advertisements, such as the logos of some music groups or companies.
- ◆ No shirts or tops that are too tight or revealing, which do not reach below the waist, or which allow underclothing to show, e.g., mesh tops, spaghetti straps, low-cut necklines, over-sized sleeve openings, off the shoulder tops, midriff tops, backless tops, short tops, or sheer garments.
- ◆ No extremes in style or color of hair, including colored gel and Mohawks. Hair coloring is not appropriate (this includes color streaks, glitter, etc.). Washable hair coloring may be used on Halloween or on designated special days.
- ◆ No make-up and acrylic nails
- ◆ Sunglasses are allowed **only for prescriptive medical needs**.

A student coming to school with a dress code violation may be required to call his/her parents to bring a change of clothes. Repeated violations may result in additional disciplinary action.

The principal, or designee, has the discretion to apply the California Education Code and School Board Policy regarding any situation, which causes a disruption or interference with instruction or learning. (Board Policy 5131.2) Some areas that may result in a disruption of learning include unsatisfactory appearance, inappropriate dress and/or grooming.

Cell Phones and Electronic Signaling Devices

Students are not to use cell phones, smart watches or other electronic devices during the instructional day. Board Policy 5131.11 restricts use of electronic signaling devices to before and/or after school hours only. Cell phones, smart watches or other electronic devices are to remain off during school hours.

With prior permission by the principal, classroom teachers may allow an electronic device which is used for a specific education activity. In these SPECIAL circumstances, parents are notified and must give their permission. If a student brings an electronic device which is used for a specific educational activity, such as a Kindle, Nook, IPad, or laptop, it must be safely secured and turned off during school hours except as permitted by the classroom teacher

Electronic devices may be confiscated if school rules are not followed. The school does not assume liability if such devices are damaged, lost or stolen. Board Policy 5131.11

- Use of technology for bullying or harassing behaviors, i.e. an “electronic act,” will not be tolerated, and students will lose privileges and receive consequences when this occurs. *“Electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, cell phone, smart watch, tablet or other wireless communication device.*
- An electronic act beyond school hours may create a climate of intimidation and fear at school and may result in disciplinary action. **(Board Policy 5131.1 Student Anti-Bullying** establishes requirements for a safe school environment prohibiting bullying and promoting respect and understanding of others.)

School Discipline Rules and Regulations

Code of Conduct

School rules are shared with the entire staff and are consistently and fairly enforced. Listed below are the general rules and related behaviors of particular emphasis.

Be in the right place, at the right time, doing the right thing

- ◆ Children may arrive between 7:35 a.m. and 7:50 a.m. at the front or back of the school. No supervision or safe egress is available behind the school. It is recommended that parents drop students off in the Valet area in the front of the school.
- ◆ When the 7:35 a.m. bell rings, students are to walk to their assigned classroom black-top area.
- ◆ No children allowed in the classroom or school building without teacher supervision.
- ◆ Walking only on hard surfaces (sidewalks, cement, and blacktop).
- ◆ Use the restroom and drinking fountain during recess. Students are not permitted to use the restroom or drinking fountain after the bell rings.
- ◆ Play in designated areas on the playground.
- ◆ *Students are not permitted to go back into the classroom after dismissal time if they forget a book/homework, etc.*

Be kind to each other in what you say and do

- ◆ Treat adults and peers with respect, valuing differences in others.
- ◆ No inappropriate language or gestures, profanity or vulgarity.
- ◆ No bullying or harassing behaviors. (***Board Policy 5131.1 Student Anti-Bullying*** establishes requirements for a safe school environment prohibiting bullying and promoting respect and understanding of others.)
- ◆ No use of technology for bullying or harassing behaviors, e.g. emails, texting or posting of unkind information on a website.
- ◆ Be cooperative and respectful when given directions.

Keep hands, feet, and objects to yourself

- ◆ Play involving bodily contact is not permitted.
- ◆ No throwing sand, rocks, food or any object not intended for that purpose.
- ◆ No fighting or other acts of aggression, including no play fighting.
- ◆ No spitting.

Only bring appropriate items to school

- ◆ No toys or sports equipment without special permission from the principal.
- ◆ No gum.
- ◆ No dangerous or disruptive items.
- ◆ No bicycles, skateboards, razors, roller-skates, roller blades, scooters or similar wheeled items may be ridden on the school grounds at any time.
- ◆ **Bicycles** are for students in grades 4, 5, and 6 only and must be appropriately locked. (**HELMETS MUST BE WORN by students riding a bicycle.**) Unsafe riding practices may result in the denial of this privilege. **Bicycles must be walked on sidewalks and school grounds.**

Be Responsible

- ◆ Be honest and tell the whole truth.
- ◆ Accept the consequences for your own behavior.
- ◆ Use playground equipment as instructed.
- ◆ Play games according to school rules.
- ◆ Follow the instructions of all supervising adults.
- ◆ No stealing.

Be respectful

- ◆ Destruction/defacing of school property will result in disciplinary action.
- ◆ Destruction/defacing of the personal property of others will result in disciplinary action.
- ◆ No inappropriate use of school facilities or equipment.
- ◆ District rules and policies are posted on signs and must be followed.
- ◆ Deposit trash in appropriate containers.

Positive Behavior Intervention & Supports (PBIS)

The staff at Golden Elementary believes that students should be recognized for demonstrating a high level of responsibility for appropriate school conduct. We encourage students by reinforcing their positive approach to decision-making, conflict resolution, and outstanding effort and achievement. To this end, exemplary student behaviors are celebrated!

Golden Elementary is excited to start Positive Behavior Interventions and Supports (PBIS) year two! As the team trains for PBIS Tier III supports, Golden staff will promote positive behavior supports with students earning Gold Cards for demonstrating the right behavior at the right time. Current supports include but will not be limited to the following:

- Classroom Gold Cards – Given for demonstrated respectful, responsible and/or safe behavior
- School-wide Gold Cards – Given for demonstrated respectful, responsible and/or safe behavior in any environment on campus.
- Monthly Lunch with the Principal, supported by the PTA
- Eagle of the Month Recognition
- Recognition at Trimester Awards Assemblies
- Special Program Awards and Recognition, such as reading program

GOLD CARDS can be redeemed bi-monthly at the Shine Shop and weekly within the classroom for classroom incentives.

Behavior Consequences

Citations

Students will be issued a citation for repeated or serious infractions of school rules. We ask that parents discuss the misconduct with their child, sign the citation, and return it to school the following day. Typically, students are only allowed 3 citations each school year. After the third citation is issued, it may be necessary to schedule a parent conference at which a behavior contract will be developed to address specific conduct issues and consequences.

Consequences Grades 1 – 6

First Citation	30 minutes detention after school, Parent/Teacher/Phone Conference
Second Citation	30 minutes detention after school, Parent/Teacher/Phone Conference
Third Citation	30 minutes detention after school, 2 days and Teacher/Parent/Student/Administrator Conference to develop an individual behavior contract

Detention

Students who do not report to detention on their assigned day and time will have their time doubled. If absent, the student must serve the detention on the next scheduled detention session upon his/her return to school. Parents must arrange for transportation after detention. Detention is held on Thursdays. Students will be notified regarding where detention is held.

Administrative/Office Referrals

Aggressive behavior, fighting, bullying and harassment are serious offenses and will not be tolerated. All reports of bullying will be investigated and resolved promptly. Consequences will be determined based on the offense.

Suspension & Expulsion

Grounds for suspension or expulsion under the California State Education Code (Section 48900) are outlined beginning on page 10 of the PYLUSD Parent Information Packet 2017-18.

Health Services

Medical Services

If your child has a medical condition that requires them to have any medicine, including over the counter medications, the Placentia Yorba Linda Unified School District “Parent/Guardian Request for the Administration of Medication Prescription and Nonprescription” form must be completed by a physician and provided to the school.

It is recommended that parents work with their child’s physician to develop a schedule for giving medication at home. If this is not possible, then the appropriate paperwork must be completed and brought to the school with the properly labeled and sealed medications. Detailed information is outlined beginning on page 17 of PYLUSD Parent Information Packet 2017-18.

Temporary Release from Physical Education/Physical Activity

A parent or guardian may request in writing that a student be excused from PE for up to three calendar days. Beyond two days, a student who is diagnosed with a communicable illness, injury requiring an assistive device (i.e., crutches, wheelchair) or illness requiring modifications to physical activity will need a Medical Release for School Activity form completed by their physician before returning to school. Forms are available in the school office.

Emergency Cards

Emergency contacts are not authorized to sign-out a child prior to dismissal without a letter from parent being given to office personnel.

Additional Services

Lunches

It is very important that your child bring their lunch to school with them in the morning. In the event that a lunch has to be dropped off by a parent, the child’s lunch will be placed in a plastic container in front of the office. It will be the child’s responsibility to check the lunch tubs. Please make sure that your child knows to check the plastic containers, if they do not have a lunch.

The district’s pre-paid lunch program is excellent and a great way to ensure your child always has a lunch. Parents can drop off a check made payable to *PYLUSD Food Services* in the office. Information on how to pay for meals electronically is available at www.pylusdnutrition.org.

Free or reduced-price meal applications are available. Applications must be completed annually. For additional information on Nutritional Services see page 20, PYLUSD Parent Information Packet 2017-18.

Golden's General Procedures

Arrival

Kindergarten students should report to the kindergarten playground area prior to the start of school. Students are picked up at the kindergarten gate at dismissal time. Early Birds start at 7:50 AM. Late Birds start at 9:30 AM.

1st through 6th grade students may arrive on campus by 7:35 a.m. for the 7:50 a.m. start time. At that time, adult supervision is available and students will be allowed on campus.

Departure

At departure time, parents should pick up students no later than 15 minutes after dismissal. The Valet Zone in front of school usually clears within this 15 minutes period. The Valet Zone is the only area designated for vehicles to pick-up students. This area is supervised by school staff. Any students remaining after the valet line is empty, consistently 15 minutes after dismissal, will sign-in and contact their parents. Parents must sign-out any students that sign-in after valet concludes.

During school hours, all campus gates are locked to minimize access to the school grounds. When parents walk students to school in the morning, they should leave promptly after the bell rings. As parents depart the campus, they should not hold gates open for students who might be tardy. This creates a safety issue and may cause inaccurate attendance records.

Visitor Badges

All adults should check in at the Golden Office, obtain a visitor badge, and sign in and out when volunteering on campus.

Court Documentation

Office personnel need the most updated copy of custodial documentation. Please make sure to provide a copy of these agreements whenever there is a change.

Special Holidays, Birthdays, and Celebrations

Floral arrangements or balloon bouquets delivered to students will not be permitted in the classroom. If something is delivered to your child, such as a balloon bouquet, it will be kept in the office until the end of the school day. If it is not feasible to store the delivery in the office, it will be sent back with the delivery person. Parents are required to notify the child's teacher 24 hours in advance if you will be delivering treats to the classroom for your child's birthday. Treats must be store bought. Invitations for parties outside of school should not be delivered or distributed in the classroom.

NON-DISCRIMINATION STATEMENT

The Placentia-Yorba Linda Unified School District prohibits discrimination, harassment, intimidation, and bullying in all district activities, programs, and employment based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Reference: BP 0410; 1312.3; 4111.1; 5145.3; 5145.7; 4119.11/4219.11/4319.11.

Any student who engages in harassment/bullying of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action. Disciplinary action may be progressive and may include suspension and/or expulsion.

As it relates to school activity, "bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code § 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

Types of conduct which are prohibited in the district and which may constitute harassment or bullying include, but are not limited to:

1. Direct physical contact, such as hitting or shoving.
2. Threats to harm another person.
3. Oral or written assaults, such as teasing or name-calling.
4. Social isolation or manipulation.
5. Posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the Internet, including social networking sites.
6. Posting or sharing information about another person that is private.
7. Pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships.
8. Posting or sharing photographs of other people without their permission
9. Spreading hurtful or demeaning materials created by another person (e.g. forwarding offensive emails or text messages)
10. Retaliating against someone for complaining that they have been bullied.

Any student who feels that he/she is being or has been subjected to harassment/bullying as defined above shall immediately contact a school employee. A school employee to

whom a complaint is made shall report it to the principal or designee. Any school employee who observes any incident of harassment/bullying on any student shall immediately report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48900 (r), 220; PC 422.55; BP 5145.3, AR 5145.3]

For complaints regarding harassment /bullying, site-level grievance procedures are:

1. The principal or designee shall investigate complaints of harassment/bullying. In so doing, he/she shall talk individually with:
 1. The student who is complaining
 2. The person accused of harassment/bullying
 3. Anyone who saw the harassment/bullying take place
 4. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 1. The Superintendent or designee
 2. The parent/guardian of the pupil who complained
 3. The parent/guardian of the person accused of harassing/bullying someone
 4. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
 5. Child protective agencies responsible for investigating child abuse reports
Legal counsel for the District

DISTRICT ANTI-BULLYING POLICY

The Board of Education believes every child is entitled to a safe school environment free from bullying. Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act, committed by a student or group of students directed towards other students

Students or parents who have knowledge of discrimination, harassment, intimidation or bullying are encouraged to inform a teacher or school administrator as soon as possible.

Contact may be made directly via email to an administrator, a phone call, or in-person. Students and parents may make such complaints anonymously. Anonymous reports must provide sufficient corroborating evidence to justify the commencement of an investigation.

Because of the inability of investigators to interview anonymous complainants, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

The identity of a complainant alleging discrimination, harassment, intimidation, or bullying shall remain confidential as appropriate within the dual contexts of the District's legal obligation to ensure a learning environment free from discrimination, harassment, intimidation and bullying, and the right of the accused to be informed of the allegations. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the District will comply with requests for confidentiality to the extent possible.

Students who violate this policy may be subject to discipline, ranging from counseling, detention and/or parent notification to suspension and/or expulsion pursuant to the District's discipline policies and procedures.

The district also is mindful that, at times, behavior that is rude or insensitive may nevertheless be constitutionally protected in the context of a public school environment. Such conduct can best be prevented with effective strategies that involve pupils, parents and school employees in collaborative efforts to promote respectful relationships and to improve or change inappropriate behaviors while teaching acceptance and ensuring equal educational opportunities for all.

SEXUAL HARASSMENT & BIAS-RELATED INCIDENTS

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall immediately report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48980 (h), 231.5, 212.5; BP 5145.7, AR 5145.7, 5CCR 4917]

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:

Cary Johnson, Director, Educational Services
1301 E. Orangethorpe Ave., Placentia CA. 92870
714-985-8656
carjohnson@pylusd.org

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

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

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

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

3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about pupils enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a pupil's access to educational tools
10. Displaying sexually suggestive objects

For complaints regarding sexual harassment site-level grievance procedures are:

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party on school grounds or at a school-sponsored or school-related activity off campus, 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.

When a report or complaint of sexual harassment involves off-campus conduct that did not occur in the context of a school related activity, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the 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.

Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

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 and his/her designee shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3. 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.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

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 to the Superintendent or designee who shall determine who will investigate the complaint.

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. 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.

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. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim 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.

In addition to those procedures, for complaints of sexual harassment, the following steps will also be included:

Complainant requests to remain anonymous will be honored but the district will inform the complainant that this request may result in a limited investigation and/or actions the district can take. 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.

UNIFORM COMPLAINT PROCEDURES

The Placentia-Yorba Linda Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, sexual harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, sexual harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived

characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool

PUPIL FEES COMPLAINTS

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.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. 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 complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil fees complaint is filed with the Placentia-Yorba Linda Unified School District and/or the principal of a school.

FILING UNIFORM COMPLAINTS UNRELATED TO PUPIL FEES

Complaints other than issues relating to pupil fees must be filed in writing with the following persons designated to receive complaints:

1. Employee complaints: Kevin Lee, Assistant Superintendent, Personnel (714) 985-8406 kelee@pylUSD.org
2. Title IX Sexual Harassment and any other discrimination complaints: Cary Johnson, Director, Educational Services (714) 985-8656 carjohnson@pylUSD.org.
Complainants may also refer Title IX inquiries to the US Department of Education Office for Civil Rights.
3. Americans with Disabilities Act complaints: Richard McAlindin, Director, Executive Services (714) 985-8727 rmcAlindin@pylUSD.org
4. Bullying, intimidation complaints: Rick Riegel, Administrator, Student Services (714) 985-8761 rriegel@pylUSD.org

PROCEDURE

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 or unlawful discrimination (such as discriminatory harassment, intimidation, 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 unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

D. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

E. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

F. 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.

G. The Board is required to adopt and annually update the LCAP and shall consult with teachers, principals, administrators, other school personnel, employee bargaining groups, parents/guardians, and students as a part of the comprehensive, data-driven planning process. The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP.

H. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits,

records, and grades when he/she transfers between schools or between the district and another district.

- I. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 1. Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.
 2. Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
 3. If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.
- J. 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. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
- K. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

CIVIL LAW REMEDIES

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

UCP POLICIES AND REGULATIONS AVAILABLE UPON REQUEST

A copy of our UCP compliant policies and procedures is available from any school office or from the Placentia-Yorba Linda Unified School District office, free of charge. UCP complaint policies and procedures are also available on the District's web site at www.pylusd.org.

GOLDEN ELEMENTARY SCHOOL

Parent Information Handbook

Please return this form to your child's teacher.

TEACHER'S NAME _____

Parent Acknowledgement

I have read and reviewed with my child information outlined in the Golden Parent Information Handbook including dress code, code of conduct, and behavior consequences.

Parent/Guardian Signature

Date

Student Acknowledgement

I have discussed school rules and procedures including in the Golden Parent Information Handbook and will to the best of my ability follow all the school rules and procedures.

Student Signature

Date