

THE BUTTE COUNTY OFFICE OF EDUCATION ANNUAL NOTIFICATIONS

The Butte County Office of Education is required to notify pupils, parents, and guardians of their rights and responsibilities annually, pursuant to California Education Code (EC) 48980.

Parents or guardians must acknowledge receipt of this notice. Please sign and return the signature page to the school as required by EC 48982.

2025-2026 School Year

The Butte County Office of Education
1859 Bird St. Oroville, CA 95965
(530) 532-5650 · www.bcoe.org





Mary Sakuma
Superintendent
msakuma@bcoe.org

Student Programs and Educational Support

Michelle Zevely
Deputy Superintendent
mzevely@bcoe.org

1859 Bird Street
Oroville, CA 95965
(530) 532-5757
Fax (530) 532-5794
<http://www.bcoe.org>

Board of Education

*Daniel Alexander
Emily Holtom
Mike Walsh
Amy Christianson
Julian Diaz
Evan Tuchinsky
Alastair Roughton*

An Equal Opportunity
Employer

Dear Students, Parents and Guardians,

State law requires the Butte County Office of Education (BCOE) to provide annual notification to students, parents and guardians of their rights and responsibilities pertaining to their child's education. Please read this Annual Notification. The parent or guardian is required to acknowledge their receipt of this notice by signing and returning the signature page to their child's school. The parent's or guardian's signature is an acknowledgment that they have been informed of their rights and does not indicate the parent's or guardian's consent for their child to participate or not participate in any particular program listed within the Annual Notification.

Some legislation requires additional notification to the parents or guardians during the school term prior to a specific activity. Separate letters are available to parents or guardians in the school site handbook regarding any of these specified activities or classes. The student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate. Other legislation grants certain rights that are detailed in this Annual Notification.

The Butte County Office of Education recognizes that parent or guardian involvement in their child's education promotes student achievement and contributes greatly to the student's success. This Annual Notification contains information on the various ways parental involvement is encouraged in accordance with federal and state laws, as well as BCOE Superintendent's Policy. The Butte County Office of Education commits to providing a quality education to all of its students in a safe and healthy environment. We look forward to a successful and positive school year, made possible by the dedicated efforts of its administrators, teachers, para educators, support staff, students, and parents and guardians.

Please read this Annual Notification carefully and return the signed forms to your student's school as soon as possible.

Sincerely,

Michelle Zevely, Deputy Superintendent
Butte County Office of Education

"WHERE STUDENTS COME FIRST"

Table of Contents

ACADEMIC.....	1
School Accreditation-EC 35178.4.....	1
Bilingual Education-EC 52173	1
Title 1-20 (Teacher Qualifications) U.S.C. 6311	2
Mathematics Placement Policy-EC 51224.7	2
Right to Refrain from Harmful Use of Animals-EC 32255-32255.6	3
Excuse from Instruction on Religious (Moral) Grounds – EC 51240	3
Acceptable Use of Technology.....	3
Apprenticeship and Pre-Apprenticeship Programs Notice for 11th and 12th Graders.....	3
Title II Coordinator	3
ENGAGEMENT	4
Rights of Parents or Guardians to Information-EC 51101	4
Attendance-EC 48980(h).....	5
Excused Absences	7
Truancy Policy.....	9
Rules and Procedures on School Discipline-EC 35291.....	9
Attendance of Suspended Child’s Parent/Guardian for Portion of School Day EC 48900.1	13
Sexual Harassment Policy-EC 231.5, 48900.2	13
SP and AR 5145.7 Sexual Harassment.....	14
1) Hate Violence-EC 48900.3.....	14
2) Harassment, Intimidation or Threats-EC 48900.4	14
3) Terroristic Threats Against School Officials or School Property-EC 48900.7	15
Suspension/Expulsion: Alternative & Other Means of Correction-EC 48900, 48900.5, 48911	15
Parent Attendance of Suspended Students During School Day-EC 48900.1.....	16
Due Process Procedures for Suspension:	16
Dress Code/Gang Apparel-EC 35183.....	17
Duty Concerning Conduct of Pupils-EC 44807.....	17

Laser Pointers-Penal Code 417.27.....	18
Liability of Parent/Guardian or Willful Pupil Misconduct-EC 48904/Civil Code 1714.1	18
EQUITY, ACCESS AND THE COMPLAINT PROCESS	18
Statement of Non-Discrimination.....	18
Textbook, Instructional Material, and Library Book Bans – EC 243 and 220	19
Discriminatory Textbooks and Instructional Materials – EC 244.....	19
Title IX.....	20
Filing a Complaint	20
Title IX Coordinator	20
Safe Place to Learn Act-EC 234, 234.1	20
Sex Equity in Education Act-EC 221.5(d)	21
Rights and Options Available to Pregnant and Parenting Pupils-EC 46015.....	21
Students Experiencing Homelessness-42 U.S.C. 11432.....	21
Experiencing Homelessness Rights- EC 48852.5.....	22
Foster Youth Bill of Rights-EC 48853; 48853.5; 49069.5; 51225.1; 51225.2	23
Graduation Requirement Exemptions for Foster Youth and Students Experiencing Homelessness	26
Children of Military Families and Other Protected Pupils-EC 49701, 51225.1, 51225.2.....	27
Pupil Protections Relating to Immigration and Citizenship Status-EC 234.7	29
Educational Rights of High Mobility High School Students When Changing Schools After Their Second Year of High School-EC 49069.5, 51225.1, and 51225.2	30
Pupils with Temporary Disabilities; Individual Instruction-EC 48206.3, 48207, 48207.3, 48207.5, 48208.....	31
Disabled Pupils-Section 504 of the Rehabilitation Act of 1973	31
504 Coordinator	32
Special Education: Child Find System-Idea; EC 56301.....	32
Special Education: Complaints-EC 56500.2.....	32
Special Education: Due Process Hearings-EC 56502	32
Special Education Program Complaints-5 CCR 3200 – 3205.....	32
Child Nutrition Program Complaints-5 CCR 15580-15584.....	32
Williams Complaint Policy and Procedures-EC 35186.....	33

Williams Complaints-5 CCR 4680 – 4687 and EC 35186	33
State Preschool Health and Safety Issues Complaints (5 CCR 4690 – 4694)	33
Uniform Complaint Procedures-5 C.C.R. 4622	33
RECORDS.....	37
Special Education: Inspection of Records-EC 56043(n)	37
Pupil Records; Notification of Rights-20 U.S.C. 1232g; EC 49063, 49068, 49069, 49073.....	37
ASSESSMENTS, SURVEYS & OTHER NOTIFICATIONS.....	39
California Assessment of Student Performance and Progress-EC 52052, 60640 ...	39
Surveys-EC 51513; 20 U.S.C. 1232h.....	40
Availability of Prospectus-EC 49091.14.....	40
School Accountability Report Card (SARC)-EC 35256, 35258.....	40
FINANCIAL	40
Pupil Fees-EC 49010	40
Pupil Collection of Debt-EC 49014.....	40
Information About Completion of Applications for Student Financial Aid-EC 51225.8.....	41
Investing for Future Education-EC 48980(d)	41
College Admission Requirements and Technical Education-EC 51225.3, 51229	41
Financial Assistance for Advanced Placement Fees-EC 48980(j), 52242.....	42
California College Guidance Initiative Data Sharing – EC 60900 (f)(3)(A) and 60900.5(f).).....	42
California Proficiency Program – EC 48412.....	43
Cal Grant Program-EC 69432.9	43
PRIVACY	43
Directory Information-EC 49073.....	43
Access by Military Recruiters-20 U.S.C. 7908	45
Marketing: Disclosure of Student Information-20 U.S.C. 1232g	45
Medical Record Sharing-HSC 120440.....	45
Illegal Recording of Confidential Communication-PC 632, EC 51512.....	45
Electronic Products or Services That Disseminate Advertising-EC 35182.5	46
HEALTH AND SAFETY.....	46

California Healthy Youth Act-EC 51934, 51938	46
Pupil Safety: Human Trafficking Prevention Resources-EC 49381	47
Pupil Nutrition-EC (IF CHARTER, 47613.5) 49510-49520; 49564-49564.5	47
Immunization and Communicable Diseases-EC 48216, 49403	48
Cancer Prevention Act / Human Papillomavirus (HPV) Immunization EC 48980.4 and HSC 120336.....	48
Medication-EC 49423 and 49423.1	49
Continuing Medication Regimen-EC 49480	49
Anti-Seizure Medication-EC 49468 et seq.....	50
Medical and Hospital Services for Pupils-EC 49471, 49472	50
Parent Refusal to Consent to Physical Examinations-EC 49451	50
Child Health and Disabilities Prevention Program-HSC 124085, 124105	50
Sun Protective Clothing/Use of Sunscreen-EC 35183.5.....	51
Access to Student Mental Health Services-EC 49428	51
Tobacco-Free Campus-HSC 104420, 104495	51
Asbestos-40 C.F.R. 763.93.....	51
Use of Pesticides-EC 17612, 48980.3	51
Persistently Dangerous School Choice-5 C.C.R. 11993(k); 20 U.S.C. 7912	52
Comprehensive School Safety Plan-EC 32286, 32288	52
Child Abuse and Neglect Reporting-Penal Code 11164.....	52
Disruption in Public School or Meeting-EC 32210	52
Megan’s Law-Penal Code-290	52
Custody Issues	52
School Visiting Procedures-EC 51101(a)(12).....	52
Walking or Riding A Bike to School-VC 21212.....	53
Cyber Sexual Bullying-EC 234.2	53
Firearm Safety and Safe Storage of Firearms Information	53
Firearms Safety.....	54
Firearms Safety-Spanish Version.....	56
APPENDIX.....	58
Education Code Section 58501- Notice of Alternative Schools	58
BCOE Calendar	59

The Facts About Fentanyl..... 60

Facts About Fentanyl- Spanish Version 62

FAQ’S: Rights and Options Available to Pregnant/Parenting Pupils 64

BCOE Parent Involvement Policy - SP 6020 65

Regulations Regarding Parent Involvement – AR 6020 67

Parent / Guardian Consent For AI Tools 73

Butte County Office of Education 2025-26 Acknowledgment of Receipt..... 74

ACADEMIC

School Accreditation-EC 35178.4

BCOE will notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school's website.

Bilingual Education-EC 52173

BCOE will notify the parents or guardians of pupils who will be enrolled in a bilingual education program. The notice will contain a simple description of the program, inform the parent or guardian they have the right and are encouraged to visit the class in which their pupil will be enrolled and to have a school conference to explain the purpose of such an education, and that they have the right not to have their pupil enrolled in the program. Notice shall be in English and the primary language of the pupil.

Language Acquisition Programs EC 310

The Local Education Agency (LEA) is required to provide a Structured English Immersion (SEI) program option. If you choose this option, your child will be placed in a classroom that uses mostly English for instruction.

All programs include English Language Development (ELD) and teaching strategies differentiated for each student's level of English language proficiency. These strategies are used to help each student reach proficiency in speaking, reading and writing English, and succeed academically in all core subjects.

Requesting a Language Acquisition Program

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards (EC Section 306[c]).

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (EC Section 310[a]).

Description of Program Options and Goals for English Learners

A description of language acquisition programs is listed below. Please contact the district administrator at the number below if you would like to discuss another program option that best suits your child.

- **Mainstream Classroom:** Students are enrolled in a mainstream classroom in which all classroom instruction is provided in English, but with regular integrated and designated ELD and Title 1 or paraprofessional support, as necessary. Students have full access to grade level academic subject matter content.
- **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.

- Other Instructional Setting Butte COE Special Education Program (IEP): Students in a special education/ special day class setting are taught primarily in English. Some assistance may be provided in the primary language. Students are taught ELD and other core subjects by authorized teachers using district-adopted textbooks and supplemental materials. Instruction is based on ELD and grade-level content standards.

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Public meeting agendas are posted on each school's website. If interested in a program not listed above, please contact the Director of Curriculum & Instruction at (530) 532-5650 to ask about alternative options.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6318[c][A][vii]) However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

Title 1-20 (Teacher Qualifications) U.S.C. 6311

Permits parents to request information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request regarding their child's teacher, parents may also request:

- Information on the level of achievement of the parent's child in each of the State academic assessments, and
- Timely notice that the parent's child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parents may obtain this information by logging on to www.ctc.ca.gov/ and looking up the child's teacher's credentials by entering the first and last name.

The law also requires that parents be notified when a teacher who is not highly qualified is hired and teaches the child four (4) consecutive weeks or more.

Mathematics Placement Policy-EC 51224.7

The BCOE utilizes a fair, objective and transparent mathematics placement policy that takes multiple objective academic measures of pupil performance into consideration, annually examines aggregate pupil

placement data to ensure pupil qualification for progressing through mathematics courses and offers clear and timely recourse for any pupil or parent or guardian who questions the placement. More information about BCOE's mathematics placement policy is prominently available on each school's website.

Right to Refrain from Harmful Use of Animals-EC 32255-32255.6

Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals based on moral objections and may complete an alternative educational project acceptable to the teacher. In order to refrain from participation, a parent or guardian must submit a written note of the objections to participating in an educational project involving the harmful or destructive use of animals. An opt-out form is provided within this notice.

Excuse from Instruction on Religious (Moral) Grounds – EC 51240

Parents and guardians may request in writing that their child be excused from any part of a school's instruction in health which conflicts with their religious training and beliefs.

Acceptable Use of Technology

Before a student is authorized to use technological resources, the student and their parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities at the start of their school year. In that agreement, the student and their parent/guardian shall agree not to hold Butte County Office of Education or any staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless Butte County Office of Education and personnel for any damages or costs incurred.

Apprenticeship and Pre-Apprenticeship Programs Notice for 11th and 12th Graders

BCOE shall use the database of registered program sponsors provided on the internet website of the Department of Industrial Relations' Division of Apprenticeship Standards (DAS) to assist students in locating apprenticeship opportunities. See the DAS webpage for more information:

<https://www.dir.ca.gov/das/>. The BCOE may use contact information contained in the Division of Apprenticeship Standard's database to obtain information or materials, including, but not limited to, pamphlets or brochures.

Title II Coordinator

The Americans with Disabilities Act (ADA) calls for every public entity that employs 50 or more persons to designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the ADA (Regulation §35.107).

BCOE's Title II Coordinator is responsible for carrying out investigations of complaints alleging noncompliance or alleging any action that would be prohibited under the ADA.

Lupe Sotelo, Coordinator - Curriculum, Instruction, and Assessment
Butte County Office of Education
1859 Bird Street
Oroville, CA 95926
lsotelo@bcoe.org
530-532-5650

ENGAGEMENT

Rights of Parents or Guardians to Information-EC 51101

Parents/guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- Within a reasonable period of time, following making the request, observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will attend.
- Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.
- To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of BCOE employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.
- To be notified on a timely basis if their child is absent from school without permission.
- To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.
- To request a particular school for their child, and to receive a timely response. This paragraph does not obligate the school/BCOE to grant the parent's request.
- To have a school environment for their child that is safe and supportive of learning.
- To examine the curriculum materials of the class or classes in which their child is enrolled.
- To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- To have access to the school records of their child.
- To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- To participate as a member of a parent advisory committee, school-site council, or site-based management leadership team, in accordance with any rules and regulations governing membership in these organizations. In order to facilitate parental participation, school-site councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. The meetings should be scheduled on weekends, and prior notice should be provided to parents.
- To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- To be notified, as early in the school year as practicable pursuant to EC 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child. Parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually

supportive and respectful partnership with schools, and to help their children succeed in school. BCOE has developed jointly with parents and guardians and adopted a policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each school-site.

The policy includes, but is not necessarily limited to, the following:

- The means by which the school and parents or guardians of pupils may help pupils to achieve academic and other standards of the school.
- A description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.
- The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:
 - Monitoring attendance of their children.
 - Ensuring that homework is completed and turned in on a timely basis.
 - Participation of the children in extracurricular activities.
 - Monitoring and regulating the television viewed by their children.
 - Working with their children at home in learning activities that extend learning in the classroom.
 - Volunteering in their children's classrooms, or for other activities at the school.
 - Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

[Attendance-EC 48980\(h\)](#)

A. Residency Requirements-EC 48200, 48204, 48204.3, 48204.4, 48204.6

BCOE offers a variety of educational programs to support local school districts and families. BCOE charter schools, like all charter schools, do not have residency requirements. Butte County Community School, Table Mountain School and Special Education do not have residency requirements but work collaboratively with local districts and/or probation or law enforcement with regard to enrollment.

Enrollment Based on Parent's Employment – EC 48204

Parents have the right to apply for enrollment of their child in a district in which they are employed for at least 10 hours per week; however, the district may have the right to deny the application under certain conditions.

Enrollment Based on Parent and Student Living at Parent's Place of Employment for a Minimum of 3 Days During the School Week – EC 48204

Parents have the right to apply for enrollment of their child in a school district in which they are employed and where the parent and child live at the parent's place of employment for a minimum of 3 days during the school week.

Military Families – EC 48204.3

BCOE shall allow a pupil who is a child of a military family to continue his or her education in the school of origin, regardless of any changes of residence of the military family during that school year, for the duration of the pupil's status as a child of a military family.

- A pupil whose parent or parents were residents of this state and have departed California against their will, and if the pupil seeks admission to a BCOE school, shall be admitted, regardless of his or her current residency, provided the pupil has:
- Official documentation evidencing the departure of his or her parent or legal guardian;
- Moved outside of California as a result of his or her parent or legal guardian departing against their will and the pupil lived in California immediately before moving outside of California; and,
- Provides documentation that the pupil was enrolled in a California public school immediately before moving outside of California.

Victims of Bullying – Transfer Rights – EC 46600

School districts must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's interdistrict transfer request if the school district of proposed enrollment approves the transfer

B. Migratory Children – Residency Retention - EC 48204.7

Currently migratory children, as defined under Education Code section 48204.7, who are enrolled in a school due to a parent's or immediate family member's temporary or seasonal employment in an agricultural or fishing activity, as defined by Education Code section 54441, must be allowed to continue in their schools of origin, regardless of any change of residence during that school year, for the duration of their status as migratory children. If/when a student's status as a migratory child changes during the school year, the school district must:

- allow K-8th graders to continue in their schools of origin for the remainder of that school year;
- allow 9-12th graders to continue in their schools of origin through graduation.

Migratory children and their parents/guardians must be informed of the impact that remaining in their schools of origin will have on their eligibility to receive migrant education services.

C. Absence for Religious Instruction-EC 46014

Permissive absence may be granted for Superintendent Policy approved religious exercises or instruction if a pupil has attended at least the minimum school day and for not more than four days per school month.

D. Absence for Confidential Medical Services-EC 46010.1

Students in grades 7 to 12 may be excused for the purpose of obtaining confidential medical services without consent of the pupil's parent or guardian.

E. Notification of Minimum Days and Pupil Free Staff Development Day-EC 48980(c)

BCOE School calendars with identified minimum days are located on the BCOE schools' websites accessible at bcoe.org and navigating to BCOE Schools or by using the search feature.

F. Grade Reduction/ Loss of Academic Credit-EC 48980(j)

No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC 48205 for missed assignments/tests that can reasonably be provided/completed.

G. Excused Absence; Justifiable Personal Reasons; Credit (EC 48205); Truancy (EC 48260, et seq.)

State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code section 48260, et seq.

Excused Absences

A pupil's absence from school shall be considered excused for the following reasons (Not withstanding Legislative Section 48200):

Cultural and Civic Participation

- Attending a cultural ceremony or event.
 - "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
 - For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.
- Participating in a civic or political event as a middle of high school student, provided that the pupil notifies the school in advance.
 - A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - Students may receive one excused absence per school year for this purpose. Additional excused absences may be granted at the discretion of a school administrator, as outlined in Ed Code Section 48260(c).

1) Bereavement Absences

- If a pupil's immediate family member has passed away, the pupil may be excused for no more than 5 days per incident for any of the following (unless arrangements have been made with the Administrator):
 - Attending funeral services
 - Receiving services from a victim services organization.
 - Accessing grief support services.
 - Participating in safety planning or taking actions to increase personal or family safety, including relocation.
 - "Immediate family," as used in this section, means parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil, or a person that is determined by the pupil's parent or guardian to

be in such close association with the pupil as to be considered the pupil's immediate family.

Illness Related Absence

- Pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- Quarantine under the direction of a physician, county or city health officer.
- Medical, dental, optometric, or chiropractic services rendered.
- Illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.

1. Justifiable-Discretionary and Safety Related Absences

Other absences may be excused at the discretion of a school administrator under Section 48260.

- Related Absences, including but not limited to,
 - Presence at public proceedings
 - Court proceedings
 - Counseling
 - Support services
 - To access services from a victim services organization or agency
 - Jury Duty in the manner provided by the law
 - Employment conference
 - Educational conference on the legislative or judicial process offered by a nonprofit organization
- For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment.
 - Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent or designee.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- Attending the pupil's naturalization ceremony to become a United States citizen.
- Due to the pupil's participation in military entrance processing.

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

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

Truancy Policy

First Truancy Report

- The pupil and, if appropriate, their parent or guardian may be asked to meet with a school counselor or designee to discuss attendance and concerns and develop an improvement plan.

Second Truancy Report (Same School Year)

- The pupil may receive a warning from a peace officer under Penal Code Section 830.1.
- The pupil may also be assigned to an after-school or weekend study program within the same county as their school.

Third Truancy Report (Same School Year)

- The student will be classified as a habitual truant.
- The pupil may be required to attend an attendance review board or a truancy mediation program outlined in Education Code 48263.

Fourth Truancy Report (Same School Year)

- The pupil may fall under the jurisdiction of the Juvenile Court, which could result in the pupil being adjudged as a ward of the court under Welfare and Institutions Code section 601.

Rules and Procedures on School Discipline-EC 35291

All Students

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed one of the acts;

(a) Physical Harm

- Causing, attempted to cause, or threatening to cause physical injury to another person.
- Willfully using force or violence on another person, except in self-defense.

(b) Possession of Dangerous Items

- Possessing, selling, or furnishing firearms, knife, explosive, or other dangerous object, unless the pupil has written permission to possess the item from a certificated school employee and approval from the principal or the designee.

(c) Controlled Substances, Intoxicants and Drug Related Offenses

- Unlawfully possessing, using, selling, furnishing, or being under the influence of controlled substances, alcohol, including any intoxicant.
- Unlawfully offering, arranging, or negotiating to sell a controlled substance;
 - Listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(d) Robbery or Extortion

- Committing or attempting to commit robbery or extortion.

(e) Property Damage

- Causing or attempting to cause damage to school property or private property.

(f) Theft/Stolen Property

- Stealing or attempting to steal school property or private property.

(g) Tobacco and Nicotine Products

- Possessing or using tobacco or nicotine products, including cigarettes, cigars, smokeless tobacco, snuff, chew packets, and betel.
 - However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(h) Obscenity and Profanity

- Committing obscene acts or engaging in habitual profanity or vulgarity.

(i) Drug Paraphernalia

- Possessing or attempting to sell drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.

(j) Defiance and Disruption

- Disrupting school activities or otherwise willfully defying the authority of school personnel engaged in the performance of their duties.

Suspension Limitations for Defiance/Disruption:

- In Section 48910, a pupil enrolled in kindergarten through grade 12, cannot be recommended for suspension. EC 48900(k), Senate Bill 274 expanded the prohibition to cover all kindergarten through grade twelve for both suspension and expulsion on willful defiance or disruption.
 - **Kindergarten to Grade 5:** Students cannot be suspended for these actions and cannot be recommended for expulsion.
 - **Grades 6-8:** Suspension for these actions is prohibited until July 1, 2029.
 - **Grades 9 to 12:** Suspension for these actions is prohibited starting July 1, 2025, and remains in effect until July 1, 2029.

Alternative Interventions

- A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or support from the list of other means of correction specified in EC Section 48900.5.
- Administrators must document their actions within five business days and place the record in the pupil's file to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7.
- By the fifth business day, the Administrator must also inform the referring certificated or classified employee, verbally or in writing, about the actions taken or the reasons for not providing an intervention.

(k) Possession of an Imitation Firearm

- As used in this section, "imitation firearm" means a replica of a firearm that is so similar in appearance to an actual firearm that a reasonable person would believe it to be real.

(l) Sexual Misconduct

- Committing or attempting to commit a sexual assault or battery as defined in the Penal Code (Sections 261, 266c, 286, 287, 288, or 289 of, or former Section 288a)

(m) Threats Against Witnesses

Harassing, threatening, or intimidating a pupil who is a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(n) Unauthorized Sale of Prescription Drugs

- Offering, arranging to sell, negotiating to sell, or selling the prescription drug Soma.

(o) Hazing

- Engaging in, or attempted to engage in, hazing as a part of initiation into a student group when it is likely to cause serious bodily injury, personal degradation, or mental harm whether or not the organization or body is officially recognized by an educational institution. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(p) Bullying

- “Bullying” refers to any severe or persistent physical or verbal action, including electronic communications carried out by an individual student or group of students as defined in Sections 48900.2, 48900.3, or 48900.4. Such actions must be directed toward one or more “reasonable student(s)” and must reasonably be expected to cause one or more of the following:
 - Creating fear of harm to a student’s personal safety or property.
 - Negatively impacting a student’s physical or mental well-being.
 - Significantly interfering with a student’s academic performance.
 - Disrupting a student’s ability to participate in or benefit from school services, activities, or privileges.
 - A “reasonable pupil” is defined as a student, including, but not limited to, those with special needs, who exercises average judgement, care, and skill for their age and circumstances.

(q) Electronic Acts (Cyberbullying)

- Electronic acts refer to any communication created or transmitted using an electronic device, whether on or off school grounds. This includes, but is not limited to, communication via:
 - Text messages, emails, videos, sounds, or images.
 - Social media posts, including:
 - Burn pages-Websites specifically created to bully or harass a student.
 - Credible impersonation-Knowingly impersonating another student without consent for the purpose of bullying, in a way that would lead others to believe the impersonation is real.

- False Profiles-Creating a fake online identity or using another student's likeness to engage in bullying behavior.

(r) Cyber Sexual Bullying

- This is also considered an electronic act and involves:
 - Sharing, encouraging or requesting the distribution of explicit photographs or recordings of a minor in a way that could cause harm as outlined in the bullying definition.
 - This includes any identifiable images of a minor that are nude, semi-nude, or sexually explicit.
 - However, this does not apply to images with serious literary, artistic, educational, political, or scientific value, or those related to athletic or school-sanctioned activities.

Clarification of electronic acts: the mere existence of a post or transmission on the internet does not automatically qualify as pervasive bullying.

(s) Disciplinary Actions

- A student may face disciplinary action, including suspension or expulsion, for bullying-related acts if they occur (EC section 48915, and pursuant to the expulsion procedures identified in Education Code sections 48918 and 48918.5):
- A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - While on school grounds.
 - While traveling to or from school.
 - During lunch, whether on or off the campus.
 - During or while traveling to or from a school-sponsored event/activity.

(t) Aiding and Abetting

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

(u) Alternative Disciplinary Approaches

For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(v) Definition of School Property

Includes physical and electronic assets such as school databases and files, chrome books, hotspots, desks, chairs, along with any other device, furniture or asset not mentioned.

(w) Legislative Intent:

Schools are encouraged to use the Multi-Tiered System of Supports, including restorative justice, trauma-informed practices, social-emotional learning, and positive behavior interventions to help students understand the impact of their actions and repair harm to the school community.

Attendance of Suspended Child's Parent/Guardian for Portion of School Day EC 48900.1

Pursuant to board policy, a teacher may require a parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for either committing an obscene act, engaging in habitual profanity or vulgarity or disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, to attend a portion of a school day in the classroom of his or her child or ward.

Sexual Harassment Policy-EC 231.5, 48900.2

The Butte County Office of Education (BCOE) will not tolerate sexual harassment by anyone participating in any county office program or activity. This includes student-to-student or peer sexual harassment as well as harassment between a student and any BCOE participant. The BCOE takes all complaints of sexual harassment seriously, investigates and addresses identified sexual harassment, and if the investigation results in the determination that sexual harassment has occurred, takes reasonable, immediate corrective action to stop the harassment, eliminate a hostile environment, and prevent future sexual harassment. Alleged pupil sexual harassment in violation of Superintendent Policy or federal or state law will be handled pursuant to Superintendent Policy and Administrative Regulation which can be found online at <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>. A pupil in grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined below.

- California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:
 - Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
 - Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
 - The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- 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 educational institution.

SP and AR 5145.7 Sexual Harassment

The County Superintendent is committed to maintaining an educational environment that is free from harassment and discrimination. The County Superintendent prohibits sexual harassment of students by other students, employees, or other persons, at Butte County Office of Education (BCOE) schools or at school-sponsored or school-related activities. The County Superintendent also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint processes.

BCOE strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to:

- Immediately contact their teacher, the principal, the BCOE's Title IX Coordinator, or any other available school employee
- Any employee who receives a report of or observes an incident of sexual harassment shall notify the Title IX Coordinator.
- Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71, Title IX Sexual Harassment Complaint Procedures or SP/AR 1312.3- Uniform Complaint Procedures, as applicable, and shall offer supportive measures to the complainant.
 - Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The entire AR 5145.71 can be accessed under Title IX Sexual Harassment Complaint Procedures.

1) Hate Violence-EC 48900.3

A pupil in any grade 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, or threatened to cause, or participated in an act of hate violence, as defined in EC 233(e).

2) Harassment, Intimidation or Threats-EC 48900.4

A pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

3) Terroristic Threats Against School Officials or School Property-EC 48900.7

A pupil may be suspended or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

- A “terroristic threat” includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in:
 - Death, great bodily injury to another person.
 - Property damage in excess of one thousand dollars (\$1,000).
 - Severe enough to cause the person threatened to reasonably fear for their safety, their family’s safety, or the protection of school property.
- The statement must be made with the intent of being perceived as a real threat, even if there is no actual intention to carry it out. To qualify as a terroristic threat, the statement must be:
 - Clear, specific, and immediate, and is to be taken as a threat,
 - Unconditional and unequivocal, and
 - Severe enough to cause the person threatened to reasonably fear for their safety, their family’s safety, or the protection of BCOE or school program, or any property associated with the school program.

Suspension/Expulsion: Alternative & Other Means of Correction-EC 48900, 48900.5, 48911

Suspension should generally only be considered when other methods of correction have not successfully addressed the student’s behavior. The BCOE may document the use of alternative corrective actions before suspension or expulsion, and these documents will be kept in the student’s record.

- Other means of correction may include:
 - Conferences between school personnel, the pupil’s parent or guardian and the pupil,
 - Referrals to the school counselor or psychologist,
 - Participate in study teams, guidance teams, or other intervention-related teams to assess behavior and develop behavior plans,
 - Referrals for psycho-educational assessments,
 - After-school programs that address specific behavioral issues,
 - Community service on school grounds during non-school hours.
- A pupil may be suspended for any of the reasons outlined in Section 48900. Even upon a first offense, if the principal or superintendent of schools determines that the pupil violated any of the following:
 - Section 48900(a), (b), (c), (d), or (e),
 - The pupil’s presence on campus poses a danger to others.
- Before suspension, an informal conference must be held between the principal, the principal’s designee, or the superintendent and the student. Whenever possible, the teacher or school staff member who referred the student should also be involved. During this conference, the student will be informed of:
 - The reason for the disciplinary action, and
 - The other corrective actions that were attempted before the suspension.

Parent Attendance of Suspended Students During School Day-EC 48900.1

BCOE has a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a school day in the class of the suspended pupil. More information can be found online at <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>.

Due Process Procedures for Suspension:

1) Informal Conference:

- Suspension shall be preceded by an informal conference conducted by the Associate Superintendent, principal, or principal's designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. During the conference:
 - The student will be informed of the reason for the disciplinary action, including the corrective actions that were attempted before suspension as required under Education Code 48900.5,
 - The evidence against the student will be presented,
 - The student will be given the opportunity to present their version of events and any supporting evidence.
- This conference may be omitted if the Associate Superintendent, principal, or designee determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety, or health of students or school personnel.
- If the conference is not held before suspension, both the parent/guardian and student must be notified of the student's right to return to school for the purpose of the conference. The conference must be held within two school days, unless the student waives this right or is physically unable to attend for any reason. In such cases, the conference will take place as soon as the student is physically able to return to school.

1) Administrative Actions:

- 2) All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of misbehavior. A school employee shall report the suspension, including the name of the student and the cause of the suspension, to the Associate Superintendent or designee.

3) Notice to Parents/Guardians:

- 4) At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the student. In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

5) Parent/Guardian Conference:

- 6) Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matter. While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the

failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference.

7) Extension of Suspension:

8) If the County Superintendent is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Associate Superintendent or designee may, in writing, extend the suspension until such time as the County Superintendent has made a decision, provided the following requirements are:

- The extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
- The Associate Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process.
- If the student involved is a foster youth, the Associate Superintendent or designee shall notify the liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting
- If the student involved is experiencing homelessness as a child or youth, the Associate Superintendent or designee shall notify the District Liaison for students experiencing homelessness.

Dress Code/Gang Apparel-EC 35183

Students are expected to come to school appropriately dressed. Students failing to dress appropriately will be asked to change. BCOE's dress code is available online at <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>.

Duty Concerning Conduct of Pupils-EC 44807

All students participating in BCOE school programs or activities are expected to comply with Superintendent policies, rules and regulations, actively pursue their studies and adhere to the valid authority of BCOE staff.

Any student who feels another participant is disrupting the student's learning environment is strongly encouraged to report that misconduct to a staff member. The staff member will, then escalate the concern to the designated school or BCOE personnel responsible for handling student complaints.

BCOE expects all students enrolled in its programs or activities to conduct themselves in a manner that enhances the educational environment and does not disrupt the learning process. BCOE is committed to fostering a positive learning environment for all students. This includes:

- Respecting the rights of fellow participants
- Ensuring the right to a disruption free learning atmosphere
- Maintaining appropriate behavior on school grounds,
- During transit to and from school, and

- Throughout recess and lunch periods.

Every teacher has a duty to hold pupils accountable for their conduct while traveling to and from school, on the playground, and during recess. Teachers, vice principals, principals or any other certificated employee of a BCOE school, shall not be subject to criminal prosecution or criminal penalties for exercising the same degree of physical control over a pupil that a parent would be legally privileged to use. However, the use of physical control, which in no event shall exceed the amount of physical control reasonably necessary to:

- Maintain order
- Protect property
- Safeguard the health and safety of students
- Ensure appropriate conditions conducive to learning.

By upholding these expectations, BCOE ensures a safe, respectful, and productive learning environment for all students.

[Laser Pointers-Penal Code 417.27](#)

The BCOE prohibits dangerous objects on campus, such as laser pointers and B.B. guns, unless possession is for valid instructional or other school related purpose.

[Liability of Parent/Guardian or Willful Pupil Misconduct-EC 48904/Civil Code 1714.1](#)

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school volunteers, and for damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$25,000 for damages and another maximum of the same amount of a reward, if any. We expect these amounts to be indexed and to rise annually. BCOE may withhold:

- Grades
- Diplomas or
- Transcripts of the student responsible.

Until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money.

[EQUITY, ACCESS AND THE COMPLAINT PROCESS](#)

[Statement of Non-Discrimination](#)

The Butte County Office of Education (BCOE) is committed to ensuring equal opportunity for all individuals participating in its programs and activities. All programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on actual or perceived characteristics of:

- Race or ethnicity
- Color
- Ancestry

- Nationality, national origin
- Immigration status
- Ethnic group identification
- Age
- Religion
- Marital status
- Pregnancy or parental status
- Physical or mental disability
- Medical condition
- Sex, sexual orientation, gender, gender identity, gender expression, or genetic information.
- Genetic information

This policy aligns with the protections outlined in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, as well as the requirements of Title 5 of the California Code of Regulations 4610. It also applies to all actions taken by the County Superintendent of Schools in establishing policies and procedures pursuant to Education Code 234.1(a).

Textbook, Instructional Material, and Library Book Bans – EC 243 and 220

Actions taken by a school district governing board, a county board of education, or the governing body of a charter school to refuse to approve or prohibit the use of:

- Any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction
- Any school library book or other resource in violation of Education Code section 243 constitutes unlawful discrimination.

Discriminatory Textbooks and Instructional Materials – EC 244

School district governing boards, county boards of education, and charter school governing bodies are prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction that would subject a student to unlawful discrimination pursuant to Education Codes section 220.

Complaints may be filed by a member of the public, including anyone electing to file anonymously, if the complaint provides evidence or information supporting the allegation.

Complaint Process

Complaints related to textbook and instructional materials banning or use may be filed by any member of the public and may be filed anonymously, through one of the following channels:

- Local Educational Agency (LEA): Complaints can be submitted under the Uniform Complaint Procedures (UCP).
- State Superintendent of Public Instruction: Complaints may be filed directly with the State Superintendent, who may intervene immediately without requiring a prior local investigation. Complaints filed directly with the State Superintendent must identify the basis for the direct filing and why immediate action is necessary.

For additional information on filing complaints, please refer to the application Uniform Complaint Procedure (UCP) guidelines.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Butte County Office of Education in accordance with the Americans with Disabilities Act is continually evaluating accessibility, accommodations for individuals with disabilities, and administrative policies and procedures.

Filing a Complaint

Any person may report sex discrimination, including sexual harassment regardless of whether they are the alleged victim of the conduct. A report may be made:

- In person
- By mail
- By e-mail
- By any other means that ensures that the Title IX Coordinator receives the written report

When to File

Reports may be submitted at any time, including during non-business hours, using the contact information provided for the Title IX Coordinator.

Title IX Coordinator

BCOE's Title IX Coordinator oversees compliance with Title IX requirements.

Mikeial Williamson, Assistant Superintendent - Human Resources

Butte County Office of Education

1859 Bird Street

Oroville, CA 95965

mwilliamson@bcoe.org

530-532-5766

Safe Place to Learn Act-EC 234, 234.1

The Butte County Office of Education has adopted policies pertaining to the following:

- Prohibition of discrimination and harassment based on characteristics set forth in EC § 220 and Penal Code 422.55;
- Process for receiving and investigating complaints of discrimination and harassment;
- Maintenance of documentation of complaints and their resolution;
- Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
- Identification of a responsible LEA officer to ensure compliance.

BCOE's antidiscrimination and anti-harassment policies are posted in schools and offices. More information can be found online on the BCOE's website <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>.

Sex Equity in Education Act-EC 221.5(d)

Commencing in 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.

Rights and Options Available to Pregnant and Parenting Pupils-EC 46015

A pregnant or parenting pupil is defined as any pupil who gives or expects to give birth, or any parenting pupil who identifies as the parent of an infant.

Pregnant and parenting pupils are entitled to a minimum of eight weeks of parental leave, which can be taken:

- Before childbirth, if there is a medical necessity
- After childbirth, during the school year in which the birth occurs, including any mandatory summer instruction.
- The pupil is neither required to take time off nor notify his or her school that he or she is doing so; this is a guaranteed minimum right that can be expanded if deemed medically necessary.

Parental leave will be considered an excused absence, and the pregnant or parenting pupil is not required to complete any academic work during this period.

- Upon returning from leave, students have the right to:
- Reenroll in their previous school and course of study
- Make up missed work without penalty
- Enroll in a fifth year of high school to complete state or local graduation requirements unless the school determines they can graduate on time within four years.

A pregnant or parenting pupil who does not wish to reenroll in his or her previous school is entitled to alternative education options offered by the local education agency. These programs must offer courses, activities, and educational opportunities equal to those available in the regular program. Schools may not penalize students for utilizing any of these accommodations.

If a student believes they have experienced discrimination based on sex in relations to these rights, they may file a complaint through the Uniform Complaint Procedures as outlined in *California Code of Regulations*, Title 5 Sections 4600, et. seq.

Students Experiencing Homelessness-42 U.S.C. 11432

The BCOE has appointed a liaison for homeless children responsible for ensuring the dissemination of public notice of the educational rights of students in homeless situations.

- Liaison contact information: Josh Indar, Assistant Director for School Ties and District Liaison for Homelessness at (530) 879-3780, including information on circumstances for eligibility;

- Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools' records, or legal guardianship papers;
- Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
- That no student experiencing homelessness shall be required to attend a separate school for homeless children or youth; and
- That youth experiencing homelessness shall not be stigmatized by school personnel.

More information can be found online at <https://www.bcoe.org/Services/Charter--District-Services/Homeless--Foster-Youth/index.html>.

Experiencing Homelessness Rights- EC 48852.5

The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. This definition also includes:

- **Children and youth who share the housing of other persons due to:**
 - Loss of housing
 - Economic hardship, or a similar reason
 - Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
 - Are living in emergency or transitional shelters; or are abandoned in hospitals;
- **Children and youth who have a primary nighttime residence** that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings;
 - Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- **Migratory children** who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii);

The Housing Questionnaire is available in hard copy upon request at the school site.

Eligible children have the right to:

- Receive free, appropriate public education;
- Enroll in school immediately, even if lacking documents normally required for enrollment;
- Enroll in school and attend classes while the school gathers needed documents;
- Enroll in the local school; or continue attending the school of origin (the school attended when permanently housed or the school in which the student was last enrolled);
 - If the school believes enrollment is not in the best interest of the student, it must provide the parent with a written explanation of its position and inform the parent of their right to appeal its decision;
 - Receive transportation to and from the school of origin, if requested;
 - Receive educational services comparable to those provided to other students, according to the children's needs;

Foster Youth Bill of Rights-EC 48853; 48853.5; 49069.5; 51225.1; 51225.2

“Foster child” means a child who has been removed from his or her home pursuant to Section 309 of the Welfare and Institutions Code (“WIC”), is the subject of a petition filed under Section 300 or 602 of the WIC or has been removed from his or her home and is the subject of a petition filed under WIC section 300 or 602.

A foster child who is placed in a licensed children's institution or foster family home shall attend programs operated by the local educational agency in which that licensed children's institution or foster family home is located, unless one of the following applies:

- The pupil is entitled to remain in his or her school of origin;
- The pupil has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency;
- The parent or guardian, or other person holding the right to make educational decisions for the pupil pursuant to Section 361 or 726 of the WIC or Section 56055 (“educational rights holder”), determines that it is in the best interests of the pupil to be placed in another educational program and has submitted a written statement to the local educational agency that he or she has made that determination. This statement shall include a declaration that the parent, guardian, or educational rights holder is aware of all of the following:
 - The pupil has a right to attend a regular public school in the least restrictive environment.
 - The alternate education program is a special education program, if applicable.
 - The decision to unilaterally remove the pupil from the regular public school and to place the pupil in an alternate education program may not be financed by the local educational agency.
 - Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent, guardian, or educational rights holder.
- The parent or guardian, or educational rights holder shall first consider placement in the regular public school before deciding to place the foster child in a juvenile court school, a community school, or another alternative educational setting.
- A foster child may still be subject to expulsion under applicable law and Superintendent Policy.
- Foster youth are subject to other laws governing the educational placement in a juvenile court school, of a pupil detained in a county juvenile hall, or committed to a county juvenile ranch, camp, forestry camp, or regional facility, notwithstanding the rights contained in this notice.
- Foster children living in emergency shelters (as referenced in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301, et seq.), may receive educational services at the emergency shelter as necessary for short periods of time for either of the following reasons:
 - For health and safety emergencies.
 - To provide temporary, special, and supplementary services to meet the child's unique needs if a decision regarding whether it is in the child's best interests to attend the school of origin cannot be made promptly, it is not practical to transport the child to the school of origin, and the child would otherwise not receive educational services.
- The educational services may be provided at the shelter, pending a determination by the educational rights holder regarding the educational placement of the child.

All educational and school placement decisions shall be made to ensure that the child is placed in the least restrictive educational programs and has access to academic resources, services, and extracurricular and enrichment activities that are available to all pupils. In all instances, educational and school placement decisions shall be based on the best interests of the child.

The Butte County Office of Education designates Meagan Meloy, Director School Ties and Prevention Services at (530) 879-3781, as the educational liaison for foster children. The role of educational liaison is advisory with respect to placement decisions and determination of school of origin and does not supersede the role of the parent or guardian retaining educational rights, a responsible adult appointed by the court, a surrogate parent or a foster parent exercising their legal rights with respect to the foster child's education. The educational liaison serves the following roles:

- Ensures and facilitates proper educational placement, enrollment in school, and checkout from school for foster children.
- Assists foster children when transferring from one school to another school or from one school district to another school district in ensuring proper transfer of credits, records and grades.
- When designated by the Superintendent, notifies a foster child's attorney and child welfare agency representative(s) of pending disciplinary proceedings and pending manifestation determination proceedings if the foster child is also eligible to receive special education and related services under the IDEA.

At the initial detention or placement by the Juvenile Court, or any subsequent change in placement of a foster child by the Court, the local educational agency serving the child shall allow the foster child to continue his or her education in the school of origin for the duration of the jurisdiction of the court. If the jurisdiction of the court is terminated prior to the end of the academic year:

- Former foster children in grades kindergarten, or 1 to 8, inclusive, shall be allowed to continue his or her education in the school of origin through the duration of the academic year.
- Former foster children in high school shall be allowed to continue his or her education in the school of origin through graduation.
- Transportation is not required unless the former foster child has an IEP and the IEP team determines transportation is a necessary related service, required by the unique educational needs of the pupil in order to benefit from their special education program. Transportation may be provided at the local educational agency's discretion. The rights of foster youth do not supersede any other law governing special education for eligible foster children.
- To ensure that the foster child has the benefit of matriculating with his or her peers in accordance with the established feeder patterns of school districts, if the foster child is transitioning between school grade levels, the foster child shall be allowed to continue in the school district of origin in the same attendance area, or, if the foster child is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, to the school designated for matriculation in that school district.

In consultation with the foster child and educational rights holder, the educational liaison may recommend that the foster child waive his or her right to attend the school of origin and enroll in a public school within his or her attendance area. The educational liaison's recommendation must be accompanied

by a written explanation for the basis of the recommendation and how it serves the foster child's best interests.

If the educational liaison, foster child and educational rights holder agree it is in the best interest of the foster child to waive his or her right to attend the school of origin and attend the recommended school, the foster child shall immediately be enrolled within the recommended school.

- The recommended school shall immediately enroll the foster child regardless of any outstanding fees, fines, textbooks or moneys due to any previous schools of attendance or if the foster child is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including proof of immunization, proof of residency or other documentation.
- Within two business days of the foster child's request for enrollment, the educational liaison for the new school shall contact the school last attended by the foster child to obtain all academic and other records. The last school attended by the foster child shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. The educational liaison for the last school attended shall provide a complete copy of the foster child's education record to the new school within two business days of receiving the request.

If any dispute arises as to the school placement of a pupil under this section, the pupil has the right to remain in his or her school of origin, pending resolution of the dispute.

"School of origin" refers to:

- The school the foster child attended when they were permanently housed or
- The school in which the foster child was last enrolled.

If the school the foster child attended when permanently housed is different from the school in which the foster child was last enrolled, or if there is some other school that the foster child attended with which the foster child is connected and that the foster child attended within the immediately preceding 15 months, the educational liaison, in consultation with, and with the agreement of, the foster child and the educational rights holder, shall determine, in the best interests of the foster child, the school that shall be deemed the school of origin.

Protection for Grades and Credits

- If a foster student is absent due to a court ordered placement change, their grades and credits must be calculated as of their last day of attendance, and no grade reductions will result from such absences.
- If a foster student is absent due to a verified court appearance or related court-ordered activity, no grade reductions will occur due to these circumstances.

Graduation Requirement Exemptions for Foster Youth and Students Experiencing Homelessness

Exemption from Local Graduation Requirements

A foster student or student experiencing homelessness who transfers schools after completing their second year of high school is exempt from all local graduation requirements beyond the statewide coursework requirements, unless the local educational agency determines they can reasonably complete the additional requirements within four years.

Assessment and Notification Timeline

- Within 30 days of the student's transfer, the local educational agency must assess whether the student can complete the local graduation requirements within five years. If so, the agency must:
 - Inform the student of their right to remain in school for a fifth year to complete graduation requirements.
 - Inform the student and their educational rights holder of how staying for a fifth year may impact postsecondary education opportunities.
 - Provide information on transfer opportunities available through California Community Colleges.
 - Permit the pupil to stay in school for a fifth year upon agreement with:
 - The student (if 18 years of age or older), or
 - The student's educational rights holder (is under 18 years of age), upon agreement with the educational rights holder.

Timely Notice and Continued Eligibility

If the local educational agency fails to provide timely notice of the exemption, the student remains eligible for the exemption even after:

- The termination of the court's jurisdiction over the pupil.
- The pupil is no longer considered homeless.

Graduation and Course Enrollment Rights

If a foster child or a youth experiencing homelessness is exempt from local graduation requirements pursuant to this section and completes the statewide coursework requirements before the end of his or her fourth year of high school and that pupil would otherwise be entitled to remain in attendance at the school, a school or local educational agency:

- May not require or request that the student to graduate before the end of his or her fourth year of high school.
- May not deny the foster child enrollment in courses they are otherwise eligible for.
- May not require the student to accept the exemption.

A transfer shall not be requested solely to qualify for an exemption under this section.

The local educational agency must accept coursework satisfactorily completed by a foster child or a youth experiencing homelessness at:

- Another public school
- A juvenile court school
- A nonpublic, nonsectarian school or agency

If the student did not complete the entire course the LEA:

- Must award full or partial credit for completed coursework.
- May not require the student to retake completed portions of a course unless the LEA determines in consultation with the educational rights holder, that the student can reasonably complete graduation requirements on time.
- Must allow the student to continue in the same or equivalent course to complete it.
- Must not prevent the student from taking or retaking courses needed to meet eligibility requirements for admission to California State University (CSU) or University of California (UC).

Filing a Complaint for Noncompliance

A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures (UCP) set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

If a complainant is not satisfied with the decision of a local educational agency they may appeal the decision to the CDE and shall receive a written decision regarding the appeal within 60 days of the CDE's receipt of the appeal.

If a local educational agency finds merit in a complaint, or the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil.

These protections ensure that foster youth and students experiencing homelessness have equitable access to education and a clear pathway to graduation.

Ensuring Educational Equity

These protections ensure that foster youth and students experiencing homelessness have equitable access to education and a clear pathway to graduation.

Children of Military Families and Other Protected Pupils-EC 49701, 51225.1, 51225.2

A pupil who is a "child of a military family" is defined as school-aged child or children, enrolled in kindergarten through twelfth grade, in the household of an active duty member.

- "Active duty" means full-time status in the active uniformed service of the United States, including member of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. sections 1209 and 1211.

Children of military families who transfer between schools any time after the completion of the pupil's second year of high school shall be exempt from all coursework and other graduation requirements adopted by the governing board of the local educational agency that are in addition to the statewide

coursework requirements, unless the local educational agency makes a finding that the child of a military family is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

Within 30 days of the child of a military family's transfer into a school, the local educational agency should determine whether the child of a military family is reasonably able to complete the local educational agency's graduation requirements within the pupil's fifth year of high school. If the pupil is reasonably able to complete the local educational agency's graduation requirements within a fifth year of high school, the local educational agency shall do all of the following:

- Inform the pupil of his or her choice to remain in school for a fifth year to complete the local educational agency's graduation requirements.
- Inform the pupil, and the educational rights holder, about how remaining in school for a fifth year to complete the local educational agency's graduation requirements will affect the pupil's ability to gain admission to a postsecondary educational institution.
- Provide information to the pupil about transfer opportunities available through the California Community Colleges.
- Permit the pupil to stay in school for a fifth year to complete the local educational agency's graduation requirements upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the educational rights holder.

Within 30 calendar days of the date that a pupil who is a child of a military family who may qualify for the exemption from local graduation requirements transfers into a school, the BCOE school shall notify the pupil and the pupil's parent or guardian of the availability of the exemption and whether the pupil qualifies for an exemption.

If the BCOE school fails to provide timely notice, the pupil shall be eligible for the exemption from local graduation requirements, even if that notification occurs after the pupil no longer meets the definition of "a child of a military family."

If a child of a military family is exempt from local graduation requirements pursuant to this section and completes the statewide coursework requirements before the end of his or her fourth year of high school and that pupil would otherwise be entitled to remain in attendance at the school, a school or local educational agency shall not require or request that the pupil graduate before the end of his or her fourth year of high school, nor shall the child of a military family be required to accept the exemption or be denied enrollment in courses for which they are otherwise eligible.

If a child of a military family is not exempt from local graduation requirements or has previously declined the exemption pursuant to this section, a local educational agency shall exempt the pupil at any time if an exemption is requested by the pupil and the pupil qualifies for the exemption. The exemption shall apply after the pupil no longer meets the definition of "a child of a military family" while he or she is enrolled in school or if the pupil transfers to another school or school district.

The BCOE shall not require, and a parent or guardian shall not request a child of a military family to transfer schools solely to qualify the pupil for an exemption under this section.

The local educational agency shall accept coursework satisfactorily completed by a pupil who is a child of a military family while attending another public school (including schools operated by the United States Department of Defense), a juvenile court school, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and issue that pupil full or partial credit for the coursework completed.

The local educational agency may not require a child of a military family to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency may not require the pupil to retake the portion of the course the pupil completed unless the local educational agency, in consultation with the educational rights holder, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the child of a military family shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. The pupil shall not be prevented from taking or retaking a course to meet eligibility requirements for admission to the California State University or University of California.

- A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.
- A complainant not satisfied with the decision of a local educational agency may appeal the decision to the CDE and shall receive a written decision regarding the appeal within 60 days of the CDE's receipt of the appeal.
- If a local educational agency finds merit in a complaint, or the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil.

The above protections shall also apply to pupils in foster care, pupils who are experiencing homelessness, former juvenile court school pupils, migratory children, and pupils participating in a newcomer program, as defined in Education Code section 51225.2(a).

[Pupil Protections Relating to Immigration and Citizenship Status-EC 234.7](#)

Except as required by state or federal law or as required to administer a state or federally supported educational program, the BCOE shall not collect information or documents regarding citizenship or immigration status of pupils or their family members.

Law Enforcement Requests for Information

If a law enforcement officer or agency employee requests access to a school site or seeks information for the purpose of enforcing immigration laws, BCOE staff must:

- Report the request to the Superintendent or designee in a timely manner.
- Ensure the confidentiality and privacy of any potentially identifying information.

Parental Absence and Student Care

If BCOE staff becomes aware that a pupil's parent or guardian is not available to care for the pupil, staff shall first exhaust any parental instruction relating to the pupil's care in the emergency contact

information it has for the pupil to arrange for the pupil's care. BCOE will not contact Child Protective Services to arrange for the pupil's care unless it is unable to arrange care through the use of emergency contact information provided by the parents or other information provided by the parent or guardian.

Right to a Free Public Education

BCOE has fully adopted model policies published by the Attorney General's Office entitled "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues" (Promoting a Safe and Secure Learning Environment for All) These policies include, but are not limited to:

- Refraining from collecting national origin information during the school enrollment process
- Accepting all forms of evidence listed in California Education Code section 48002 for the purpose of verifying student age
- Not including citizenship status, immigration status, place of birth
- Or any other information indicative of national origin as directory information.

Please visit the State of California's Attorney General's Know Your Rights" page for more information at <https://oag.ca.gov/>

Educational Rights of High Mobility High School Students When Changing Schools After Their Second Year of High School-EC 49069.5, 51225.1, and 51225.2

High school "high mobility" students, which include students in foster care, experiencing homelessness, recent immigrants, migrant students, former juvenile court school pupils, and students from military families, have the following rights when transferring to a new school after their second year of high school:

- Have the option to be **exempted from all coursework and other requirements that are more than statewide course requirements** for graduation, unless the local educational agency (LEA) makes a finding that the student is reasonably able to complete the LEA's graduation requirements in time to graduate by the end of the fourth year of high school;
- Have the option of attending a **fifth year** of high school in order to complete statewide graduation course requirements;
- To **consult** with school staff and the student's educational rights holder regarding other options available to the student, such as:
 - a fifth year of high school;
 - transfer opportunities available through California Community Colleges; and
 - possible credit recovery.

The consultation must also include a discussion of how remaining for a fifth year of high school or accepting an exemption from the local graduation coursework requirements may potentially impact the student's vocational plans or ability to gain admission to college and also take into consideration the student's academic record and any other information relevant to making an informed decision. (Ed. Code, § 51225.1, subd. (b)(1), (2), and (3) and subd. (f)(1)-(3).)

Foster youth and students experiencing homelessness have the right to consult with school staff and their educational rights holder regarding the student's option to remain in the student's **school of origin**; (Ed. Code, § 51225.1, subd. (b)(5).)

- Have their official **transcript**, reflecting the correct, full and partial credits earned, sent to their new school within two business days; (Ed. Code, § 49069.5, subd. (d) and (e);
- Have their new school **accept and issue the credits** forwarded by the transferring school, to prevent the student from unnecessarily retaking a course (Ed. Code, § 51225.2, subd. (b); and
- The official transcripts for transferring **foster youth** must include a determination of the days of enrollment or seat time, or both if applicable, to ensure that transferring foster youth get full credit for coursework completed at their prior school. (Ed. Code, § 49069.5, subd. (e).)
- If exempted from local graduation requirements, and upon completing statewide coursework requirements before the end of the fourth year of high school, the LEA may not require or request that the student graduate before the end of the student's fourth year of high school. (Ed. Code, § 51225.1, subd. (e).)

[Pupils with Temporary Disabilities; Individual Instruction-EC 48206.3, 48207, 48207.3, 48207.5, 48208](#)

Special individual instruction (as distinct from independent study) is available for students with temporary disabilities that make attendance at school impossible or inadvisable. A student with a temporary disability who is in a hospital or other residential facility, excluding a state hospital, which is located outside of the school district in which the student's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five days. Parents or guardians should first contact the principal to determine services.

[Disabled Pupils-Section 504 of the Rehabilitation Act of 1973](#)

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101, et seq.) prohibits discrimination on the basis of disability. Section 504 requires schools to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met.

- Screening and evaluation procedures used by BCOE schools when there is a reason to believe a student has a disability under Section 504: <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>.
- A student has the right to a written accommodation plan if the student qualifies for services under Section 504.
- A student has the right to be educated with non-disabled students to the maximum extent appropriate based on the student's needs.
- A copy of the parents or guardians legal safeguard can be obtained by contacting Section 504 designee or the principal.

504 Coordinator

BCOE's 504 Coordinator is responsible for preventing discrimination against students, employees, and others based on a disability and ensuring compliance with all procedures and procedural safeguards required under Section 504.

Maryanne Taylor, Senior Director - Special Education
Butte County Office of Education
1859 Bird Street
Oroville, CA 95926
mtaylor@bcoe.org
530-532-5650

Special Education: Child Find System-Idea; EC 56301

Federal and state law require that free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional needs due to a disability may request an assessment for eligibility for special education services. <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>.

Special Education: Complaints-EC 56500.2

Parents or guardians have a right to file a written complaint with the school if they believe the school is in violation of federal or state law governing the identification or placement of special education students, or similar issues. State regulations require the party filing the complaint to forward a copy of the complaint to the Butte County Office of Education at the same time the party files the complaint with the California Department of Education. Procedures are available from your building principal.

Special Education: Due Process Hearings-EC 56502

The State Superintendent is required to develop a model form to assist parents and guardians in filing requests for due process. Available at <https://www.dgs.ca.gov/SearchResult> is the model form for parents that wish to initiate due process hearings relating to special education rights.

Special Education Program Complaints-5 CCR 3200 – 3205

Complaints regarding special education programs are no longer covered by the LEA's Uniform Complaint Procedures. Please refer to the Notice of Procedural Safeguards, Special Education Rights of Parents and Children under the IDEA and the California Education Code, which is available from your child's school or may be accessed here: <https://www.cde.ca.gov/re/cp/>, for more information about filing a complaint. Complaints alleging that a student was discriminated against due to his or her disability still fall under the Uniform Complaint Procedures.

Child Nutrition Program Complaints-5 CCR 15580-15584

Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through the LEA's Uniform Complaint Procedures. Instead,

- Complaints must be processed through the existing procedures outlined in the federal regulations and the new, related state regulations, California Code of Regulations, title 5, sections 15580 – 15584.
- A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter.
- Please see California Code of Regulations, title 5, sections 15580 – 15584 for more information.

[Williams Complaint Policy and Procedures-EC 35186](#)

Uniform Complaint Process

The Butte County Office of Education has adopted a uniform complaint process to help identify and resolve deficiencies related to:

- Instructional materials
- Emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff
- Teacher vacancy or mis-assignment.

Notice of the complaint process and the location at which to obtain a complaint form is posted in all classrooms. Please see attached Administrative Regulation and Exhibit 1312.4 for more information.

[Williams Complaints-5 CCR 4680 – 4687 and EC 35186](#)

- Complaints pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments may be filed anonymously with the school principal or his or her designee.
- Complaints asserting that one or more students does not have instructional materials due to a local educational agency governing board's failure to remedy the deficiency may be filed directly with the State Superintendent of Public Instruction.
- The State Superintendent of Public Instruction may intervene without waiting for the local educational agency to investigate.

Please see California Code of Regulations, title 5, sections 4680 – 4687 and Administrative Regulation and Exhibit 1312.4 (attached) for more information.

[State Preschool Health and Safety Issues Complaints \(5 CCR 4690 – 4694\)](#)

Complaints regarding state preschool health and safety issues in LEAs exempt from licensing are now processed exclusively via the procedures set forth in the California Code of Regulations, title 5, sections 4690 through 4694, and are no longer processed through the LEA's Uniform Complaint Procedures. Complaints must be filed with the preschool program administrator, or his/her designee, and may be filed anonymously. (Education Code section 8235.5.)

[Uniform Complaint Procedures-5 C.C.R. 4622](#)

Butte County Office of Education ("BCOE") annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures ("UCP") process. UCP covers those local educational agencies, including BCOE, which receive direct or indirect funding from the State to provide specific school programs, activities, or related services. BCOE is primarily

responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

The UCP Annual Notice is available on our website.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Instructional Materials and Curriculum Diversity
- Local Control and Accountability Plans(LCAP)
- Migrant Education • Physical Education Instructional Minutes
- Pupil Fees • Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction ("SSPI") of the California Department of Education (CDE) or designee deems appropriate.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

What issues are not covered by the UCP?

Not all complaints fall under the scope of the UCP. Many concerns are the responsibility of BCOE, including classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, student advancement and retention, student discipline, student records, the Bagley-Keene Open Meeting Act, the Brown Act, and other general education requirements. BCOE, however, may use its local complaint procedures to address complaints not covered by the UCP.

Only allegations within the subject matters falling within the UCP can be appealed to the California Department of Education (CDE).

In addition, the following complaints are referred to other agencies for resolution and not subject to the UCP:

- Allegations of child abuse are referred to County Departments of Social Services, Protective Services Divisions, or appropriate law enforcement agency.
- Health and safety complaints regarding licensed facilities operating a Child Development Program are referred to the Department of Social Services.
- Employment complaints are sent to the California Department of Fair Employment and Housing.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one (1) year from the date the alleged violation occurred, except that complaints alleging unlawful discrimination, harassment, intimidate, or bullying shall be filed not later than six 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.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools 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:

- 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 extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of Butte County Office of Education

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations related to the issues set forth above. Accordingly, BCOE shall adopt UCP complaint policies and procedures, designate a staff member to be responsible for receiving, investigating, and resolving complaints, protect complainants from retaliation, provide a written report, and advise on the right to appeal.

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

If we find merit in a complaint, we will take corrective actions consistent with the requirements of existing law that will provide a remedy to all affected students, parents, and/or guardians, as applicable. For corrective actions related to pupil fees, remedies shall, where applicable, include reasonable efforts to ensure full reimbursement.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the California Department of Education (CDE) unless BCOE has used its local UCP to address a complaint not subject to the UCP.

A complainant who appeals this agency's decision to the CDE shall receive a written appeal decision from the CDE within 60 days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Mikeial Williamson, Assistant Superintendent – Human Resources
Title IX Coordinator, Uniform Complaint Compliance Officer
Butte County Office of Education – Human Resources
1859 Bird Street, Oroville, CA 96965
mwilliamson@bcoe.org
(530) 532-5766

The above contact is knowledgeable about the laws and programs that they are assigned to investigate at Butte County Office of Education.

Information regarding the Uniform Complaint Procedure can be found online at:
<https://www.bcoe.org/index.html>

RECORDS

Special Education: Inspection of Records-EC 56043(n)

Upon request, parents or guardians of children with exceptional needs may examine and receive copies of the student's records within five business days after a request is made and prior to any Individualized Education Program meeting, hearing or resolutions session regarding their child.

Pupil Records; Notification of Rights-20 U.S.C. 1232g; EC 49063, 49068, 49069, 49073

Parents, pupils 18 and over, pupils 14 and over are both experiencing homelessness and unaccompanied youth, and individuals who have completed and signed a Caregiver's Authorization Affidavit, have rights concerning pupil records under Education Code section 49063. These rights include:

- The right to inspect and review the student's education records within five (5) business days of the day the school receives a request for access.
 - Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
 - The principal will forward requests to the Custodian of Records.
 - The Custodian of Records will make arrangements for access and notify the parent or eligible student.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading.
- They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
- If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request from officials of another school district in which a student seeks or intends to enroll, the BCOE shall disclose education records without parental consent.
- When a student moves to a new district, the BCOE will forward the student's records, including any suspension or expulsion disciplinary records, upon the request of the new school district within 10-school days.
- A foster family agency with jurisdiction over a currently enrolled or former pupil, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver who has direct responsibility for the care of a pupil may access the current or most recent records of grades, transcripts, attendance, discipline, online communications on school platforms, any IEPs or Section 504 plans maintained by the responsible LEA of that pupil.
 - The above-referenced individuals may access the pupil records listed above solely for the purpose of monitoring the pupil's educational progress, updating and maintaining the pupil's education records as required by Welfare and Institutions Code section 16010, and to ensure the pupil has access to;
 - educational services, supports and activities
 - including enrolling the pupil in school
 - assisting the pupil with homework
 - class assignments
 - college and scholarship applications
 - as well as enrolling the pupil in extracurricular activities, tutoring and other afterschool or summer enrichment programs.

Student Records" do not include:

- Instructional, supervisory or administrative notes by BCOE staff that are made only for that staff member or his/her substitute
- Records of a law enforcement unit that were created for use by the law enforcement unit
- Employee records made for personnel use
- Records of a doctor, psychologist, psychiatrist or other treatment provider and/or assistant regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, "treatment" does not include remedial instructional measures.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

ASSESSMENTS, SURVEYS & OTHER NOTIFICATIONS

California Assessment of Student Performance and Progress-EC 52052, 60640

The California Assessment of Student Performance and Progress (“CAASPP”) System was established on June 1, 2014. The CAASPP System currently includes;

Smarter Balanced Summative Assessments

- Subjects: English Language Arts (ELA) and Math
- Grades three through eight and eleven
- California Alternate Assessments (“CAA”) English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities.

California Science Test (“CAST”)

- Required in grades five, eight and once in high school unless the student’s IEP indicates administration of the CAA.

California Spanish Assessment (Optional)

Grade Two Diagnostic Assessments (Optional)

Exemption from CAASPP assessments: Each year, parents and guardians will be notified regarding their student’s participation in the CAASPP assessment system. Parents and guardians wanting to excuse their children from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis. If you have any questions, please contact your appropriate site Principal.

English Language Proficiency Assessment for California (ELPAC)

- Administered to students whose home language survey lists a language other than English
- Includes an initial test with a summative test given each year until a student reclassifies as proficient in English.
- Students whose IEP indicates the use of an alternate assessment are given the ALT ELPAC both initial and summative.
- BCOE will administer a standards-based test in Spanish, California Spanish Assessment, for reading/language arts in grades two through eleven for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months.

The Physical Fitness Test (PFT)

- Required in grades 5, 7 and 9.

- Exemptions do not exist for the ELPAC or Physical Fitness Test.

Surveys-EC 51513; 20 U.S.C. 1232h

BCOE schools notify parents or guardians in the Site Handbook of the need for their written permission before any questionnaire, survey or examination containing any questions about their child's personal beliefs or practices (or the pupil's family's beliefs or practices) regarding:

- Sex, family life, morality, religion, political affiliations or beliefs, mental or psychological problems, illegal, anti-social, self-incriminating, or demeaning behavior, income (except when required by law to determine eligibility for financial assistance), and school climate
 - Parental written permission is required before administration to any pupil in kindergarten, or grades 1-12, inclusive.
- Notification will include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and provide an opportunity for parents to opt pupils out of participating in the survey.
 - Upon request, parents or guardians will be given the opportunity to inspect any third-party survey.

Availability of Prospectus-EC 49091.14

Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be made available upon request by parent or guardian.

School Accountability Report Card (SARC)-EC 35256, 35258

The School Accountability Report Card provides parents and other interested members of the community a variety of information about the school:

- Resources, their successes, and the areas where it needs improvement.
- Annually on or before February 1 of each year, an updated copy of the School Accountability Report Card for each BCOE operated school is prominently displayed on each school's website.
- A hard copy will also be provided upon request to any student's parent or guardian.

FINANCIAL

Pupil Fees-EC 49010

The Butte County Office of Education maintains a policy concerning the provision of a free education to pupils and for filing a complaint of non-compliance pursuant to the Uniform Complaint Procedures with the principal of the school alleged to be in non-compliance. More information is available online at <https://www.bcoe.org/index.html>.

Pupil Collection of Debt-EC 49014

A pupil or former pupil, unless emancipated at the time the debt is incurred, shall not owe or be billed for a debt owed to an LEA.

- A LEA cannot take negative action against a pupil or former pupil for a debt owed, including, but not limited to, all of the following:

- Denying full credit for any assignments for a class;
- Denying full and equal participation in classroom activity;
- Denying access to on-campus educational facilities, including, but not limited to, the library;
- Denying or withholding grades or transcripts;
- Denying or withholding a diploma;
- Limiting or barring participation in an extracurricular activity, club, or sport; and
- Limiting or excluding from participation in an educational activity, field trip, or school ceremony

Information About Completion of Applications for Student Financial Aid-EC 51225.8

Commencing the 2020-21 school year, the BCOE schools must ensure that each student, at least once before the pupil enters grade 12, receives information on how to properly complete and submit either the FASFA or California Dream Act application. A paper copy of the FAFSA or the California Dream Act application must be provided to a pupil or parent/guardian upon request.

Investing for Future Education-EC 48980(d)

The BCOE encourages the investment by parents or guardians for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds TRANSITIONS

College Admission Requirements and Technical Education-EC 51225.3, 51229

For students who wish to continue their education after high school, the State of California offers:

- Community colleges
- California State University (CSU) System
- Universities of California (UC) System

Information pertaining to:

- College Admission-CSU Mentor: <https://www.calstate.edu/apply>
- US Admissions: <https://admission.universityofcalifornia.edu/>
- Information on technical education pathways and school counseling services can also be found online

The Butte County Office of Education allows a career technical education course to satisfy the visual/performing arts or world language graduation requirement, more information about high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California, as well as a complete list of career technical education courses offered by BCOE schools that satisfy the subject matter requirements for admission to the California State University and the University of California can be found online at <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>.

In order to attend a community college, students need only be a high school graduate or 18 years of age.

In order to attend a CSU:

- Students have to take specific high school courses
- Have the appropriate grades and test scores
- Have graduated from high school.
- Test scores are not required if the student's GPA is 3.0 or above.

In order to attend a UC:

- Students must meet coursework requirements
- Obtain the necessary GPA and test scores
- Or rank on the top four percent at a participating high school
- Or qualify by examination alone.

Students may also transfer to a CSU or UC after attending community college. For more information on college admission requirements, please refer to the following websites.

www.cccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Career Technical Education (CTE) is a program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. "Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society" (California Technical Education Framework for California Public Schools, grades Seven through Twelve (2007).

For more information, visit the California Department of Education's website at:

<http://www.cde.ca.gov/ci/ct/>

[Financial Assistance for Advanced Placement Fees-EC 48980\(j\), 52242](#)

BCOE schools may help pay for all or part of the costs of one or more advanced placement examinations charged to economically disadvantaged pupils.

[California College Guidance Initiative Data Sharing – EC 60900 \(f\)\(3\)\(A\) and 60900.5\(f.\)](#)

The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education (CDE). For more information about the CCGI, visit their website at

<https://www.californiacolleges.edu/#/>

Student transcript information may be shared with the CCGI in order to do both of the following:

- (a) Provide students and their families with direct access to online tools and resources for college and career planning.
- (b) Enable a student to transmit information shared with the CCGI to both of the following:
 - (i) Institutions of higher education for purposes of admissions and academic placement.
 - (ii) The Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

California Proficiency Program – EC 48412

The California Proficiency Program (CPP) has replaced the California High School Proficiency Exam (CHSPE) and is a voluntary test that assesses proficiency in language arts and mathematics.

Students may take the CPP with paper-pencil or on a computer at a testing center, or at home, online, with live proctoring. (Note: paper-pencil tests are only available at testing centers). The CPP tests are offered in English and Spanish.

After passing the language arts and mathematics subtests, the student will earn a State Board of Education issued Certificate of Proficiency which is the legal equivalent to a high school diploma issued by the state of California. After passing the CPP, the student may choose to remain in high school or exit with parent or guardian's permission to begin attending higher education or to pursue a career.

Once an individual has taken the CPP, passed both language arts and mathematics subtests, and exited high school, they may choose to take the remaining subtests (Science and Social Studies) to earn their High School Equivalency (HSE) Certificate, opening even more doors than the Certificate of Proficiency alone. CPP is referred to as a program because it acts as a steppingstone for individuals that may choose to earn their HSE Certificate. For more information, visit the following website: <https://hiset.org/california-proficiency/> or <https://www.cde.ca.gov/ta/tg/cp.asp>

Cal Grant Program-EC 69432.9

All pupils enrolled in grade 12 will be deemed Cal Grant applicants, unless they, or their parent or guardian if the pupil is 17 years or younger, specifically opts-out of such notification. BCOE will electronically submit each 12th grade pupil's grade point average during the pupil's 12th grade school year. A pupil of 18 years of age or a parent or guardian of a pupil 17 years or younger, may, by written statement, opt out of the Cal Grant program.

PRIVACY

Directory Information-EC 49073

"Directory Information" includes one or more of the following items:

- Student's name
- Address

- Telephone number
- Email address
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- And the most recent public or private school attended by the student.

The BCOE has determined that the following individuals, officials, or organizations may receive directory information:

- Certain school publications
- Outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks
- Military recruiters
- Post-secondary educational institutions
- Governmental agencies

No information may be released to a private profit-making entity other than:

- Employers
- Prospective Employers Representatives of the News Media
- Including, but not limited to, newspapers, magazines, and radio and television stations.

Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. However, directory information related to homelessness and unaccompanied youth will not be released without the express written consent for its release by the eligible pupil, his/her parent or guardian.

The BCOE may disclose appropriately designated "directory information" as specified herein without written consent unless advised to the contrary in accordance with procedures.

Parents/guardians must notify the BCOE in writing every year if they do not want the BCOE to disclose directory information from their child's education records without prior written consent.

Also, in accordance with Section 49073.2, the LEA shall not include the directory information or the personal information of a pupil or of a parent or guardian of a pupil in the minutes of a meeting of its governing body, except as required by judicial order or federal law, if a pupil who is 18 years of age or older or a parent or guardian of a pupil has provided a written request to the secretary or clerk of the governing body to exclude his or her personal information or the name of his or her minor child from the minutes of a meeting of the governing body.

- Personal information includes a person's address, telephone number, date of birth, and email address.

[Access by Military Recruiters-20 U.S.C. 7908](#)

BCOE provides military recruiters access to secondary school students' names, addresses and telephone listings upon request by the military recruiters. A pupil or parent may request that this information not be released to military recruiters without prior written parental consent.

[Marketing: Disclosure of Student Information-20 U.S.C. 1232g](#)

BCOE makes student directory information available in accordance with state and federal laws. This means:

- Student's name
- Birthday
- Address
- Telephone number
- Major course of study
- Participation in school activities
- Dates of attendance
- Awards
- And the previous school attendance may be released to agencies such as the local PTA or Parent Club, or the military services.

If you do not wish this information to be released, please contact the school or county office program.

[Medical Record Sharing-HSC 120440](#)

Medical information may be shared with local health departments and the State Department of Public Health. Any information shared shall be treated as confidential medical information. The student or parent or guardian has the right to:

- Examine any immunization-related information shared in this manner and correct any errors in it
- And the student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.

You can obtain more information regarding medical record sharing by contacting the nurse through the school office.

[Illegal Recording of Confidential Communication-PC 632, EC 51512](#)

It is unlawful to intentionally eavesdrop or record confidential communication between two or more parties without the consent of all parties to confidential communication. The eavesdropping or recording of confidential communication includes by means of any electronic amplifying or recording device whether the communication is carried on among the parties in the presence of one another or by means of a telegraph, telephone, or other device, except a radio. Such an act is punishable by:

- Being fined, not exceeding two thousand five hundred dollars (\$2,500)
- Or imprisonment in the county jail not exceeding one year or in the state prison
- Or by both fine and imprisonment.

Classroom Recording Restrictions

Additionally, pursuant to Education Code section 51512, the use by any person, including a student, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal is prohibited.

- Any person, other than the student, willfully in violation shall be guilty of a misdemeanor.
- Any pupil in violation is subject to BCOE's disciplinary procedures.

Electronic Products or Services That Disseminate Advertising-EC 35182.5

If the BCOE or its school programs enter into a contract for electronic products or services that requires the dissemination of advertising to students, written notice must be provided to the parents or guardians of the students that the advertising will be used in the classroom or other learning centers.

HEALTH AND SAFETY

California Healthy Youth Act-EC 51934, 51938

Students enrolled in BCOE school programs or activities may receive instruction in personal health and public safety, which may include accident prevention, first aid, fire prevention, conservation of resources, and health education including comprehensive sexual health education and HIV prevention.

BCOE plans to provide comprehensive sexual health education and/or HIV prevention education during each school year once in middle school and once in high school. The instruction shall include. Among other education:

- Information about sexual harassment;
- Sexual abuse and human trafficking.

Instruction on Sexual Health & HIV Prevention

- Middle School and high school students will receive sexual health and HIV prevention education annually. Instruction will cover:
 - Sexual harassment
 - Sexual abuse
 - Human trafficking
 - Setting healthy boundaries
 - Recognizing and reducing the risk of human trafficking
 - Information on how social media and mobile device applications are used for human trafficking.

Students will be taught by BCOE personnel. If BCOE schools decide to arrange for an outside consultant to provide comprehensive sexual health education and/or HIV prevention education, the school will provide notice to parents no fewer than 14 days before the instruction is delivered by mail or another form of communication.

Parent Rights

- A pupil's parent or guardian has the right to request from the BCOE, a copy of the California Healthy Youth Act, Education Code section 51930, *et. seq.*
- A pupil's parent or guardian also has the right to inspect and review the written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Please contact the school office if you wish to inspect materials.

A pupil's parent or guardian may submit a written request to excuse the pupil from participating in any class involving comprehensive sexual education or HIV prevention education by submitting their request in writing to the school office.

BCOE schools may administer for pupils in grades 7 to 12 inclusive, anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex. A parent or guardian may excuse their child from the questionnaire, or survey by opting out of their student's participation in the questionnaires or surveys. An opt-out form is provided within these notifications in the site handbook. Parents or guardians have a right to review the questionnaire or survey. Please contact the school office for a copy.

The excused pupil shall not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in:

- Anonymous
- Voluntary and confidential tests
- Questionnaires
- Or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in questionnaire, or survey. More information can be found online at <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>.

Pupil Safety: Human Trafficking Prevention Resources-EC 49381

The County Office Superintendent or designee will work with schools that maintain any grades 6 to 12, inclusive, to identify the most appropriate methods of informing parents and guardians of pupils in those grades of human trafficking prevention resources and to implement the identified methods in those schools by January 1, 2020.

Pupil Nutrition-EC (IF CHARTER, 47613.5) 49510-49520; 49564-49564.5

All students may currently receive one (1) free breakfast and lunch per day regardless of financial eligibility. For more information, please contact the school office.

[Immunization and Communicable Diseases-EC 48216, 49403](#)

The BCOE cooperates with local health officials in taking measures necessary for the prevention and control of communicable diseases in school age children and may permit the administration of an immunization to students whose parents have consented to its administration.

The Butte County Office of Education shall follow all laws, rules, and regulations regarding immunizations required for students to enroll:

- The BCOE shall not admit any student until the student is properly immunized as required by law
- If there is good cause to believe a student has been exposed to a disease and his or her proof of immunization does not show proof of immunization against that disease, the BCOE may temporarily exclude the child from school until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease
- Students experiencing homelessness retain the right to enroll without immunization records and must obtain appropriate immunizations once enrolled.
- If the parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements.

Students who had a medical exemption on file and issued on or before December 31, 2020, will be allowed continued enrollment until they enroll in the next grade span. Grade spans are:

- Birth through preschool
- Kindergarten through 6th grade and
- 7th through 12th grade.

As of January 1, 2021, the standardized certification form developed by the California Department of Public Health shall be the only documentation of a medical exemption that the BCOE may accept. (Health and Safety Code section 120372(a).)

Effective January 1, 2016: The California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A pupil who, prior to January 1, 2016, submitted a letter or affidavit on file with the BCOE stating beliefs opposed to immunization shall be allowed enrollment to any BCOE school until the pupil enrolls in the next grade span. Grade span means:

- from birth to preschool;
- Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten; and
- grades 7 to 12 inclusive.

[Cancer Prevention Act / Human Papillomavirus \(HPV\) Immunization EC 48980.4 and HSC 120336](#)

HPV, or human papillomavirus, is a common virus that can cause cancers later in life. California law requires that students be advised to adhere to current immunization guidelines, as recommended by the

Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization recommending the vaccine before admission or advancement to the eighth grade level of any private or public elementary or secondary school.

AB 659 recommends students entering the 8th grade be fully vaccinated against HPV, with students and their parent or guardians receiving a notification of the requirement when they enter the 6th grade.

Per the CDC:

- Recommended age:
 - Ages 11-12 should receive two doses of the HPV vaccine (6-12 months apart).
 - Starting at age 9, children may get the vaccine.
 - If the first dose is given before the 15th birthday, only two doses are needed.
 - After the 15th birthday, three doses are required.

Why HPV Vaccination is Important:

- The vaccine is most effective when given before exposure to the virus.
- Prevents over 90% of cancers caused by HPV.

HPV vaccines are safe, and the benefits far outweigh the risks, (per Education Code section 48980.4 and Health and Safety Code section 120336.) Additional information may be found on the CDC's webpage [Information on HPV Vaccination](#).

Type I Diabetes

If your young child has type I diabetes, you will handle daily diabetes care, such as giving insulin injections and watching for and [treating hypoglycemia](#) (low blood sugar). You will also need to stay in close contact with your child's health care team. They will help you understand the treatment plan and how to help your child stay healthy. Information for Type 1 Diabetes-EC 49452.6 The CDE's Type I Diabetes Information sheet may be found here: <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>

[Medication-EC 49423 and 49423.1](#)

Any student who must take prescribed medication at school and who desires assistance from school personnel must submit a written statement of instructions from the physician or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the BCOE and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

[Continuing Medication Regimen-EC 49480](#)

The parent or legal guardian of any pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other contact person of the medication being taken:

- The current dosage
- The name of the supervising physician
- Consent of the parent or legal guardian of the pupil
- The school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the:
 - Child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

[Anti-Seizure Medication-EC 49468 et seq.](#)

Parents of a student diagnosed with seizures, a seizure disorder, or epilepsy who have been prescribed an emergency anti-seizure medication may request that their student's school have one or more of its employees receive voluntary training in the administration of the medication in the event that the student suffers a seizure when a school nurse is not available. Upon receipt of the parent's request, the local educational agency must notify the parent that his or her child may qualify for an individualized education program or a Section 504 plan.

Parents must provide a seizure action plan pursuant to Ed. Code section 49468.3 before an emergency anti-seizure medication or therapy treatment may be administered.

[Medical and Hospital Services for Pupils-EC 49471, 49472](#)

BCOE does not offer medical or hospital services for injuries arising from out of school-related activities.

[Parent Refusal to Consent to Physical Examinations-EC 49451](#)

Parents may refuse to consent to annual physical examinations, including vision, hearing and scoliosis screening (curvature of the spine), by submitting an annual written statement. However, children may be sent home if they are believed to be suffering from a recognized contagious or infectious disease. Opt-out forms are available within this notification.

Physical Examinations for Vision, Hearing and Scoliosis

BCOE conducts applicable non-emergency, physical examinations or screenings during the fall semester or during a Triennial assessment for any student in need who has an Individual Education Plan. Education Code section 49455 requires a pupil's vision to be appraised by the school nurse or other authorized person during;

- Kindergarten or upon first enrollment,
- entry in a California school for a pupil at an elementary school and
- grades 2, 5, and 8, unless a pupil's first entry or enrollment occurs in grade 4 or 7.

[Child Health and Disabilities Prevention Program-HSC 124085, 124105](#)

Before a child enters first grade, his or her parents must obtain a waiver or health screening for the child and complete the provided certificate or sign a waiver. The screening should take place before (within the prior 6 months) or during the kindergarten year. Parents are encouraged to obtain health screening simultaneously with required immunizations. Parents may inquire in the school office about free health screenings for low-income children provided under the Child Health and Disabilities Prevention Program.

Sun Protective Clothing/Use of Sunscreen-EC 35183.5

BCOE allows for outdoor use of sun-protective clothing and the use of sunscreen by students during the day.

Access to Student Mental Health Services-EC 49428

The BCOE is required to notify both pupils and their parents/guardians no less than twice during the school year on how to initiate access to available pupil mental health services on campus or in the community, or both.

To notify parents or guardians, a school shall use at least two of the following methods:

- Distribute the information in a letter (electronic or hardcopy)
- Include the information in the annual parent notification
- Post the information on the school's Internet Web site or page

To notify pupils, a school shall use at least two of the following methods:

- Distribute the information in a document or school publication

Include the information in pupil orientation materials or in a pupil handbook at the beginning of the year

Post the information on the school's Internet Web site or page

If a school decides to notify parents through distributing the information in a letter and posting the information on the school's Internet Web site or page, then it need not also include the information in the annual parent notification.

Tobacco-Free Campus-HSC 104420, 104495

BCOE receives Tobacco Use Prevention funding to adopt and enforce a tobacco-free campus policy. Information about the policy and enforcement procedures may be found online at <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>. Health and Safety Code section 104495 prohibits smoking and use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

Asbestos-40 C.F.R. 763.93

The Butte County Office of Education has a current management plan for asbestos containing materials for all BCOE portables. The plan is available for inspection at the Maintenance and Operations Office during normal business hours.

Use of Pesticides-EC 17612, 48980.3

The name of all pesticide products expected to be applied at the school facilities during the upcoming year can be found at <https://www.bcoe.org/About-BCOE/BCOE-Divisions/Statewide--Local-Support-Services/Maintenance-Operations--Facilities/index.html>. Persons wishing to be notified in advance of individual pesticide applications may register with the Maintenance and Operations (M&O) Office for that purpose. To register, contact: the Director, of M & O (530) 532-5601. Additional information on pesticides is made available by the Department of Pesticide Regulation at www.cdpr.ca.gov.

The Butte County Office of Education has developed an integrated pest management plan to provide a safe and low-risk approach to manage pest problems while protecting the environment, people and property. BCOE's integrated pest management plan can be found on <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html> and parents or guardians may also view the integrated pest management plan at 1859 Bird St. Oroville, CA during normal business hours.

[Persistently Dangerous School Choice-5 C.C.R. 11993\(k\); 20 U.S.C. 7912](#)

Students shall be allowed to attend a safe school. The BCOE shall notify parents or guardians of pupils in elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options for attendance at a safe school. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous.

[Comprehensive School Safety Plan-EC 32286, 32288](#)

Each school is required to develop a school safety plan, which includes a comprehensive disaster preparedness plan. Copies of the school safety plan are available to read at the school office during normal business hours.

[Child Abuse and Neglect Reporting-Penal Code 11164](#)

BCOE staff are required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. Reasonable suspicion does not require certainty that child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential. The fact that a child is experiencing homelessness, or an unaccompanied minor is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

[Disruption in Public School or Meeting-EC 32210](#)

Any person who willfully disturbs any public school or public-school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

[Megan's Law-Penal Code-290](#)

Information about registered sex offenders in California and how to protect their families can be found at <http://meganslaw.ca.gov/>

[Custody Issues](#)

Schools are not a forum for resolving custody disputes. The school has no legal authority to refuse a biological parent access to his or her child and the child's school records unless a signed restraining order or proper divorce papers specifically setting forth limitations are on file at the school office. Custody disputes must be handled by the courts.

[School Visiting Procedures-EC 51101\(a\)\(12\)](#)

The BCOE policy concerning visiting procedures may be found online at <https://www.bcoe.org/About-BCOE/BCOE-Superintendent/Policies--Procedures/index.html>. Penal Code section 627.6: requires schools to post at every entrance notice of visitor registration requirements, registration hours, registration location, and penalties for the violation of the registration requirements.

Walking or Riding A Bike to School-VC 21212

The BCOE requests that parents or guardians of children who walk or ride their bike to school plan a safe route to school with their children. The route shall not involve shortcuts through private property and all students are expected to exhibit good behavior. Furthermore, a student under 18 years of age may be fined for not wearing a properly fitted and fastened helmet, and the parent or legal guardian of a minor who violates this section shall be jointly and severally liable with the minor for the fine.

Cyber Sexual Bullying-EC 234.2

The BCOE may suspend or expel students who engage in cyber sexual bullying consistent with the BCOE's disciplinary procedures. The California Department of Education has developed information regarding cyber sexual bullying available at <http://www.cde.ca.gov/ls/ss/se/bullyingprev.asp>

Firearm Safety and Safe Storage of Firearms Information

Beginning with the 2023-2024 school year, local educational agencies are required to include information in their Annual Notices related to the safe storage of firearms and California's child access prevention laws, which establish liability for parents and guardians who should have known that their child could gain access to a firearm at home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

With very limited exceptions, California law makes a person criminally liable for keeping, storing, or leaving any firearm, loaded or unloaded, on any premises where a child is likely to gain access. A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. The information included in the Annual Notice must be informed by model content developed by the California Department of Education, which will be updated annually.

For additional information on firearm safety, please see attached Firearms Safety Memorandum in English and Spanish below.

Firearms Safety

To: Parents and Guardians of Students in the Butte County Office of Education

From: Mary Sakuma

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Butte County Office of Education of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c).

³ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

³ See California Penal Code section 25100(c).

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Mary Sakuma
Superintendent of Schools
1859 Bird Street
Oroville, CA 95966

Date published: April 10, 2024

California Department of Education

Notificación del Almacenamiento Seguro de Armas de Fuego

Para: Padres y Tutores Legales de los Estudiantes en el Distrito Escolar Butte County Office of Education

De: Mary Sakuma

Tema: Ley de California con Respecto al Almacenamiento Seguro de Armas de Fuego

El propósito de esta notificación es informarles y recordarles a los padres y los tutores legales de todos los estudiantes en el Distrito Escolar **[Insertar nombre del distrito escolar]** de sus responsabilidades de mantener las armas fuera del alcance de los niños, según se requiere la ley de California. Ha habido muchos reportajes de niños que llevan armas de fuego a la escuela. En muchos casos el niño obtuvo el arma/las armas de fuego de su hogar. Estos incidentes se pueden prevenir fácilmente por guardar las armas de fuego en una manera segura, incluyendo manteniéndolas bajo llave cuando no se usan y con municiones almacenadas por separado.

Para que todos entiendan sus responsabilidades legales, esta notificación detalla la ley de California con respecto al almacenamiento de armas de fuego. Por favor tome el tiempo necesario para revisar esta notificación y evalúe sus propias prácticas personales para asegurar que ustedes y su familia cumplan con la ley de California.

- Con muy pocas excepciones, en California una persona es penalmente responsable por guardar cualquier arma de fuego, cargada o no cargada, dentro de cualquier sitio bajo su custodia y control donde esa persona sabe o razonablemente debe saber que es probable que un niño logre acceder el arma de fuego sin permiso del padre de familia o del tutor legal, y el niño logra acceder el arma de fuego y por lo tanto (1) causa la muerte o lesiones al niño o a cualquier otra persona; (2) se lleva el arma de fuego fuera de los locales o a un lugar público, incluyendo a cualquier escuela preescolar o escuela K-12 o a cualquier otro evento, actividad, o espectáculo patrocinado por la escuela; o (3) blande ilícitamente el arma de fuego delante de otras personas.¹
 - Nota: La sanción penal podría ser mucho mayor si alguien muere o sufre una gran lesión corporal como resultado de que el niño lograra acceso al arma de fuego.
- Con muy pocas excepciones, en California también es un delito almacenar o dejar negligentemente, cargada o no, cualquier arma de fuego, en sus locales en un sitio donde una persona sabe o razonablemente debe saber que es probable que un niño logre acceso al arma sin permiso del padre de familia o del tutor legal, a menos que tome acción razonable para asegurar que el arma de fuego no sea accesible al niño, aun cuando un menor de edad efectivamente no acceda **nunca** el arma de fuego.
- Además de multas y plazos de encarcelamiento potenciales, desde el primero de enero de 2020, al dueño de un arma de fuego declarado responsable penalmente bajo estas leyes de California, se le puede prohibir poseer, controlar, ser dueño, recibir, o comprar un arma de fuego por 10 años.³
- Finalmente, un padre de familia o tutor legal también podría ser responsable civilmente por los daños y perjuicios resultantes de la descarga de un arma de fuego por el niño o el pupilo de esa persona.⁴

Nota: Su condado o su ciudad podría tener restricciones adicionales en cuanto al almacenamiento de armas de fuego.

Gracias por ayudar a mantener seguros nuestros niños y nuestras escuelas. Recuerde que la manera más fácil y segura de cumplir con la ley es guardar las armas de fuego en un recipiente asegurado con llave o aseguradas con un mecanismo de seguridad que hace inservible el arma de fuego.

Atentamente,

Mary Sakuma
Superintendent of Schools

1859 Bird Street
Oroville, Ca 95965

Fecha de publicación: [Insertarla como 04/10/2024]

Departamento de Educación de California

¹ *Vea* Código Penal de California, secciones 25100 a 25125 y 25200 a 25220.

² *Vea* Código Civil de California, sección 25100(c)

³ *Vea* Código Civil de California, sección 29805.

⁴ *Vea* Código Civil de California, sección 1714.3.

APPENDIX

Education Code Section 58501- Notice of Alternative Schools

The following notice shall be sent along with the notification of parents and guardians required by Section 48980:

“Notice of Alternative Schools”

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

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal'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.

(Amended by Stats. 1981, Ch. 469, Sec. 3.)

BCOE Calendar

2025-26 Butte County Office of Education Calendar

Month	M	T	W	T	F	Holidays	Days in Month
July		1	2	3	4	July 4 Independence Day	23
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
August					1		21
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
September	1	2	3	4	5	September 1 Labor Day	22
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30					
October			1	2	3		23
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
November	3	4	5	6	7	November 11 Veterans Day	20
	10	11	12	13	14	November 26 [in lieu of Admission Day]	
	17	18	19	20	21	November 27 Thanksgiving Day	
	24	25	26	27	28	November 28 BCOE Holiday	
December	1	2	3	4	5		23
	8	9	10	11	12	December 24 BCOE Holiday	
	15	16	17	18	19	December 25 Holiday	
	22	23	24	25	26	December 26 Non Work Day	
	29	30	31			December 31 BCOE Holiday	
January				1	2	January 1 New Year's Holiday	22
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23	January 19 Martin Luther King Jr. Day	
	26	27	28	29	30		
February	2	3	4	5	6		20
	9	10	11	12	13	February 13 Lincoln's Birthday Observed	
	16	17	18	19	20	February 16 Washington's Birthday Observed	
	23	24	25	26	27		
March	2	3	4	5	6		22
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
April			1	2	3		22
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30			
May					1		21
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29	May 25 Memorial Day	
June	1	2	3	4	5		22
	8	9	10	11	12		
	15	16	17	18	19	June 19 Juneteenth	
	22	23	24	25	26		
	29	30					
Holiday							261
BCOE Holiday							
BCOE 261-Non Work							

**Note for CSEA Chapters #436 & #736 : Half days are defined as one-half (1/2) the normal working hours. The half day at Christmas and the half day at New Years may be taken at any time during the winter recess with supervisor approval.

The Facts About Fentanyl

Fentanyl Facts

Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. It is a major contributor to fatal and nonfatal overdoses in the United States. Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine.

There are two types of fentanyl: pharmaceutical fentanyl and illicitly manufactured fentanyl. Both are considered synthetic opioid. Pharmaceutical fentanyl is prescribed by doctors to treat severe pain, especially after surgery and for advanced-stage cancer. However, most recent cases of fentanyl-related overdose are linked to illicitly manufactured fentanyl. Which is distributed through illegal drug markets for its heroin-like effect. It is often added to other drugs because of its extreme potency, which makes drugs cheaper, power powerful, more addictive, and more dangerous.

Please be advised that social media platforms are being used to market and sell fentanyl and other synthetic drugs.

Illicitly Manufactured Fentanyl

Illicitly manufactured fentanyl (IMF) is available on the drug market in different forms, including liquid and powder. Fentanyl-laced drugs are extremely dangerous, and many people may be unaware that their drugs are laced with fentanyl.

- **Powdered fentanyl** looks just like many other drugs, It is commonly mixed with drugs like heroin, cocaine, and methamphetamine and made into pills that are made to resemble other prescription opioids.
- **Liquid form** can be found in nasal sprays, eye drops, or dropped onto paper like small candies.
- **Street Names for Fentanyl:** Apache, Dance Fever, Friend, Goodfellas, Jackpot, Murder B, Tango & Cash
- Drugs do not come with an ingredients list. Many contain deadly doses of fentanyl.

Fentanyl and Overdose

Fentanyl and other synthetic opioids are the most common drugs involved in the overdose deaths. Even in small doses, it can be deadly. Over 150 people die every day from overdoses related to synthetic opioids like fentanyl.

Drugs may contain deadly levels of fentanyl, and you wouldn't be able to see it, taste it, or smell it. It is nearly impossible to tell if drugs have been laced with fentanyl unless you test your drugs with fentanyl testing strips. Testing strips are inexpensive, typically give results within 5 minutes, and can be the difference between life and death. Even if the test is negative, caution should be taken as test strips might not detect more potent fentanyl-like drugs, like carfentanil.

Signs of an Overdose

Recognizing the signs of opioids overdose can save a life. Here are some things to look for:

- Small, constricted "pinpointed pupils"
- Falling asleep or losing consciousness
- Slow, weak, or no breathing
- Choking or gurgling sounds
- Limp body
- Cold, clammy, and/or discolored skin

What do you Think if Someone is Overdosing

It may be hard to tell whether a person is high or experiencing an overdose. If you aren't sure, it's best to treat the situation like an overdose-you could save a life.

- Call 911 Immediately
- Administer naloxone, if available
- Try to keep the person awake and breathing
- Lay the person on their side to prevent choking
- Stay with them until emergency workers arrive

1. Wilson N. Kariisa M, Seth P, Smith H 4th, Davis NL. Drug and opioid-involved deaths-United States, 2107-2018. MMWR Morb Mortal Wkly Rep 2020;69:209-7. 10.15585/mmwr.mm6911a4
2. NCHS, National Vital Statistics System. Estimates for 2020 are based on provisional data. Estimates for 2015-2019 are based on final data (available from: <https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.htm>).
3. Bergh, Marianne Skov-Skov et al. "Selectivity and sensitivity of urine fentanyl test strips to detect fentanyl analogue in illicit drugs." The international journal on drug policy vol. 90 (2021): <https://doi.org/10.1016/j.drugspo.2020.103065>

**Most states have laws that may protect a person who is overdosing or the person who called for help from legal trouble.

**Naloxone is a life-saving medication that can reverse the effects of opioid overdose and save lives. It is available in all 50 states and can be purchased from a local pharmacy without a prescription in most states.

Facts About Fentanyl- Spanish Version

La verdad sobre el fentanilo

Datos sobre el fentanilo

El fentanilo es un opioide sintético que es hasta 50 veces más fuerte que la heroína y 100 veces más fuerte que la morfina. Es uno de los principales contribuyentes a las sobredosis fatales y no fatales en los Estados Unidos.

Existen dos tipos de fentanilo: el fentanilo farmacéutico y el fentanilo fabricado ilícitamente. Ambos se consideran opioides sintéticos. El fentanilo farmacéutico es recetado por los médicos para tratar el dolor intenso, especialmente después de una cirugía y para el cáncer en etapa avanzada. Sin embargo, los casos más recientes de sobredosis relacionadas con el fentanilo están vinculados al fentanilo fabricado ilícitamente. El cual se distribuye a través de los mercados de drogas ilegales por su efecto similar a la heroína. A menudo se agrega a otras drogas debido a su extrema potencia, que hace que las drogas sean más baratas, más potentes, más adictivas y más peligrosas.

Fentanilo fabricado ilícitamente

El fentanilo fabricado ilegalmente (FMI) está disponible en el mercado de drogas en diferentes formas, como líquido y polvo. Las drogas mezcladas con fentanilo son extremadamente peligrosas y muchas personas pueden no saber que sus drogas están mezcladas con fentanilo.

- El fentanilo en polvo se parece a muchas otras drogas. Se suele mezclar con drogas como la heroína, cocaína y metanfetamina, y se elaboran en pastillas que se asemejan a otros opioides recetados.
- La forma líquida se puede encontrar en aerosoles nasales, gotas para los ojos o en gotas de papel como pequeños caramelos.
- Nombres callejeros del fentanilo:
 - Apache, Fiebre del baile, Amigo, Uno de los nuestros, Jackpot, Murder B, Tango y Cash

Los medicamentos no vienen con una lista de ingredientes. Muchos contienen dosis letales de fentanilo.

Fentanilo y sobredosis

El fentanilo y otros opioides sintéticos son las drogas más comunes implicadas en las muertes por sobredosis. Incluso en pequeñas dosis, puede ser mortal. Más de 150 personas mueren todos los días por sobredosis relacionadas con opioides sintéticos como el fentanilo.

Las drogas pueden contener niveles letales de fentanilo, y no se puede ver, saborear ni oler. Es casi imposible saber si las drogas han sido mezcladas con fentanilo a menos que las analices con tiras reactivas para detectar fentanilo. Las tiras reactivas son económicas, suelen dar resultados en 5 minutos y pueden ser la diferencia entre la vida y la muerte. Incluso si la prueba es negativa, se debe tener precaución, ya que las tiras reactivas podrían no detectar drogas más potentes similares al fentanilo, como el carfentanilo.

Signos de una sobredosis

Reconocer los signos de una sobredosis de opioides puede salvar una vida. A continuación, se indican algunos aspectos a tener en cuenta:

- Pupilas pequeñas y contraídas, "en punta"
- Quedarse dormido o perder el conocimiento
- Respiración lenta, débil o nula • Sonidos de ahogo o gorgoteo
- Cuerpo flácido • Piel fría, húmeda y/o decolorida

¿Qué piensas si alguien sufre una sobredosis?

Puede resultar difícil determinar si una persona está drogada o sufre una sobredosis. Si no está seguro, lo mejor es tratar la situación como si se tratara de una sobredosis: podría salvar una vida.

1. Llama al 911 inmediatamente.
2. Administrar naloxona, si está disponible.
3. Trate de mantener a la persona despierta y respirando.
4. Acueste a la persona de lado para evitar que se ahogue.
5. Quedese con ellos hasta que lleguen los trabajadores de emergencia.

1. Wilson N, Kariisa M, Seth P, Smith H 4th, Davis NL. Muertes relacionadas con drogas y opioides: Estados Unidos, 2017-2018. MMWR Morb Mortal Wkly Rep 2020;69:209-7. 10.15585/mmwr.mm6911a4 NCHS, Sistema Nacional de Estadísticas Vitales. Las estimaciones para 2020 se basan en datos provisionales. Las estimaciones para 2015-2019 se basan en datos finales (disponibles en: <https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.htm>).
2. Bergh, Marianne Skov-Skov et al. MSelectividad y sensibilidad de las tiras reactivas de fentanilo en orina para detectar análogos de fentanilo en drogas ilícitas*. Revista Internacional sobre políticas de drogas, vol. 90 (2021): <https://doi.org/10.1016/j.drugspo.2020.103065>

***La mayoría de los estados tienen leyes que pueden proteger de problemas legales a una persona que sufre una sobredosis o a la persona que pidió ayuda.

**.La naloxona es un medicamento que salva vidas y que puede revertir los efectos de una sobredosis de opioides. Esta disponible en los 50 estados y se puede comprar en una farmacia local sin receta en la mayoría de los

FAQ'S: Rights and Options Available to Pregnant/Parenting Pupils

Assembly Bill (AB) 2289 states that pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children by establishing specified rights. The law is effective as of January 2019.

Can my school treat me differently because of my pregnancy or parental status?

No, Title IX of the United States Code prohibits discrimination based on sex, which includes both pregnancy and parental status.

Can my school prevent me from participating in any educational program or activity?

No, a school may not exclude or deny a pregnant or parenting pupil from any educational program or activity, including class or extracurricular activity, based solely on the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery. However, a school may require a pupil to obtain a doctor's note to ensure that they are emotionally and/or physically able to continue participation in the educational program.

Can my school force me to take part in a pregnant minor program?

No, a pregnant or parenting pupil does not have to participate in any alternative educational program because of pregnancy or parental status. A student may voluntarily take part in these programs if they choose.

Am I entitled to any parental leave in preparation or to take care of my newborn child?

Yes, any pregnant or parenting pupil is entitled to a minimum of eight weeks of parental leave, which may be increased under medical necessity. A pupil is not required to complete any class work during this period, and it must be counted as an excused absence by the school.

What if my child is sick?

Taking care of a sick child counts as an excused absence, and the school may not require you to provide a doctor's note for this kind of absence.

What happens when I return to school?

A pregnant or parenting pupil will return to their normal course of study. The pupil is entitled to opportunities to make up any missed work from parental leave. This includes being able to stay for a fifth year of school to complete graduation requirements. The pupil may also enroll in an alternative educational program provided it is equal to that of their former schoolwork.

Do these rights only apply to pregnant pupils?

No, these rights apply equally to all pregnant and parenting pupils, defined as any student who gives or expects to give birth, or any student who identifies as a parent of an infant. A pupil may file a uniform complaint if their school violates the rules above.

BCOE Parent Involvement Policy - SP 6020

SUPERINTENDENT POLICY AND ADMINISTRATIVE REGULATIONS

The County Superintendent recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The County Superintendent or designee shall work with staff and parents/guardians to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in County Office and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The BCOE local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement, including efforts to seek parent/guardian input in County Office and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities.

The County Superintendent, or designee, shall regularly evaluate and report to the Board on the effectiveness of parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Title I Schools

The County Superintendent or designee shall involve parents/guardians and family members in establishing expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the County Office will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the County Superintendent or designee shall conduct outreach to all parents/guardians and family members.

When the County Office Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the County Office shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The County Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how Title I funds will be allotted for parent/guardian and family engagement activities.

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following:

1. Support for schools and nonprofit organizations in providing professional development for County Office and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
 4. Collaboration with, or the provision of subgrants to schools to enable collaboration, with community-based other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the County Office determines are appropriate and consistent with this policy

If the County Office receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the County Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV.

The County Superintendent Policy and Administrative Regulation aligned parent/guardian and family engagement strategies are addressed in the Federal Addendum to the LCAP, per SP 0460 and 20 USC 6312.

The County Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

County Office and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Non-Title I Schools

The County Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how schools will address the purposes and goals described in Education Code§ 11502.

Legal Reference:

Education Code

11500-11506 Programs to encourage parent involvement 48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children 56190-56194 Community advisory committee, special education 64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education UNITED STATES CODE, TITLE 20 6311 State plan

6312 Local educational agency plan 6314 Schoolwide programs 6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes, and definitions 7241-7246 Family engagement in education programs

CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

Approved: August 2006
Revised: December 2021
Revised: February 2022

Regulations Regarding Parent Involvement – AR 6020

Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the County Office shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency plan and the process of school review and improvement. The County Superintendent or designee may:
 - a. Establish a County Office -level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the plan in accordance with the review schedule
 - b. Invite input on the plan from other committees and school site councils
 - c. Communicate with parents/guardians through the County Office newsletter, web site, or other methods regarding the plan and the opportunity to provide input
 - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
 - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent/guardian and family members involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education. The County Superintendent or designee shall:
 - a. Assign personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
 - b. Identify funding and other resources, including community resources and services that may be used to strengthen County Office and school parent/guardian and family engagement programs
 - c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities

- d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
 - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
- 3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws

The County Superintendent or designee may:

- a. Identify overlapping or similar program requirements
 - b. Involve County Office and school site representatives from other programs to assist in identifying specific population needs
 - c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
- 4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of:
 - a. Barriers to participation in parent/guardian and family member engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions

The County Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of school communications
 - b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
 - c. Implement measures to evaluate the impact of the County Office and school's parent/guardian and family engagement efforts on student achievement
- 5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy
- 6. Involve parents/guardians and family members in activities of schools served by Title I. The County Superintendent or designee may:
 - a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
 - b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups

- c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the County Superintendent for consideration

In addition, the County Office shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family member involvement shall be developed jointly with and agreed upon by parents/guardians and family members of participating students. Such policy shall describe the means by which the school will:

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved;
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement;
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family member involvement policy and, if applicable, the joint development of the plan for school wide programs.

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs;
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians.
5. If the school wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the Butte County Office of Education
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards

- b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
 - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - 1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - 2) Frequent reports to parents/guardians on their children's progress
 - 3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
 - 4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:
- a. Assist parents/guardians in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
 - b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
 - c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
 - d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
 - e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
 - f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request
8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited

English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports in a format and language such parents/guardians can understand.

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an

understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school.

Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the County Superintendent, or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The County Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
 - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The County Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The County Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
- c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the school's web site, and other written or electronic communications

- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
 - e. Develop mechanisms to encourage parent/guardian input on school issues
 - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or childcare
4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The County Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
 - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

The County Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

Approved: February, 2014

Revised: September, 2020

Reviewed: July, 2021

Parent / Guardian Consent For AI Tools

I, as a parent / guardian of _____ [Student Name], understand and acknowledge the following:

- My child's use of Artificial Intelligence (AI) is voluntary and not a required part of the Butte County Office of Education (BCOE) educational program;
- The traditional security settings for the educational environment may not be feasible for all usage of AI.
- Students and Staff have been instructed not to insert any personally identifiable information or to use AI in a harmful manner, however, AI may still generate inappropriate content.
- By allowing my student to utilize AI in an educational setting, I agree to assume any risk, hold BCOE harmless, and waive any liability that may arise from student use of such AI tools, including but not limited to student data privacy rights found in the traditional educational setting such as the Family Educational Rights and Privacy Act ("FERPA") and California Education Code sections 49073.1 and 49073.6.
- I understand that if my child fails to abide by the expectations stated in the Acceptable Use Agreement and this Consent Form, it may result in discipline, at the discretion of administration.

By signing below the parent/guardian hereby agrees to the terms stated above.

Parent / Guardian:

Print Name

Signature

Date

Butte County Office of Education 2025-26 Acknowledgment of Receipt

Dear Parent/Guardian:

The Butte County Office of Education is required to annually notify the parents and guardians of rights and responsibilities in accordance with Education Code section 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgment of Receipt and Review" form below and return it to your child's school.

This annual notification is available in an electronic or hard copy format and can be provided to you upon request. If the notice is provided in an electronic format, the parent or guardian shall submit to the school this signed acknowledgement of receipt of the notice. Signature of the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

Acknowledgement of Receipt and Review

Pursuant to Education Code section 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)