

Durham Elementary

HANDBOOK

2025-2026

9421 Putney Drive

P.O. Box 700

Durham, Ca 95938



DES Office (530) 895-4695/(530) 895-4697

Student Absence Line (530) 895-4695 + ext. 1

District Fax Number (530) 895-4692

Webpage durhamunified.org/o/des

Welcome to Durham Elementary School! We are proud of the fact that DES offers a strong, well-rounded program to meet all students' needs in a nurturing family-like school community. Our success in meeting the social, emotional, physical and academic needs of our students depends on our continued effort to work together as a school community: teachers, staff, students, parents and the local community.



All students will receive grade level standards-based instruction in math, English language arts, science, and social studies, as well as art, music/VAPA, and physical education. It is our desire to prepare our students with the foundational skills that will enable them to be successful with their careers and be lifelong learners.

This handbook is designed to be a helpful guide to Durham Elementary School and provide useful information to you this year. It is not designed to take the place of your valuable parent visits. We strongly encourage you to visit the school and your child's classroom. We know that your interest and involvement are what make children successful in school and in life. Please become an active participant in your child's education.

If you have any questions regarding the information in this booklet, about our school, or about your child's educational program, please do not hesitate to call.

Please visit our webpage durhamunified.org/o/des for updates throughout the year as well as staff email links, menus, calendar dates and more.

Together we will make this a wonderful year of growth and learning for all children!



Welcome message from the Principal, Mrs. Brown

Dear DES Families,

Welcome to the 2025-2026 school year! I am thrilled to continue leading a school with such resilient students, a dedicated staff, and a supportive community. It is truly a privilege to be part of Durham Elementary and to work with our amazing students and families. I am excited to continue our partnership in celebrating and supporting all children, maintaining the excellence and community spirit that makes our school so special.

Building strong relationships with staff, students, and families remains a top priority for me. I am eager to hear your ideas and vision for our school, and to collaborate with you in supporting our Durham Elementary community. I strive to make sure all families feel welcome and connected. Information about joining our fantastic Parent/Teacher/Student (PTS) organization is available in the DES Parent Student Handbook and on the PTS bulletin board in our main hallway. Please take a moment to review the DES Parent Student Handbook and visit our school webpage for more information: <https://des.durhamunified.org/>.

The Durham Elementary School office will be open beginning on Monday, August 4, from 7:30 A.M. to 4:00 P.M. daily. The school office number is (530) 895-4695. Durham Elementary School has opted not to hold *Kindergarten Round-Up* again this year. TK and Kindergarten teachers will send out welcome letters via email on the 4th of August. Parents of children in grades 1st-5th can find their child's class assignment on your Aeries parent portal on Monday, August 11th after 4:00 P.M., as long as all areas have been updated for the current school year, and those teachers will email welcome letters on Tuesday, August 12th.

First Day of School: Wednesday, August 13, 2025 (TK and K ONLY: Parents/Guardians will attend with their child from 8:15-9:00AM on the first day of school, and then proceed to the Multi-Purpose Room to meet with Principal Brown from 9:00-10:00AM.)

School Start Time: 8:15 A.M. for all students

Dismissal: TK: 11:45 A.M. *Monday-Friday*

K-5th: 1:40 P.M. *Monday*; 2:40 P.M. *Tuesday-Friday*; and, 12:20 P.M. *Minimum Day*

Back to School Night: Thursday, August 21, 2024 (TK-1: 5:15-5:45 P.M., 2-5: 6:00-6:30 P.M.)

Our drop off and pick up will remain similar to last year: TK and K will be in the front circle; 1st grade in the high school parking lot near the TK/K/1 playground; 2nd, 3rd, and 4th grade on Durham-Dayton Highway; and, 5th grade will be out at the portables near the DHS track/football stadium, also referred to as "Australia." Older siblings (4th grade and below) are asked to walk to the pick-up area of their youngest sibling. Students who attend the After School Program through Durham Park and Recreation District will meet on the TK/K/1 playground until further notice. Bus riders will meet daily in front of the DES Multi-Purpose Room/Cafeteria (where buses previously picked up) to be walked over to catch the early bus at 2:55PM. Additionally, students who must wait for their high school siblings or are children of district employees to be picked-up or ride the late bus home will meet in the DES Courtyard or Staff Lounge. Please feel free to contact me by email at sbrown@durhamunified.org or by calling our school office at (530) 895-4695. I welcome any questions or ideas you would like to share.

I look forward to another terrific year and seeing our Tigers on the first day of school!

With Tiger Pride, Samantha Brown, Principal

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Durham Elementary School Mission Statement

Durham Elementary School is dedicated to empowering every student to thrive by fostering a culture built on our core values of *responsibility, perseverance, collaboration, integrity, and kindness*.



We are committed to:

- Holding students accountable for their actions,
- Equipping them with the resilience to persevere through challenges,
- Teaching the importance of respectful collaboration, Cultivating empathy and compassion for others.
- Instilling a foundation of honesty and ethical behavior, and
- Cultivating empathy and compassion for others.

We strive for excellence in academics, providing rigorous and engaging learning experiences that challenge and inspire our students. Through a comprehensive curriculum, innovative teaching methods, and a focus on continuous improvement, we aim to nurture intellectual curiosity and a lifelong love of learning.

Through these principles, we aim to develop well-rounded individuals who are prepared to positively contribute to their communities. Our mission is to create a supportive learning environment where each student is valued, inspired, and encouraged to reach their fullest potential.

Durham Elementary School Shared Vision

At Durham Elementary School, our vision is to empower every student to thrive by embodying five core values: *responsibility, perseverance, collaboration, integrity, and kindness*.

We teach our students how to:

- Be accountable for their actions
- Persevere through challenges
- Work together respectfully
- Act with honesty and ethics
- Show empathy and compassion to others



In addition to these values, we strive for excellence in academics, providing a rigorous and comprehensive curriculum that challenges and inspires our students. Through innovative teaching methods and a focus on continuous improvement, we aim to nurture intellectual curiosity and a passion for learning.

By instilling these values and fostering academic excellence, we aim to cultivate well-rounded individuals who are not only prepared to contribute positively but also excel academically, making a significant impact in their communities.

Together, we nurture a supportive learning environment where every student feels valued and inspired to reach their fullest potential.

2025-2026 DES CLASSROOMS AND STAFF

Teacher	Room	Grade	Phone Extension
Jona O'Shea	15	TK	6015
CassAndra Halley	32	TK	6032
Jessica Dean	31	TK	6031
Rhiannon Benson	13	Kindergarten	6013
Dina Buttitta	16	Kindergarten	6016
Kelly Bischel	14	Kindergarten	6014
Lesleigh Brunelle	35	1st	6035
Dana DelCarlo	12	1st	6012
Hannah Madera	34	1st	6034
Morgan Alaways	5	2nd	6005
Christina Dwyer	3	2nd	6003
Molly Knobbe	7	2nd	6007
Hayley Hughes	2	3rd	6002
Megan Renner	4	3rd	6004
Katie Perkins	1	3rd	6001
Roni Masuda	6	4th	6006

2025-2026 DES CLASSROOMS AND TEACHERS, continued

Teacher	Room	Grade	Phone Extension
Precious Martinez	8	4th	6008
Kevin Martin	9	4th	6009
Diana Corrales	Australia Room 4	5th	6104
Katie Harvey	Australia Room 2	5th	6102
Hannah Haus	Australia Room 3	5th	6103
Brittany Allen	33	BCOE DHH	6033
Brian Glover	37	PE	6037
Shannon McLean	38	FINE ARTS	6038
Jen Anderson	40	MUSIC/ PERFORMING ARTS	6040
Kacy Adkins	42	TITLE 1/ELD	6042
Evelyn Franzella-Chiem	41	ALTERNATIVE LEARNING	6041
Heather McCune	17	SUPPORTIVE LEARNING	6017
Maggie Mendoza	39	MIGRANT EDUCATION	6039
JoAnna Richer	39	BEHAVIOR INTERVENTION PARA	6039

Samantha Brown	Principal	6701	Marilyn Bertolucci	Special Ed Director	6020
Yolanda Prentice	Secretary	6701	Carmina Vital	Psychologist	6021
Amy Gore	Secretary	6706	Stacey Blake	Librarian	6703
Kristin Walters	District Nurse	6702	Ryan Persaud	Speech Therapist	6022
Carina Ellis	District Health Aide	6702	Dayna Gibbs	Cafeteria Manager	6705

Daily Class Schedule

7:30	Cafeteria open for breakfast
7:45	Playground supervision begins
8:15	School begins
9:15-9:30	TK recess
9:30-9:45	Kindergarten recess
9:45-10:00	1 st grade recess & 2 nd /3 rd grade recess
10:00-10:15	4 th /5 th grade recess
11:30-12:10	Kindergarten lunch 11:30 cafeteria/11:50 playground
11:30-12:10	1 st grade lunch 11:30 playground/11:50 cafeteria
*11:45	TK dismissal/Lunch to go
12:00-12:40	2 nd & 3 rd grade lunch 12:00 cafeteria/12:20 playground
12:10	5 th grade Band to cafeteria 12:25 - 1:15 5 TH Grade Band at DHS
12:15–12:55	4 th & 5 th grade lunch 12:15 cafeteria/12:35 playground
1:30-1:45	1st grade recess
1:45-2:00	Kindergarten recess
2:00-2:10	2 nd & 3 rd grade recess
1:40	Monday Early Release Dismissal – No Primary afternoon recesses
2:40	K-5 th grades dismissed Tuesday-Friday

<u>Regular Day</u>		<u>Minimum Days</u>
TK 8:15am-11:45am Kindergarten–5th <u>Monday</u> 8:15am-1:40pm <u>Tuesday-Friday</u> 8:15am-2:40pm		TK 8:15am-11:45am Kindergarten-5th 8:15am-12:20pm

SCHOOL HOURS

Every Monday is a collaboration day for teachers with an early release time of 1:40 PM. Tuesday – Friday school release time will be 2:40 PM for Kindergarten-5th grades. TK hours Monday – Friday will be 8:15AM until 11:45AM. Playground supervision for students who arrive early begins at 7:45 A.M.

School Hours, continued

Minimum day schedule for Kindergarten–5th grade begins at 8:15 A.M. and ends at 12:20 P.M.; TK hours remain the same as a normal school day.

DES SPECIAL SERVICES/PROGRAMS

SCHOOL WIDE READING INTERVENTION

Every 1st-5th grade student receives daily prescriptive reading instruction.

**TITLE I**

Title I is a federally funded program designed to provide services or materials for those students who fall within the lower 35th percentile in reading and/or math.

SUPPORTIVE LEARNING (RESOURCE)

Supportive Learning Program is a special education program designed to work with students who have a specific learning disability and require a written IEP (Individual Education Plan).

A.L.E. (ALTERNATIVE LEARNING ENVIRONMENT)

Alternative Learning Environment is a special education program designed to work with students who have specific learning needs and an IEP.

PSYCHOLOGIST

A school psychologist is in our district five days a week to work with parents, teachers and students for testing and counseling.

SPEECH AND LANGUAGE

A speech and language therapist is available to work with those who qualify for speech or language therapy.

MUSIC/VAPA (Visual and Performing Arts)

Students in grades 1st-5th will receive one session a week of instruction in the visual and performing arts; students in kindergarten will receive three sessions per week, and a fourth session every other week of instruction in the visual and performing arts; and students in TK will receive two sessions per week of instruction in the visual and performing arts, which includes music, art history, performances, and art displays.

**FINE ARTS**

Students in grade 5 will receive one session a week of instruction in fine arts, and students in grades 1st-4th will receive one session every other week of instruction in fine arts.

LIBRARY

Durham Elementary School maintains a library that students have access to on a weekly basis. The library program is excellent and students are encouraged to read and use the resources available.

**STUDENT COUNCIL**

Durham Elementary is happy to provide its students an opportunity through the student council for input in our school activities. Special projects, spirit days and assemblies are just a few of the many ways that our student council is actively involved.

DES Special Services/Programs, continued

P.E.

Students in grades 1-5 will be involved in two 45-minute lessons each week with a credentialed PE teacher. Students will learn skills as well as sportsmanship. Children should always have appropriate shoes and clothing for their P.E. days. Students have additional minutes with their classroom teacher.

FAMILY AND COMMUNITY INVOLVEMENT

Family Participation

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998 and Education Code Section 51101 as follows:

Classroom Observing: Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

Teacher Conferencing: Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering: Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

Student Testing: Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests.

Safe School Environment: Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

Curriculum Materials: Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Student Academic Progress: Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Student Records: Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

Standards: Parents have the right to receive information regarding the academic standards their child is expected to meet.

Councils and Committees: Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

Parent Involvement: Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed.

Community Relations

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

ATTENDANCE

Regular and punctual attendance is essential for optimum growth and development of students. Regular attendance provides the opportunity for sound academic progress. No longer does illness count as an excused absence for funding purposes. The school loses funding for each day a child does not attend. If a child misses a portion of the day due to a doctor's appointment, please bring your child to school for as much school time as possible.

General Absences

It is also important that you know the state only awards funding to school districts for actual attendance. The state does not fund districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences are recorded as a truancy.

- A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which The school shall not require a note from a doctor.
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

General Absences, continued

9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 11. For the purpose of participating in a cultural ceremony or event.
 12. (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
 - (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.
 - (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
 13. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. For purposes of this section, the following definitions apply:
1. 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.
 2. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
 3. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48260]

Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

Tardies: *Students who arrive late must check in at the office to receive a tardy slip in order to be admitted to class.*

Absences: *Whenever school is missed, for any reason, you must call the student absence line, 895-4697 – press 1, by 10:00 A.M. and leave a message to clear your student's absence. If you are unable to call the absence line, please send a note from home on the day the student returns to school explaining the reason for the absence. Excessive absenteeism or tardiness may result in action by the County School Attendance Review Board (SARB). We encourage parents to make doctor appointments for your child after school. If morning appointments are required, please bring your child to school after the appointment to get credit for the day.*

Independent Studies: *can be arranged if you know in advance that you will be away. Independent Study will only be assigned if the teacher and office are notified at least 7 school days prior to the requested dates, the teacher agrees and if your child will not be attending school for a minimum of 1 day and not more than 14 days (California Ed Code). All completed work must be turned into the teacher the first day the student returns to school. Please note that students who go on independent study will not qualify for the Outstanding Attendance awards.*

Attendance Awards: *At the end of the school year DES is proud to recognize students who have made an outstanding effort to attend school each day. Perfect Attendance awards will be given to students who have no absences or tardies at the end of the school year. Those students who leave on Independent Study will not be eligible to receive this award. A monthly Attendance Recognition pencil is given to students who have no absences and no tardies during the month. Those students who leave on Independent Study will not be eligible to receive this award. Classes will also be recognized each month for the best attendance with an Ironman trophy.*

INSTRUCTION AND CURRICULUM

California State Academic Standards and Assessments

Each district in California decides how they will teach and what resources they will use to reach adopted common-core academic standards. More information can be found at www.cde.ca.gov/re/cc/.

California Assessment of Student Performance and Progress (CAASPP)

California students take several mandated computer-based statewide tests that provide information about how well students are learning. Combined with other measures, they give a more complete picture of a student's learning. Test results may be used for local, state, and federal accountability purposes. The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following: Smarter Balanced Assessment Consortium Assessments. The Smarter Balanced assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades 3-8 and grade 11 to measure whether students are on track to college and career readiness. In grade 11, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Alternate Assessments (CAAs)

Students in grades 3-8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments are eligible to take the CAAs for English language arts, mathematics, and science. Students taking the CAA for Science will take a series of 4 performance tasks that can be administered throughout the year as the content is taught.

Instruction and Curriculum, continued

California Science Tests (CAST)

Students in grades 5, 8, and once in high school take the CAST, which measures student achievement of the California Next Generation Science Standards through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts.

California Spanish Assessment (CSA) for Reading/Language Arts

The CSA is an optional test for Spanish reading, listening, and writing mechanics. It is optional for students in grades 3-12, and is aligned with the California Common Core State Standards in Spanish.

English Language Proficiency Assessments for California (ELPAC)

Students whose IEP calls for an alternative assessment and who have a home-language other than English take the ELPAC, which identifies them as an English learner or as English fluent. It consists of 2 separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners; and the other for the annual assessment to identify students' English language proficiency level and to measure their progress in learning English. Parents/Guardians may submit a written request (annually) to excuse their child from any one or all of the CAASPP assessments. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/.

Physical Fitness Test (PFT)

The main goal of the PFT is to help students in starting lifelong habits of regular physical activity. Students in grades 5, 7, and 9 take the Physical Fitness Test.

Curriculum and Personal Beliefs

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an excuse, and shall have an alternative education activity available.

STUDENT SAFETY

Visitors

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

For the safety and security of our students and guests, and by California Education Code, visitors are required to present themselves at the office upon arrival at DES. Visitors sign in and receive a "visitors" sticker, which must be worn and visible while on campus. Upon departure, visitors will please return to the office to sign out. Parents are welcome and encouraged to visit the school. DES students are not permitted to bring student guests to school.

Closed Campus/Early Release of Students

DES is a closed campus. This means that once students arrive on campus they may not leave campus without proper release by the school office. Teachers are not authorized to release students to parents who come to the classroom unless they have a note issued by the office. Whenever possible, dental and medical appointments should be made for non-school days or after the regular school day ends.

Dismissal From School

Children are required to leave immediately after school, as there is no supervision provided after school. Exceptions: Those DES students who are staying for tutoring. Only elementary students are allowed to be on our campus after school; intermediate and high school students must remain on their own campus, **and DES students may not wait for siblings or parents at DIS or DHS.** Please make sure students clearly know what arrangements you have made for them after school. Student messages about after school plans are disruptive to the classes. To assist with ensuring a student's academic time has less disruptions, please make sure your child knows the after school plans prior to leaving home in the morning.

Reminder: PLEASE do not park in the fire lane when picking up your child. Remain a safe distance from the buses. Vehicle traffic near our buses creates a serious safety hazard.

Field Trips

Field trips may be scheduled periodically throughout the year. All students attending field trips must have a signed Field Trip Permission slip on file in the office. On occasion, parent drivers may be asked to shuttle students to and from field trips. Only parents with proof of a clear DMV record, seatbelts, and proper insurance coverage will be allowed to drive students other than their own children. Contact the office for information to become a parent driver. Parents may not drive other students in their vehicle if they do not have current and complete Volunteer Driver information on file with the DES Office. **Parents attending field trips may not bring other siblings or pets.**

Bicycles/Skateboards/Roller Blades/Scooters

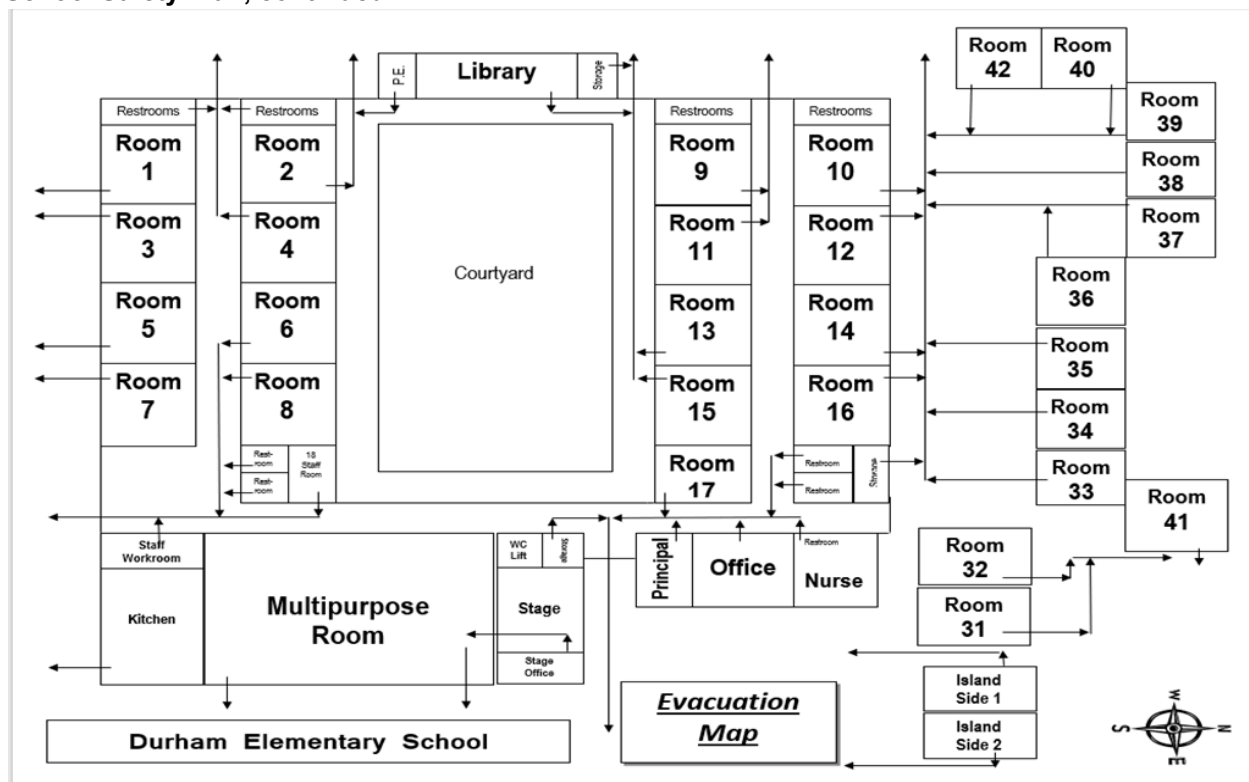
- Bicycles are to be walked on the school grounds at all times. They must be kept in the bicycle rack areas provided. Please remember to lock your bikes to the rack.
- Students found tampering with bicycles will be held responsible for all damages.
- It is the law that students who ride bicycles wear a helmet. If a student does not wear a helmet, a call to the parent will be made. D.E.S. will request that the student not ride his/her bicycle until the student uses a helmet.
- Students may not skate, roller blade, skateboard, or ride a scooter on any of the school campuses in the Durham Unified School District.

SCHOOL SAFETY PLAN

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

DUSD has a comprehensive safety plan. The plan has been in effect for many years but is updated yearly. A copy of the plan is available for interested parents at the district office. In the event the school or law enforcement feels that student safety will be in question, the need to "lockdown" will be announced. Parents will NOT be allowed on campus. A public information protocol will be established. You may get information from our website at www.durhamunified.org or via Parent Square communications. It is imperative that we have your cooperation should this emergency situation be enacted. Practices will be held.

School Safety Plan, continued



STUDENT SERVICES

Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Use of Technology, continued

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 – Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

Internet Safety, continued

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 January 2016; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.52]

Student Meal Program



Meals are provided to all students at no cost during the 2025-2026 school year. For more information, please contact Dayna Gibbs, Food Services Manager at dgibbs@durhamunified.org. We request that every family in the district complete a free or reduced meal application and return it to the school, even if you feel you do not qualify. This form helps the district secure funding. Applications are available online, at your school site office, and at the district office. [EC 49510-49520, 49558; 42 USC 1761(a)]

Please make sure to go to **MySchoolApps** and update your Information for the 2025-2026 school year, even if you think you do not qualify.

DES students are served one free breakfast/snack and one free lunch per day. If a child takes breakfast before school and would also like a snack from the cafeteria during snack recess, the cost is \$1.50 per day. MySchoolBucks is not working, so payment can be made via check to **DUSD Food Services** and dropped off in the DES Office. Milk and fresh fruit are available to all students free of charge.

If you wish to provide treats to your child's class, all treats must follow the Smart Snacks guidelines and be store bought. You may also request and purchase treats from DUSD Food Services by making a request two weeks in advance to the DUSD Food Services Manager, Dayna Gibbs, by calling (530) 895-4695 ext. 6705 or emailing her at dgibbs@durhamunified.org. They are able to provide pizza, ice cream, cookies and cupcakes.

English Language Education

State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information. [EC 310]

Limited English Proficient Students

The No Child Left Behind Act of 2001 requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/ or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students. [AR 6174]

Services to Students with Disabilities

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, contact the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

Special Education

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

Telephone Use/Messages

In order to reduce interruptions to academic time, phone calls will not be transferred to the classrooms during instruction. Telephones in the building are for school business only. Children are not permitted to use the school phone except in case of an emergency. Emergency student messages will be taken by the office staff and given to the student just prior to the end of the school day. Please make after school arrangements prior to school starting. Messages for teachers will be forwarded to voicemail so as not to disrupt the teachers during their regular class time. Teachers may check for messages during preps, breaks, and/or after school. Please do not leave messages for students on teachers' voice mail.

Parent Conferences

Parents may make appointments for conferences with teachers or the principal by telephoning the school at 530-895-4695.

When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the elementary principal. Teachers, members of the staff, and parents share a common goal of creating the best learning experiences for students.

Minimum days for scheduled parent conferences will be in November and March.

Homework

Homework is a teacher-planned learning activity which takes place largely outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience,

whether as practice, preparation, or an extension. **Homework is considered an important part of the instructional program, though it is optional for teachers to assign it. Regardless of homework assignments, every student should spend time reading nightly to support their educational growth.** Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and talk with their child about the day's events. If there is a night with no assigned homework, time should still be spent on activities such as reading, writing, studying math facts, or reviewing for tests. Teachers may offer specific suggestions for activities to provide a means of extending instruction.



General Information

As a general rule we do not allow toys, trading cards or electronic devices to be brought to school. If a child has the teacher's permission and brings them for sharing in class, they must remain in class or in a backpack after sharing. Please do not send flowers or balloons for delivery to students at school, as it is disruptive to the class. And please do not have students pass out party invitations at school. If you would like to send invitations, please obtain a class list from the teacher & mail them, unless every student in the class or all the boys/girls are receiving an invitation.

HEALTH SERVICES



Health Office

The health office for DES is next to the main office. It is staffed by a health clerk 5 days a week and a registered nurse 3 days a week. The Nurse is responsible for servicing all school sites in the district when on duty.

Injuries and Illness

By law, the school is prohibited from providing any treatment other than first aid. If a child receives an injury requiring more than first aid treatment, or becomes ill at school, every effort will be made to contact the parent. It is very important that your child's school emergency contacts be kept up to date. Students will not be sent home because of illness or injury until the parent or emergency contact person is notified. During the school year, if changes are made in employment, telephone numbers, or alternate contacts, please update the emergency information in your Aeries portal or call the elementary school office.

Immunizations

Documented proof that immunizations are up-to-date is required before attending school; districts may not allow "conditional" admittance into schools. Students may not participate in a classroom setting unless they have been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, and tetanus. Students must be immunized for varicella (chickenpox) or provide proof from a doctor stating they have had the disease.

All new students, advancing students, or students transferring into grades 7-12 must be fully immunized, and will not be admitted without the required booster against pertussis (Tdap) and a second dose against varicella. The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services. Homeless, foster, migratory, and military youth can be enrolled without proof of immunization. [HSC 120325, 120335, 120338, 120375, 120400, 120405, 120410, 120415, 120440, 120480; EC 48216, 48852.7, 48853.5, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

Exemptions

These requirements do not apply if a form from licensed physician cites why they should not. The physician submits the standardized electronic form directly to the California Immunization Registry (CAIR) and to the school for exemption; this is the only form the school will accept. The form will include physician information, the child's name and their school, the parent's/guardian's name, and the specific basis for and duration of the exemption.

If an outbreak of a communicable disease occurs, a non-immunized student will be excluded from school for their own safety until such a time as directed by health officials or district administration.

Forms submitted prior to January 1, 2020 and exemptions based on beliefs opposed to immunization submitted prior to January 1, 2016 are valid until the pupil enrolls in the next grade span (through

Exemptions, continued

preschool, grades K-6, grades 7-12). Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying your County Health Department. [HSC 120325, 120335, 120338, 120370, 120372, 120372.05; EC 48216]

Physical Examinations

For each child enrolling in the District for the first time, including for kindergarten or first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. You may have your child immunized at the same time that the physical examination is conducted. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Butte County Health Department
695 Oleander, Chico, CA 95926
(530) 891-2731

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

Kindergarten and/or First Grade Oral Health Assessment

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed and have proof of the assessment by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. [EC 49452.8]

Vision, Hearing, and Scoliosis Screening

An authorized person will check your child's vision upon enrollment and in grades 2, 5, and 8 unless the student entered the District in grade 4 or 7. Hearing tests will be conducted when your child is enrolled or first enters a District school. Females in grade 7 and males in grade 8 may be screened for scoliosis (curvature of the spine). These tests may be administered unless you annually give the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. [EC 44878, 49451, 49452, 49452.5, 49455]

Medication

Children may take medication, which is prescribed by a physician, received in its original container, and can get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. The statement gives permission to communicate with the health care provider or

Medication, continued

pharmacist, and acknowledges understanding of how the medication will be administered.

This includes allowing a school staff member to volunteer and be trained to identify the need for, and to administer epinephrine to a student for anaphylaxis; glucagon as prescribed for diabetes; or anti-seizure medication as prescribed to a student diagnosed with seizures, a seizure disorder, or epilepsy. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine and/or anti-seizure medication. The District will have a supply of auto-injectable epinephrine at each school site. [EC 49414, 49414.1, 49414.5, 49423, 49423.1, 49468.2, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. [EC 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291]

Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

At the beginning of the school year, application forms for student insurance are made available to parents. This insurance can be purchased at a very reasonable cost. The transaction is between the insurance company and the parents. We encourage every parent to have accident insurance of your choice on each child.

Enrollment in a Health Care Plan

All children and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at www.coveredca.com. [PPACA]

Student Access to Mental Health Services

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact Ms. Marilyn Bertolucci, mbertolucci@durhamunified.org or (530) 895-4697 ext. 6020, your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call Butte Co. Behavioral Health Services at (530) 891-2850. If you are in crisis contact this number or dial 911 immediately. [EC 49428]

Suicide Prevention

As suicide is a leading cause of death among youth and school personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact, and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). [EC 215, 31180-32289, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52 March 2019]

Schools Free of Tobacco, Alcohol, and Drugs

The Board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies to promote student health and well-being. The District strives for a school environment free of these substances and has prevention and intervention programs. There may be programs through the District or in the community to support students' cessation from use of tobacco, alcohol, or drugs. For more information please contact the school/district nurse or a school administrator. [EC 51202-51203, 51260-51269; HSC 104420, 11999-11999.3; PC 13864]

Diabetes Information

Diabetes is a health condition that affects how the body turns food into energy. Most food is broken down into glucose (sugar). When sugar increases in your bloodstream, your pancreas releases insulin. Insulin acts like a key to let the sugar into your body's cells to use as energy. When there isn't enough insulin or when cells stop responding to insulin, too much sugar stays in your bloodstream. Over time, this can cause serious health problems such as heart disease, vision loss, and kidney disease. There is no cure for any type of diabetes.

For both types, managing weight, eating healthy food, being active, and getting enough rest can really help. Taking medicine as prescribed, getting diabetes self-management education and support, and keeping health care appointments can also reduce the negative impacts of diabetes.

Type-2 Diabetes:

Type-2 diabetes is when your body can't use the insulin it makes as well as it should. It is the most common form of diabetes in adults, and is becoming more common in children, especially overweight teens. It is estimated that one in three children born in the US after the year 2000 will develop type-2 diabetes.

Type-2 diabetes can be prevented or delayed through lifestyle changes and medical intervention, and it is treatable. Eating healthy foods in the correct amounts and exercising regularly (at least 60 minutes every day) can help children achieve or maintain a normal weight and normal blood glucose levels.

The first step is to visit a doctor who can determine if your child is overweight. A doctor can prescribe medication if appropriate and can order tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (may lead to full onset type-2 diabetes).

Type-1 Diabetes:

Type-1 diabetes is when your body simply doesn't make enough insulin. Type-1 diabetes is not preventable, but it is manageable. It is an autoimmune disease that may be caused by genetic, environmental, or other factors. It is usually first diagnosed in children or young adults, but it can occur at any age.

Risk Factors:

It is recommended that students displaying or possibly experiencing the risk factors and warning signs below see a doctor to be screened for type-1 and/or type-2 diabetes:

Risk Factors, continued

Being overweight: The single greatest risk factor for Type-2 diabetes is excess weight. In the US, almost one out of every five children is overweight. Being overweight more than doubles a child's chance of developing diabetes.

Family history of diabetes: Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease. Inactivity: Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups: Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type-2 diabetes.

Age/Puberty: Type-1 diabetes usually occurs in the early years, and before reaching puberty. Type-2 diabetes is more likely to develop during or near puberty, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms:

There are usually warning signs when a child might have diabetes. Not everyone with diabetes develops these symptoms, and not everyone who has these symptoms necessarily has diabetes. Type-2 symptoms generally develop slowly over time. Type-1 symptoms show up quickly – in a matter of weeks or even days, and are much more severe.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular/No menstrual periods, and/or excess facial and body hair growth in girl
- High blood pressure or abnormal blood fats levels
- For type-1; Nausea, vomiting, and/or stomach pain

Parents/Guardians of children displaying warning signs should immediately consult with the student's primary care provider to determine if screening for diabetes is appropriate. Following a diabetes's diagnosis, parents/guardians should work with the primary care provider to develop a lifestyle and medical treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

Diabetes Screening Tests:

Your doctor may have your child take one or more of the following blood tests to confirm the diagnosis:

Glycated hemoglobin (A1C) test: A blood test measures the average blood sugar level over two to three months.

Random (non-fasting) blood sugar test: A blood sample is taken at a random time; this test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test: A blood sample is taken after an overnight fast; a high level on two separate tests indicates diabetes.

Oral glucose tolerance test: A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.

If the primary care provider thinks your child has type-1 diabetes, blood may also be tested for autoantibodies (substances that indicate the body is attacking itself) that are often present in type-1 diabetes but not in type-2. The child's urine might be tested for ketones (produced when the body burns fat for energy), which may also indicate type-1 diabetes instead of type-2 diabetes.

Diabetes Screening Tests, continued

More information can be found on these websites: California Department of Public Health, www.cdph.ca.gov; Centers for Disease Control and Prevention, www.cdc.gov/diabetes/; American Diabetes Association, <https://diabetes.org>.

The information provided in this booklet is intended to raise awareness about this disease. Contact your child's primary care provider, school nurse, or school administrator if you have questions. [EC 49452.6, 49452.7; HSC 104250]

Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular profession dental care. [HSC 104855]

STUDENT CONDUCT

All pupils have the right to participate fully in the educational process, free from discrimination, harassment, violence, intimidation, and bullying. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

Students are encouraged to report anything they see or hear about that might be suspicious or dangerous to a teacher or other staff member. Any staff member that receives such a report will quickly take appropriate action, and the student's identity will remain confidential.

School Rules

The entire staff of Durham Elementary School has the goal of establishing an atmosphere throughout the school in which children will have a maximum opportunity to learn in a safe and secure environment. In an effort to accomplish this goal, we have developed a school wide Student Conduct Plan.

Our school rules are:

- Be Safe
- Be Respectful
- Be Responsible

Students who choose to disobey the rules will be held accountable for their actions. The program that will be used with students may include:

- Verbal communication with the child by a supervisor.
- Written communication with the child by a supervisor. Students will be issued a Think Sheet. This will describe the undesirable behavior and requires a parent signature.
- Verbal communication with the child by the principal.
- Suspension by the principal, which requires a parent conference.

Students will be sent to the principal immediately for egregious behavior.

The District believes that every person deserves to be treated with dignity and respect in their interactions within our School Community. Civility has an impact on effective operations and on the creation of a safe and positive school climate for everyone.

School Rules, continued

While respecting every individual's right to free speech, that right does not allow for disruption of school classes, activities, meetings, or other events. Students, staff, parents, guardians, and the community are expected to be polite, courteous, respectful, and behave reasonably at all school or district activities and events. Practices that promote civil behavior include, but are not limited to, actively listening, giving full attention, not interrupting, welcoming and encouraging participation by everyone. Civility is hindered by disruptive behavior or speech, violence or the threat of violence, or harassment or bullying of any kind; these behaviors are prohibited and are subject to discipline according to law and District policies. [BP 1313 August 2021; EC 32210- 32212, 44050, 44807, 44810, 44811, 48900 et seq, 48950; CC 51.7, 1708.9; GC 54954.3, 54957.9; PC 415.5, 422.6, 627.4, 627.7]

Each teacher has a plan for classroom behavior and will discuss the plan during Back to School Night. We are confident that such a clearly stated student conduct plan will teach our children to be responsible for their actions and make Durham Elementary School a positive and exciting place to be and learn. You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites or at any school sponsored activity. School site staff trained in anti-bias shall be made known to students. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the District's website at www.durhamunified.org and online at www.cde.ca.gov, www.wested.org/project/california-healthy-kids-survey-chks/.

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) for assistance. [CE 200, 215, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234, 234.1, 234.4, 234.5, 234.6, 51101, 66250, 66260.6, 66270; CP 422.55, 422.6; 5 CCR 4900; BP 5131.2 June 2019]

Digital Communication Devices

Districts may regulate the possession or use of any cellphone, smartphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Students cannot be stopped from using such a device when: there is an emergency; there is a perceived threat of danger; when a teacher or administrator has said it is acceptable; or if it is part of an individualized education program (IEP). Possession or use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5, 48901.7]

Students are not permitted to use cell phones or Smart watches at school. These devices should be off and in the students backpack if brought to school.

Student Dress and Grooming

All students are expected to dress appropriately for school and school activities. Clothing should be safe, clean, and not distracting.

The principal, staff, and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Student Dress and Grooming, continued

Coaches and teachers may impose more stringent dress requirements to accommodate the health and safety needs of certain sports and/or classes.

Elementary School Guidelines

In cooperation with teachers, students and parents/guardians, the principal or designee shall regularly review the following district regulations and may establish additional school rules governing dress and grooming. These rules are implemented to eliminate disruptions to the educational process.

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Shoes or sandals should have a back strap. Students are not allowed to wear 'flip flop' type sandals or slides. Students should wear tennis shoes for P.E. "Heelie" or "Wheelie" type shoes are not to be worn at school.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
3. Hoodies shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See through or fish-net fabrics, halter tops, backless, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Clothing should fit so that the student's stomach is completely covered. Sleeveless types of clothing must be cut close to the armpit, so as not to expose flesh which would be displayed with oversized or ripped out sleeveless garments.
5. "Costumes" and pajamas will not be worn at school except for spirit days or special activities that have prior approval from the teacher.
6. Make-up is not to be applied at school except for special activities that have prior approval from the teacher.

Bus Safety and Discipline

Bus Cameras

To assist drivers with passenger safety, school buses may be equipped with video recording equipment. Each bus is equipped with a prominent notice of equipment use. The video recordings may be used by drivers and/or school administration to support the issuance of written citations or student discipline; however, video documentation is not required. Generally, recordings not supporting a citation will be reused within one week. Recordings supporting a disciplinary action will be kept in the transportation office for a minimum of ten days.

Bus Rules

Please take a few moments to review these rules with your children.

1. Before Boarding Bus:

- a. Stand back at least 10 feet from the bus/on the curb when the bus is pulling over to stop.
Wait to approach the bus door until the bus has come to a full and complete stop. Each bus has a blind spot in the driver's view on the right-hand side and you could be Injured.
- b. Arrive at the bus stop 7 minutes before the scheduled time and allow up to 7 minutes after the scheduled drop off time to allow for unforeseen road conditions, etc.
- c. Wait without pushing or shoving to board the bus.
- d. Use handrails while boarding the bus.
- e. Present driver with your pass or ticket.
- f. No glass containers of any kind are allowed on the bus.

1. Before Boarding Bus, continued

- g. Do not bring specimens (i.e. spiders, mice, snakes, or any animals) onto the bus.
These can get loose and cause a distraction which might result in a serious accident.

2. General Behavior While in the Bus-Authority of Driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across any street. Continued disorderly conduct or persistent refusal to respect the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus between home and school or other destinations.

- a. Each pupil may be assigned to a designated seat and shall not be permitted to move from the assigned seat except upon permission from the bus driver. Students are to go to their seats promptly after boarding the bus.
- b. No part of the body may be extended out of the windows.
- c. The students must close all bus windows when so directed by the bus driver.
- d. Pupils must sit on their seat and face the front of the bus while keeping feet, hands, books, etc. out of the aisle and clear of emergency exits.
- e. No pupil is permitted to interfere with or mistreat the property of another pupil or their well being.
- f. Food, beverages or gum are not allowed on buses with the exception of clear water in a spill free/non glass container.
- g. Playing musical instruments, electronic devices or radios, whistling, yelling, loud talking, profane language, throwing articles, shooting rubber bands, scuffling, teasing, chastising, annoying, making fun of others, or any other unnecessary disturbance is prohibited.
- h. No cleats or "spikes" are allowed to be worn on the bus by any student.
- i. Damage to buses occurring as a result of carelessness, willful misconduct, negligence, malicious destruction, etc. shall be the financial responsibility of the parent/guardian of the student causing the damage.
- j. The students shall not light matches, lighters or firecrackers.
- k. Students are not to speak to the driver while the bus is in motion unless granted permission by the driver or in case of an emergency.
- l. Students shall not stand while bus is in motion.
- m. The students shall not possess or use tobacco, alcohol, or illegal drugs at the bus stop, or on the bus.
- n. The cooperation of all pupils and parents is necessary for safe transportation of students on our school buses. Each student's safety depends on everyone following these safe guidelines for travel.

3. When Leaving the Bus:

- a. Depart the bus in orderly fashion, as directed by the driver.
- b. When red lights are used to control traffic, cross in front of the bus.
- c. At street corners, crosswalks, and signal control intersections, students should cross the street after the bus leaves.
- d. Go directly home after leaving the bus.

4. Other Regulations:

- a. A student cannot leave the bus at any stop except his/her own unless they have given their driver a written note signed by their parent.
- b. A student cannot ride any bus other than his/her regular unless they have given the driver a written note signed by the parent AND approved by the school office.
- c. Parents shall not take their child from the bus at a stop other than the regular stop unless the parent is satisfactorily identified by the driver. The parent needs to prove their identity to the bus driver as they are responsible for the safety of the child.
- d. If an accident should occur, children are expected to stay on the bus until a person in

4. Other Regulations, continued

authority arrives to conduct an investigation. (This situation presumes a minor accident where the bus need not be evacuated for the safety of the passengers.)

5. **Bus Citations:** Occasionally it becomes necessary for a driver to issue a bus citation to a student for inappropriate behavior. When this occurs, the following transportation disciplinary procedures will be followed:

One Citation: May be considered a written warning or the seriousness of the incident may warrant more disciplinary action. The district reserves the right to revoke the bus riding privileges of any student involved in a serious incident at any time. This riding privilege may be suspended for a length of time deemed appropriate by the site administrator.

Two Citations: Warrants a possible bus suspension of up to ten consecutive school days.

Three Citations: Warrants a possible bus suspension of up to twenty consecutive school Days.

Four Citations: Warrants automatic suspension from bus transportation for the balance of the school year. A conference including the student, family, school administration, bus driver(s) and the Manager of Transportation will be necessary in order to resume eligibility for transportation. If you have any questions, please call Eric Kolstad at (530) 895-4679.

Safe Gun Storage

Guns are now the third leading cause of death for children in this country. Over 80 percent of teens who commit suicide with a gun used one that belonged to someone in their home. Gun ownership is a right in the US, and it comes with substantial responsibilities. Anyone who reasonably knows a child might access a firearm without permission, loaded or not, is criminally liable for where that firearm is taken, brandished, or how it is used. This includes all school facilities or activities, events, and public places. More Information about gun safety and the safe storage of firearms can be found at <https://oag.ca.gov/firearms/tips>. Those responsible for access to a firearm could lose the right to own a firearm for 10 years, face fines, imprisonment, and civil liability. When there is a threat of a homicide, school staff shall notify law enforcement. [EC 48980, 48986, 49390, 49391, 49392; PC 25000-25140]

DISCIPLINE

Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or 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 \$23,900 in damages and another maximum of \$13,200 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

Vandalism

Graffiti and scratching glass or other material on someone else's property is considered vandalism. Those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as \$10,000 and be required to participate in the clean-up. [PC 594-594.8]

Drugs, Alcohol, and Tobacco

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; a student 18 or older can be imprisoned for up to six (6) months and/or be fined up to \$1,000. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or 30 hours of community service except for members of the military.

Except for members of the military, possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or thirty (30) hours of community service. Possession of approved tobacco cessation aids is not prohibited. A "tobacco product" is any product made or derived from tobacco or nicotine that is intended for human consumption, including an electronic device that delivers nicotine (commonly known as "e-cigarettes" or "vaping"). [EC 48900, 48901; HSC 11357, 11357.5, 11361, 11362.1, 11362.3, 104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814]

Impersonation on the Internet

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [PC 528.5]

Grounds for Suspension or Expulsion

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 an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, 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.
- (d) Unlawfully offered, arranged, or negotiated 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, 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.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

Grounds for Suspension or Expulsion, continued

- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
- (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or 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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image
 - (ii) A post on a social network internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1);

Grounds for Suspension or Expulsion, continued

- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated;
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) (I) An act of cyber sexual bullying;
- (II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act;
 - (III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, Portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.
- (s) 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:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) 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 pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) 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.
- (w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. [EC 35291, 48900, 48901.1, 48910]

Grounds for Suspension or Expulsion, continued

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

Homework shall be provided for a student suspended for two (2) or more days upon request. Such homework turned in on time that cannot be graded in time, will not be included in the calculation of the pupil's grade in the class. [EC 48913.5]

Mandatory Suspension/Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the Pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school Employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

Student Search

The school principal or designee may search the person of a student, the student's property, vehicle, and District property under the student's control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Searches may be announced or unannounced, and the District may use drug-sniffing dogs if available. Employees shall not conduct strip searches or body cavity searches of any student. [EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10]

Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6; WIC 305]

PROTECTIONS, COMPLAINTS AND PROCEDURES

Nondiscrimination/Harassment

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

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

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

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

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

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Nondiscrimination/Harassment, continued

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

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

Sexual Harassment

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

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

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

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's website, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.

Instruction/Information, continued

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

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

Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs

The district prohibits the following, and shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, 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 district program or activity that receives or benefits from state financial assistance.

District is committed to equal opportunity for all individuals in education and in employment. The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the District's website at www.durhamunified.org. You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or if you believe your or your child(ren) have been subjected to the above and wish to file a complaint, please contact the District official responsible for compliance with Title V, Title VI, Title IX, § 504, and Uniform Complaints. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Marilyn Bertolucci, Director of Student Services
9420 Putney Drive, Durham, CA 94938
(530) 895-4697 ext. 6020

Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs, continued

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234 et seq., 234.6, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600-4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI; Title VII; Title IX; § 504; IDEA; 34 CFR 106.9]

District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding LCAP or pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Those complaining (Complainants) are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results, the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

District's Uniform Complaint Process, continued

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

American Civil Liberties Act 504: Office of Civil Rights

Child Abuse: Department of Social Services,

Protective Services Division, or law enforcementDiscrimination/Nutritional Services: U.S. Secretary of Agriculture

Employment Discrimination: Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education: this school district

Health and Safety/Child Development: Department of Social Services

Student Records: Family Policy Compliance Office (FPCO), Student Privacy Policy Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as included, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

Williams Settlement Complaint Procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Website at www.durhamunified.org, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Website, www.cde.ca.gov/re/cp/uc. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to Investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA, 34 CFR 99.7(b)]

MISCELLANEOUS

*2025-2026 Durham Elementary School Calendar of Events**

August 13	1 st Day of School
August 21	Back to School Night for Grades TK-5
Aug 26 & 27	Minimum Days - Parent Interviews
September 1	Labor Day Holiday – No School
September 4	School Picture Day
September 15	Minimum Day – Teacher Inservice
October 13	Minimum Day – Teacher Inservice
November 5	1 st Trimester Ends
November 10	Teacher Inservice – No School
November 11	Veterans Day Holiday – No School
November 18-20	Minimum Days for Parent Conferences
November 24-28	Thanksgiving Holiday – No School
December 19	Minimum Day – Winter Break Begins
December 22	Winter Break – School Holiday
January 5	School Resumes
January 15 & 21	In-Person TK/Kindergarten Registration
January 19	Martin Luther King, Jr. Holiday –No School
February 13 & 16	Presidents' Day Holiday – No School
February 25	2 nd Trimester Ends
March 5 & 6	Minimum Days for Parent Conferences
April 3	Minimum Day – Good Friday
April 6-10	Spring Break – School Holiday
May 4-8	Book Fair
May 6	Open House
May 8	Minimum Day – Grandparent's Day
May 25	Memorial Day Holiday – No School
May 26-28	Minimum Days
May 27	5 th Grade Advancement Ceremony
May 28	Last Day of School – End of 3 rd Trimester

**These are the dates of scheduled events at time of printing. Please keep in mind that some dates are subject to change or cancellation. We will do our best to give notice of any changes. Please read Parent Square communications and communicate with your child's teacher for additional information or classroom specific events.*