Jeremy Meyers, Superintendent
Board of Trustees
Bill Drescher, President
Darcy Knight, Vice President
Ronnie Ebitson, Clerk
Jeff Burch, Trustee
Joe Scroggins, Trustee



6540 Wentworth Springs Road Georgetown, CA 95634 530-333-8300 (office) 530-333-8303 (fax) www.bomusd.org info@bomusd.org

## 2019-20 BACK TO SCHOOL INFORMATION PACKET

Welcome to the 2019-20 school year! The following information can assist you with the beginning of the school year:

Health Information from the District Nurse School Lunch Program Information & <u>Application</u> Transportation Bus Rules, Services & <u>Application</u> Zero Tolerance Policy Student Insurance Information 2019-20 School Calendar Board Policy 5022 Student and Family Privacy Rights

Beginning this school year, all parents/guardians are required to "re-register" their students in the Aeries Parent Data Confirmation, in the Aeries Parent Portal. Instructions have been mailed home and a link has been added to the BOMUSD website. Please note that **school begins for students on Wednesday, August 14, 2019** 

Application forms for Home-To-School Transportation and Free or Reduced Meals are attached. Families who qualify for Free or Reduced-price Meals are encouraged to fill out the applications. Some of the District's Federal and State funding is related to the number of students qualifying for free/reduced lunches regardless of whether or not they wish to participate in the program. *This is important for the district to receive this Federal and State funding.* Please review the bus stop schedule on the district website at <a href="https://www.bomusd.org">www.bomusd.org</a> or call Transportation at 530-333-8325 for more information.

It is important that you review all of the regulations and responsibilities and discuss them with your children. It is also important that your children attend school every school day since regular attendance contributes greatly to their academic success, and **the district receives no income from the state for any absences**. If they are ill, please send a note or contact the attendance secretary at the school. Short-term independent study contracts are available under certain conditions (5 days minimum), and school secretaries have the necessary information.

School Board meetings are open to the public and are normally held on the second Thursday of the month at 7 p.m. at the District Office.

Communication between home and school has been a District goal for many years. You are invited to share compliments, concerns, or suggestions with any school personnel. Questions regarding information in these documents should be directed to the following personnel:

 Northside STEAM School– Mrs. Arnett (Assistant Director TK-6 Education) or Mrs. Kay (Secretary) at 333-8355 or 885-4079

- Georgetown School of Innovation & Otter Creek Dr. Westsmith (Director TK-6 Education) or Ms. Caldie (Secretary) at 333-8320
- Golden Sierra Junior Senior High Mr. Meyers (Principal), Mr. Morris (Assistant Principal), Ms. Toth or Ms. Penley (Secretaries) at 333-8330
- Divide High & Independent Study– Mr. Meyers (Principal), Ms. Vallarta (Teacher), or Mrs. Sample (Secretary) at 333-8315
- District Office Mr. Meyers (Superintendent) or Mrs. Morales (Superintendent Secretary) at 333-8300
- American River Charter Mr. Gleason (Charter School Director) or Ms. Moneypenny (Office Manager) at 333-8340

Jeremy Meyers, Superintendent
Board of Trustees
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Joe Scroggins, V President
Darcy Knight, Clerk
Jeff Burch, Trustee
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Dear BOMUSD Families,

Welcome back to the 2019-2020 school year! The nursing staff would like you to have the following information to help our students have a safe and healthy year.

As always, our health emphasis will be on disease prevention. We know that the single most effective way to prevent the spread of disease is by washing your hands! Please encourage your children to wash their hands before they eat and especially after using the bathroom.

#### **Immunizations**

If your child has received recent vaccinations, please contact your school nursing office so we may update their immunizations on file. Under California law, vaccines required for school may no longer be excused due to personal beliefs, including religious beliefs. Proof of required vaccines for new students and those entering 7th grade, must be provided by August 8th in order for students to attend school. Immunization schedule available at www.shotsforschools.org.

#### Medications

If your child needs medications during the school day, a Medication at School Form must be filled out for each medication. Medications must be supplied in the original container with a pharmacy label. Please send medications to school with an adult. Children **may not** check in their own medications! This includes prescription AND over the counter medications.

#### Allergies and Asthma

If your child has allergies or asthma, please notify your school nurse. Determining the need for medications at school and a health plan is essential in your child's care.

Food allergy- Please discuss with your child about NOT sharing food at school. There are some children within the BOMUSD with severe food allergies.

#### Lice

Occasionally head lice are a problem among school children. If your child has lice, please notify the nursing office and make sure your child receives treatment before reentering school. Remind children not to share brushes, combs and hats.

#### **Contact Information**

Please make sure we have the correct contact information written on your child's emergency card. It is important that we can reach parent/guardian in emergency.

#### **Nutrition is IMPORTANT!**

As advocates for your child's health, we ask your help in stressing the importance of good nutrition and exercise to your children by both instruction and example. Make sure your child eats breakfast each day and encourage your child to drink plenty of water.

#### Illness

Please keep your child home if they are vomiting, have diarrhea or a fever 100.4 degrees or higher. They must be symptom free for 24 hours before returning to school. Children with pink eye must have 24 hours of treatment before returning to school.

Please know that we are here all year if you have health questions or concerns.

Andrea Celio, BSN, RN District Nurse 530-333-8330 ext. 141 Laura St.Denis, RN Nurse Specialist 530-333-8320

## **BOMUSD Cafeteria Program**

**Computerized Payment System for the Cafeteria** 



The Black Oak Mine Unified School District continues the use of our computerized Point of Sale payment system for all school meals purchased at Northside Elementary, Georgetown Elementary, Golden Sierra Junior Senior High School, and American River Charter.

Students from these schools will have their own personal meal account based on an alternate student number or PIN. Students can access their accounts on the PIN pads located at every register. We are assuming that all students know their student ID number used for academic eligibility, but if they forget, we can access it through every register. It is strongly recommended that all students remember their numbers, as this will make the meal lines move faster.

We encourage parents to deposit money into the student's account, although they may still pay cash. Monies paid into a student account can only be used for the purchase of regular and alternative meals. This way, parents are assured that their money is being used to purchase only lunch or breakfast items. When sending in money by check or cash, please include the student's ID number on the check or envelope so it is deposited into the correct account. Please note that if a parent prepays for 10 lunches, the student will receive one lunch free.

If your student has qualified for **free or reduced-price** lunches or breakfasts, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for the student.

If you are concerned about a food allergy that your student has, please notify the cafeteria with this information. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray.

Please see reverse for further information.



## **BOMUSD Cafeteria Program**

## **Benefits of Computerized System for Parents and Students**

- When the account is prepaid you can be sure that your student is only using that money for nutritious lunches/breakfasts served in our cafeteria.
- Prepaid accounts for all students allows parents to deposit money in their student's account, in any amount, any time, without concerns about giving their student the exact change every morning.
- For those students receiving free or reduced meals, their meals will be rung up as all the other meals are. No one will know whether they are receiving a free or reduced meal or debiting their account, except for the cashier.
- Lunch lines move faster when meals are prepaid, thus providing students extra time to enjoy their lunch period.
- Parents can pay any amount at any time. Students can prepay on the line with cash or parents can send in checks (with the student ID# on it), and students can give this to the cashier right in the lunch line. You are only charged for the lunches/breakfasts that are debited to your student's ID academic eligibility number. All student ID numbers are confidential.
- Pin pads are located at every terminal; they provide ease of use and allow for guick transactions.
- Prepayment allows for better security rather than cash.
- Once the transaction has been completed, your student will know his/her account balance.
- Students may use any register. When a lunch or breakfast is recorded at one register, it will automatically be recorded on the other registers.
- When student accounts get low, students will be informed at the register of their balance.



#### PREPAYMENT OPTIONS

- You can send in prepayment monies at any time. We recommend that parents send in checks payable to **BOMUSD Cafeteria**, rather than cash. All monies should be submitted only to cafeteria personnel.
  - o When sending a prepayment, please include the student's ID# on the face of the check. If you send in cash please indicate on the face of the envelope, the student's ID#.
- For your convenience, you can also make prepayments online. We have posted instructions on the district
  website, <u>www.bomusd.org</u> on how to make payments on <u>www.mySchoolBucks.com</u>. Please follow link to Food Services
  under Departments heading.



#### **MEAL PRICES & COMPONENT**

#### **PRICES**

- K-6 Student Breakfast \$1.50, Student Lunch \$2.75
- 7-8 Student Breakfast \$1.75, Student Lunch \$3.00
- 9-12 Student Breakfast 9-12 \$2.00, Student Lunch \$3.25
- K-12 Reduced Price Breakfast \$0.30, Reduced Price Lunch \$0.40

#### **COMPONENTS**

- Breakfast meals must include the following components:
  - o Fruit, grains, milk choice, (meat/meat alternate is optional)
- Lunch meals must include the following components:
  - o Entrée (meat/meat alternates), grains, fruit, vegetables, and milk choice

If you should have any questions, please do not hesitate to call Renee Hedden, Coordinating Kitchen Manager, at 333-8300 or email her at rhedden@bomusd.org.

Dear Parent or Guardian:

The Black Oak Mine USD participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. Eligible students may receive meals free of charge or at the reduced-price rate of \$0.40 for lunch and \$0.30 for breakfast. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application.

#### LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

**QUALIFICATION:** Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$23,107	\$1,926	\$963	\$ 889	\$ 445
2	\$31,284	\$2,607	\$1,304	\$1,204	\$602
3	\$39,461	\$3,289	\$1,645	\$1,518	\$759
4	\$47,638	\$3,970	\$1,985	\$1,833	\$917
5	\$55,815	\$4,652	\$2,326	\$2,147	\$1,074
6	\$63,992	\$5,333	\$2,667	\$2,462	\$1,231
7	\$72,169	\$6,015	\$3,008	\$2,776	\$1,388
8	\$80,346	\$6,696	\$3,348	\$3,091	\$1,546
For each additional family member add	\$8,177	\$ 682	\$ 341	\$ 315	\$ 158

APPLYING FOR BENEFITS: An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

**DIRECT CERTIFICATION:** An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals. If you did not receive a letter, please complete an application.

VERIFICATION: School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits.

**WIC PARTICIPANTS:** Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application.

HOMELESS, MIGRANT, RUNAWAY & HEAD START: Children who meet the definition of homeless, migrant, or runaway, and children participating in their school's Head Start program are eligible for free meals. Please contact Renee Hedden for assistance at (530) 333-8300.

FOSTER CHILD: The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

FAIR HEARING: If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: Jeremy Meyers, 6540 Wentworth Springs Rd. Georgetown, CA 95634 or call (530) 333-8300.

**ELIGIBILITY CARRYOVER:** Your child's eligibility status from the previous school year will continue into the new school year for up to 30 operating

days or until a new determination is made. When the carryover period ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <a href="http://www.ascr.usda.gov/complaint filing cust.html">http://www.ascr.usda.gov/complaint filing cust.html</a>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or

(3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

#### HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS - Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

STEP 1: STUDENT INFORMATION – Include ALL STUDENTS who attend Black Oak Mine USD. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the "Foster" box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable "Homeless, Migrant, or Runaway" box and complete all STEPS of the application.

STEP 2: ASSISTANCE PROGRAMS – If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS** – Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter "0" for any household member that does not receive income.

- A) Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child's income if you are applying for foster and non-foster children on the same application.
- B) Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
- C) Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3.
- D) Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the "NO SSN" box.

**STEP 4: CONTACT INFORMATION & ADULT SIGNATURE** – The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today's date.

**OPTIONAL: CHILDREN'S ETHNIC AND RACIAL IDENTITIES** – This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

**INFORMATION STATEMENT:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

QUESTIONS/NEED ASSISTANCE: Please contact Renee Hedden at (530) 333-8300.

**SUBMIT:** Please submit a complete application to your child's school or the nutrition office at 6540 Wentworth Spring Rd. Georgetown, CA 95634. You will be notified if your application is approved or denied for free or reduced-price meals.

Sincerely, Renee Hedden Coordinating Kitchen Manager

## School Year 2019-20 Black Oak Mine USD Application for Free and Reduced-Price Meals with CalFresh Option Complete one application per household.

Please read the instructions on how to apply. Print clearly with a pen. This institution is an equal opportunity provider.

California Education Code Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

#### **STEP 1 – STUDENT INFORMATION**

Children in <b>Foster Care</b> and children who meet the definition of <b>Homeless, Migrant</b> , or <b>Runaway</b> are eligi  Print the name of <b>EACH STUDENT</b> (First, Middle Initial, Last)  Enter school n  grade le											E	Enter student's birthdate				Check the applicable box if the student is foster, homeless, migrant, or runaway.				
EXAMPLE: Joseph P Adams				Linco	ln Ele	menta	ry			1st		12	2-15-20	10		Foster	Homeless	Migrant	Runaway	
L STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs	or EDE	DIR																		
Do ANY household members (child or adult) currently participa	•		CalWO	RKs or FI	DPIR?	If NO, s	kip ST	EP 2 aı	nd conti	nue to	STEP	3					_		ULT SIGNATURE	
If YES, check the applicable program box, enter one case	Select I	Progran	п Туре	2:				Enter	Case Nu	mber:						rtification: I cert			ted. I understand	
number, skip STEP 3, and continue to STEP 4.	☐ Call	Fresh		CalWOR	(s	☐ FDP	IR												th the receipt of	
STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEME	BERS (Sk	ip this	step	if you a	nswe	red 'Y	es' to	STEP	2)							leral funds, and		•	rify (check) the e false information	
A. STUDENT INCOME: Sometimes students in the household earn income. Enter the TOTAL GROSS inco									То	tal Stu	dent I	ncome	How	Often				. , .	e laise illioilliatioi / be prosecuted	
deductions) in whole dollars earned by all students listed in STEP 1. Enter the appropriate pay period in								w	Ś						,	der applicable st		•	, ,	
Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Montl B. ALL OTHER HOUSEHOLD MEMBERS (including yourself): Lis					lictod	in STEI	2.1 04	on if th	hov do n	ot roc	oivo ir	ocomo l	or oach		S	ignature of adul	t completing t	his form:		
household member, report the <b>TOTAL GROSS</b> income (before																				
income from any sources, write "0". If you enter "0" or leave a	•	-	•		· · · ·		<b>-</b> ,					ort.			Р	rint Name:				
Enter the appropriate pay period in the "How Often" box: W Print the name of ALL OTHER Household Members	= Weekl	y, 2W =	Biwe									/D -+:		How			•			
(First and Last)	arnings f	from Work How Public Assistance/SSI, Often Child Support/Alimon									Often	Date: Phone Number			Number:					
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C. Total Household Members (Children and Adults)  D. Enter the lather the Primary W		_			•	•	•	m					ck the b SSN 🔲	ox if						
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DO NOT COMPLE	TE. SCH	IOOL (	JSE O	NLY							Γ	OPTIO	ΝΔΙ –	CHILDE	FN'S	FTHNIC AND	RACIAL IDEN	ITITIFS		
How Often? ☐ Weekly ☐ Bi-Weekly ☐ Twice a Month ☐ M	•					al Hous	ehold	old Income OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES We are required to ask for information about your children's race and ethn						ethnicity. This						
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a					\$							information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for								
Total Household Size			enied	(Paid)	_										oes not affect	your childrer	's eligibility for			
Verified as: ☐ Homeless ☐ Migrant	:	unaway	′				r Prone free or reduced-pri					u-price i	iicais.		check one):					
Determining Official's Signature:						1	Date:					Hispanic or Latino Not Hispanic or Latino								
Confirming Official's Signature:						ı	Date:						Race (check one or more):							
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## **OPTIONAL - CONSENT TO SHARE INFORMATION FOR CALFRESH BENEFITS**

#### Pursuant to California Education Code 49558(d)

Upon consent, this application or the information it contains, will **only** be shared with your local CalFresh agency and **only** for purposes directly related to the enrollment of your family into the CalFresh program. Consent must only be given by the student's parent or guardian. In households with multiple families, the parent or guardian of each student must sign for their own child(ren). Declining to provide consent will not affect your child's eligibility for the free and reduced-price meal program.

☐ Check this box if you are the parent or guardian of <b>eve</b> date below.	ry student listed in STEP 1 to consent to sharing this applicat	tion as stated above. The parent or guardian must print, sign	n, and enter today's		
Print Name of Parent/Guardian:	Signature of Parent/Guardian:	Today's Date: _	Today's Date:		
In households with multiple families, the parent or guardia guardian must print their child's name, print their name, s	an of each student must approve and sign for their <b>own chil</b> oign their name, and enter today's date below.	d(ren). To consent to sharing this application as stated abov	e, the parent or		
Print Student Name	Print Name of Parent/Guardian	Signature of Parent/Guardian	Today's Date		

# BLACK OAK MINE UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES BUS RULES AND REGULATIONS 2019-20 School Year

The following information has been designed to reflect the District goal of providing safe, prompt and courteous service.

The following sections reflect policy regarding student responsibilities and conduct on school buses:

- a. <u>HPH 82.7 Authority of Driver</u> Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.
- b. <u>HPH 82.7 Ejection of Pupils</u> The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or the school.
- c. <u>CEC Section 48904 Vandalism</u> The parent or guardian having custody or control of any minor whose willful misconduct results in injury or death to any student, or any person employed by or performing volunteer services for a school district or who willingly cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school district, shall be liable for all such damages so caused by the minor.
- d. CCC Section 1714.1 Vandalism An act resulting in injury or death to another person or injury to the property of another shall be imputed to the parent or guardian having custody or control of the minors for all purposes of civil damages, and such parent or guardian having custody or control shall be jointly and severally liable with such minor for any damage resulting from such willful misconduct.

#### **District Guidelines:**

Students shall at all times conduct themselves in a courteous and orderly manner so that the above code sections are obeyed and the bus driver is not distracted, and so that the rights and feelings of other students, passing motorists and pedestrians are respected.

Additionally, the following rules are to be observed by students and enforced by drivers while riding school buses and waiting at school bus stops:

- 1. Pupils shall be under the authority of and directly responsible to the bus driver.
- 2. Pupils are to be at their designated bus stop at least five minutes before scheduled bus times. It creates a very dangerous situation to have students running from all directions or across streets to catch the bus.
- 3. Pupils are to face the front of the bus at all times.
- 4. Any damage to the bus by a pupil, which cannot be considered ordinary wear and tear, must be paid for by the pupil or parent.
- 5. Animals may not be transported on the bus including reptiles and insects.
- 6. Permission to transport large objects must be obtained from the bus driver at least one day in advance.
- 7. No glass or other hazardous materials may be transported on the bus.
- 8. Interior lights or dome lights which are turned on by the driver are signals for complete quiet in the bus.
- 9. All pupils must be completely quiet at all railroad crossings.
- 10. Pupils who must be escorted across the road by the driver shall stay on the bus until directed by the driver to exit and to cross the street.
- 11. No pupil is to change seats in front of, or block the way of, a pupil who is leaving the bus.
- 12. On leaving the bus, the pupil shall go directly home. No pupil shall leave the bus at other than his/her regular stop unless there is a note from his/her parents to that effect. The note is to be presented to the driver as the student enters the bus on the way home.
- 13. Playing musical instruments, eating, whistling, yelling, loud talking, profane language, throwing articles, shooting rubber bands, scuffling, or other commotion is not permitted.
- 14. No pupil is permitted to interfere with or to molest the property of another pupil while riding on, waiting for, or going to and from the bus.
- 15. While traveling on, waiting for, or going to and from the bus, pupils will conduct themselves in a manner that will not discredit themselves, their parents, or their school.
- 16. While on the bus, no part of the pupil's body shall be out of the window. At no time shall a pupil throw anything out of the window.
- 17. No pupil is permitted to share a bus pass. A bus pass is the sole property of the student to whom it has been issued and therefore is non-transferable.

#### **PENALTIES**

First reported violation: Warning by Principal or Assistant Principal, notification of parent. Other consequences may be

administered.

Second violation: Student may ride home that PM, but will not be permitted on ANY bus for three (3) days and until

there is a parent/student/school administrator contact.

Third violation: Student may ride home that PM, but will not be permitted on ANY bus for twenty (20) school days

and until there is a parent/student/school administrator contact.

Fourth violation: Exclusion from riding ANY bus for the remainder of the school year.

#### **Route Change**

Each pupil is assigned to a definite bus and may be assigned to a particular seat. Pick up time, routes, buses and pick up points may need to be changed during the year to accommodate new children.

## **Bus Schedule**

School buses operate on a time schedule and lost time cannot be regained. Therefore, the student must be ready to board the bus when the bus arrives. Please have your child at the assigned stop five (5) minutes prior to the scheduled pick up time. If he/she is not there, the driver will leave, assuming that the student is not going to school that day. In the event of an emergency and significant delays are anticipated, attempts will be made to contact parents by telephone.

#### Drop-Off

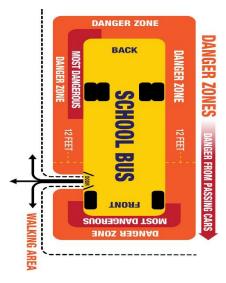
Return times could be early depending on students riding the bus that day so please be home at least 15 minutes prior to the scheduled delivery time. No student will be delivered to any address other than the regularly scheduled stop except in an emergency situation or when the student has a permission slip signed by parent or guardian.

#### **Bus Danger Zones**

The following diagram illustrates areas around a school bus that are dangerous. Parents are encouraged to discuss the danger zones with your children.

#### School Bus Danger Zone

The DANGER ZONE around the school bus is the immediate 12 foot vicinity on each side of the bus and the back of the bus. These are the blind spots for the driver and the most dangerous for a student. At no time shall a student stand or loiter before or after exiting the bus in this vicinity. After exiting the student must walk away from the immediate vicinity of the vehicle.



#### Hygiene

For the comfort of the other passengers on the bus, it is important to maintain adequate standards of hygiene.

#### Illness

Please do not send even a mildly ill child to school because he/she may become acutely ill a short time later. In fairness to your child and other children, keep a sick child at home.

#### Personal Property

The Transportation Department assumes no responsibility for lost items, but every effort will be made to locate such items and return them to their rightful owner.

#### Medication

Medication must be handed directly to the driver by the parent and/or teacher or teacher assistant and not placed among the student's personal belongings.

#### If You Move

If you move during the school year, notify the Transportation Department, 333-8325, at least seven (7) days in advance to insure continuous transportation service. Do not send or take your child to school and expect the bus to bring your child home to the new address unless you have been notified that transportation has been arranged.

#### **Inclement Weather**

During periods of inclement weather some roads and private driveways become hazardous or impassable. During the foggy season (November to March) it may be necessary to cancel or delay bus service when visibility from a stopped school bus is less than 200 feet in each direction, during regular home-to-school transportation service. On school activity trips, school bus drivers have the discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility. The Transportation Manager or his/her designee will decide whether bus service should be cancelled or delayed. As conditions are subject to rapid change, every effort will be made to notify parents or guardians of weather related changes in routes. Parents or guardians may wish to listen to Radio KAHI 950 AM, KFBK 1530 or KCCL 101.9 FM or TV Channels 3, 10 or 13 for school route information regarding cancellations or delays due to fog, snow or ice. If there is no information broadcast prior to children leaving home for the bus stop, the children should not wait longer than 30 minutes beyond the usual bus arrive time on foggy days.

#### **Emergency Cards**

Parents are responsible for completing emergency cards at the beginning of each school year. These cards are extremely important to the safety of the children. Failure to complete and return the cards or to update them during the year, if there are changes, may result in a loss of bus riding privileges.

If you have any questions regarding transportation services, please contact the Transportation Department at 333-8325 between the hours of 7:00 am - 4:00 p.m.

#### **BLACK OAK MINE UNIFIED SCHOOL DISTRICT**

## **Transportation Bus Fees 2019-20**

All students, grades TKindergarten - 12<sup>th</sup>, are eligible to participate in home-to-school transportation services. The Board of Trustees has approved the collection of home-to-school transportation fees. This transportation fee is in accordance with the regulations of the State of California. Questions and information regarding bus fees and applications can be obtained by calling Barb Cann at 333-8314. Bus schedules and pick-up stops are posted on the district website at <a href="www.bomusd.org">www.bomusd.org</a> or information can be obtained by calling the Transportation Department at 333-8325. CHECK THE WEBSITE FOR YOUR STUDENT'S BUS STOP.

**Bus Transportation Application:** All Students riding the bus must have an application on file, including students who are eligible for free or reduced fees for transportation services. (See enclosed applications.)

<u>Fee Schedule for Annual Passes 2019-20:</u> Bus fees can be paid by submitting payment with your application to the District Office or <u>PAYING ONLINE</u> through PaySchools by credit card, debit card or electronic check. You can access PaySchools by visiting the District website at bomusd.org, clicking on the PaySchools icon and following the directions. For more information on PaySchools call the District Office at 333-8300 ext. 233.

Number of Students Per Family

	One Student	Two Students	Three or more
Daily Round Trip Pass Per Year	\$225.00	\$416.00	\$578.00 maximum
* Daily Round Trip Pass With	\$204.00	\$375.00	\$522.00 maximum
10% Discount Per Year			
** Reduced Rate Pass Round Trip Per Year	\$101.00	\$187.00	\$259.00 maximum
*** AM or PM Pass	\$135.00	\$251.00	\$349.00 maximum

<u>Daily Round Trip Pass:</u> Fees for <u>annual passes only</u> are payable annually or in <u>two</u> equal payments. (For those who choose two equal payments the due dates are August 13. 2019 and January 3, 2020) Prior to the due date, a reminder letter will be mailed to parents/guardians who are participating in the semester purchase plan.

- \* Discount: The discount applies <u>only</u> to the daily round trip passes if the fee for the entire school year is received in the District Office or the Maintenance Office or purchased online <u>by 4:00 pm on August 13, 2019</u> (First day of school is August 14).
- \*\* Reduced Rate: The reduced rate is available to students who have been pre-approved for reduced bus fees. (The 10% discount for payment in full does not apply.)
- \*\*\* AM or PM Rate: An AM or PM pass is available. This pass can only be used during the time indicated on the pass. This pass cannot be purchased on the semester plan.

<u>Fee Schedule for Tickets:</u> Tickets are \$1.50 each for a one-way bus ride with a minimum purchase of 10 tickets. The \$15.00 ticket strips may be purchased at each school site office. Tickets can be used year after year, there is no expiration date. However no refunds will be made on tickets.

Students will be required to show their bus pass or ticket when boarding the bus both AM and PM. Students will be given a 10 school day grace period when fees are unpaid (this applies to the beginning of school and students who are newly enrolled). After the grace period (August 27, 2019) transportation will be denied.

<u>Pass Sales:</u> Passes will be processed and issued only by the District Office. Please fill in only one application per family. (See enclosed application).

Mail your application to: Black Oak Mine Unified School District, 6540 Wentworth Springs Rd., Georgetown, CA 95634 or drop your application off at the Maintenance Office between 8:00 am – 12:00 pm. Please attach your payment to the application or <u>PAY ONLINE</u> through PaySchools (see information above). Please make sure you <u>include your student's BUS STOP</u> (in the comment section) on the online application. All bus passes will be sent to your student's school office for distribution.

<u>Lost Passes:</u> In the event a bus pass is lost or stolen, mail or deliver the following information to the District Office to receive a replacement pass:

- Name of student
- School of attendance
- Bus stop
- \$5.00 replacement fee (please do not mail cash)

<u>Free/Reduced Price Passes:</u> Free or reduced price passes will be available for those families who qualify. If you feel you are eligible for free or reduced price transportation (using the attached eligibility scale), please fill out the Application for Free or Reduced Price Transportation and return it along with the appropriate fee to the District Office for processing. (See enclosed application.)

<u>Fair Hearing:</u> If you do not agree with the school's decision regarding your application or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following school official:

Jeremy Meyers, Superintendent Black Oak Mine Unified School District 6540 Wentworth Springs Rd. Georgetown, CA 95634 (530) 333-8300

**Returned Checks:** There will be a \$20.00 charge for returned checks. Transportation privileges will be suspended until financial settlement in made.

<u>Refunds:</u> Refunds on passes will be made **ONLY** to parents/guardians when a student is leaving the area served by the Black Oak Mine Unified School District. This request must be made in writing to the Black Oak Mine Unified School District, 6540 Wentworth Springs Rd., Georgetown, CA 95634. The refund will be prorated according to the number of unused days. **NO REFUNDS WILL BE MADE ON TICKETS.** If a student has been suspended from the bus or from school for disciplinary reasons, no refunds will be made on passes.

## ELIGIBILITY SCALE FOR FREE AND REDUCED PRICED TRANSPORTATION SERVICES

(Effective from July 1, 2019 through June 30, 2020)

The household size and income criteria identified below will be used to determine eligibility for free or reduced-price transportation. Children from households whose income is at or below the levels shown are eligible. Children who receive CalFresh, CalWORKs or FDPIR benefits are automatically eligible regardless of the income of the household in which they reside. Eligibility for a foster child is based on a separate application and solely on the child's income.

			Free					Reduced-Pri	ice	
Household size	Year	Month	Twice Per Month	Every Two Weeks	Week	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 16,237	\$ 1,354	\$ 677	\$ 625	\$ 313	\$23,107	\$1,926	\$963	\$ 889	\$ 445
2	\$ 21,983	\$ 1,832	\$ 916	\$ 846	\$ 423	\$31,284	\$2,607	\$1,304	\$1,204	\$602
3	\$ 27,729	\$ 2,311	\$ 1,156	\$ 1,067	\$ 534	\$39,461	\$3,289	\$1,645	\$1,518	\$759
4	\$ 33,475	\$ 2,790	\$ 1,395	\$ 1,288	\$ 644	\$47,638	\$3,970	\$1,985	\$1,833	\$917
5	\$ 39,221	\$ 3,269	\$ 1,635	\$ 1,509	\$ 755	\$55,815	\$4,652	\$2,326	\$2,147	\$ 1,074
6	\$ 44,967	\$ 3,748	\$ 1,874	\$ 1,730	\$ 865	\$63,992	\$5,333	\$2,667	\$2,462	\$ 1,231
7	\$ 50,713	\$ 4,227	\$ 2,114	\$ 1,951	\$ 976	\$72,169	\$6,015	\$3,008	\$2,776	\$1,388
8	\$ 56,459	\$ 4,705	\$ 2,353	\$ 2,172	\$ 1,086	\$80,346	\$6,696	\$3,348	\$3,091	\$ 1,546
•		•	Fo	or each additio	onal family n	nember, add:	•		•	
	\$ 5,746	\$ 479	\$ 240	\$ 221	\$ 111	\$8,177	\$ 682	\$ 341	\$ 315	\$ 158

## BLACK OAK MINE UNIFIED SCHOOL DISTRICT SCHOOL BUS TRANSPORTATION APPLICATION 2019-20

Information on Transportation and the Bus Rules and Regulations is included in this packet. It is your responsibility to read regarding student responsibilities and conduct on school buses.

Complete this application for all students who will ride the school bus to and/or from school. Only one application per household is necessary. Mail application with payment to Black Oak Mine Unified School District, 6540 Wentworth Springs Rd., Georgetown, CA 95634 or drop them off at the Maintenance Office between 8:00AM -12:00PM. Please make checks payable to BOMUSD.

PARENT/GUARDIAN INFORMAT	ION:					
Mother's Name		F	ather's Na	me		
Mailing Address						
Physical Address						
Home Phone #	Mothe	r's Work #		Fathe	er's Work #	
Email Address				<del></del> -		
STUDENT INFORMATION: List a	all students in yo	ur household tha	nt will be ta	king the bus. (	Check if the student is	a foster child. If you
are eligible CalFresh, CalWORKs	or FDPIR, pleas	e include your ca	se number			
Student Name	Check if Foster Child	CalFresh, CalWorks or FDPIR#	Grade	School	Bus Stop	Bus Pass # (District Office Use
TYPE OF PASS YOU WOULD LIKE			ine/receive		Amount Enclosed: \$_ Office by 4:00 pm on Au	
☐Free/Reduced Rate Round Trip						
□AM or □PM □Semester						
If applying for Free or Reduced each household member receiv children, grandparents, etc., chi option is subject to verification decrees and other support docu	red last month (i ild support, alim of its income an	nclude wages of a ony, social securi nounts. The Distr income amounts	all working ty and all c rict reserve	members livin other incomes). s the right to re	g in the household inc . Approval of a family	cluding parents, 's eligibility for this ck stubs, court
TOTAL NUMBER OF PEOPLE LIV	/ING IN THE HO	JSEHOLD	(Include	children not in	school)	
I certify that the facts mentioned a eligibility under the free and reduc circumstances connected with my financial status that may make my	ed rate program fo participation in its	or any misuse or re benefits. I underst	sale of pass	es or tickets or m	nisrepresentations of an	y facts and
Parent Signature					Date	
DISTRICT OFFICE USE ONLY: Check #_		Amount \$	_ □Fre	ee □Reduced F	Rate □Semester	

## Zero tolerance Position on Drugs in the Black Oak Mine Unified School District

The Black Oak Mine Unified School District and the El Dorado County Sheriff's Department recognize that the use of alcohol and other drugs and the problems associated with them are becoming increasingly commonplace in our society and among our youth. We know that chemical use can have serious and lifelong consequences.

We believe it is in the best interest of the community to take steps to promote, enhance and maintain a drug-free school system and student body. Although many students have made the decision to live a drug-free lifestyle, the Sheriff's Department and school personnel are aware that there is a drug problem in our community.

To support a drug-free lifestyle for students, the school system teaches a drug prevention education curriculum. In addition to education programs, counseling is available for students with drug issues through school and community programs. The Sheriff's Department and the School District have agreed to enforce a zero tolerance attitude toward student possession or use of alcohol and other drugs.

We want to assure you that we will continue to work with the Sheriff's Department, and with other members of the community, to maintain safe and drug-free schools in which all students can learn and grow.

## **Civil Defense and Emergency Procedures**

Early each year the school district reviews its civil defense and emergency procedures. This letter is to remind parents that there is always the possibility of emergency conditions arising which may necessitate the release of school children at times other than the regular dismissal time. In all circumstances, we will dismiss children only when the conditions at school present greater possibilities of physical danger than going home at an unscheduled time. Some of the conditions which could cause unscheduled dismissal are enemy attack, floods, fire, riots, lack of adequate school personnel, etc. We will use all available news media to alert parents of our actions.

It would be advisable for you to discuss this with your child and plan where he/she should go under these circumstances. Children who ride buses will be taken to their regular bus stops, or as close as possible to their bus stops, if buses are operable and roads passable. If buses are not operable and/or roads are not passable, children will either (1) walk home under adult supervision, (2) be transported home by private car, or (3) be held at school until such time as it is safe to return home by one of the above methods.

In compliance with law (Administrative Code, Title 5, Section 560) the Black Oak Mine Unified School District will conduct at least two Civil Defense (emergency) drills during the school year. Depending upon the nature or the "emergency", the drill may require a decision by the District Superintendent or the building principal to release pupils from school before the end of their normal dismissal time, hold them in designated holding areas, or other appropriate action as simulated emergency conditions require.

Staff members have been identified at each school to supervise and coordinate drill exercises and, in the event of actual disaster; they will remain with students to assure maximum assistance and student supervision.

## STUDENT INSURANCE INFORMATION – 2019-20

The Black Oak Mine Unified School District <u>does not</u> provide your child with medical insurance coverage for school accidents. This means that <u>you are responsible</u> for your child's medical bills if he or she gets hurt during school activities. Student accident/ health insurance plans are offered to help you pay those bills.

Many coverage options are available. The Student Health Care and High Option 24 Hour Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours per day. The high option plans are recommended for students participating in interscholastic sports. If your child does have other health coverage, student insurance may also be used to help pay those eligible charges not covered by other insurance. Also, the student insurance plans allow you to take your child to any doctor or hospital you choose.

Applications will be available at each school site office after the start of school. Please read your brochure carefully. <u>If you have any questions or need help with your application, please call the plan administrator, Myers-Stevens & Toohey & Co., Inc., at (800) 827-4695 or (949) 348-0656. Bilingual representatives are available for parents who need assistance in Spanish.</u>

Please complete the application in full; place the check or money order in the return envelope provided (make your <u>check payable to **Myers-Stevens**</u>); and mail <u>directly</u> to Myers-Stevens. All applications should be mailed immediately as coverage does not begin until your check is received by Myers-Stevens.

In order to document you received this information, please sign and complete the bottom of this form and send it back to school with your child immediately.

As parent/guardian of	derstand that the s make voluntary
I will enroll my child in the program I will not enroll my child	in the program
Signed	Date
School(s) of Attendance	

Please return to your student's school.

## Black Oak Mine Unified School District

All students will be healthy, responsible, productive citizens, skilled workers, lifelong learners and contributors to their local and world communities.

## 2019-20 District Student Calendar

Jul	y 201	9				Jan	uary	2020	)			
M	Τ	W	Th	F		M	Τ	W	Th	F	19	July
1	2	3	4	5				1	2	3		4 – Federal Holiday – Independence Day – District Closed
8	9	10	11	12		6	7	8	9	10		August 8, 9, 12 - Teacher PD Days-August option before school starts
15	16	17	18	19		13	14	15	16	17		13 – Back to School Breakfast
22	23	24	25	26		20	21	22	23	24		14 – First Day of School
29	30	31				27	28	29	30	31		September 2 – Federal Holiday – Labor Day – District Closed
Aug	gust	2019			•	Feb	ruar	y 202	20			October
M	Τ	W	Th	F	13	M	Τ	W	Th	F	18	10-11 – GSJSHS/Divide High Minimum Days - Finals  11 – End of 1st Quarter (42 days)
			1	2		3	4	5	6	7		21-25 Northside and Otter Creek School Minimum Days
5	6	7	8	9		10	11	12	13	14		28-31 Georgetown & ARCS School Minimum Days
12	13	14	15	16		17	18	19	20	21		November 1 - Georgetown & ARCS School Minimum Day
19	20	21	22	23		24	25	26	27	28		11 – Federal Holiday – Veterans Day – District Closed
26	27	28	29	30								25-29 – School Recess 28 – Federal Holiday – Thanksgiving Day – District Closed
Sep	otem	ber 2	019		-"	Mar	rch 2	020				29 – District Holiday – Thanksgiving Day – District Closed
M	Τ	W	Th	F	20	M	T	W	Th	F	22	December
2	3	4	5	6		2	3	4	5	6		19 -20 GSJSHS/Divide High Minimum Days - Finals 20 – End of 1st Semester – (86 days)
9	10	11	12	13		9	10	11	12	13		Dec 23 - 31 – Winter Break
16	17	18	19	20		16	17	18	19	20		25 – Christmas Day - Legal Holiday – District Closed
23	24	25	26	27		23	24	25	26	27		January 1 – 3 - Winter Break Continued
30						30	31					1 – Legal Holiday – District Closed
Oct	tober	201	9			Apr	il 20	20				6 – Return from Winter Break 20 – Federal Holiday – MLK Birthday – District Closed
M	Т	W	Th	F	23	M	Т	W	Th	F	16	February
	1	2	3	4				1	2	3		14 - District Holiday – Lincoln's Birthday – District Closed
7	8	9	10	11		6	7	8	9	10		17 – Federal Holiday – President's Day – District Closed  March
14	15	16	17	18		13.	14	15	16	17		12-13 – GSJSHS/Divide High Minimum Days - Finals
21	22	23	24	<u>25</u>		20	21	22	23	24		13 – End of Third Quarter (47 days)
28	29	30	31			27	28	29	30			April 6-10 - Spring Break
	vemb	•	019		•	May	y 202	20				13 – Snow Day- No School
M	Τ	W	Th	F	15	M	Τ	W	Th	F	19	May
				1						1		22 – Snow Day - No School 25– Federal Holiday – Memorial Day – District Closed
4	5	6	7	8		4	5	6	7	8		28-29 – GSJSHS & Divide Minimum Days - Finals
11		4.0	14	15		11	12	13	14	15		<ul> <li>Last Day of School , End of Second Semester – (94 Days); Minimum Day All Schools; GSHS Graduation</li> </ul>
	12	13	17									
18	12 19	20	21	22		18	19	20	21	22		June
		_				18 25	19 26	20 27	21 28	22		1 – All Staff Work Day – No Students
18 25	19	20	21 28	22		25		27		_		
18 25	19 26	20	21 28	22	15	25	26	27		_		1 – All Staff Work Day – No Students
18 25 <b>De</b> o	19 26 ce <b>m</b> b	20 27 er <b>2</b> 0	21 28 <b>019</b>	22 29	15	25 Jur	26 ne <b>20</b>	27 <b>20</b>	<u>28</u>	<u>29</u>		1 – All Staff Work Day – No Students 2-4 Teacher PD Days-June option after school ends
18 25 Dec	19 26 ce <b>mb</b>	20 27 er 20 W	21 28 29 219 Th	22 29 <b>F</b>	15	25 Jun M	26 ne <b>20</b> T	27 <b>20</b> W	28 Th	29 F		1 – All Staff Work Day – No Students
18 25 Dec M 2	19 26 ce <b>mb</b> T	20 27 er 20 W 4	21 28 29 219 Th 5	22 29 <b>F</b> 6	15	Jur M	26 ne <b>20</b> T 2	27 20 W 3	28 Th 4	29 <b>F</b> 5		1 – All Staff Work Day – No Students 2-4 Teacher PD Days-June option after school ends
18 25 Dec M 2 9	19 26 ce <b>mb</b> 7 3 10	20 27 er 20 W 4 11	21 28 <b>19</b> <b>Th</b> 5 12	22 29 <b>F</b> 6 13	15	25 Jun M 1 8	26 ne <b>20</b> T 2 9	27 20 W 3 10	28 Th 4 11	<b>F</b> 5 12		1 – All Staff Work Day – No Students 2-4 Teacher PD Days-June option after school ends  BLACK OAK MINE
18 25 Dec M 2 9 16	19 26 cemb T 3 10	20 27 er 20 W 4 11 18	21 28 <b>)19</b> <b>Th</b> 5 12 <u>19</u>	22 29 <b>F</b> 6 13 <u>20</u>	15	25 Jur M 1 8 15	26 ne <b>20</b> T 2 9 16	27 20 W 3 10 17	28 Th 4 11 18	<b>F</b> 5 12 19		1 – All Staff Work Day – No Students 2-4 Teacher PD Days-June option after school ends  BLACK OAK MINE  UNIFIED SCHOOL

Students BP 5022(a)

#### STUDENT AND FAMILY PRIVACY RIGHTS

The Board of Trustees respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information.

```
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5021 - Noncustodial Parents)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6162.8 - Research)
```

The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)

- 1. College or other postsecondary education recruitment or military recruitment
- 2. Book clubs, magazines, and programs providing access to low-cost literary products
- 3. Curriculum and instructional materials used by elementary and secondary schools
- 4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

```
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
```

5. The sale by students of products or services to raise funds for school-related or education-related activities

```
(cf. 1321 - Solicitation of Funds from and by Students)
```

6. Student recognition programs

```
(cf. 5126 - Awards for Achievement)
```

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

## STUDENT AND FAMILY PRIVACY RIGHTS (continued)

However, the district shall not use surveys to collect social security numbers or the last four digits of social security numbers, or information or documents regarding citizenship or immigration status, of students or their families. (Education Code 234.7, 49076.7)

The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

- 1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
- 2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
- 3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
  - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
  - b. Instructional materials used as part of their children's educational curriculum
  - c. Instruments used in the collection of personal information for the purpose of marketing or sale
- 4. Any nonemergency physical examination or screenings that the school may administer

```
(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committee)
(cf. 1230 - School-Connected Organizations)
```

The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in items #1-4 above. (20 USC 1232h)

```
(cf. 5145.6 - Parental Notifications)
```

Legal Reference: See next page

## STUDENT AND FAMILY PRIVACY RIGHTS (continued)

## Legal Reference:

#### **EDUCATION CODE**

234.7 Student protections relating to immigration and citizenship status

49076.7 Privacy of student records; social security numbers

49450-49458 Physical examinations

49450-49458 Physical examinations

49602 Confidentiality of personal information received during counseling

51101 Parents Rights Act of 2002

51513 Test, questionnaire, survey, or examination concerning personal beliefs

51514 Nonremoval of survey questions pertaining to sexual orientation or gender identity

51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

## UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

## Management Resources:

## **WEB SITES**

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov U.S. Department of Education, Family Policy Compliance Office:

http://www.ed.gov/offices/OM/fpco