

Design Science High School

Parent and Student Handbook
2008-2009



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Principals Message

Welcome to the Design Science High School Community. You are about to embark on a journey that is unlike any you may ever encounter and we are here to help you. The staff of Design Science High School are dedicated to your success. We are committed to providing a challenging learning environment that incorporates both high school and college curriculum.

Parent and Community involvement is highly valued and is a key indicator of success. Students learn more and are more successful when parents and the community are involved in the education of children. As opportunities arise for parent and community involvement, I hope you will take advantage of them.

Please do not hesitate to contact my office. We are here to support you and your students learning. If we can be of assistance, call the school at 559-248-7353.

Respectfully,

Roy Exum
Director
Design Science High School

Expectations

Core Beliefs

Mission

The mission of Design Science High School is to create a

learning environment that supports a positive culture, high expectations, inquiry, and effort; blending this cognitive challenge with the caring connections that encourage self discovery and maximize potential, and promote positive citizenship. We believe:

- Students discover powerful academic and social success in environments where they feel connections.
- Students reach higher levels of achievement in smaller learning communities.
- Students perform better when engaged in meaningful work with qualified teachers collaborating on their development.
- Students' success is linked to having ownership in their educational process.
- Students' academic potential is reached in a non-traditional high school educational setting, which includes concurrent college enrollment.

Campus Culture

At Design Science High School, everyone is interested in students' success. Here, students will never face a problem or difficulty alone. Hard work and effort will be rewarded with college credit, and learning will be a cooperative effort delivered through caring relationships.

Our campus culture is best described by the following key characteristics:

- Non-traditional High School setting.
- Small learning community with 50-400 students.
- Personalized and caring learning environment.
- Blended institution that provides a seamless transition

- from high school to college.
- Place to build relationships that cultivate success in life, work and college .

Commitment

At the beginning of a students time at Design Science High School, both the student and parent are required to agree and sign the following commitment letter.

As a student at Design Science High School, I commit to the following:

- Participation in a rigorous five year academic plan including classes at Fresno City College
- Maintain a 2.0 grade point average
- Attend all classes daily and arrive promptly
- Communicate with teachers and staff when I need assistance
- Participate in voluntary and/or mandatory study sessions
- Participate in trips, school, and community activities
- Attend and complete all assigned summer requirements
- Represent Design Science High School, my family and most importantly myself in a positive and responsible manner

PARENT COMMITMENT:

As the parent of a Design Science High School student I commit to the following:

- Support your student's participation in all aspects of the program.
 - Active participation in parent events
 - Back to School Night
 - Open House

- Communication with school personnel through:
 - PowerSchool (daily grades, attendance, email)
 - Maintain contacts with school personnel including Principal, Teachers and Office staff
 - Read newsletters

We believe that both the parent and student must have a 5-year commitment and invest the time and energy it will take to complete the program.

Academic Expectations

CLASSROOM

- Attend all of your classes every day
- Be punctual! Arrive on time to all classes! It is YOUR responsibility to be aware of the time and to arrive promptly.
- Keep a daily written record of ALL assignments and due dates in the DSHS planner
- Be prepared! Bring ALL materials to school each day, including: binder, paper, books, pens pencils, and assignments
- Master Cornell note-taking techniques
- Maintain daily Cornell notes for each scheduled class
- Complete, in depth, all in-class and homework assignments in a diligent, responsible, timely manner
- Do you own work. It is unacceptable to plagiarize from another student or source, including the internet, or to give or receive information during a test.
- If you have questions regarding any class, or need more help on an assignment, SCHEDULE AN APPOINTMENT WITH YOUR TEACHER. All DSHS and FCC instructors have office locations and

appointment times available for meeting with students.

- PARTICIPATE IN CLASS! You will learn more and class will be more interesting to you if you are an active participant.
- BE POSITIVE! Disruptive behavior in the classroom may result in a student being asked to leave the classroom. If this happens, report IMMEDIATELY, without argument, to the office. You will always have an opportunity to explain your position, but you do not have the right to disrupt class

HOMEWORK

- Treat homework as a priority in your daily schedule! Complete your assigned homework and then spend AT LEAST TWO HOURS each night studying, reviewing, and researching
- CHALLENGE YOURSELF! Complete and review your Cornell notes every night. Summarize daily lessons; read ahead; look up information on your own
- Have a quiet, well-lit place at home to study
- Study with a friend! Research has shown that studying with others in your class is one of the most effective ways to learn
- Share what you're learning with your family

CAMPUS BEHAVIOR

- DSHS students are expected to exhibit the following behaviors anywhere on campus (in a high school class, a college class, a hallway, cafeteria, etc);
- Avoid using profanity and racial, ethnic, or sexual slurs
- Refrain from all forms of harassment and intimidation
- Theft of another's belongings
- Appreciate the FCC campus - no vandalism/damage to classrooms, restrooms, or other school property

- RESPECT AND COURTESY should be shown to everyone on campus: high schools and college students, faculty, parents, guests, College Safety officers, etc.
- MAINTAIN QUIET IN THE HALLWAYS. When classes are dismissed, leave classroom and buildings quietly. Refrain from yelling and shouting
- HANDLE DIFFERENCES IN A PEACEFUL MANNER. See the DSHS staff for assistance
- USE UNSCHEDULED TIME PRODUCTIVELY in the library, computer labs, Seminar, etc
- TREAT ALL FACILITIES WITH CARE in a manner that shows respect for all DSHS facilities and equipment
- DSHS is a DRUG, ALCOHOL, AND TOBACCO FREE SCHOOL

VOLUNTEER OPPORTUNITIES

Volunteering is critical to the successful functioning of an Early College High School. Family, friends, and teachers working together provide the best instruction for our students. Volunteering is both stimulating and fulfilling for those involved. We encourage mothers, fathers, grandparents and community members to share in the special experience...volunteer your time. It is fun! If you are interested in learning more about opportunities to volunteer at DSHS, please call the office

VISITORS ON CAMPUS

Parents are always welcome on the Early College campus. We encourage you to visit your students' classrooms and get acquainted with teachers and the many exciting changes taking place in their classrooms. For the safety of our students, we ask that ALL school visitors report to the office before entering a classroom. For the convenience of all persons visiting, we ask that you contact the office prior to

any visit so that an appointment can be made. Students not enrolled in school are not included in this invitation .

All school visitors/volunteers must report to the office to sign in and pick up a guest pass before entering a classroom. To assure safety at DSHS, we have trained our school personal to stop and ask familiar faces for proper visitor badges.

Conditions for Learning

Attendance

ATTENDANCE

Attendance is a critical aspect of learning and a crucial part of success. At Design Science High School, we will maintain a strict policy regarding attendance so that students will be able to take full advantage of the extraordinary opportunity extended to them.

All students are expected to be regular and punctual in their attendance. Excessive tardiness or a pattern of unwarranted absenteeism is cause for administrative withdrawal. Unwarranted or excessive absences from DSHS and FCC may result in the student being dropped from those classes and dismissal from DSHS.

Punctual transportation to and from school is a student's responsibility. A missed bus, missed ride, or car problems is not a valid excuse for an absence.

Design Science High School attendance policy shall be as follows:

- Please call the school's attendance office (248-7353) before 9:00 a.m. to notify us if your student is home sick and cannot attend school for the day. Please provide the following information:
 - Name of caller & relationship
 - Student's name

Reason for absence

- Attendance is taken each period. If students are truant to any or all classes during a particular day they will be counseled by DSHS staff and a call will be made to parents/guardians.

Student Illness and Accident - Parent(s) /Guardians(s) are required to furnish the school with current emergency information, including:

- The parent/guardian and student's home address and phone number
- The parent/guardian's business address and phone number
- The names, addresses, and telephone numbers of two (2) relatives or friends who are authorized by the parents or guardian to care for the students in case of emergency when the parent cannot be reached.

It is the Parent/Guardian's responsibility to notify the school fo the changes in this information. A new Emergency Card may be obtained in the DSHS office.

It is the student's responsibility to arrange for all make-up work following an excused absence.

After a student has been absent for three days due to illness, the office will assist in obtaining assignments. If this service is necessary, a request should be made to the Administration office at 248-7353. Please allow 24 hours for teachers to prepare materials.

Tardies

The only excuse accepted for tardies to the high school will be when there is an unusual emergency and the school is notified by parent/guardian.

Tardiness results in disrupted class time and will not be tolerated. Students must report to the office upon arriving at school when tardy.

NO NOTES - PHONE CALLS ONLY

If a phone call is not received on the day of absence, the student's absence will be considered unexcused until a parent/guardian calls DSHS (248-7353) attendance office.

Closed Campus

DSHS is a closed campus. Students are not permitted to leave campus except to attend classes at Fresno City College.

Absences

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. After 10 days, any unverified absence will be recorded as unexcused. A student whose absences are unexcused will not be allowed to make up work for the days missed. This type of absence is also defined as truancy.

If a student missed class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.

Excused Absences are as follows:

- Illness
- Medical/Dental related, including appointments
- School-sanctioned activities
- Absences related to legal system
- Family Emergency
- Bereavement/Funeral (immediate family member only)
- Religious Observances (should be pre-arranged with DSHS Admin.)

Important Information

Important Dates

FALL SEMESTER 2008

- AUGUST 5 Teachers return
- AUGUST 11-15 New Student Welcome- Inst. begins
- AUGUST 18 F.C.C. Instruction Begins
- SEPTEMBER 1 Labor Day Holiday (No Classes)
- NOVEMBER 11 Veterans Day (No Classes)
- NOVEMBER 27 & 28.....Thanksgiving Holidays (No Classes)
- DECEMBER 19 End of Fall Semester
- DEC. 22 - JAN. 9..... Winter Break

SPRING SEMESTER 2009

- JANUARY 12 Instruction Begins @ D.S.H.S.
- JANUARY 19 Martin Luther King Day (No Classes)
- FEBRUARY 13Lincoln Day (No Classes)

FEBRUARY 16 President's Day (No Classes)
 April 6-10 Spring Break @ D.S.H.S. & F.C.C
 MAY 22 End of Spring Semester
 May 26Last day - D.S.H.S. students
 May 27Last day - D.S.H.S. teachers

Important Numbers

Roy Exum - Director
 248-7353 or 801-6441
 royexum@designsciencehighschool.com

Patti Granata - Office Manager/Attendance
 248-7353
 pattigranata@designsciencehighschool.com

Jodie Garabedian - College Liaison
 248-7353 or 352-3623
 jodiegarabedian@designsciencehighschool.com

Michele Taylor - Counselor (1802)
 248-7353
 micheletaylor@designsciencehighschool.com

Tressa Overstreet - Teacher -Fresno City College
 248-7353 or 352-3477
 tressaoverstreet@designsciencehighschool.com

Chuck West - Teacher -Fresno City College
 248-7353 or 352-3830
 chuckwest@designsciencehighschool.com

Mike McClurg - Teacher - Math
 Room 21 - 248-7353
 mikemclurg@designsciencehighschool.com

Robert DeMichillie - Teacher - Science
 Room 8 - 248-7353
 robertdemichillie@designsciencehighschool.com

Lee Yang - Teacher - English/Language Arts
 Room 22 - 248-7353
 leeyang@designsciencehighschool.com

Gabe Villasenor - Teacher - Social Studies
 Room 20 - 248-7353
 gabevillasenor@designsciencehighschool.com

Schedule

Design Science High School operates a block schedule. Instruction begins at 8:00 am and students are expected to be in their seat and prepared to learn. The schedule is as follows:

Period 1	8:00-8:45
Period 2	8:45-9:30
Period 3	9:30-10:15
Period 4	10:15-11:00
Period 5	11:00-11:45
Period 6	11:45-12:30

College instruction begins at 1:00 pm . Fresno City College instructional end times vary depending on the course.

Volunteer Opportunities

Volunteers are always welcome at Design Science High School. Please check into the office prior to entering a classroom.

Visitors on Campus

Visitors must check into the office and obtain a visitors badge before entering the classrooms.

Policies and Procedures - Academic

Academic Honesty Policy

Academic honesty and personal integrity are fundamental components of a student's experience at Design Science High School. It is the expectation of the staff that students will demonstrate acts of academic honesty at all times on both the college and high school campus. Therefore, students will not engage in:

- Cheating of any kind
- Forgery
- Plagiarism
- Fabrications/falsification
- Theft or alteration of materials or equipment

Teachers and staff members will support and enforce all rules of academic honesty and provide a learning environment for students that prohibit acts of dishonesty. Disciplinary actions for violations of the rules of the Academic Honesty Policy may range in severity and will be appropriate to the situation. It is important that one thing be very clear.

Students who have issues with academic honesty while at Fresno City College are subject to the rules and policies of the college. Consequences for offenses are handled by the Dean Of Students at Fresno City College and may range from suspension from college courses to expulsion from the college. Should a student be suspended or expelled from the college, they may be required to return to their home high school, thus forfeiting their right to be at Design Science High School.

Grade Reporting and Progress Reports

Grade Reporting

Grades are reported four times during the year. Parents will receive grades in the mail at the end of the first semester and the end of the school year. Grades will be distributed to students at the end of the first quarter and the end of the third quarter.

Progress Reports

Design Science High School uses PowerSchool for grade reporting and attendance. At any time, using a computer with Internet access, students and parents can check both attendance and grades. Teachers have agreed to keep grades up to date with no more than one week's lag time. Teachers have also agreed to use common indicators such as "NHI" to indicate that the student did not hand in the work.

Eligibility for College Courses Prior to Year 3

Students must maintain the minimum 2.0 GPA and score at or above previous years CST scores. Students who scored basic or above on their CST scores and fell below basic may not be eligible for college courses outside the prescribed pathway. The most important aspect is that the staff of Design Science High School see students growing academically.

Academic Probation - Fresno City College

Probation and Dismissal

Satisfactory Progress

State law requires students to maintain satisfactory progress while enrolled at a community college. Students who do not make satisfactory progress by completing courses and/or achieving satisfactory grades will be affected in the following ways:

Placement on Progress Probation

A student who has attempted and accumulated a total of 12

or more semester units shall be placed on progress probation when the number of units for which entries of “W,” “I” and “NC” are recorded reaches or exceeds fifty percent (50%).

Removal from Progress Probation

A student on progress probation because of an excess number of units for which entries of “W,” “I” and “NC” are recorded shall be removed from progress probation when the percentage of units in this category drops below fifty percent (50%).

Placement on Academic Probation

A student shall be placed on academic probation when: 1. The cumulative grade point average for a student who has attempted an accumulated total of 12 or more semester units falls below 2.0 in all units which were graded on the basis of letter grades, or 2. The student’s cumulative grade point average falls below 2.0 in two consecutive semesters. The student will be subject to being placed on “subject to being disqualified” status.

Removal from Academic Probation

A student shall be removed from academic probation when the student’s cumulative grade point average becomes 2.0 (“C”) or better.

Counseling for Probationary Students

each student on probation will be provided counseling and guidance service, including regulation of the student’s program according to individual aptitude and achievements as determined by the counseling office. Students subject to dismissal shall have all selected courses approved by a counselor prior to registration. In addition, students who have completed 40 units or more and are on probation must have all selected courses approved by a counselor. A student on probation, whether academic or progress, may not carry more than 12 units without special approval of a counselor.

Academic/Progress Dismissal

For purposes of this section, semesters shall be considered consecutive on the basis of the student’s enrollment exclusive of summer session.

1. A student who has enrolled in at least 12 semester units shall be dismissed for one semester, exclusive of summer session, if during each of three consecutive semesters the student’s performance falls under either one or any combination of the following two conditions:

- a. The student’s cumulative grade point average was 1.75 or less.
- b. The percentage of units in which the student was enrolled for which entries of “W,” “I” and “NC” were recorded reached or exceeded fifty percent (50%).

Or

2. A student who has enrolled in at least 24.0 or more units who is 15.0 or more grade points below a 2.0 grade point average shall be dismissed for one semester exclusive of summer session, unless during the last semester of enrollment the student earned a semester grade point average of 2.0 or better.

Appeal of Academic or Progress Dismissal

Students who are on academic or progress probation for personal reasons beyond the control of the student shall, upon successful appeal, be exempted from the conditions of time imposed above.

Exceptions

Students on probation, either academic or progress, will not be dismissed after their third semester of below satisfactory work if during that third semester and every subsequent semester they maintain a 2.0 GPA and complete more than

50% of their units until their cumulative GPA and completed units are above the probationary level.

Readmission Following Academic/

Progress Dismissal

A student who has been dismissed because of the district's academic/progress dismissal policy must petition to be reinstated. Following the student's first dismissal, he/she will not be admitted to a district college until one semester has elapsed. If the student fails to maintain a grade point average of at least 2.0, or fails to complete more than fifty percent (50%) of the units in which the student enrolled during the first semester of attendance following his/her initial dismissal, the student shall be dismissed for a period of one year. If the student fails to meet these academic and progress standards during the next semester in which he/she enrolls, the student will be dismissed again. This third dismissal shall be considered permanent. However, a student may petition for admission after two years. Students are encouraged to improve their record by attending summer session. Petitions for readmission are available in the Counseling Center. Unit limitations and course selection will be set for readmitted students by the counseling staff.

Withdrawal from a College Course

Students may not withdraw from a college course without consent from either the college liaison, or the Principal/Director. Students must follow all appropriate college procedures to ensure they do not receive an "F" or a "W" on their college transcript. Please keep in mind that even though you are a freshman in high school, the college classes are placed on your permanent college record.

Admissions Policy

Students are required to complete a college application and fee waivers every year. Failure to do so will result in your inability to register for college course and may lead to your removal from the program.

Textbooks

Textbooks are issued to students for the appropriate classes. Students are financially responsible for those books should they become damaged, lost or stolen. Students should be prepared to pay for incidental costs of college classes such as but not limited to:

Paper

Rulers

Calculator

Velum

Drafting Pencils

Policies and Procedures - Behavioral

Socially Responsible Behavior

The Design Science High School community believes that Socially Responsible Behavior (SRB) is crucial to improving and maintaining a climate of respect. The Design Science experience will enhance educational opportunities, prepare students for the workplace and allow individuals to feel comfortable and secure. Staff, parents and students agree that we should follow Socially Responsible Behavior during the school day and at all school and college events. Socially Responsible Behavior includes, but is not limited to the following:

Language - Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. The following misuse of written, spoken or gestured communication in any language is unacceptable:

- Obscenity or Profanity
- Derogatory, racial, ethnic, religious, or sexual slurs intended to be hurtful or harassing in nature.

Public Display of Affection - Physical intimacy is to be valued but should be shared discreetly and not showcased. In an effort to promote positive behavior, which establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, the following behavior is unacceptable:

- Prolonged or heavy kissing
- Fondling/inappropriate physical contact
- Excessive body contact (including sitting on the lap of another students)

Environment - Design Science High School is a small campus with ample garbage recepticals available. Therefore, it is everyone's responsibility to maintain a clean, healthy and attractive campus. In order to ensure our campus iremains safe and clean, the following behaviors are not allowed:

- Litter - careless or intentional
- Gum, thrown anywhere besides a garbage can
- Vandalism - defacing of or damage to school or private property including:
 - Tagging, Graffiti
 - Tree or shrub damage
 - Destruction to any school book, furniture or such.

Each Design Science High School student is responsible for the total cleanliness and safety of our campus.

Conduct

**Fresno Unified
Board Policy
BP 5131
Students**

Conduct

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous and

respectful towards their teachers, other staff, students and volunteers.

(cf. 5131.1 - Bus Conduct)
(cf. 5137 - Positive School Climate)

Students and parents/guardians shall be notified of district and school rules related to conduct and shall receive regular instruction regarding these rules. In addition, parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors as well as prevention and intervention strategies.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5142 - Safety)

2. Behavior that disrupts the orderly classroom or school environment

(cf. 5131.4 - Campus Disturbances)

3. Harassment of other students or staff, including bullying, intimidation, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

4. Damage to or theft of property belonging to the district,

staff or students

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

5. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Profane, vulgar or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Plagiarism or dishonesty in school work or on tests

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.4 - Student Use of Technology)

8. Inappropriate dress

(cf. 5132 - Dress and Grooming)

9. Tardiness and unexcused absence from school

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

10. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Possession of Cellular Phones and Other Electronic Signaling Devices

Students in grades 7-12 may possess or use electronic signaling devices, including but not limited to pagers, beepers and cellular telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during class time and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity. (See AR 5139)

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Enforcement of Standards

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation,

harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6020 - Parent Involvement)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6182 - Opportunity School/Class/Program)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Legal Reference:

EDUCATION CODE

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension or expulsion

48908 Duties of students

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

245.6 Hazing

417.25-417.27 Laser scope

CODE OF REGULATIONS, TITLE 5

300-307 Duties of pupils

UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Preventing Bullying: A Manual for Schools and Communities, 1998

WEB SITES

CDE, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/spbranch/safety>

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

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: July 8, 1993 Fresno, California

revised: March 22, 2000

revised: October 9, 2002

revised: March 10, 2004

Zero Tolerance

Weapons and Dangerous Instruments - Zero Tolerance

Fresno Unified

Board Policy

BP 5131.7

Students

Weapons And Dangerous Instruments

The Governing Board desires students at school to be free from the fear and danger presented by firearms and other weapons.

(cf. 351.3 - District Police/Security Department)

Possession of Weapons

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous objects of any kind in school buildings, on school grounds or buses, or at any school-related or school-sponsored activity away from school or while going to or coming from school.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

(cf. 3514 - Safety)

(cf. 4158/4258/4358 - Employee Security)

Students possessing a weapon or dangerous instrument without permission of the principal or designee, or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process

(Individuals with Disabilities)

The principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

The Board recognizes that students age 16 or older may become certified to carry tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. However to prevent potential misuse that may harm students or staff, students are prohibited from possessing such items on campus or at school activities.

The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to any school staff. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Zero Tolerance

State and federal law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student who brings a firearm to school. Unless the particular circumstances of a case indicate that expulsion is inappropriate, the district shall take similar action when students knowingly bring any other weapons to school or participate in any fighting that inflicts serious bodily injury on another person. In addition to a suspension and possible expulsion, these students shall be reported to law

enforcement authorities for prosecution of Penal Code violations.

The Board hereby declares the district to have a zero tolerance policy on the possession of loaded or unloaded firearms, knives, explosive devices, other dangerous objects, the possession and/or sale of controlled substances or when a student causes, attempts to cause or threatens to cause serious physical injury to another person or commits or attempts to commit sexual assault or battery.

This policy shall apply to all students in grades 4-12. Hereafter any student who is found in possession of loaded or unloaded firearms, knives, explosive devices, other dangerous objects, the possession and/or sale of controlled substances, commits arson, or when a student causes, attempts to cause or threatens to cause serious physical injury to another person or commits or attempts to commit sexual assault or battery, shall be immediately suspended and recommended for expulsion, unless the particular circumstances of the case indicates that expulsion is inappropriate. No exception shall be made in the case of the possession of a loaded or unloaded firearm, the brandishing of a knife at school, or the sale of a controlled substance at school or the commission or attempted commission of sexual assault or battery, or possession of explosive devices.

In every case students who violate provisions of the Education Code and Penal Codes referenced by this policy will be referred to the law enforcement authorities.

Parents/guardians will be asked to sign the Illness and Accident Procedure Card acknowledging the receipt of the Zero Tolerance Notification in the Discipline Code.

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school or on school grounds; exception

653k Soliciting a minor to commit certain felonies

12001 Control of deadly weapons

12020-12036 Unlawful carrying and possession of concealed weapons

12220 Unauthorized possession of a machinegun

12401 Tear gas

12402 Tear gas weapon

12403.7 Weapons approved for self defense

12403.8 Minors 16 or over; tear gas and tear gas weapons

12555 Imitation firearms

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act; especially:

7151 Gun-Free Schools Act

Management Resources:

CDE COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting

Injurious Objects

CSBA PUBLICATIONS

911: A Manual for Schools and the Media During a Campus Crisis, 2001

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

WEB SITES

California Attorney General's Crime and Violence Prevention Center: <http://www.safestate.org>

California Department of Education, Safe Schools:

<http://www.cde.ca.gov/ls/ss>

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

National Alliance for Safe Schools:

<http://www.safeschools.org>

National School Safety Center: <http://www.nssc1.org>

U.S. Department of Education, Safe Schools:

<http://www.ed.gov/about/offices/list/osers/osep/gtss.html>

Policy FRESNO UNIFIED SCHOOL DISTRICT

Adopted: July 8, 1993 Fresno, California

Revised: November 22, 1994

Revised: January 30, 1997

Revised: June 29, 2005

Sexual Harassment/Bullying

Fresno Unified

Administrative Regulation

AR 5145.7

Students

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5)

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

2. Submission to or rejection of the conduct by an individual if used as the basis for academic decisions affecting the individual

3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational environment

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through any district program or activity

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

1. Unwelcome sexual flirtations or propositions.
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading of sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking or brushing the body

8. Limiting a student's access to educational tools

9. Purposefully cornering or blocking normal movements

10. Displaying sexually suggestive objects

Notifications

A copy of this sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980)
 2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted (Education Code 231.5)
 3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 231.5)
 4. Appear in any school or school district publication that sets forth the school or school district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)
 5. Be provided to employees and employee organization
- Investigation of Complaints at School (Site-Level Grievance Procedure)
1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:

- a. The student who is complaining
 - b. The person accused of harassment
 - c. Anyone who witnessed the conduct complained of
 - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
- a. The Superintendent or designee
 - b. The parent/guardian of the student who complained
 - c. If the alleged harasser is a student, his/her parent/guardian
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective agencies responsible for investigating child abuse reports
 - f. Legal counsel for the district

(cf. 5141.41 - Child Abuse Prevention)

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

5. In reaching a decision about the complaint, the principal or designee may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of any past instances of harassment by the alleged harasser
- e. Evidence of any past harassment complaints that were found to be untrue

6. To judge the severity of the harassment, the principal or designee may take into consideration:

- a. How the misconduct affected one or more student's education
- b. The type, frequency and duration of the misconduct
- c. The number of persons involved
- d. The age and gender of the person accused of harassment

- e. The subject(s) of harassment
 - f. The place and situation where the incident occurred
 - g. Other incidents at the school, including incidents of harassment that were not related to gender
7. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
8. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.
9. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up.

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

- 1. Removing vulgar or offending graffiti
- 2. Providing staff inservice and student instruction or counseling

- 3. Notifying parents/guardians of the actions taken.
- 4. Notifying child protective services
- 5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Regulation FRESNO UNIFIED SCHOOL DISTRICT
approved: August 26, 1993 Fresno, California
revised: September 10, 1997
reviewed: May 18, 2001

Dress Code

**Fresno Unified
Administrative Regulation
AR 5132
Students**

Dress And Grooming

The district is striving to become an exemplary district. Our goal is to provide a safe learning environment that inspires our students with the passion, power and skills to make positive life choices becoming architects of their future. To accomplish this a differentiation between the school learning environment and other social activities must be established. The guidelines for school attire for students meet this purpose. The district Standard Dress Attire policy applies to both sexes on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff. Each school site, in concurrence with the school site council, may develop additional guidelines stricter than the district's minimum Standard Dress

Attire policy and these regulations. These local rules shall not permit items prohibited herein. Schools are responsible for notifying the students and parents/guardians in a timely manner of their supplemental Standard Dress Attire policy.

Educationally Appropriate Dress and Grooming

Any apparel, hair style, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibited unless addressed elsewhere in this regulation.

Additionally, the following items are specifically prohibited:

1. Head wear, other than hats or caps, will not be allowed at school. Hats and/or caps must be removed in the classrooms or offices and worn in the appropriate manner.
2. Sunglasses are not to be worn in the classrooms, offices, or other school facilities (unless prescribed by a physician).
3. Shoes must be worn on campus and at school functions. Sandals must have heel straps. Thongs, flip-flops or backless shoes or sandals are not acceptable.
4. Underwear-type sleeveless shirts, tube tops, halter tops, spaghetti straps, and sagging or bagging pants, pants that do not fit the waist, or radically altered or frayed clothing are not acceptable.
5. Any see-through clothing, clothing that reveals a bare midriff or chest, or clothes that expose the body in a sexually suggestive manner shall not be worn.
6. Dresses, skirts, and shorts are acceptable as long as they are extended no more than four inches above the knee.

Shorts are to be hemmed and not form fitting. Sports wear type shorts, bike shorts(spandex) gym shorts, and frayed shorts are unacceptable.

7. Attire which may be used as a weapon may not be worn, including but not limited to steel toed boots, chains, items with spikes or studs, and other items deemed inappropriate by the principal and/or school site council.

8. Fashions that draw undue attention to the wearer detract from the educational environment and are not acceptable. This includes exotic clothing, extreme make-up, body piercing, military or camouflage attire, etc.

9. Body piercing (eyebrows, nose, lips, tongue, navel) is not acceptable.

10. Hair styles which draw undue attention detract from the educational environment and not acceptable; i.e. unusual designs, colors, mohawks, tails, or unusual razor cuts.

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

Consequences of Dress and Grooming Code Violations

1. Standard Violations. Persistent violations of this regulation or locally adopted supplemental regulations shall be considered to be willful defiance of directives under Education Code section 48900(k). As such for multiple violations, students will be subject to discipline as follows:

a. First Violation: Home contact and the violator will be required to change clothing, hair style or cosmetic.

b. Second Violation: Home contact and alternative to suspension or suspension if student refuses alternative.

c. Third Violation: Home contact and suspension.

d. Fourth Violation: Further disciplinary action, up to and including expulsion, is the discretion of the district as permitted by state law and/or district policy/ regulation.

If a parent/guardian or student disagrees with the site administrator's decision on a standard violation, the parent/guardian or student shall attempt to resolve the problem by requesting a personal conference with the site administrator. If the problem cannot be resolved informally to the parent/guardian or student's satisfaction, the site administrator's decision may be appealed to the Superintendent's designee, whose decision shall be final.

1. Dangerous or Disruptive Violations. Dress or grooming violations that cause actual disruption of the educational environment, result in actual violation of law or other school rules, including hate-crime laws, or cause actual injury may result, is the discretion of the district Administration, in more serious disciplinary action, up to and including expulsion without regard to the steps set forth above for standard violations. The process for appeal of these dangerous or disruptive violations shall be consistent with standard district disciplinary procedures.

2. Principal Options. Principals have discretion to disallow the wearing of all shorts school-wide because of frequent student violations of this regulation.

3. Physical Education Grades. No grade of a student participating in a physical education class shall be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to

wear such apparel arises from circumstances beyond the student's control. (Education Code 49066.) (cf. 5121 - Grades/Evaluation of Student Achievement)

Sun Protective Clothing

Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including, but not limited to, hats, provided that sun-protective clothing does not otherwise violate this regulation. Each school site may set a policy related to the type of sun-protective clothing, including, but not limited to, hats, that students will be allowed to use outdoors, if that policy is stricter than this regulation. Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel may be prohibited by the school site's dress code policy.

Exception to Regulations

Generally, these neutral dress and grooming rules will be generally applied to all students without regard to personal circumstances. However, religious beliefs, medical requirements or other reasons may be grounds for an exception to a specific portion of the district Standard Dress Attire policy with specific advance approval from the district. A petition for an exemption from enforcement of a specified portion of district Standard Dress Attire policy may be submitted to the principal. Under no circumstances will the principal allow an exception for dress or grooming that displays gang symbols, uses profanity, displays products or slogans that promote tobacco, alcohol, drugs or sex, materially interferes with school work, materially disrupts the school environment, substantially disrupts the school environment or which creates a risk of safety.

Clothing With Writing, Symbols, Pictures and Insignia

Articles of clothing, jewelry or personal effects (backpacks, fanny packs, gym bags, buttons, water bottles etc.) are not allowed if those items contain writing, symbols, pictures or insignia that:

1. Display gang-related symbols as set forth below;
2. Use profanity;
3. Display products or slogans which promote tobacco, alcohol, drugs or sex;
4. Substantially disrupt the educational process;
5. Are obscene, libelous or slanderous;
6. Create a clear and present danger of commission of unlawful acts, violation of school regulations, or injury to students, staff or community;
7. Violate state hate-crime laws.

With regard to this section, school site personnel do not have the discretion to create stricter dress and grooming standards at the school site, and personnel do not have the discretion to create exceptions to these requirements.

Gang-Related Apparel

Gang-related apparel is not acceptable. If individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school

environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang related apparel shall be reviewed at least once each semester and updated whenever related information is received Principals will collaborate with Law Enforcement Agencies to update changes in gang-related apparel at the beginning of each semester or as often as needed.

Uniforms

In schools where a school-wide uniform is required, the principal, staff, and parents/guardians of the individual school shall jointly select the specific uniform, and uniform combinations to be worn. (Education Code 35183.) The principal or designee shall give parents/guardians at least six months notice before a school uniform policy is implemented. (Education Code 35183)

Parents/guardians shall be informed of their right to have their child exempted from a school uniform policy. A student exempted from participation in a school uniform policy by his/her parents/guardians must comply with this regulation and any supplemental dress attire policies adopted at the site level.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students outgrow them.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms

on days when the organization has a scheduled meeting.
(Education Code 35183)

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: July 8, 1993 Fresno, California

revised: September 10, 1997

reviewed: May 18, 2001

revised: July 16, 2003

Policies and Procedures -Other

Internet/Network/Computer Usage

Internet Use

**Fresno Unified
Board Policy
BP 0440.1**

Philosophy, Goals, Objectives and Comprehensive Plans

Use Of District Technology, Networks, Internet Services And Information Services

The Governing Board recognizes the value of technology, networks, and Internet services in helping the district achieve its educational purposes. The use of technology, networks, and Internet services can enhance the educational program and help students develop the knowledge and skills they need to be successful. In addition, the use of technology, networks, Internet services and information services can help staff support the educational program, strengthen district communications, and improve operational efficiency.

The district provides technology, networks, Internet services and information services for the specific and limited purpose of achieving the district's goals and accomplishing its educational and organizational purposes.

The Superintendent or designee shall develop specific regulations and appropriate disciplinary actions regarding use of district technology, networks, Internet services and information services. The regulations shall address access by students, employees and authorized guests to the Internet and on-line sites that contain or make reference to harmful

matter as defined in subdivision (a) of Penal Code Section 313.

1. Technology is defined as personal digital assistants (PDA), cell phones, computers, computer peripherals, digital cameras, video cameras, two-way communication devices, pagers, Internet appliances and any electronic devices attached to the district's networks.
2. Networks are defined as the infrastructure necessary to transport voice, data, or video networks within the district.
3. Internet Services are defined as any services provided by the district, which gives access to the Internet.
4. Information Services are defined as those electronic resources necessary to conduct the district's business.
5. Harmful matter includes, but is not limited to, matters, 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 which lacks serious literary, artistic, political or scientific value to minors.

(cf. 5144 - Discipline)

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

60011 Instructional materials definition

60017.1 Technology-based materials

UNITED STATES CODE, TITLE 20

6801-7005 Technology for Education Action of 1994

254 Children's internet Protection Plan (CIPA) of 2001

Policy FRESNO UNIFIED SCHOOL DISTRICT
adopted: January 16, 2002 Fresno, California

Policies and Procedures - Fresno Unified School District - State Center Community College District

Attendance Boundaries and Transfers

**Fresno Unified
Board Policy
BP 5116
Students**

Student Attendance Boundaries And Student Transfers

The Governing Board desires to assign students the opportunity to attend schools that meet the diverse educational needs, backgrounds and interest of students in FUSD. In assigning students to schools, the Board shall utilize a variety of strategies, including drawing attendance boundaries, implementing magnet and special programs and granting transfers.

The Superintendent or designee shall review and recommend to the Board any necessary modifications to attendance boundaries in FUSD when: (1) a school is over or under capacity; (2) the district is opening or closing a new school; (3) changing the grade configuration of a school or (4) implementing a magnet program or other special program. In reviewing attendance boundaries and considering any modifications, the Superintendent or designee shall take into account a range of factors including: school capacities; current and projected enrollment; geographic features; transportation time and distance; educational programs, such as magnet schools; demographic factors, such as race/ethnicity, socio-economic status, and English Language Learners and special education status, and community input.

In considering the Superintendent's recommendation, the Board shall take into consideration all of the above factors.

In order to alleviate temporarily overcrowding at a school, the Superintendent or designee shall recommend to the Board that they may assign students to a school outside of their attendance area. In making such a temporary assignment, the Board shall take into account a range of factors at both the sending and receiving schools, including, school capacities; current and projected enrollment; geographic features; transportation time and distance; educational programs, such as magnet schools, and demographic factors, such as race/ethnicity, socio-economic status, and English Language Learners and special education status. For any students who are temporarily assigned, the FUSD shall provide transportation consistent with the FUSD's transportation policy (BP 3540).

The Executive Director of Prevention and Intervention or designee may grant or deny intradistrict and interdistrict student transfers consistent with state and federal law and other FUSD policies and regulations. The FUSD may allow such transfers for the following reasons: change of legal address, childcare, employment, magnet/specialized programs, medical hardship, NCLB, open enrollment and senior privilege. With the exception of entrance criteria for magnet or specialty programs that have been approved by the Superintendent, the Executive Director of Prevention and Intervention or his designee shall not base his or her decision on a student's academic or athletic performance. The Superintendent or designee shall develop procedures to implement intradistrict and interdistrict transfers consistent with state and federal law and FUSD policies and regulations.

**Legal Reference:
EDUCATION CODE**

35160 Authority of governing boards
35160.1 Broad authority of school districts
35160.5 District policies; rules and regulations
35291 Rules
35350 Transportation of students
35351 Assignment of students to particular schools
GOVERNMENT CODE
53311-53317.5 Establishment of community facilities district
CALIFORNIA CONSTITUTION
Article I, Section 31 Discrimination based on race, sex, color,
ethnicity
COURT DECISIONS
Crawford v. Huntington Beach Union High School District
(2002) 98 Cal.App.4th 1275
Crawford v. Board of Education (1976) 17 Cal.3d 280
Jackson v. Pasadena City School District (1963) 59 Cal.2d 876

Management Resources:

WEB SITES

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

Policy FRESNO UNIFIED SCHOOL DISTRICT
adopted: November 10, 1999 Fresno, California
revised: March 25, 2004
revised: September 6, 2006

**Fresno Unified
Board Policy
BP 5116.1
Students**

Intradistrict And Interdistrict Voluntary Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish

procedures for the selection and transfer of students among schools from within the district as well as the transfer of students between districts, in accordance with law, Board policy and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. The Board shall annually review this policy.

Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I fund is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school not in program improvement, to ensure NCLB compliance.
2. If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school.
3. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the

Superintendent or designee must have received either:

- a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist
- b. A court order, including a temporary restraining order and injunction

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used, provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students and/or specialized programs with entrance criteria.

Another student transferring from outside the attendance area shall displace no student currently residing within a school's attendance area. (Education Code 35160.5)

Transfers Initiated by Parent/Guardians

The Executive Director of Prevention/Intervention Services ("Executive Director") or designee has the authority to transfer students from one school to another within the district. The requirements, process and procedures for such

transfers are outlined in the regulation adopted pursuant to this policy.

To allow for as many transfers to be granted as possible and to ensure that the district's facilities are equitably utilized, the transfer process shall be centralized to ensure the district's facilities are equitably utilized. Accordingly, Prevention/Intervention Services shall be charged with the fair, consistent and district-wide administration of the transfer process in accordance with the regulation adopted pursuant to this policy.

NCLB choice transfers, intradistrict family-related transfers, interdistrict transfers for employment and child-care reasons are granted through the highest grade. Any other transfer including change of legal address may be granted for one school year only. However, it is the District's intent to maintain a student in the same school through the highest grade of that school and through the highest grade of the feeder pattern identified for that school.

NCLB choice transfers and a student's attendance in a district school pursuant to an intradistrict or interdistrict transfer is deemed a right, subject to the authority of the FUSD School Board to establish terms and conditions. The FUSD Board declares that such intradistrict or interdistrict transfers with the exception of NCLB choice transfers may be revoked in accordance with the process and procedures outlined in the regulation adopted pursuant to this policy.

The parents/guardians of school-age children who are homeless or in foster care are not required to request intradistrict or interdistrict transfers pursuant to State and Federal Law. Homeless students and students in foster care are not subject to the requirements in the regulation adopted pursuant to this policy.

There are two types of transfers in the Fresno Unified School District (the "FUSD" or the "district") that may be initiated by parents/guardians: intradistrict and interdistrict transfers.

1. Intradistrict Transfers: Subject to certain requirements, the parents/guardians of a school-age child who are residents in the district may request a transfer to a school other than the school to which their child is assigned for one of four specified reasons: open enrollment transfers; family-related transfers for established reasons including childcare, change of legal address and medical reasons; school choice transfers pursuant to the No Child Left Behind Act of 2001 ("NCLB"); and unsafe school choice options from a "persistently dangerous" school pursuant to the NCLB. The FUSD School Board retains the authority, consistent with State and Federal law, to grant or deny such a transfer in accordance with the requirements, process and procedures outlined in the regulation adopted pursuant to this policy. In the absence of an approved transfer or assignment to a magnet school or school of choice, a student is expected to attend the school in the attendance area in which he/she resides. A student shall be deemed to currently reside in the attendance area of a school, if the student physically resided in the school attendance area, while attending school, prior to the tenth day following the first day of instruction of the current school year. However, a student who receives an Intradistrict transfer or an Interdistrict transfer may be displaced by a student who physically moves into the resident school attendance area prior to the tenth day of instruction of the current school year. It is the parent/guardian's responsibility to provide transportation for the student to and from requested school of attendance.

2. Interdistrict Transfers: Subject to certain requirements, the parents/guardians of a school-age child who are residents in the FUSD may request a transfer to another school district. The FUSD Board retains the authority, consistent with State

and Federal law, to "release" a FUSD student to attend another school district in accordance with the requirements, process and procedures outlined in the regulation adopted pursuant to this policy. Similarly, subject to certain requirements, the parents/guardians of a school-age child who are residents of another district may request a transfer to the FUSD. The FUSD Board retains the authority, consistent with State and Federal law, to grant or deny a request for an interdistrict transfer to FUSD in accordance with the requirements, process and procedures in the regulation adopted pursuant to this policy. In the absence of an approved interdistrict transfer, students are expected to attend the school in the school district in which they reside.

Revocation

If the Executive Director or designee determines that a student has violated a condition of the intradistrict or interdistrict transfer, a revocation shall be considered only during timeframes outlined in the administrative regulation pursuant to this policy, to place the student back to the district or school of residence. This action shall be taken only upon review of all interventions to promote student success. The decision to revoke the interdistrict transfer and the specific reasons thereof shall be communicated in writing to the parent/guardian.

Monitoring and Evaluation

Annually, the Superintendent shall submit a report to the Board regarding the implementation of all transfers, including open enrollment and magnet school placements. This report shall include an analysis of the communication plan to inform the community of all timelines and program options as they relate to any transfer process.

Transportation for Students with Transfers

Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need.

(cf. 3250 - Transportation Fees)
(cf. 3540 - Transportation)

Legal Reference:

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District,
(2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS
85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Public School Choice, December 4, 2002

Unsafe School Choice Option, July 23, 2002

WEB SITES

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

CDE: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: June 23, 1994 Fresno, California

revised: June 26, 1997

revised: March 10, 2006

revised: September 6, 2006

Grading Policy

Fresno Unified

Board Policy

BP 5121

Students

Examination And Grading

The Board of Education strongly believes in regular and informative communication between school and home to advise parents/guardians of the effort and progress in learning made by the students in attendance. The Superintendent or designee shall establish regulations which shall set forth a logical and comprehensive system of evaluating student effort and progress in all schools in the

district, and to inform all staff members of the guidelines to be used in making the necessary judgments regarding student performance in the courses pursued.

The Governing Board expects teachers to be keenly aware of the responsibility of maintaining high scholastic standards through continuous monitoring of student performance and adjustment of teaching strategies. Grades shall be used as an appraisal instrument of the student's progress, arrived at by a consistent, orderly method with as much objectivity as is humanly possible, rather than by subjective standards.

In accordance with the law, a record of all grades or demonstrated proficiencies shall be kept. The official grade shall be that which is recorded in the teacher's official record, and these grades or demonstrated proficiencies, shall be based upon the teacher's appraisal of the students' performance as governed by established grading procedures.

When grades are given for any course of instruction taught in a school district, the grade given to each student shall be the grade determined by the teacher of the course and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.

The Board of the school district and the Superintendent of such district shall not order a student's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

No grade of a student participating in a physical education class, however, may be adversely affected due to the fact that the student does not wear standardized physical

education apparel where the failure to wear such apparel arises from circumstances beyond the control of the student.

A student's grade, as determined by the teacher shall not be changed in the absence of a determination that the grade given was the result of clerical or mechanical mistake, fraud, bad faith, or incompetency. The determination shall be made by the principal unless the matter is appealed to the Superintendent who, in such event, shall make the determination, and the following procedures shall be followed:

1. The principal shall confer with the teacher who issued the grade in an effort to reach concurrence on any contemplated change.
2. The teacher shall have the right to a joint conference with the principal and another person selected by the teacher.
3. The teacher shall have the further right of an appeal to the Superintendent.

Failing grades for high school students for excessive absence will be given in accordance with BP 5113 (High School Attendance Policy). Such grades or demonstrated proficiencies shall be designated accordingly in the students' records. (Education Code 49067)

Special needs students shall be graded in terms of effort and/or academic achievement. Grades will be determined in relation to the content and materials presented. Special Education students can receive the full range of marks when the report card reflects enrollment in a Resource Specialist Program or in a Special Day Class.

Legal Reference:

EDUCATION CODE

41505-41508 Pupil Retention Block Grant

44662 Evaluation and assessment guidelines

48070 Promotion and retention

49066 Grades; finalization; physical education class

49067 Regulations regarding student's achievement

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: December 9, 1993 Fresno, California

revised: April 14, 1994

High School Grades

The basic philosophy which should guide staff in evaluation of achievement and behavior should include the following principles:

1. Grades are recorded primarily as a means of evaluation and should be sufficient in number to justify the grade reported.
2. The purpose of grades is to help students, parent/guardians, and teachers see how the student is progressing in relation to:
 - a. Standards of expected student achievement.
 - b. His/her own learning capacity.
3. A student should not be surprised by the grade he/she receives. Systematically, and as often as a given situation requires, the teacher should remind students of the criteria which govern the assignment of these grades and should keep students informed as to their status and progress.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

4. Failing grades for high school students for excessive absences will be given in accordance with Board policy 5113, high school attendance policy. This principle applies to Special Education students unless an exception is defined and explained by an IEP Team for the individual student.

5. Special Education students, RSP and SDC, shall be graded in terms of effort and achievement. Course work will be reflective of State Framework Guidelines as well as the course description(s). Grades will be determined in relation to the content and materials selected to meet student needs.

Special Education students can receive the full range of marks when the report card reflects enrollment in a course designated as RSP or SDC.

Scholarship Grades

Authorized Grade Meaning of the Student Grade

A This grade indicates superior achievement. It is the grade most often earned by a student consistently performing at an outstanding level

B This grade indicates better-than-average achievement. A student with persistent effort and/or special motivation may earn this grade.

C This grade indicates average achievement. A student of above-average ability can meet this standard quite easily. It is the grade typically earned by a student of average ability

who consistently makes a good effort. For a student of below-average ability, this grade indicates he/she is doing very well.

D This grade indicates that the student is meeting only minimum standards.

F This grade indicates a failure to meet minimum standards.

E (Excused) This mark is given to designate that a student has been officially excused from physical education.

I (Incomplete) This mark is given if a course has not been completed. A teacher may specify the time limit for making up the incomplete, but the time may not exceed six weeks. If the work is not made up, the grade will be determined on the available grades, with the missed work assigned the grade "F." No incomplete may be given at the end of the second semester or when a student transfers.

P (Pass) This mark is given to indicate the satisfactory completion of a designated field of study where standard letter grades A, B, C, D are not used.

W (Withdrawal) This mark means that a student has dropped a course without penalty, generally prior to the end of the fifth or sixth week of the semester.

W/F This mark means that a student has (Withdrawal dropped a course with penalty, generally

with an F grade) after the fifth or sixth week of the semester.

N This mark is used to indicated no grade and no credit.

F/A This mark means withdrawal due to attendance.

Note: After a student has been assigned to a class for 10 school days, a grade must be determined and recorded.

Behavior/Conduct/Citizenship

The behavior/conduct (citizenship) grading should be based on the following criteria to help make reasonable, fair, and consistent evaluation and to provide counsel and guidance for students:

Authorized Grade Meaning of the Student Grade

S (Satisfactory) This mark is for the student who demonstrates acceptable attitude toward class, subjects and teachers. This is a starting grade for all students at the first of each semester.

P (Poor) This mark is for the student who needs to improve in paying attention, relying on self, showing self-control, obeying school rules, using school property carefully, or being punctual and regular in attendance.

U (Unsatisfactory) For the student who seriously interferes with classroom instruction; is rude to teacher, classmates; refuses to work; shows lack of respect for teacher.

Augmented Grade Point of Honors and/or Advanced Placement

1. Beginning with the graduation class of 1995, Honors and Advanced Placement courses will receive a grade point augmentation of one point for grades A-C for up to four Honors and/or Advanced Placement classes.

2. The augmentation is credited for both fall and spring semesters for a maximum of eight augmented grades for the four courses. If the augmented Honors or Advanced Placement class is taken in the senior year, only one semester of augmentation is possible because GPA for class rank is determined using both semesters of the sophomore and junior years and the first semester of the senior year.

3. Calculation will be as follows:

Grades X grade values + number of eligible courses taken =
unaugmented GPA
Unaugmented GPA + augmentation add-on
(.04 for up to 8 semesters) = augmented GPA.

4. All students with GPAs of 4.0 and above will be recognized as graduating with honor.

4.0 - 4.19 cum laude (with distinction)

4.20 boundary of highest GPA, magna cum laude (with great distinction)

4.32 - or highest GPA, summa cum laude (with highest distinction)

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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