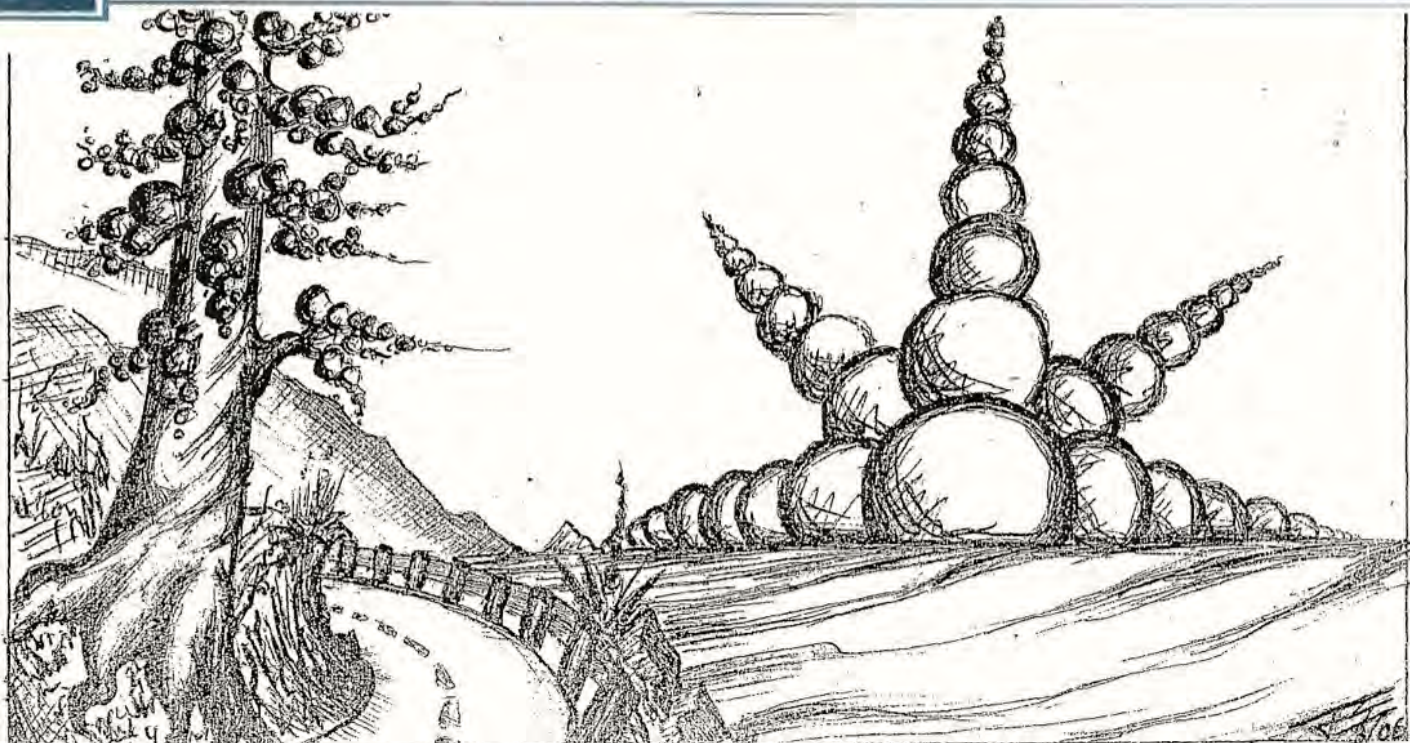




**BIG SUR UNIFIED SCHOOL DISTRICT**  
**PACIFIC VALLEY SCHOOL K-12**



# **STUDENT & PARENT HANDBOOK**

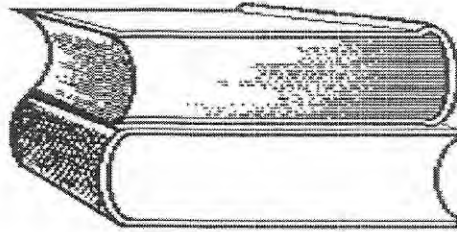
**2014-2015**



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**Forms, which MUST be returned to the school in the first week, are included separately.**



## **BIG SUR UNIFIED SCHOOL DISTRICT VISION STATEMENT**

To provide a quality education that will empower all students to thrive in a changing environment and attain their highest level of potential and be lifelong learners.

## **BSUSD BOARD RESOLUTION REAFFIRMS COMMITMENT TO RESPECTFUL TREATMENT OF ALL PERSONS**

The Big Sur Unified School District reaffirms its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, gender, religion, handicap, national origin, immigration status\*, age, sexual orientation, or political belief.

\*(Immigration status information will not be requested of families seeking to enroll their children.)



# PACIFIC VALLEY SCHOOL MISSION STATEMENT

Our mission is to provide the environment and means for each student to become a responsible contributing citizen who is:

- an **EFFECTIVE COMMUNICATOR**, who successfully receives and imparts information through speaking, writing, reading, listening, fine arts and technology;
- a **COMPLEX THINKER**, who accesses a variety of resources, looks for multiple solutions to a problem, is intellectually curious, using creative and critical thinking;
- an **INDEPENDENT LEARNER**, who makes valid judgments about what to learn and how to learn it, and assesses the result. Learning independently does not imply learning alone;
- a **QUALITY PRODUCER**, who uses appropriate resources and technology to create and assess products that achieve their purpose, are appropriate to the intended audience and reflect pride in craftsmanship; and
- a **COLLABORATIVE LEARNER**, who uses appropriate social skills to work effectively with people varying in race, gender, attitudes, abilities and cultural backgrounds with consideration and mutual respect.



SCHOOLWIDE CODE OF CONDUCT  
PACIFIC VALLEY SCHOOL

All students and teachers at Pacific Valley School have a right to a secure and productive learning environment, and all are responsible for doing their part to create a secure and productive learning environment.

**TO BE RESPONSIBLE, I WILL:**

1. Be on time for school, classes and assignments.
2. Be prepared with materials and work.
3. Keep track of my own materials and school work.
4. Accept consequences for my choices and actions.
5. Take food and drink only in designated times and places.

**TO BE RESPECTFUL and KIND, I WILL:**

6. Observe appropriate public space behavior and language.
7. Listen to others and wait my turn to speak.
8. Stay in supervised areas and follow school rules and directions.
9. Respect personal space and feelings of others and self.

**TO BE FOCUSED, I WILL:**

10. Pay attention and concentrate on my lessons.

**Benefits**

Benefits: reward system unique to each classroom; may include Free Choice pass, Extra Free time or token towards field trip or activity.

**Consequences or prices**

**First time:** Documented with discipline report.

**Second Time:** Complete Problem -Solution format, oral or written, parent contact (may include time away in office or other classroom).

**Third Time:** Parent, Teacher, Student, Principal Conference to establish a behavior improvement contract.

Additional management strategies such as time owed, student conference, ignoring, loss of privileges, detention and positive practice (walk the right way) may also be practiced.

**SEVERITY CLAUSE:** Use of verbal threat or physical abuse towards peers or supervisors or breaking any state or federal laws will result in immediate referral to office and resulting in suspension and possible expulsion.

# **BIG SUR UNIFIED SCHOOL DISTRICT**

## **RULES AND REGULATIONS**

By law and board policy it is necessary to communicate school rules and regulations to each pupil and parent at the beginning of the school year. Knowledge of these rules and regulations is important to the establishment of a good discipline program.

Despite the detail that follows, it is possible to reduce all rules and regulations to some simple statements. These are: (1) *That no student may take any action which will harm the physical or emotional well-being of another person or that person's property, and (2) That no student may take any action which will harm his/her physical or emotional well-being.* In brief, we expect Big Sur Unified School District students to respect other persons and their property. We expect Big Sur Unified School District students to behave in a manner which benefits and does not harm themselves.

The staff at Big Sur Unified School District believes that order and structure are important to the establishment of a positive learning environment. Students are expected to follow school rules and regulations and the directives of school authorities. Those that do not will face sanctions such as detention, suspension, or expulsion. Such actions are necessary because they make it possible for the vast majority of students who behave in a responsible manner to enhance and profit from their educational experiences.

### 1. DISCIPLINARY MATTERS

A. The following acts committed while under the jurisdiction of the school or in a time and place such as to threaten the welfare of students shall constitute good cause for suspension.

- a. Continued willful disobedience.
- b. Open and persistent defiance of the valid authority of the teacher, administrator, or supervisor.
- c. Habitual profanity or vulgarity.
- d. Smoking or having tobacco (includes restrooms).
- e. Willfully cutting (or attempting to cut), defacing (or attempting to deface), or otherwise injuring (or attempting to injure) in any way, property, real, or personal, belonging to the school district.
- f. Fighting or attempting to fight (mandatory 3 day suspension).
- g. Hazing.
- h. Molestation or commission of any obscene act.
- i. Use or possession of fireworks or use of matches (including arson or any unauthorized starting of a fire).
- j. Unsatisfactory appearance or mode of dress. Going to school without proper attention to cleanliness or neatness of dress.
- k. Serious infractions of behavior standards which make the presence of the pupil in school detrimental to the welfare of the student body or staff.

- l. Failure to be diligent in study.
- m. Intimidation.
- n. Use of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal.
- o. Gambling on the school premises or at school related activities.
- p. Disruption of school activities or programs.
- q. Entering closed areas around the campus.
- r. Absent from or late to class/campus without permission (includes mealtimes).
- s. Driving in a reckless manner on or in the vicinity of school.
- t. Stealing and forgery (attempting to steal or forge).
- u. Use, sale, distribution, or possession of any alcohol or intoxicant.
- v. Sexual harassment.

**B.** The following acts are considered grounds for the Superintendent or Principal to recommend expulsion of a pupil, unless the Principal or Superintendent finds the expulsion is inappropriate, due to the particular circumstances.

- a. Unlawful use, sale, furnishing or possession of any controlled substance listed in Chapter 2 (commencing with Section 111053) of Division 10 of the Health and Safety Code, and/or paraphernalia, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis (minimum 3 day suspension).
- b. Possession, sale, or otherwise furnishing any knife, explosive, or other dangerous weapons or objects of no reasonable use to the pupil.
- c. Robbery or extortion
- d. Assault or battery, as defined in Sections 249 and 242 of the Penal Code, upon any school employee.
- e. Causing serious physical injury to another person upon school premises or while under the authority of school personnel, except in self defense.

**C.** The following is a mandatory recommendation and mandatory expulsion: The Principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code section 48915(c)).

- a. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm. (The Gun Free Schools Act and California Education Code section 48916 require local education agencies to expel from school for a period of not less than one calendar year a student who is determined to have brought a weapon (firearm) to school, and allow each LEA's chief administering officer to modify the one year expulsion requirement on a case-by-case basis.)

## 2. ABSENCES

An unexcused absence from school, all day, from individual classes, and/or from campus during meals without permission is strictly forbidden. Students may not leave campus without permission. Students who are absent without permission are considered truant and subject to appropriate school and community legal action. It is the legal responsibility of the parent to ensure that students attend school and all classes. It is important for parents to call



the school if a student will be absent. Without a call, a note must be sent with students upon their return. Students who are absent more than 20 times from a class, for any reason, may receive an "F" in the class. On the third unexcused absence a student may be suspended.

3. INJURY OR DAMAGE TO PERSONS OR PROPERTY

Education Code, Section 48909:

"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 willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district is liable to suspension or expulsion, and the parent or guardian of an unemancipated minor shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed five thousand dollars (\$5,000). The parent or guardian shall also be liable for the amount of any reward not exceeding five thousand dollars (\$5,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand."

4. No parent or pupil may insult or abuse a school employee in the presence of other school personnel or pupils on school premises or in a public place. Such profane and abusive conduct which substantially disturbs school activities can be further punishable as a misdemeanor under Education Code section 44811.
5. The use of illegal drugs or possession of illegal drugs on campus will result in immediate suspension of the pupil for 3 days. The principal/superintendent shall notify the parent immediately and set up a parent-student conference before the pupil returns to school. Abuse of this suspension or second infraction will result in a pupil's expulsion hearing with the BSUSD School Board.

**The student and parent agreement forms for the above rules and regulations, as well as other required forms, are contained in the Forms Packet.**

**Thank you for your cooperation in seeing to the return of all necessary forms. Your helpful office staff.**



## Absences and Excuses

The Governing Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school on a regular basis. Parents/guardians of children between the ages of six and sixteen are responsible for sending their children to school full-time. Exceptions permitted by law include exemption from attendance or expulsion from school.

(cf. 5112.1- Exemptions) (cf. 5112.2 Exclusions)

The Board abides by all state attendance laws and uses any legal means to correct the problems of excessive absence or truancy.

Absence from school shall be allowed only for health reasons, family emergencies and justifiable personal reasons, as permitted by law and Board Policy and specified in administration regulations. (Ed. Code 46010, 46010.5, 48205)

When students who have been absent & return to school, the Board requires that they present a satisfactory explanation verifying the reason for the absence. If absence from school is to be considered excused, a principal or teacher may require a satisfactory explanation from the parent or guardian of a student, either in person or by written note. Upon returning to school after being absent the student shall be permitted to return to class. The administration will determine whether absences are excused or not. The following methods may be used to verify student absences:

1. Written note from a parent, guardian, or parent-representative.
2. Conversation in person or telephone, between the verifying employee and the student's parent, guardian, or parent-representative. Subsequent written recording of the conversation will include the following:
  - a. Name of student.
  - b. Name of parent, guardian, or parent-representative.
  - c. Name of verifying employee.
  - d. Date or dates of absence.
  - e. Reason for absence
3. Visit to the student's home by the verifying employee.
4. Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above.

Insofar as class participation is an integral part of our students' learning experiences and students only attend school 4 days a week, parents and students shall be asked to schedule medical appointments during non-school hours. When this is not possible, please arrange with the school 3 -5 days prior to the appointment to allow teachers time to prepare possible make-up work.

## Excused Absences

Students receive an excused absence when they are absent from school for the following reasons:

1. Death in the immediate family (one day in state, three days out-of-state)
2. Serious illness of a member of the family which necessitates the absence of the student
3. Illness or injury of the student
4. Justifiable personal reasons, including but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, or an employment conference, and such other absences as the principal may consider justifiable when requested in advance.

Students who plan to be absent for reasons other than the first three (3) listed above should seek approval by presenting a note from home to the principal or dean in charge of attendance, who will then indicate approval or disapproval. Any student shall be allowed to complete all assignments and tests missed during an excused absence that can reasonably be provided, and on completion shall be given full credit.

The teacher of any class from which a student has an excused absence shall determine, pursuant to regulations of the Governing Board, what assignments the student shall make up and in what period of time the student shall complete such assignments. Tests and assignments may be the same as those missed, or shall be reasonably equivalent to them as set forth in the Education Code.

## Absences for Confidential Medical Services

At the beginning of each academic year, district notifications shall be sent out to the parent/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)  
(cf. 5145.6 - Notification of Legal Rights)

## Unexcused Absences

Unexcused absences are those which do not come under any of the definitions of excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student's

final grade. A student may receive a failing grade for absences exceeding ten (10) days after a period of three (3) days have been allowed for the student or the student's parent/guardian to explain the absences. The student's record must reflect that the failing grade was due to unexcused absences. (cf. 5124 - Reporting to Parents)

## Truancy

Any student subject to compulsory education who is absent from school without valid excuse more than three (3) days in one school year is truant and may be reported to the School Attendance Review Board or dealt with administratively in accordance with law.

The Board shall participate in the county School Attendance Review Board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems. (Education Code 48320 et seq.)

The Superintendent or designee shall gather information necessary to comply with Education Code 48273 relating to truants. The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code 48273)

### Legal Reference:

#### EDUCATION CODE

- 1740 Employment of personnel to supervise attendance  
(county superintendent)
- 37201 School month
- 37223 Weekend classes
- 41601 Reports of average daily attendance
- 46000 Records (attendance)
- 46010-46015 Absences
- 46100-46118 Attendance in kindergarten and elementary schools
- 46140-46147 Attendance in junior high and high schools
- 48200 Children between the ages of 6 and 16 years (compulsory full-time attendance)
- 48205 Absence for justifiable personal reasons
- 48240-48246 Supervisors of attendance
- 48260-48273 Truants
- 48292 Filing complaint against parent
- 48320-48324 School Attendance Review Boards
- 48340-48342.5 Improvement of pupil attendance
- 49067(b) Unexcused absences as cause of failing grade

#### CIVIL CODE

- 25.9 Mental health treatment or counseling services; consent to outpatient treatment by minor over 12; liability of parents or legal guardian



- 34.5 Minors; contracts not disaffirmable; pregnancy care
- 34.7 Minors; diagnosis or treatment of communicable or sexually transmitted diseases; consent not disaffirmable
- 34.8 Minors; medical treatment for rape; consent not disaffirmable
- 34.9 Minors; sexually assaulted; consent to diagnosis; treatment and collection of evidence; not disaffirmable; contact with parent, parents or guardian
- 34.10 Minors; 12 years of age or older; consent to medical care and counseling; not disaffirmable; liability of parent, parents or guardian for care

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420 et seq. Record of verification of absence due to illness and other causes

**Tardiness to class**

Continued tardiness on the part of any student will be viewed as a very serious matter and dealt with in accordance with the school's discipline policy. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at the bell or specified time.

**Requests for early dismissal**

Permission must be granted by the principal or designee according to each individual case.

**Legal Reference:**

**EDUCATION CODE**

1740 Employment of personnel to supervise attendance  
(county superintendent)

46000 Records (attendance)

46010-46015 Absences

46015 State apportionment payments

46100-46118 Attendance in kindergarten and elementary schools

46140-46147 Attendance in high schools

46500-46502 Attendance of physically handicapped pupils

46510-46513 Attendance of educationally handicapped pupils

48200 Children between the ages of 6 and 16 years (compulsory full-time attendance)

48205 Absences for personal reasons

48260-48273 Truants

48292 Filing complaint on parent

48320-48324 School Attendance Review Boards

49067(b) Unexcused absences as cause for failing grade

**CODE OF REGULATIONS, TITLE 5**

306 Explanation of absence

## **Homeless Students Rights**

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. (42 USC 11431{1}) If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their previous school. (42 USC 11432{g}{6}{A}{iv1}) If this describes your family's living situations, or if you are a student not living with a parent or guardian, please contact your District Homeless Liason.

District Homeless Liason: Gordon Piffero, Superintendent/Principal  
Pacific Valley School (805) 927-4507

## INTERDISTRICT ATTENDANCE

Although students generally must attend school in the district where their parents/guardians reside, the Governing Board recognizes justifiable reasons for occasional interdistrict transfers. Upon request, the Board may accept students from another district and may also allow students who live within the district to attend out-of-district schools. Interdistrict attendance agreements may be approved for reasons such as the following:

1. When child care needs of the student are met by a parent, relative or sitter in another district. (Education Code 46601.5)
2. When special mental or physical health needs of the student are certified by a physician, school psychologist or other appropriate school personnel.
3. To complete a school year when parents/guardians have moved out of the district during that year.
4. To let seniors attend the same school they attended as juniors, even if their families moved out of the district during the junior year.
5. For social adjustment reasons when mutually agreed upon by the Superintendent and principal of the student's current school and an authorized representative of the school the student would otherwise attend.

Interdistrict transfers may occur when class enrollments in the district will permit the addition of nonresident students. Interdistrict transfers may occur on a student-for-student basis when equal numbers of students transfer between two (2) districts.

Transportation normally provided for students living in the district may be provided for students attending on an interdistrict attendance agreement if space is available and if approved by the Superintendent or designee.

The district of origin shall issue individual interdistrict attendance permits, valid for the current school year verifying district approval for students transferring out of the district. These permits become valid when signed by an authorized representative of the district of future attendance. The district of attendance shall stipulate how and why the permit may be revoked.

Students admitted by interdistrict agreement may continue attending district schools only as long as they work acceptably and obey school rules.



The district shall not knowingly accept students who reside in another district without an inter-district attendance permit. However, such permits will not be required for students enrolling in ROC or ROP. (Education Code 52317)

#### Students Expelled from Other Districts

The Board realizes that students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. In order to identify and prohibit the enrollment of any such potentially dangerous student in the district, the Superintendent or designee shall request expulsion information from the expelling district whenever it receives an enrollment request from the individual who has been expelled from the district shall be supplied within five (5) working days to any other district that requests it.

The Superintendent or designee shall hold a hearing whenever it finds that the person seeking enrollment was expelled from another district.

The hearing and notice shall be conducted in accordance with expulsion procedures described in Education Code 48918 and in administrative regulations. (cf. AR 5144.1 - Suspension and Expulsion)

Upon determining, at this hearing, whether the individual in question poses potential danger to district students or employees, the Superintendent shall either deny enrollment for the remainder of the expulsion period, permit enrollment, or permit conditional enrollment. If the student is found not to pose a danger, they shall be admitted or conditionally admitted. If the enrollment is permitted, an inter-district agreement shall be required unless the student has, since being expelled, established legal residence in the district.

(Education Code 48915.1)

(cf BP 5111 - Admissions)

(cf BP 5111.1 - District Residency)

#### Denial of Transfer

The parent/guardian of a student who is denied a transfer shall be notified in writing, given specific reasons for the denial, and informed of the right to appeal the denial to the Board.

#### Evaluation and Assessment

Students enrolled in Pacific Valley School on inter-district transfers will participate yearly in BSUSD or State assessments and evaluations.

Legal Reference: Education Codes; 46600-46618, Inter-district Attendance Computation; 48915 Expulsion, particular circumstances; 48915.1 Expulsion, enrollment in another school district; 52317 Admission of persons including non residents to attendance area, workers compensation for pupils.

Policy Adopted: 1991 Pacific Unified School district Amended: June 1, 1992 & November 17, 1998

## Discipline Notes

We want Pacific Valley School to be a pleasant place for everyone. We want all students to be treated with respect and dignity by their peers and adult staff. Although there may be occasions in daily life when expletives seem called for, what appears fitting in a private situation is unacceptable in public. Inappropriate references include, but are not limited to, disrespectful or sexual remarks/comments/jokes in reference to gender, lifestyle, or physical appearance.

In particular, students must not direct disrespectful language toward each other or any member of the staff or school community while on campus, or during a school sponsored event.

Vulgar language, including profanity and cussing, will not be tolerated in any form. Rude hand and body gestures are also unacceptable.

Students heard or found to be using inappropriate language or behavior will be disciplined according to school and classroom rules prohibiting such. Students who continue to violate these rules will be subject to progressive consequences that may include suspension from classrooms and school.

## Big Sur Unified School District Internet Acceptable Use Policy

I understand that access to the school's information technology resources, including email and internet access are provided for educational purposes.

Access is a privilege, not a right and entails responsibility. Individual users of the network are responsible for his/her actions. Adherence to the use policy is necessary for continued access to the school's technological resources, and violation of these rules may result in loss of access as well as other disciplinary or legal action where appropriate.

I understand that I may not access the internet on my personal portable electronic device (laptop, cell phone, etc) using the school's password protected wireless system. I may access the internet with authorization from the superintendent.

I understand that the school internet connection has a limited bandwidth capacity and that it is protected with security software designed to prevent me from accessing inappropriate websites.

I further understand that the internet is a powerful tool that can provide access to information around the world and that a small part of that information can be illegal, dangerous or offensive. For that reason, I agree to the following use policy.

### Code of Behavior

#### I may:

- Find and or print information required for school work and with teacher approval, download files containing information or software relevant to school work where this does not breach the copyright laws.
- With teacher approval share information relevant to school work with students and teachers in other schools.
- Report inappropriate sites and suspicious activities to the supervising teacher.
- Act in a responsible manner with all hardware, software, paper and ink resources.
- Abide by netiquette protocols.
- Access social networking websites *only after* receiving training in appropriate use, including cyber bullying awareness, prevention and intervention. I also agree to report all incidences of obscenities or cyber bullying I experience in social networking websites. I will not participate in cyber bullying nor use obscenities on social networking websites related to school activities or acquaintances.

#### I may not:

- Reveal personal information about myself, others or school (address, telephone number, location/address of school).
- Send or display offensive messages or pictures (including obscene language or language that may harass, insult or attack others).
- Download any data without teacher approval (music, video, pictures, print files).
- Damage computers by spreading viruses or changing system configurations.
- Trespass in other's files, folders or systems.
- Copy the work of others and claim it as my own.
- Intentionally waste limited resources, including time, ink and paper.
- Use the internet for any purpose not associated with my enrollment at Pacific Valley School.

**Parents: please discuss these rules with your student to ensure he or she understands.**

Revised 1/9/12 with PUSD Board approval



**RE: Voluntary Student Accident Insurance – 2014-15 School Year**

The Big Sur Unified School District carries medical insurance for students injured on school premises while under school jurisdiction, or while participating in school district activities, but not dental insurance and no coverage for accidents or injuries outside of school related activities. For these reasons, the school district has arranged a student accident insurance program for your review and consideration. This insurance program is optional and complies with California Education Code, which permits distribution of necessary information from the company providing the coverage.

The following types of student accident insurance plans are available:

- 1) **School-Time Plan:** Covers injuries caused by accident occurring (1) at school during the school day; (2) While participating in school-sponsored and supervised activities; and (3) during the direct and interrupted travel to and from residence and school for regular attendance.  
**COST: High Option - \$43.00 Mid Option - \$28.00 Low Option - \$14.00**
- 2) **24-Hour Plan:** Covers injuries caused by accidents occurring anytime (24 hours a day) anywhere in the world. Coverage also includes participation in certain organized sports.  
**COST: High Option - \$210.00 Mid Option - \$105.00 Low Option - \$82.00**
- 3) **Tackle Football:** Covers injuries received while participating in sponsored or supervised Sr. High School Interscholastic football games or practice sessions.  
**COST: High Option - \$215.00 Mid Option - \$115.00 Low Option - \$85.00**

While participation in these insurance plans is voluntary, we urge you to consider the benefits. Approved claims will be paid on a primary basis for all school-time and 24-hour injuries, except for tackle football, which will be paid on an excess basis. Although you may already have medical insurance for your family, purchase of this additional coverage could assist you by paying deductibles and balances left after your primary carrier has paid.

The application process will now be done online, and will allow parents to safely and securely transmit applications through one of the following methods.

- **Direct online submission:** through the secure web portal, [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com), you can complete your Student Accident Insurance application directly on the website. The applications for insurance will be effective *immediately* and a policy number and insurance card will be available right away. Detailed instructions are automatically provided to clients that want this option. This system is equipped to accept credit, debit, and e-checks for parent's convenience.
- **Web "download":** through the secure web portal, [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com), you can fill out and print your Student Accident Insurance application directly from the website. Parents who would like to send certified funds will continue to have the option to do so. The hard copy application and cashier's check or money order will need to be in Student Insurance offices for the policy to be effective. Please consult Student Insurance, if you have any questions. The applications for insurance will be effective once received in their office and a policy number will be available once the application has been processed.

For more information or for help with enrolling your student in the insurance program, you can also contact Student Insurance at 1 (800) 367-5830.

Sincerely,



Susan Perry  
Administrative Assistant

## UCP Annual Notice

Provided by the California Department of Education • Categorical Programs Complaints Management Office • 1430 N Street, Sacramento, CA 95815 • 916-319-0929

### BIG SUR UNIFIED SCHOOL DISTRICT

#### ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Big Sur Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Big Sur Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

## UCP Annual Notice

Provided by the California Department of Education • Categorical Programs Complaints Management Office • 1430 N Street, Sacramento, CA 95815 • 916-319-0929

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Name\* and/or Title: Gordon Piffero, Superintendent/Principal

Unit or office: Pacific Valley School

Address: 69325 Highway 1, Big Sur, CA 93920

Telephone Number: 805-927-4507

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Big Sur Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Big Sur Unified School District's Decision. The appeal must include a copy of the complaint filed with Big Sur Unified School District and a copy of Big Sur Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Big Sur Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Big Sur Unified School District's UCP policy and complaint procedures shall be available free of charge.