
NOTICE TO PARENTS & GUARDIANS

This Annual Parent Notice, required by California State Law, provides you a brief description of certain rights and responsibilities related to your child's participation in a California public school. For example, you have the right to exclude your child from certain specified activities or programs provided by Stone Bridge School (SBS) which are described in this handout.

You are required by law to sign an Acknowledgement form (attached to this notice) acknowledging that you have received and read this Annual Parent Notice.

Please understand that your signature simply acknowledges that you have been informed of your rights. It does not indicate that your consent for your child to participate in any of these programs is being given or withheld. As will be indicated, for some activities you must come forward with a written consent or refusal to consent if you wish your child to participate or not to participate. In other cases, it will be the school's responsibility to solicit a response from you, in which case a special notice will be sent to you at the proper time. Education Code §48980

The Acknowledgement form (one per student) must be signed by the parent/guardian and returned to SBS within the first week of school but no later than **four (4) weeks after the start of school or the start of your student's enrollment any time during the year.** The signed form will be filed in your student's cumulative school records file.

SCHOOL ADMISSIONS

Minimum Age of Admission to Transitional Kindergarten

A student shall be admitted to transitional kindergarten at the beginning of a school year, or at any later time in the same year, if the student will have his or her fourth birthday on or before September 1 of that school year. EC 48000 Proof of age shall be required of all enrolling students. Evidence of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, or affidavit from parent/guardian.

Appropriate Ages for Grades

Students are placed in the appropriate class lottery based on the birth date table found in our enrollment policy and procedures and on our [How to Apply](#) webpage.

Immunizations

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Upon registration, parents/guardians are provided a written notification summarizing the state immunization requirements. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

Beginning January 1, 2016, the personal belief exemption from immunization requirements will no longer be accepted based on recently enacted state law. Exemptions for medical reasons continue to be accepted. Students who have submitted a personal belief exemption letter or affidavit prior to January 1, 2016 may be enrolled until the next grade span. Students who are not fully immunized as required by law by January 1, 2016, and do not have an approved exemption, will be prohibited from attendance.

Beginning July 1, 2016, a student will not be admitted to SBS or child care program for first time of enrollment, or allowed to advance to 7th grade, until they are fully immunized as required by law. (Statutes of 2015, Chapter 35 (SB 277))

Proof of Residency

Prior to admission, students must provide proof of residency within the State of California, including parent picture identification and two forms of documentary evidence, such as mortgage, rent, property tax, and/or utility service (e.g. PG&E, telephone, or cable) statements with current residence address and within the last 60 days of the date the document is presented to the school office.

A student may also establish residency by documenting that he/she is an emancipated minor living in the district; that he/she is in the court-appointed care of a licensed foster home, family home, or children's institution within the district; that he/she lives in the home of a care-giving adult within the district; or is homeless.

SCHOOL ATTENDANCE

Attendance Area

SBS is a school of choice and does not have school attendance boundaries. Students apply directly to the school and are enrolled through a lottery with applicants accepted per the guidelines of our Enrollment Process. Due to our autonomy, SBS does not participate in intra- or inter- district transfers.

School Calendar

The SBS school calendar is approved by the spring of the previous year, distributed to the school community, posted on the school website, and is available in the school office. The school calendar indicates required days and minutes of attendance, minimum days, professional staff development days, and holidays.

Excused Absences

SBS believes that regular attendance plays a key role in student achievement. Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, SBS policy, and administration regulations. A student shall be excused from school for justifiable personal reasons when the student's absence has been requested in writing by the parent or guardian and approved by the administrator or a designated representative pursuant to uniform standards established by the governing board. Student absence for religious instruction or participation in religious exercises away from school may be considered excused subject to law and administrative regulation. EC 48205

Grade/Credit Makeup

No student shall have his/her grade reduced or lose academic credit for any excused absence for missed assignments/tests that can reasonably be completed. Students shall be given the opportunity to make up schoolwork missed because of an excused absence and shall receive full credit if the work is completed satisfactorily and is turned in on time.

Absences for Religious Purposes

A student shall be excused from classes to participate in religious services upon written request of the parent or guardian. It is up to the parent/guardian to initiate this request.

Chronic Absences/Truancy

Students who are absent for any reason for 10 percent or more of school days in the school year are considered chronically absent. Students shall be classified as truant if absent from school without a valid excuse three days in one school year or tardy without a valid excuse in excess of 30 minutes on each of more than three days in one school year. Such students shall be reported to the Administrator or designee and parents shall be notified of the procedures specified in regulation for addressing truancy.

Open Enrollment Option

As an independent charter school, SBS does not participate as an option in the open enrollment offered by Napa Valley Unified School District but holds an open enrollment of its own.

INSTRUCTION

Curriculum

SBS adopts a curriculum which is aligned with the school's charter, vision, philosophy and goals for student learning, California Common Core Standards as they align with Waldorf curriculum, school and state assessments, and graduation requirements. Parents/guardians have the right to examine the curriculum materials of the class(es) in which their child is enrolled, and to inspect, in a reasonable time frame, any instructional materials and assessments used in the classroom. Parents/guardians and others may request a copy of block schedule, including descriptions and instructional aims of the course. School sites will charge a reasonable fee for copies not to exceed the cost of duplication. AR 5020

Special Education Programs

State and federal law require a free and appropriate public education be made available for children with disabilities between ages 3-18. Parents/guardians whose child may be disabled and is not receiving an appropriate education, or who know of such a child, should contact the administrator of the child's school.

No student shall be required to participate in all or part of any special education program unless the parent/guardian is first informed, in writing, of the facts which make participation in the program necessary or desirable, and of the contents of the individualized education plan (IEP), and after such notice, consents, in writing, to all or part of the individualized education (IEP). If the parent does not consent to all the components of the individualized education program, then those components of the program to which the parent has consented may be implemented. The parent/guardian may withdraw consent at any time after consultation with the IEP team and after he/she has submitted written notification to the administrator. A parent/guardian has the right to request mediation or a due process hearing should they disagree with the provision of a free appropriate education for their child.

Any individual, public or private agency, or public or private organization may file a written complaint alleging violation of federal or state law or regulation relating to the provision of a free appropriate public education. Such written complaints may be filed at the following locations:

- Napa Valley Unified School District, Office of Instructional Services, 2425 Jefferson Street, Napa, CA 94558
- Special Education, Local Planning Area (SELPA), 2121 Imola Avenue, Napa, CA 94559
- State Department of Education, Office of Special Education, 1430 N Street, Suite 2401, Sacramento, CA 94244-2720

Education Under Section 504

A disabled student who is not eligible to receive Special Education services may be qualified to receive services and accommodations designed to meet their individual educational needs under Section 504 of the Rehabilitation Act of 1974. Qualified students with disabilities are provided an equal opportunity to participate in programs and activities in the school's basic education program, including, but not limited to, extracurricular athletics and/or other nonacademic activities. Any parent/guardian may contact the Resource Coordinator regarding qualification for and questions regarding implementation of Section 504.

Education for English Language Learners

Instruction for English Language Learners is required by Section 305 to be in English. Under Section 310, parents may waive this requirement by informed consent. (Title 3, Section 1112(G)).

Notification of the results of English proficiency assessment shall be provided to all parents/guardians of students assessed. Such notification will be in English and in the student's primary language if more than 15% of a school's enrollment speaks that language.

Parents/guardians shall also receive information about programs for EL students and their opportunity for parental involvement. This information will include the fact that student participation in the program is voluntary on the part of the parent/guardian. EC 48985, 52164.1, 52164.3, 52173, 5 CCR 4306

Interventions

Students who are not making academic progress pursuant to the school's measures of performance shall receive intensive instruction and intervention supports designed to meet their individual learning needs.

Staff shall ensure that parents/guardians are involved at all stages of the instructional and intervention process. Parents/guardians shall be kept informed of their child's progress and provided information regarding the services that will be provided, the strategies being used to increase the students' rate of learning, and information about the performance data that will be collected.

California Assessment of Student Performance and Progress (CAASPP)

The California Assessment of Student Performance and Progress (CAASPP) was implemented 2014-2015. The CAASPP included (1) an online field test of the Smarter Balanced Assessment Consortium summative assessment aligned with the Common Core State Standards in English language arts and mathematics for grades 3-8 and (2) California Standards Tests in science for grades 5 and 8.

For students with disabilities, the assessment sequence can include the California Alternative Assessment, (CAA), in grades 3-8 and The California Alternative Performance Assessment, (CAPA), or California Modified Assessment, (CMA), for science, grades 5 and 8.

A parent/guardian may submit to the school a written request to excuse his or her child from any or all parts of state mandated testing. The parent/guardian must initiate the request, and the school and its employees shall not solicit or encourage any written request on behalf of any child. English learners may not be excused from initial or annual testing using the English Language Proficiency Assessments for California, (ELPAC).

School Accountability

SBS recognizes its responsibility to ensure accountability to the public for the school's performance and regularly reviews the effectiveness of its programs, personnel, and fiscal operations, with a focus on the effectiveness in improving student achievement. SBS issues an individual School Accountability Report Card (SARC) annually to gauge how the school is doing. These are available from the office or on the SBS web Site. Parents have the right to request information about the results of state or district reviews of individual site programs.

Local Control Accountability Plan (LCAP)

As defined by law and required to track funding, SBS uses a community-based, comprehensive, data-driven planning process to identify annual goals and specific actions aligned with state and local priorities to adopt a Local Control and Accountability Plan (LCAP). The LCAP is used to facilitate continuous improvement of district practices. The plan is effective for three years and will be updated on or before July 1 of each year.

Parent/guardian and community input is critical to plan development. Public review and stakeholder (parents, staff, and students) input to the plan and public hearings of the Charter Council are required before adoption of the LCAP. SBS will notify the public regarding development and annual update of the LCAP. Parents/guardians are encouraged to participate in this process and regularly check Charter Council agendas and newsletters for information.

Health Instruction

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs, or personal moral convictions, of the parent/guardian of any student, the student, on written

request of the parent/guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs or personal moral convictions. EC 51240

STUDENT HEALTH AND SAFETY

Emergency Medical Assistance

Whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities, school staff will take appropriate actions in the interest of the health of the student. Emergency medical assistance may include the use of an epinephrine auto-injector (Epi-Pen) as authorized. Parents/guardians are required to provide emergency contact information in order to facilitate communication in the event of an accident or emergency. If a parent wishes to exempt his or her child from emergency care, the parent must initiate the notice to the school.

Communicable Disease and Immunization

SBS may permit any licensed physician to administer an immunizing agent to any student whose parents have consented in writing to the administration of the immunizing agent. SBS would send you a special notice soliciting your consent if a need for such a program were to arise. EC 49403

Infectious Diseases

Parents/guardians are encouraged to inform the school if their child has an infectious disease so that school staff may take any precautions necessary for the overall health and safety of the students. The school shall ensure that student confidentiality rights are strictly observed in accordance with law.

Administration of Medication

Any prescribed medication that must be administered to a student during the school day must be accompanied by an Administration of Medication form completed by the prescribing doctor detailing the method, amount, and time schedule by which such medication is to be taken. Medication must be in the original container, clearly labeled with the student's name and grade. The medication and note must be kept under the supervision of school office personnel. Students may be assisted by the school nurse or other designated school personnel if SBS receives a written request from the parent.

Over-the-Counter Medication

Parents may request that over the counter medication be administered to the student after completing the appropriate authorization form, indicating the name of the medication, the dosage needed, and the time to be taken. Parents are responsible for delivery of the medication to the school in its original container, clearly labeled with the student's name and grade. The medication and note will be kept under the supervision of school office personnel.

Physical Examination

SBS does not require physical examinations for every student. The school does reserve the right to require students who engage in interscholastic athletic competitions to be so examined prior to the beginning of the season of such competition. Parents/guardians may annually file a written statement withholding consent for any physical examination of his/her child and any such student shall be exempt from any physical examination.

Vision and Hearing Testing

The law requires periodic appraisal of each student's vision and hearing through the eighth grade unless exempted pursuant to Section 49451. These evaluations include tests for visual and hearing acuity and include external observation of the child's eyes, visual performance, and perception; and ears and hearing performance. This observation is required to be done by qualified personnel authorized by the school.

Parents/guardians may waive such evaluation by presenting a certificate from a physician or physician assistant showing the results of a determination of your child's vision, including visual acuity and color vision, and hearing efficiency.

Medical Insurance

SBS is permitted by law to provide or make available medical or hospital service, or both, through non-profit corporations defraying the cost thereof, or through group, blanket or individual policies or accident insurance, or through liability insurance policies, for injuries to students arising out of accidents occurring on the district's premises during the school day, or while being transported to or from school or school-sponsored activities or at the site of such activities. A child may not be compelled to accept such service without your consent.

Home/hospital Instruction for Students with Temporary Disabilities

Students with temporary disabilities which makes school attendance impossible or inadvisable are eligible to receive individual instruction in the student's home or in a hospital. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. EC 48206.3

Sun Protective Clothing/Use of Sunscreen

To encourage and assist students to avoid overexposure to the sun when they are outdoors, students shall be allowed to wear sun-protective clothing, including, but not limited to, hats, and UV-protective sunglasses outdoors. Students shall also be allowed to use sunscreen during the school day without a physician's note or prescription.

Asbestos Testing and Abatement Plan

Napa Valley Unified School District's management plan for material containing asbestos in school buildings is available for inspection in the Napa Valley Unified District Maintenance office during normal business hours. Code of Federal Regulations Title 40 EC 763.93; NVUSD Policy 3514

Use of Pesticides

Parents will be provided written notification of expected pesticide use on school sites. This notification will identify the active ingredient or ingredients in each pesticide product. Information on pesticides is available at <http://www.cdpr.ca.gov>. EC 17612, 49480. Parents/guardians may request to be notified of any pesticide application at the school site, at least 72 hours prior to the application.

School Sponsored Trips

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to the State and SBS regulations. Students must have written parental permission in order to participate in school sponsored trips. A description of the trip with the form requiring signatures shall be provided to the parent/guardian. The school shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. EC 35350

Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not bring preschool age children or other siblings on field trips or excursions who are not in the class or school taking the trip. Teachers, chaperones and any accompanying adults shall not consume alcoholic beverages or use controlled substances at any time during the trip.

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330) All school rules for student conduct will be enforced on the field trip. Students may be disciplined, including suspension and possible expulsion for violations of such rules. All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. EC 32041, 35330, 35350, 48908

Emergency Campus Lockdown

Lockdown procedures are in place at SBS in order to protect the safety of students and adults. While lockdown situations are rare, they are generally implemented at the request of, or in consultation with local public safety officials. Parents **ARE NOT** permitted to come onto school campuses during lockdowns, even for the purpose of picking up

their students, because their presence on campus could compromise the safety of others and could interfere with law enforcement operations.

Megan's Law Notification

Megan's Law is a law enforcement based program that requires convicted sex offenders to register their current addresses with the State of California. The California Attorney General's office maintains a website (www.meganslaw.ca.gov) with the names and addresses of registrants. Anyone who has access to the internet may view this site.

State law requires the California Department of Justice to provide information on sex offenders to local law enforcement agencies on a monthly basis. This information is provided on CD-ROM format that is available on request to parents. Occasionally, when they believe that the situation is warranted, local law enforcement will provide additional notification to a specific neighborhood of a registrant who has moved into the area. **Neither the school nor the district is involved in such announcements.** Parents interested in monitoring this information should visit the Megan's Law website at www.meganslaw.ca.gov, or contact local law enforcement. If you are a parent of a student currently attending SBS and you are a registered sex offender, you will not be permitted to act as a volunteer at school or school activities.

NONDISCRIMINATION & HARASSMENT POLICIES

Nondiscrimination Policy

Federal and state law and SBS policies prohibit discrimination in education programs and activities. SBS is committed to equal opportunity for all individuals in education. Programs and activities shall be free from discrimination based on race, age, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity or expression, or genetic information, or the perception of one or more of such characteristics; or association with a person or group with one of more of these actual or perceived characteristics. SBS shall promote programs which ensure that discriminatory practices are eliminated in all activities. All questions or complaints regarding discrimination based on gender should be directed to the school office. All questions or complaints regarding discrimination based on physical or mental disability should be directed to the school administrator. SBS also provides equal employment and promotion opportunities to all employees regardless of gender.

Harassment/Bullying

SBS is committed to maintaining a safe school environment that is free from bullying, harassment and discrimination. The school prohibits, at any district school or activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the actual or perceived characteristics specified above. The school also prohibits any form of retaliation against any student who files a complaint or report of discrimination, harassment, intimidation, or bullying. Students or employees who engage in discrimination, harassment, intimidation, bullying or retaliation will be subject to disciplinary action.

Students should report any harassment, intimidation or bullying to the school principal or other staff member and may file a complaint under the district's Uniform Complaint Procedures.

Sexual Harassment Policy

Federal and state laws prohibit sexual harassment as a form of sex discrimination. SBS is committed to maintaining an educational environment that is free from harassment. SBS prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. SBS also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. Sexual harassment shall subject the harasser to disciplinary action. Students who feel aggrieved because of conduct that may constitute sexual harassment should notify the school office immediately.

STUDENT PRIVACY AND RECORDS

Student and Family Privacy Rights

Stone Bridge believes that personal information concerning students and their families should be kept private in accordance with the law. SBS will notify parents/guardians of the specific or approximate dates during the school year when physical exams or screening are scheduled. Parents/guardians may choose to have their children opt out of participation in this activity.

Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that SBS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SBS may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school and/or district publications.

Examples include:

- * a playbill, showing your child's role in a music or drama production;
- * the annual yearbook; and
- * graduation programs.

As an elementary school, it is highly unlikely that student information would be solicited from the military, employers or prospective employers or postsecondary institutions. If ever requested, no information would be released without your consent.

Student Records

A "cumulative records" file is maintained for each student enrolled in our school. This file may contain any and all of the following: student identification data, record of academic work, grades and test scores, attendance data, health record, teacher comments, and behavior records. These files are secured in the school's records room.

Any records specific to those students who receive Special Education services are maintained in our Special Education office. "School officials" having access to student records include teachers, student teachers or other employees of the school who have "legitimate educational interests". A "legitimate educational interest" is one in which the assigned duties and responsibilities require the employee to have access to student records. Parents or guardians may inspect these records. To do so, call the school to arrange for a conference. Copies of these records will be made available at 25¢ per page. Access to students' records may also be granted by written parental consent or under judicial order. EC 49075 and 49076

Information included in cumulative records may be challenged. If you wish to challenge the content of these records, please contact the school office. Parents may file complaints with the U.S. Department of Education concerning an alleged failure by the school to comply with the federal "Family Educational Rights and Privacy Act." The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605. EC 49063

Right to Challenge Student Records

The custodial parent/guardian of any student may submit to the SBS Administration a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be inaccurate, an unsubstantiated personal conclusion or inference, misleading, or in violation of the privacy or other rights of the student. The school's regulations provide a process and right to review by the school's governing board.

Transfer of Records.

When a student transfers to another school, his/her records shall be transferred upon written request from the new school. The parents have the right to review, challenge, and receive a copy of the student record, if desired. California Administrative Code, Title 5, EC 438

Withholding Grades, Diploma or Transcripts

Willful misconduct that result in school district property being cut, defaced, or otherwise damaged will result in grades, diplomas and/or transcripts being withheld until restitution is made. Liability of the parents not to exceed \$10,000. EC 48904

News Media and Web Publishing

The news media (newspaper, radio, television) often visit schools to write stories, photograph, tape record or video stories of general interest. The school also publishes students' work or pictures of students involved in various school activities in its newsletter, outreach materials, or website.

A parent has the right to request that a child not be photographed, interviewed or be the subject of news stories and not have his or her work and/or photograph published. Parent/Guardian must initiate this request if you wish your child not to participate.

STUDENT CONDUCT

Duties of Students

Stone Bridge believes that all students have the right to be educated within a positive learning environment free from distraction. SBS also believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff and volunteers. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. Students are further expected to refrain from profane, vulgar or abusive language. Students shall receive regular instruction in school rules and regulations related to conduct. Students who violate these rules and regulations may be subject to discipline, suspension, exclusion, or expulsion.

Teacher Responsibilities for Student Conduct

Every teacher shall hold students accountable for their conduct during school hours, during off-premises school sponsored activities, and on the playground.

Dress Code

SBS has adopted a school specific, reasonable dress code as authorized. EC 35183

School Discipline Rules; Required Parental Attendance

SBS recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. SBS's policies and regulations clearly identify SBS behavior standards. All policies and regulations dealing with student discipline, suspension and expulsion are available at our school site. In addition, SBS has established rules that were developed with the involvement of parents and school staff. The responsibilities of students/parents and teachers are sent home at the beginning of each school year and at the time of new enrollment, and are available at our school site.

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class may

require the parent/guardian to attend a portion of a school day in that class and to meet with the administrator. EC 35291; 35291.5; 48900.1__SBS has adopted disciplinary procedures consistent with Napa Valley Unified School District and state statutes governing student discipline as set forth in Education Code Sections 48900.

PARENT AND FAMILY ENGAGEMENT

Volunteers

Parent and community involvement in our school is welcomed and encouraged to promote understanding, enhance the cooperative alliance between parent and school, and to provide additional resources to the educational program. The school may require tuberculosis testing and fingerprinting of volunteers and may request criminal records checks as authorized by law. Volunteers shall act in accordance with SBS policies and regulations. In order to ensure that assistance volunteered will benefit rather than disrupt the academic program, the following process should be used in the selection of volunteers:

1. Parents and other community members who would like to volunteer in classrooms should contact the classroom teacher to offer assistance.
2. Parents and other community members who would like to volunteer in schools but not in classrooms should contact the school administrator to offer such assistance.
3. Teachers will, with the approval of the principal or designee, schedule volunteers to enhance the academic program.
4. Volunteers, even those regularly scheduled as classroom or school assistants, shall follow school policies for registering in the office.
5. Volunteers will not bring other visitors with them into the classroom unless the visit has been pre-arranged with the teacher to contribute to the educational program.
6. In order to protect the learning environment, preschool aged children or others not enrolled in the class shall not accompany volunteers unless the visitation has been arranged at the request of the teacher to contribute to a specific classroom activity. BP 1240, EC 35021, 35021.1, 45349
7. All volunteers are subject to the Conditions for Classroom and School Visitation and Removal policy, available in the school office.

Visitors

All visitors must register with the school office before entering the campus. The administrator or a school employee may ask an individual to leave if he/she has a reasonable basis for concluding that the person's presence would interfere or is interfering with the peaceful conduct of school activities, or would disrupt or is disrupting the school, its students or its employees. PC 626.6, 626.8, EC 32210, 32211

DISPUTE PROCEDURES

Disputes Resolution

Internal disputes include disputes arising among and between students, staff, parents, Charter Council, volunteers, advisors, or parent organizations. These disputes shall be resolved according to policies and procedures developed by SBS.

The Napa Valley Unified School District (NVUSD) shall not intervene in any such disputes without the consent of the SBS Charter Council unless the dispute has given NVUSD reason to believe that a violation of the Charter or related laws or agreements has occurred or unless the Charter Council has requested that NVUSD intervene in the dispute and shall refer any complaints or reports regarding such disputes to the Charter Council or the school administration for resolution pursuant to the school's policies.

Uniform Complaint Procedures

Stone Bridge School has primary responsibility to ensure compliance with state and federal laws and regulations governing educational programs. Uniform Complaint Procedures are used to investigate and seek to resolve any complaints alleging:

- 1.failure to comply with state or federal laws regarding adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs and the development and adoption of a school safety plan;
- 2.unlawful discrimination, harassment, intimidation, or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.
- 3. failure to comply with the prohibition against requiring unlawful students to pay fees, deposits, or other charges for participation in educational activities, Complaints will be investigated and resolved within 60 days of the District's receipt of the complaint. Complaints alleging discrimination must be filed within six (6) months from alleged occurrence or when knowledge was first obtained.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within 15 days after the district's decision is issued. A complainant may pursue available civil law remedies outside of the school'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. For discrimination complaints, however, a complainant must wait until 60days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with state regulations.