

Special Education Parent/Transportation Handbook 2017 - 2018



PCOE

GOLD IN EDUCATION

Gayle Garbolino-Mojica
County Superintendent of Schools

TABLE OF CONTENTS

Special Education Parent Handbook

Student Services Mission Statement.....	3
Special Education Program & Services Description.....	3
Important Phone Numbers - PCOE Special Education Administrative and Support Staff.....	3
Transportation Services.....	3
Annual Notifications to Parents/Guardians.....	4
School Accountability Report Card (SARC).....	4
Child Abuse and Neglect Reporting.....	4
Off Campus.....	4
Parent Involvement.....	4
Parent/Visitors on Campus	4
Calendar.....	5
Emergency Information.....	5
Health, Illness and Absence Procedures and Health Screening Information.....	5
Attendance Accounting	6
Tardiness	6
Appointments	7
Fever	7
Vomiting	7
Diarrhea	7
Colds	7
Head Lice (nits)	7
Other Communicable Conditions	7
Medication at school	7
Hospitalization	7
Specialized Health Procedures, Equipment, and Medications.....	8
Individualized Education Program (IEP).....	8
Lunches.....	9
Personal Property and Belongings, including Specialized Medical Devices.....	9
School Rules.....	9
Grounds for Suspension (CA Ed. Code 48900):.....	9
Sexual Harassment – SR 5145.7.....	11
Reporting process and Complaint Investigation and Resolution	12
Confidentiality	13

Response Pending Investigation	13
Instruction/Information	13
Notifications	14
Record Keeping	14
Suicide Prevention	14
Uniform Complaint Procedures	15
Special Education Transportation 2017-2018	16
Establishing Your Child's Transportation Service	16
Emergency Information	16
Absences.....	17
Illness	17
Hygiene	17
Medication	17
Personal Property and Belongings	17
Schedules.....	17
Inclement Weather.....	18
Routes	18
Specialized Equipment	19
Batteries – Electric Wheelchairs	19
Seat Belts, Harnesses, and Other Restraints	19
Student Transportation Conduct Rules.....	19
Vandalism	20
Discipline, Including Suspension from Transportation.....	21
Conduct Reports: Drivers may complete a <i>Conduct Report</i> form when normal conduct reminders have gone unheeded by your child.....	21
Suspension or Denial of Provided Transportation:	21

Student Services Mission Statement

The Student Services Department will increase student achievement through meaningful and rigorous instruction for all students.

Special Education Program & Services Description

Under the leadership of County Superintendent of Schools, Gayle Garbolino-Mojica, Deputy Superintendent of Educational Services, Phillip Williams, and Executive Director of Special Education, Susan Watts, Placer County Office of Education provides a full range of services designed to meet the needs of students with moderate to severe disabilities throughout the 16 districts within Placer County. The Placer County Office of Education (PCOE) is a member of the Placer Special Education Local Plan Area (SELPA). PCOE provides classes and programs that use research-based approaches in structured, positive environments to support each student in meeting his or her Individualized Education Program (IEP) goals and objectives. Instructional settings include special day classes on regular school campuses, special education schools, in-home and center-based infant development services, and court and community schools. By offering a range of settings, our special education program and services can address each student's individual educational needs.

Important Phone Numbers - PCOE Special Education Administrative and Support Staff

Karen Armstrong, Coordinator, Special Education	916-415-4475
Bryce Lauritzen, Coordinator, Special Education	916-415-4475
Heidi Peacock-Morrow, Coordinator, Special Education	916-415-4475
Jackie Wygal, Secretary	916-415-4475
Kris Stoeckle, Secretary	530-889-5959
Jackie Clark, Coordinator, Placer Infant Development Program	916-277-8796
Pam Stephens, Secretary	916-277-8796
Theresa Prestedge, Executive Director, Special Education	530-745-1311
Vicki Bingham, Administrative Secretary	530-745-1311
Laurie Staunton, Administrative Technician	530-745-1465
Roz Allen, Program Data Analyst	530-745-1315
Michelle Segarra, Registrar	530-745-1318
Phillip Williams, Deputy Superintendent, Student Services	530.745.1310
Robbie Farrell, Administrative Assistant to the Deputy Superintendent	530-745-1310

Transportation Services

If Your Child's District of Residence Is:	Your Transportation Agency Contact Is:
Auburn Union School District	Durham Transportation, (530) 887-9909
Dry Creek Joint Elementary District	Dry Creek, (916) 770-8882
Eureka Union School District	Eureka Transportation, (916) 774-1231
Foresthill Union School District	Foresthill Transportation, (530) 367-2212
Placer Hills School District	Placer Hills USD Transportation, (530) 878-2606 ext 19
Rocklin Unified School District	Rocklin SD Transportation, (916) 624-9106 ext 6
Roseville City School District	Roseville City Transportation, (916) 771-1600 ext 4
Roseville Joint Union High School District	Roseville JUHSD Trans., (916) 786-2723 x1393 (am) x1394 (pm)
Western Placer Unified School District	Western Placer Transportation, (916) 645-6346
All Other Districts	Mid-Placer Transportation, (530) 823-4820 Mid-placer@midplacer.k12.ca.us

Annual Notifications to Parents/Guardians

California Education Code requires that parents, guardians, and students to be notified of certain specific laws regarding rights and privileges.

The annual notification booklet, found in the enrollment packet completed each year by parents, fulfills this notification responsibility. It is important that you read the material and sign the Parent's Checklist and Sign-Off Sheet.

School Accountability Report Card (SARC)

Education § 35256 requires the Board of Trustees to annually issue a School Accountability Report Card (SARC) for each school site, reporting all conditions listed in Education § 33126 and § 41409.3. Pursuant to Education § 33126, the goal of the SARC is to provide data by which parents/guardians can make meaningful comparisons between schools.

Each summer, the previous year's SARCs are accessible to parents via the District or County Office of Education internet web site: <http://www.placercoe.k12.ca.us>

Copies of the SARC may also be mailed home or made available at the school site or District Office upon request.

Child Abuse and Neglect Reporting

ALL PCOE personnel are mandated to report suspected child abuse or neglect to proper authorities, under California law. PCOE staff can be prosecuted for failure to report suspected abuse or neglect. Suspicious and or unusual bruises or injuries will be reported by staff to Family and Children Services.

Off Campus

Field Trip Permission forms shall be distributed prior to specific activities. Parents should expect to be notified of the proposed destination, mode of transportation, and purpose of each activity via reminders and class calendars.

Parent Involvement

Each program's administrator is willing to work in partnership with parents and staff to increase parent involvement, collaboration and knowledge, for the purpose of maximizing educational opportunities and services for your children.

As parents, you are encouraged to participate as volunteers in your child's classrooms and community settings. Arrange to volunteer with your child's teacher and Program Administrator. Parents working in the classroom must be cleared through PCOE. Your volunteerism is always appreciated.

Parent/Visitors on Campus

We welcome visits of parents and guardians to our classrooms. The students benefit in many ways if parents keep close contact with the staff. To ensure successful visitations for parents, teachers, and students, please follow these steps:

1. Please call your child's program administrator to make arrangements for the date, time and approximate length of your visit. **Any person who would like to visit a classroom must make arrangements at least 24 hours in advance with the teacher(s) and office.**
2. For conferences and discussions regarding your child, we ask you arrange for a conference at a time that will not interfere with regular classroom hours and instruction.
3. **Per Penal Code Section 627, all parents and visitors must sign in at the school office and wear a visitor's badge while on campus.**

4. Visitors and parents are required to make child care arrangements so that small children do not accompany them to visits or conferences.

In addition, each program provides information regarding parent education, meetings, and support groups within the community to strengthen our home-school connections. Check with your child's teacher for information.

The SELPA **Community Advisory Committee (CAC)** allows parents to have input into broad special education planning. Each local school district and PCOE has a representative. Call your district of residence special education director for your representative's name and telephone number, or if you are interested in serving on this valuable committee. You may also contact Placer County SELPA, 530-886-5873 to become part of this committee, or download the CAC Parent Handbook at www.placercoe.k12.ca.us. Look under departments, SELPA, Parent Resources.

Calendar

School calendars vary by district. PCOE serves students in 16 districts. The program administrator will send home the appropriate calendar for your child's program. **Please check it carefully, paying particular attention to minimum days, holidays, and early dismissal times.**

Emergency Information

Parents are responsible for completing the Student Emergency Forms at the beginning of each school year and any time updates occur. The information on these forms is vital to your child's health and safety, so keeping them current is essential.

If any changes should occur regarding telephone numbers, email address, care providers, emergency numbers, etc., or if your child develops a new health or behavior problem, please notify the program secretary immediately.

Health, Illness and Absence Procedures and Health Screening Information

Healthy children learn best.

Please do not send an even mildly ill child to school. Your child may become acutely ill a short time later and/or may endanger the health of other students and staff.

Who to call: If your child is sick or unable to attend class, please call the school to inform the teacher that your child will be absent. **Also remember to contact your child's transportation agency.**

Absence Notes: When the child returns, send a written excuse noting the absence date(s) and reason for absence. (Excused absences are those related to personal illness, medical care, or a death in the immediate family.) **Contact transportation to restart transportation services.**

A child is too sick to attend school when:

- The child does not feel well enough to participate comfortably in educational tasks.
- The staff cannot adequately care for the child without compromising the educational program for other students.
- The child has the following symptoms (until a health care provider determines the child is well enough to attend or if the symptoms are absent for 24 hours).
 - Fever over 100 degrees accompanied by signs and symptoms of illness such as lethargy or unusual tiredness.

- Signs or symptoms of possible severe illness (persistent crying, irritability, uncontrollable coughing, wheezing and breathing problems, lethargy).
- Diarrhea
- Vomiting
- Mouth sores
- Rash or sores with fever or if the rash appears to be similar to scabies, ringworm or impetigo
- Presence of head lice or nits
- Reddened eye(s) with matted, purulent drainage

Should your child become ill, or otherwise need to leave school before the regularly scheduled day concludes, you will be contacted to pick up or provide transportation for your child. **If you are unavailable or unable to pick up your child, the emergency contact person(s) listed on the Student Enrollment and Emergency Form will be notified to pick up your child.**

The following are the only *legal* excuses that will be accepted by the school for absences and/or tardies, per Education §48205:

1. Personal Illness
2. Quarantine under the direction of the County Health Officer
3. Medical, dental, optometric, or chiropractic appointments for student and/or student's child
4. Attendance at funeral services of immediate family (1 day in state; 3 days out of state)
5. Participation in religious instruction or exercises in accordance with school policy. The student must attend at least the minimum school day and shall not be excused for more than 4 days per month.

Parents/Guardians may seek approval from the principal of the school for an excused absence for their student when requested in advance with a signed, written note for the following reasons:

1. Attendance at a funeral service
2. Appearance in court
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at religious retreats for no more than four hours during a trimester

Attendance Accounting

A computerized attendance accounting system is used at each school. In order for the system to work properly, **it is important that parents (1) call the Absence Reporting Line at (530) 745-1353 or (2) call the student's classroom** to report all student absences and submit a written note upon the student's return to school within 48 hours. The note should contain the following information:

- full name of student
- date(s) of absence
- reason for absence
- name and/or identity of person providing information
- date of note

Tardiness

A student is tardy when they have arrived after school has started. Students who are tardy upon arrival to school in the morning (whether excused or not) must sign in at the office and will be issued a pass to class.

Appointments

Please make every effort to schedule all appointments (including medical and dental) before 8:00 a.m. or after 3:00 p.m. A parent/guardian must sign their student out in the office.

PCOE nurses provide mandated health screenings such as hearing & vision, the results of which may be shared with your child's teaching and support staff as are Emergency Care Plans for his/her educational benefits and quality of care.

PLEASE DO NOT SEND YOUR STUDENT TO SCHOOL IF HE/SHE IS EXHIBITING THE FOLLOWING SYMPTOMS:

Fever

- Students with a temperature of 100° or above will be dismissed from school. Students will not be readmitted to the classroom until the fever resolves for 24 hours and/or the student's temperature is normal.

Vomiting

- If your student vomits during the night, do not send him/her to school the next day. Please keep your student home for 24 hours following the last episode of vomiting.

Diarrhea

- Your student will be sent home from school if he/she has two or more loose bowel movements accompanied by other signs of illness. Your student should not come to school until bowel movements have a normal consistency, or 24 hours after the last loose stool.

Colds

- If your student is sneezing and coughing frequently or has thick, yellowish, greenish or large amounts of nasal discharge, please do not send him/her to school. Please instruct your student on the proper use of tissues and handwashing.

Head Lice (nits)

- PCOE enforces a "No Nit" policy. All lice and nits must be removed from your student's hair before he/she may return to school. Treatment should be done immediately, allowing students to be back at school within 1-2 days. A parent must accompany the student to school for verification that he/she is nit free.

Other Communicable Conditions

- Other conditions such as scabies, impetigo, pinworms, conjunctivitis (pink eye), etc. must be properly treated and non-contagious before your student may return to school. Any sore that is open or oozing must be covered with a band aid.

Medication at school

- In order for your student to take medication at school, the school must have written authorization from a physician and written permission from the parent. The medication must come in the original prescription bottle or over-the-counter packaging and the wording on the bottle must match the physician's order exactly. If desired, a parent may come to school to administer medications.

Hospitalization

- Following hospitalization, a "Medical Release to Return to School" form must be completed by the physician and returned to the school. These forms may be obtained from the school secretary, school nurse or may be provided by the physician.

If anything significant occurs regarding your child's health status during the year, please notify the student's classroom immediately. If you have any questions, please feel free to call your school nurse.

Specialized Health Procedures, Equipment, and Medications

When a child requires medication (prescription AND over-the-counter products), or specialized equipment or health care procedures at school, corresponding forms signed by both the parent **AND** the child's physician are required.

A physician's release is required for children returning to school following hospitalization or surgery.

Medications (prescription AND over-the-counter products), must be sent to school in the original container, showing the dosage, potency, and doctor's name. School staff can assist with medication only if it is sent in the original container.

Medication must be delivered to the school by the parent/guardian or adult designee. Medication **MAY NOT** be handed to the bus driver for delivery to the school and **MAY NOT** be placed in the student's backpack.

Any Medical Emergency Care Plan will be shared with staff and your child's transportation company unless you request otherwise in writing to the Director.

Please see the Transportation section of this handbook for further details.

Individualized Education Program (IEP)

Each child enrolled in special education must have an Individualized Education Program (IEP). IEPs must be reviewed at least annually. IEPs are based on assessment data and developed by the IEP team. The IEP team includes you, as your child's parent/guardian, a teacher familiar with your child's disability, and an administrator or designee. Other personnel will be included as appropriate. Parents should expect to receive assessment results, report copies, draft goals, and other pertinent information prior to the IEP meeting. Parents may bring along other persons whose input would be of help during the IEP process.

A re-evaluation is required every three years to determine eligibility and appropriateness of placement and special education services. Your written permission is required and results will be reviewed with you.

In accordance with each school's calendar, you will receive your child's progress report toward achieving his/her annual IEP goals.

When you receive the IEP Meeting Notice, you may also receive a copy of your Parents Rights, an Assessment Plan or other requests for information. It is very helpful if you respond promptly and return the paperwork requested, including permission to assess, etc. Please call promptly to reschedule a meeting that has been set for a date and time you are unable to attend.

As parents, you are a very important part of the IEP team. We value your input at meetings and your feedback.

Please refer to the SELPA CAC Handbook for IEP details, agendas, timelines, and other relevant information.

Lunches

A nutritious school lunch is available for every school age child during the regular school year. Free and reduced price lunches are available for qualifying families. Application forms are sent home at the start of the school year.

An application for free or reduced price lunches may be completed at any time family circumstances change. Please call the teacher to request an application.

Please note, lunches and milk may not be charged. Lunches and milk must be paid for in advance.

Personal Property and Belongings, including Specialized Medical Devices

Please be sure that all personal items your child brings to school are clearly labeled with his or her name. This should include daypacks, lunch bags and boxes, and show-and-tell items, as well as outerwear. Please do not send, or allow your child to bring items of great personal or monetary value to school.

Wheelchairs, crutches, canes, hearing aids, and other personal medical devices must also be clearly labeled with your child's name. The operational, safety and hygienic upkeep of these devices is the responsibility of each child's family.

Please see Specialized Equipment in the Transportation section of this handbook for further details.

School Rules

Students are expected to follow school rules. Persistent failure to do so could result in suspension.

General School Rules (students served on regular school sites are obligated to follow rules of that site):

- Show respect for all persons, children and adults, including proper language and gestures.
- Keep hands, feet, and objects to yourself.
- Stay in designated areas.
- Obey school personnel.
- Use equipment correctly.
- Respect school property and property of others.
- Obey classroom rules.

Grounds for Suspension (CA Ed. Code 48900):

While on school grounds, while going to or coming from school, during lunch period whether on or off campus, during, or while going to or coming from a school sponsored activity:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possess, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm.

(n) Committed or attempted to commit sexual assault.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against a pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drug.

(q) Engaged in, or attempted to engage in hazing.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that have or can be reasonably predicted to have the effect of one or more of the following:
 - Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - A message, text, sound, or image.
 - A post on a social network Internet Web site, including, but not limited to:
- Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Sexual Harassment – SR 5145.7

Students

The County Superintendent designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1 as well as to investigate and resolve sexual harassment complaints under BR 1312.3 – Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Mary Ann Garcia, Chief Human Resources Officer – HR
 360 Nevada Street, Auburn, CA 95603
 (530) 889-5951
mgarcia@placercoe.k12.ca.us

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

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 a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited by the county office of education and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, 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, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading 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. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual Assault, sexual battery, or sexual coercion

Reporting process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, the program administrator, or any other available school or site employee. Within one school day of receiving such a report, the employee shall forward the report to the principal, program administrator, or the county office's compliance officer identified in BR 13123. In addition, any school or site employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal, program administrator, or a county office compliance officer. The employee who observed the incident shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the County Superintendent or designee.

When a report of sexual harassment is submitted, the principal, program administrator, or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the county office's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal or program administrator, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and

investigate and resolve the complaint in accordance with law and county office procedures specified in BR 13123.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the county office of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the county office's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the county office will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the county office of the harassment but requests that the county office not pursue an investigation, the county office will determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, or program administrator, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee, program administrator or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. The county office should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The county office should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school or county office grounds or outside school or county office-sponsored or related programs and activities.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the county office's primary concern and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the county office's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parent/guardians to file a civil or criminal complaint, as applicable

Notifications

A copy of the county office's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of county office rules, regulations, procedures, and standards of conduct are posted, including school web sites (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 county office publication that sets forth the school's or county office's comprehensive rules, regulations, procedures, and standard of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Record Keeping

The County Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable to county office to monitor, address, and prevent repetitive harassing behavior in county schools and programs.

Approved: November 13, 2014

Suicide Prevention

The County Board and the County Superintendent recognize that suicide is increasing among today's youth and is one of the leading causes of death for youth and young adults 10 to 24 years of age. In order to attempt to reduce suicidal behavior and its impact on students and families, prevention, intervention, and postvention strategies and procedures shall be developed that will be included in Superintendent Regulation 5141.52, Suicide Prevention.

The County Board and the County Superintendent recognize that County Office policies and regulations must address the needs of high-risk groups including, youth bereaved by suicide, youth with disabilities, mental illness or substance use disorders; youth experiencing homelessness or living in out-of-home settings, such as foster care; and lesbian, gay, bisexual, transgender or questioning youth.

School and community stakeholders, school-employed mental health professionals, and suicide prevention experts will be consulted to assist with the development of SR 5141.52.

Suicide prevention instruction shall be included with the health education instruction in the secondary grades. Such instruction shall be designed to help students recognize populations at high risk for suicide, signs of suicide, strategies, and resources to prevent suicide.

The County Superintendent or designee may offer parents/guardians prevention training, education, or information which describes the severity of the youth suicide problem, the risk factors and the warning signs of suicide and the basic steps for helping suicidal youth. The County Superintendent or designee may also offer county office and community resources that can help youth in crisis. In addition, this policy and superintendent regulation will be posted on the County Office's website and included in the parent handbook.

Crisis intervention procedures shall be established to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made at a school site or at a county office sponsored activity.

Legal Reference:

EDUCATION CODE

215 Suicide prevention training

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Uniform Complaint Procedures

All school districts, including PCOE, are mandated to have a process in place for handling complaints. Please contact Phillip Williams, Deputy Superintendent, Educational Services, for a copy of PCOE policies and procedures.

NOTICE TO PARENTS/GUARDIANS: COMPLAINT RIGHTS

Parent/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186)h) (1) and (2) and the county offices administrative regulation AR 1312.4.
4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the Principal's, Program Manager's, designee's, or county office, or can be downloaded from the county office's or California Department of Education website.

Special Education Transportation 2017-2018

To enable students' access to, and benefit from, educational instruction and related services, transportation may be provided to and from home and school. Placer County Office of Education (PCOE) coordinates transportation services with the agencies listed on page 2 of this Handbook.

Transportation drivers from each district and agency are competent and specially trained to provide safe and courteous service that addresses the special needs of our students.

Cooperation and communication between parents and special education staff and transportation personnel are essential to maintaining your child's safety and well-being. This section of the Parent Handbook contains information, rules, and guidelines about transportation services. This information will assist with our on-going communication.

Establishing Your Child's Transportation Service

1. Only students enrolled in PCOE Special Education Programs may use transportation services. Services are determined by the IEP team in consideration of each student's needs in the least restrictive* manner.
2. Transportation services for Special Education students are set up through the PCOE Special Education staff. **Parents need to contact their child's program secretary (see Page 2) to make transportation arrangements. Parents may not set up or change service directly with their transportation agency** EXCEPT when notifying Transportation Dispatch offices of absences.

ALL changes to a student's address or information/transportation needs must be reported to the school office no less than 5 days before the transportation change takes effect.

In addition; should your child's medical or behavioral needs change, please call your child's program secretary.

You will be notified by your student's transportation company of the times they will be picking up and dropping off your child. If you haven't heard from your bus company, you are welcome to call them directly to handle your specific needs/concerns.

In the event that your child will not be riding the bus, you are asked to call your designated transportation company, as well as the school, to notify us. You are also required to call the bus company to report when your student will be returning to school and in need of transportation again.

If you have a general question or concern regarding daily transportation, or **if your child is absent, please contact the appropriate transportation agency. Transportation agencies and phone numbers are listed on page 2.**

***NOTE: Transportation services are to be provided in the least restrictive manner. This means on a general education bus, whenever possible, or on a special education bus and at a "reasonable distance", such as bus stop-to-curb or curb-to-curb, NOT door-to-door.**

Emergency Information

Parents are responsible for completing the *Special Education Student Enrollment and Emergency Information Form* at the beginning of each school year **and any time updates occur**. The information on this form is vital to your child's health and safety, and **MUST** be completed and kept current before transportation services can be provided. *Failure to keep the information current may result in a delay of transportation services.*

Absences

If your child is going to be absent, please call your child's transportation agency dispatcher, (see Page 2 for phone numbers), at least **30 minutes prior to the scheduled pick-up time; earlier if possible**. If your child is going to be out multiple days, please notify the dispatcher of the dates of absence and scheduled return. **Each time a student is absent, it is the parents' responsibility to contact the appropriate transportation agency to restart your child's service.**

Illness

Students who are ill should not be sent to school or transported to school by transportation companies. Drivers are directed to notify program secretaries if students seem ill when picked up. Nurses will be requested to assess students' health. Please refer to page 4 for more information on Health, Illness and Absence Procedures.

Should your child become ill, or otherwise need to leave school before the regularly scheduled day concludes, you will be contacted to pick up or provide transportation for your child. If you are unavailable or unable to pick up your child, the emergency contact person(s) listed on the *Special Education Student Enrollment and Emergency Information Form* will be notified to pick up your child.

Please do not send an even mildly ill child to school: Your child may become acutely ill a short time later and can endanger the health of other (medically fragile) students and staff. Please refer to Page 4 for more detailed information.

Hygiene

It is important for all students to maintain adequate standards of personal hygiene, promoting good health. This includes your child's personal items, such as backpacks, wheelchairs, lunch boxes, etc.

Medication

Parents are requested to provide a doctor signed *Request for Medication Assistance at School and Authorization for Use of Over-the-Counter Products by School Personnel*, and to deliver all medication, including over-the-counter "meds" (O-T-C), directly to the classroom teacher. They should not be placed among the student's belongings. All transportation companies' drivers are not allowed to accept students' medications. All medications (Rx and O-T-C) must be in original containers and clearly labeled with the student's name, dosage, and times of administering.

Personal Property and Belongings

Please label all personal items with your child's name. Transportation agencies and/or PCOE assume no responsibility for lost items, although every effort will be made to locate lost items and return them to their rightful owners.

NOTE: Only items that can fit in the student's backpacks will be transported. Please do not ask drivers to transport additional items, as they pose safety hazards.

Schedules

Transportation schedules are coordinated with students' attendance calendars and daily schedules at all school sites so students may fully benefit from the educational settings.

Pick-ups: Students need to be ready to be transported 10 minutes prior to the scheduled pick-up time. Parents are responsible for getting their children to the pick-up point and, while waiting, supervise them until the bus arrives. Students able to meet the bus outside should stand back from the curb or edge of the road so that the bus can come to a stop without danger to the waiting students (and parents).

If your child is not at his/her pick-up location, drivers will assume that he/she is not going to school that day and will **leave within 2 minutes of scheduled pick-up**: Late students impact all students on the route.

Should the transportation company anticipate a significant delay on their part, they will *attempt* to notify parents by phone, in a timely manner, when possible.

Drop-offs: Your child may exit the bus only at his/her assigned stop except in an *emergency* situation. Drivers may be early depending on students or traffic that day, so please be at the drop off point **at least 15 minutes** prior to the scheduled delivery time. You or another designated, authorized person is expected to be at pick-up/drop-off point to receive the pupil. The drivers are instructed to have you or the authorized person in view prior to releasing your child from the bus.

Temporary, Emergency Schedule Changes: Such changes must be agreed upon between the parents and transportation agency officials and/or PCOE staff. **Any change NOT deemed an emergency must be arranged through your child's program's secretary.**

If, on rare emergency occasions, you are unable to meet the bus, arrangements must be made for another adult to be at the drop-off point when your child arrives. That person must identify herself or himself as the person authorized to receive the pupil. This person must also be named on the Special Education Student Enrollment and Emergency Information Form. If no authorized person is at home to receive your child and no other arrangements have been agreed upon, s/he may be taken to a PCOE office and/or law enforcement will be called to provide protective custody of the child.

Fees: Students who cannot be delivered at their regular bus stop, due to the lack of a person to receive them, add time for the driver, extra miles on the vehicle, and non-budgeted costs. These additional costs may be billed to the parent or guardian of the undeliverable student.

Inclement Weather

During periods of inclement weather, some roads and private driveways become hazardous or impassable. As conditions are subject to rapid change, every effort will be made to notify parents of weather-related changes in routes and schedules. Also, parents or guardians may wish to listen to local radio or television (i.e., radio stations KAHI 98 AM, KHYL 101 FM, or television stations KCRA-3, KXTV-10, or KOVR-13) for school closures or route information.

Snow Days: Special education students residing in Alta/Dutch Flat, Applegate, Colfax, Foresthill, Gold Run, Meadow Vista, and Weimar:

- **If the schools in your area of residence are closed because of the weather, we will be unable to transport your child to or from his/her school.**
- If you choose to transport your child to his/her school that remains open, **you will also be responsible for his/her transportation home at the end of the day:** Transportation companies will not transport to or from areas closed due to snow or other situations.
- For further information, please call the transportation provider for your district (see Page 2). When possible, the transportation agency and PCOE will be responsible to contact parents regarding route and schedule changes necessitated by weather, early dismissal, etc.

Routes

The efficiency of our multiple transportation systems is partially dependent on, and determined by, our students' home locations and placement in various programs and sites. As students enter, exit or move during the year, it is sometimes necessary to alter the routes and/or transportation vehicles.

Drivers are not allowed to deviate from assigned routes or pick-up and drop-off points. Prior (10 days) permission from the dispatcher, who has coordinated the change with PCOE staff, is required. CHP must be notified for some route changes or pick-up and drop-off locations.

The request for change must first go through the program manager of your child's program. Change requests may take up to 10 days, so please contact PCOE staff in a timely manner.

Specialized Equipment

Wheelchairs MUST be properly equipped with well-maintained brakes, wheels, restraining harness and/or seat belts which are bolted to the chair. It is the parents' responsibility to keep wheelchairs in good working condition, clean and sanitary.

It is also the parents' responsibility to provide a seat belt that meets the minimum safety requirements. Velcro seat restraints do not meet minimum state requirements and shall not be the sole source of seat belt restraint.

ALL brakes must be able to keep the wheelchair from rolling and prevent the wheels from moving.

Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus (or other mode of transport) or shall have an independent braking system capable of holding the wheelchair in place. Restraining belts, harnesses and battery attachment on electric wheelchairs are also the owner's responsibility.

*Any wheelchair that does **not meet minimum safety standards**, and/or any seat belt, restraining harness, or brakes that **do not function properly**, and/or any wheelchair that is considered **unsafe or unsanitary** by the transportation agency or PCOE **will not be transported**: Your child cannot be transported until you have rectified the safety malfunction/or unsanitary condition.*

Batteries – Electric Wheelchairs

Batteries used to propel electric wheelchairs transported on school buses MUST be both leak-resistant and spill-resistant or be placed in leak-resistant, spill-resistant container.

Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident (CA Administrative Code 1293).

Seat Belts, Harnesses, and Other Restraints

Students on buses so equipped must wear the restraint for safety purposes. If any child continually unfastens the restraint, the student will be subject to student bus report procedures noted in the section on *Student Transportation Conduct Rules*. Alternate restraints will be sought to maximize the safety of the driver and students.

Please remember, transportation companies cannot transport unsecured items.

Student Transportation Conduct Rules

The health and safety of our students is the primary consideration when enforcing student transportation conduct rules. **Drivers need to pay attention to driving and traffic conditions for the safe transport of our students; having to attend to students' unsafe and disruptive behaviors may distract the driver and endanger lives. At all times, students shall conduct themselves in a courteous and orderly manner, obey the rules and code sections, respect the rights and feelings of other**

students, passing motorists and pedestrians, and comply with the drivers' authority to maintain order and safety in the vehicle.

The following sections of the California Administrative Code are cited as the basic Agency Policy regarding student responsibilities and conduct on school buses:

5 CA14103 – Authority of Driver

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The school district board of trustees shall adopt rules and regulations to enforce this provision.

13 CA 1217 (h) – Ejection of Pupils

The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or the school.

Vandalism

Section 48904 – California Education Code

The parent or guardian having custody or control of any minor whose willful misconduct results in injury or death to any student, or any person employed by or performing volunteer services for a school district, or who willingly cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, shall be liable for all such damages so caused by the minor.

Section 1714.1 – California Civil Code

An act resulting in injury or death to another person or injury to the property of another shall be imputed to the parent or guardian having custody or control of the minors for all purposes of civil damages, and such parent or guardian having custody or control shall be jointly and severally liable with such minor for any damage resulting from such willful misconduct.

Additionally, the following rules are to be observed by students and enforced by drivers while being transported and/or waiting at school bus stops:

- All parts of the body and objects will be kept inside the bus.
- NOT allowed while going to or coming from school, on school grounds, at school-sponsored activities, or on transportation vehicles:
 - Firearms, knives, explosives, flammable devices, lighters, or other dangerous items
 - Controlled substances, alcoholic beverages or other intoxicants in any form
 - Drug paraphernalia
 - Tobacco or tobacco-nicotine-containing products. *All Placer County Office of Education programs and sites are tobacco, drug, and alcohol free zones.*
- No animals except guide or service dogs may be transported. In such cases, the driver may determine if the dog needs to be muzzled.
- Students shall be seated as rapidly as possible after boarding a bus, and shall remain seated at all times while the bus is in motion. Students shall not refuse to share seats with others. Students having a need to cross a street shall do so only by crossing in front of the bus with the driver's permission after all vehicles have stopped or the roadway is clear and safe.
- Students shall not eat, chew gum, or drink beverages while they are being transported.

- Obscene gestures, profanity, vulgarity, and loud noises are not permitted.
- All unsafe, disruptive, and discourteous actions, including harassment, threats, intimidation, physical violence, or assault upon another are prohibited.

Discipline, Including Suspension from Transportation

Students committing willful damage to a school bus, or who are guilty of flagrant or repeated violations of the above rules and regulations, shall be reported to the coordinator, teacher, transportation supervisor, or designees, who shall take appropriate disciplinary action.

Conduct Reports: Drivers may complete a *Conduct Report* form when normal conduct reminders have gone unheeded by your child.

- These reports will include accurate details on previous violations, reminders, and actions already taken regarding your child's misconduct as well as the specifics of the situation triggering the Conduct Report.
- The driver retains the white copy for transportation files and gives the goldenrod copy to the student or the parent.
- Parents are to return the yellow copy, annotated if desired, to the teacher who will provide a copy to the Program Administrator. If the parents return the yellow copy with comments or a letter, the Program Administrator will submit a copy to the Agency.
- The driver then submits the remaining copies to the coordinator for disposition.
- The Program Administrator will take action as appropriate, sign and give the yellow copies to the parents and retain the pink copy.

Suspension or Denial of Provided Transportation:

Occasionally, students receiving special education services are suspended from transportation. (EC 48900-48900.7; Grounds for Suspension).

If your child is excluded from transportation, he/she may be provided with an alternative form of transportation so that his/her IEP can continue to be implemented.