

**Raymond-Knowles Union  
Elementary School District**

**Information Packet on  
Policies/Procedures**

## **School Nurse Responsibilities**

The school nurse is at our school to do specific state mandated health screenings. These screenings include but are not limited to vision, color vision, hearing, tympanograms, and scoliosis. (California Education Code 49452, 49452.5)

Screenings for vision and hearing are routinely done in Kindergarten/new first, second, fifth and eight graders. Color vision is done in Kindergarten and new first grade boys. Scoliosis screening is done on seventh grade girls and eight grade boys. Tympanograms (checking for eardrum function) are done routinely when a student fails a hearing test or at the parent/legal guardian or teacher's request. However, these health screenings may be done on other students at the parent/legal guardian or teacher's request.

If you **DO NOT** want your child to have these state mandated health screenings, please fill out and return the bottom portion of this form to the school. Otherwise, if you would like to allow your child to have these screenings, keep this paper at home and initial the signature page stating that you received information regarding the school nurse responsibilities.

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### **WAIVER FOR SCHOOL HEALTH SCREENINGS DO NOT SCREEN MY CHILD FOR:**

\_\_\_\_\_ **Vision/Color Vision**

\_\_\_\_\_ **Hearing/Tympanograms**

\_\_\_\_\_ **Scoliosis**

**Student's Name:**

**Parent/Legal Guardian's Signature**

\_\_\_\_\_.

\_\_\_\_\_.

**Date:**\_\_\_\_\_.

## **STUDENTS**

Raymond-Knowles Union Elementary School District provides computers, devices, the Internet, and other technology resources for education use. As a student, I must act appropriately online and follow these rules:

- 1) I will only use technology resources with the teacher's permission and for the intended purpose, per my teacher's request.
- 2) I will respect copyright laws and will show/site where I found information. I will not copy without permission.
- 3) I will be polite, show respect and never cyberbully others. I will never post or send messages or pictures through social media, chat rooms or e-mail that hurt, threaten, harass or embarrass other people. If someone cyber bullies me or sends me inappropriate pictures or messages that are threatening, harassing or embarrassing in nature, I will notify my parents, teacher, or school staff right away.
- 4) I will stay safe on the Internet. When I am on social networking sites, in chat rooms, or on other sites that ask for information about me, I will not share personal information about myself or others such as: home address, phone numbers, passwords, personal photos or Social Security numbers. If anyone on the Internet tries to meet with me, I will refuse and tell my parents or teachers immediately.
- 5) I will notify my teacher or other school staff if someone else accidentally opens an inappropriate website or page on my device or if I see someone breaking any of the rules about technology resources.
- 6) I will respect the technology resources and take good care of the equipment I use.
- 7) I will only use passwords that have been given to me by the teacher or passwords which the teacher has allowed me to create. I will not "lend" my username or passwords out to other students.
- 8) I will not post anonymous messages using other names (alias) besides my own.
- 9) I will not be "off task" with my computer or device.
- 10) I will not put any disks or portable devices into the computer and I will not install any programs (software) onto my device/computer unless they are approved by the principal.
- 11) I will not buy or sell anything using the school's technology resources.

## **What agencies are subject to the UCP?**

The UCP covers alleged violations by local educational agencies (LEA) (school district and county office of education) and local public or private agencies which receive direct or indirect funding from the State to provide any school programs or activities, or special education or related services. Charter schools which receive federal funds are also subject to the UCP.

## **What issues are not covered by the UCP?**

Not all complaints fall under the scope of the UCP. Many concerns are the responsibility of the LEA, including classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, public meeting laws (such as the Brown Act and Greene Act), student advancement and retention, student discipline, students' records and other general education requirements. The LEA, however, may use its local complaint procedures to address complaints not covered by the UCP.

In addition, the following complaints are referred to other agencies for appropriate resolution and are not subject to the UCP:

- Allegations of child abuse are referred to County Dept. of Social Services, Protective Services Division or appropriate law enforcement agency.
- Health and safety complaints regarding a Child Development Program are referred to Dept. of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
- Employment complaints are sent to the State Dept. of Fair Employment and Housing
- Allegations of fraud are referred to the responsible Division Director at the CDE.

## **Williams Complaints**

A Williams complaint concerns instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment, and may be filed anonymously. LEAs must have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each classroom in each school notifying parents and guardians of the matters subject to a Williams complaint and where to obtain a form to file a complaint.

# California Department of Education

## Contacts for Programs and Services Covered Under the Uniform Complaint Procedures

Program or Service Offered	Contact Office	Contact Phone
Adult Education	Adult Education Office	(916) 322-2175
After School Education and Safety	After School Division	(916) 319-0923
Agricultural Vocational Education	Career & College Transition Division	(916) 319-0887
Career Technical Education	Career and College Transition Division	(916) 322-5050
Child Care and Development (including State Preschool)	Early Childhood Education and Support Division	(916) 322-6233
Consolidated Categorical Programs, NCLB and Unlawful Pupil Fees	Categorical Programs Complaints Management (CPCM) Office	(916) 319-0929
Educational Equity (discrimination, harassment, intimidation, bullying and civil rights guarantees)	Office of Equal Opportunity	(916) 445-9174
Foster and Homeless Youth Services	Coordinated School Health and Safety Office	(916) 327-5930
Local Control, Funding Formula/Local Control Accountability Plan (LCFF/LCAP)	Local Agency Systems Support Office Fiscal, School Fiscal Division	(916) 319-0809 (916) 322-3024
Migrant Education	Migrant, Indian and International Education Office	(916) 319-0851
Nutrition Services (including Child Nutrition)	Nutrition Services Division	(916) 445-0850
Regional Occupational Centers and Programs and Workforce Development Center	Career and College Transition Division	(916) 322-5050
School Facilities (For Williams Complaints)	School Facility Planning Division	(916) 322-2470
Special Education	Procedural Safeguards and Referral Services Unit	(800) 926-0648
Tobacco-Use Prevention Education	Coordinated School Health & Safety Office	(916) 319-0914

**For additional information, contact the appropriate office listed above or visit the UCP website at <https://www.cde.ca.gov/re/cp/uc/>**

California Department of Education, 1430 N Street, Sacramento, CA 95814-5901