# 2026-2027

# Parent/Student Handbook

At Somis School our mission is to provide a world class education that challenges our students to use their minds to the fullest potential, and to be responsible stewards of the 21st century.

**Somis School Pledge**

**I will:**

**S** start each day with a positive attitude

**T** take responsibility for my actions

**A** always try, and then try, try again

**R** remember to use safe choices

**S** show respect for myself and others

# Somis School Office Staff

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**Somis School**
**5268 North Street**
**Somis, CA 93066**

**School Office (805) 386-5711**
**School Fax (805) 386-4596**

**District Office (805) 386-8258**
**District Office Fax (805) 386-2324**

## NON DISCRIMINATION POLICY & TITLE IX

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

Somis School is an equal opportunity school, and as such, complies with Title IX requirements.
Every school district that receives federal funding is required to designate and/or adequately train at least one employee to coordinate the recipient's Title IX responsibilities. Title IX regulations also require the name and contact information of each Title IX Coordinator be made public by the educational institution. The Somis Union School District affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur regarding admission or access to, or treatment or employment in, any program and activity on the basis of age, race, color, national or ethnic origin, ancestry, citizenship, sex, gender, gender identity, sexual orientation, disability, medical condition, religion, or marital status.

Complaints alleging noncompliance with Title IX should be directed to the Title IX Coordinator(s):
Dr. Jesus Vaca, Superintendent, 805-386-8258

## ARRIVAL AND DEPARTURE

To ensure proper supervision and safety, children are to arrive at school no earlier than 7:45 a.m. Supervision is provided from **7:45 to 8:10 a.m.** on the playground. Children are welcome to play or eat breakfast at this time. At dismissal, teachers are on duty for 10 minutes only. Please be sure your child is picked up on time. If you are running late, please call the school office and we will have your child sit in the front office.

## TARDIES

In order to provide a quality instructional program, students must arrive at school on time. The school warning bell rings at 8:10 a.m. and classes begin immediately at 8:15 a.m. Students are considered tardy after 8:15 a.m. Tardy students must stop at the office to check-in and receive a "tardy slip". If tardies become excessive, parents or guardians will be referred to the Student Attendance Review Board (SARB).

## ATTENDANCE/SARB

Research is clear that regular school attendance is very important for academic growth. We cannot educate students who are not at school. Our school district only receives funding when students are present. Excessive absences will be cause for a student to be referred to the Student Attendance Review Board (SARB).

A parent can report their child as ill for a total of 10 days during a school year. After the 10th day, the school has the right to request a doctor's note to verify the absence or to ask the parent to bring the child to school and be checked out by the health technician to determine if he/she is fit to attend school.

We strongly recommend that you schedule all doctor appointments in the afternoon. If you take your student to the doctor for an illness, please remember to ask the doctor's office for an excuse note. Absences accompanied by a doctor's note DO NOT count towards the 10 allowable absences by parent.

Unexcused absences are limited to 3 per school year. At or after the 3rd unexcused absence, the parent will be sent home a letter informing them of the SARB (School Attendance Review Board) process beginning.

Upon the 4th unexcused absence, the parent will be sent home a 2nd SARB letter and must attend a meeting with the school principal to discuss the student's attendance.

Upon the 5th unexcused absence, the parent will be sent a 3rd SARB letter and be referred to the district for a SARB meeting.

## REPORTING ABSENCES

A phone call must be made to **(805) 386-5711** extension **"3"** the day your child is absent from school and follow the voice prompt. If your child is absent for more than one day, a call must be received for each day's absence. Please remember to speak slowly and clearly.

The following should be included in the message when you call:

a. Child's first and last name – please do not use nicknames
b. Reason for absence.
c. Date(s) of absence(s)
d. Teacher's name and child's grade
e. Parent contact number

No child may be in school with a fever or any contagious/communicable disease. Parents will be called to pick up any child who is unable to benefit from being in school due to general illness or extreme fatigue. Children should not return to school until 24 hours after their temperature has returned to normal without fever reducing medication.

## INDEPENDENT STUDY

If you know ahead of time that your child will not be in school for 5 or more days, an Independent Study Contract is available through the office. Please notify the student's teacher and school office as soon as possible. Independent study does not eliminate the student missing a great deal of class work and teaching. The vast majority of class teaching cannot be made up appropriately when a student is absent. For this reason, non-illness absences are highly discouraged and detrimental to the student.

Please make use of the Somis School District Holiday/Winter/Spring/Summer breaks within the school year to plan your family's trips and vacations. A current district calendar can be obtained online.

## CHECKING OUT A STUDENT DURING THE SCHOOL DAY

When checking a student out during the school day, please check in with the front office staff to sign them out. Staff will call the appropriate classroom for the student to come up to the office. We will not dismiss any student to anyone that is not listed on their emergency card. Proof of ID will be required. If your child is not feeling well, they **must** go to the school office and we will contact you to come pick up your child. No student is permitted to contact someone to pick them up before being seen in the office.

## VISITING THE CAMPUS: EVERYONE MUST SIGN IN

All visitors, volunteers, parents, guests, or anyone else coming on the campus must sign- in and out at the office. Visitor's badges must be worn at all times while on campus. This is for the safety of the children as well as for your safety. If we were to have an emergency, we would not know to look for you if you are not signed in. Anyone attempting to be on the school grounds or enter a classroom without following this procedure will be asked to return to the office. If a parent brings in a lunch, jacket or homework, the item will be placed in the

school office. The school office will call the classroom and notify the teacher that the students lunch is in the office.

## PARENT VOLUNTEERS

Parent involvement is highly encouraged at Somis School. There are many opportunities to participate and assist in our school programs. Parents who are interested in volunteering in the classroom must arrange times with the teacher in advance. All volunteers must check in at the front office and obtain a Visitors Badge. While at the school, adults are to use the staff bathrooms. Staff bathrooms are located in the front office, library and cafeteria. **Student bathrooms are for student use only during the school day.**

## EMERGENCY CARDS

Emergency Care Authorization Cards are maintained in the school office and are of utmost importance. It is **imperative** that you **notify** the school of any **change** in telephone numbers, addresses or emergency contacts. There may be an occasion when we must reach you or an emergency contact person to facilitate the needs of your son or daughter. Without current telephone numbers, a minor problem may become a very real crisis. A student may **NOT** leave the school grounds with anyone other than those listed on the emergency card unless the school receives a note from the parent(s) stating the name of the person(s) with whom they may leave.

If your child has a severe allergic reaction of any kind or other medical condition that requires immediate medical attention, please note on the front of the emergency card which is sent to you at the beginning of the school year, and contact the school office or nurse.

## MEDICATION IN SCHOOL

**California State Education Code for Health and Welfare requires that "If your child must temporarily take a prescription or 'over the counter' medication (even aspirin) at school, it must be taken to the office (by an adult) in the original container, giving the name of the medication, strength, and dosage to be given, and a "AUTHORIZATION FOR ANY MEDICATION TAKEN DURING SCHOOL HOURS" form signed by the physician."** If there is more than one medication, one form will be needed for each medication to be signed by the physician. You may obtain this form from the school office. If this form does not accompany the medication, school personnel cannot administer the medication and a parent will have to come to the school to give the medication

Students may possess medication only as authorized by law, including carrying and self-administering inhaled asthma medication after the school receives the written authorizations required by Education Code section 49423.1. Contact the school office for the required forms.

## FIELD TRIP OR EXCURSION MEDICATION

Field-trip medication is subject to the above procedures and lawful self-carry and self-administration exceptions. Otherwise, teachers/staff members will be responsible for carrying and administering medications and an "EXTENDED FIELD TRIP OR EXCURSION MEDICATION AUTHORIZATION" form must be signed by the physician. One form will be required for each medication needed to be taken.

## INJURIES

When a student is seriously injured, or becomes seriously ill, the parent will be contacted. Parents will be contacted if any head injury occurs. If emergency medical attention is required and the parent or authorized person cannot be contacted, the District Nurse will handle whatever referrals for treatment may be necessary.

## HEALTH SCREENINGS

Health screenings that are provided during the school year are as follows:

**Hearing (state mandated):** *for grades K, 2, 5, 8, special education, students new to California, and teacher referrals.

**Vision (state mandated):** *for grades, K, 2, 5, 8, special education, students new to California, and teacher referrals.

Hearing screenings will be conducted by Ventura County Office of Education, Hearing Conservation. A re-check is done 6 weeks after the initial screening for those students who do not pass. Vision and scoliosis screenings are done by the district school nurse. Parents/guardians will be notified in writing of any results that are not considered passing. If you have declined hearing screening in the past your child will not be screened unless you request it in writing, per Hearing Conservation policy.

If you would like your child to participate in the health screenings provided as listed above, no further action is required, however, **if you DO NOT WANT** your child to receive any or all of the screenings, please provide a written request to the school office. This is necessary only if you **DO NOT WANT** your child to be screened. A **"DO NOT SCREEN"** note from the parent/guardian is needed EACH school year (Ca. Ed. Code 49451). Screenings begin in early Fall.

## EARTHQUAKE, FIRE/LOCKDOWN & EMERGENCY PROCEDURES

Drills are an important safety precaution at school, they include the following:

1. Scheduled fire drills: Sep 10, Oct 21, Nov 19, Dec 17, 2026; Jan 29, Feb 23, Mar 24, Apr 27 and May 25, 2027.
2. Earthquake drill (Great ShakeOut): October 15, 2026.
3. Lockdown drill dates will be posted once confirmed.

In the event of a major disaster during school hours, students will duck, take cover then evacuate to the playground when it is safe to do so. Staff members will stay with classes until a parent or a designated adult (the one you select for the emergency care authorization card) signs the student out. Remember only the adults listed on the emergency care authorization card may sign your child out. Two-way radios are used for on-campus communication as well as direct communication with the district office. The designated area to pick up and sign out students will be on West Street near the baseball field; however, that area could change, depending on the circumstances of the emergency. For more information on the drills that we will practice, safety policies, and practices, please see our Comprehensive School Safety Plan on our website

## STRANGER SAFETY

Children should be reminded regularly of the dangers of talking to strangers when going to and from school. All children should be instructed to contact the school or parents immediately if someone questionable approaches them at any time. Students will only be released to properly identified adults whose names are on the student emergency card. When walking, encourage your child to be with other children and go directly to the planned destination. Teach your child to get a license plate and car description if something seems wrong to them.

## SCHOOL TELEPHONE

Students may use the school telephone in the office to contact you. Personal cell phone use follows the rules and exceptions on page 7.

## LOST AND FOUND

**Please label or mark personal items such as: coats, sweaters, lunchboxes, and lunch sacks, with first and last name.** Students and parents are encouraged to check for lost clothing and other articles in our lost and found drawer located in the school office. We give hundreds of dollars' worth of coats and jackets to charities every year. Thank you for the donation, but we would like for the items to be returned to their owner.

## PERSONAL POSSESSIONS, BP 5131.7

During school hours all energies should be directed toward the learning process. Any personal items which have no direct bearing on the educational process do not belong at school. Any item that could be defined as a "weapon' will be taken away from the student and may be grounds for disciplinary action up to and including expulsion [EC 48915(a)] Parents are asked to review this information with their child before the fact. A good guideline: If in doubt, don't bring it. Some items of particular concern that must not be brought to school are:

1. Knives or weapons
2. "Play" or imitation weapons of any kind
3. Items construed by staff as "toys"
4. Electronic devices: see the rules and exceptions below.

## VANDALISM, BP 5131.5

Per Education code, parents of students who vandalize or lose school property are liable for damages and loss up to the applicable limit established by law. Furthermore, the student's transcripts, report cards and school events will be withheld until restitution is made.

## CELL PHONES AND ELECTRONIC DEVICES, BP 5131.8

Phones and other electronic devices must be off and out of sight during the school day, subject to the exceptions below. Students in grades 6-8 turn phones in to their homeroom teacher on arrival; phones are stored securely and returned at the end of the day. To reach your child, call the school office.

Smartphone possession or use is permitted with teacher or administrator permission, subject to reasonable limits; when a licensed physician and surgeon finds it necessary for the student's health or well-being; or when required by the student's IEP. Required Section 504 accommodations also apply. These exceptions take priority over storage rules; authorized use will not result in discipline.

In emergencies, follow staff directions and the Comprehensive School Safety Plan to avoid interfering with safety operations. Family communication will use district-approved channels.

**Please be aware that the school is not responsible for lost or stolen student property.**

## "NO USE STATEMENT" BP 5131.6 / BP 5131.62

Somis Union School District recognizes that the use of alcohol, drugs, tobacco and the problems associated with these are becoming increasingly common in our society and among youth. For that reason, we believe that "no use" of alcohol, drugs, and tobacco can often prevent the development of health problems. We believe that it is in the best interest of the community to take steps to promote, enhance, and maintain a drug-free school system, and that the student body, along with parents and other segments of the community have a role to play in helping students remain drug-free. No illegal drugs, alcohol, tobacco or smoking related products, are allowed on school grounds at any time.

## HARASSMENT/BULLYING, BP 5131.2

Somis School firmly believes that all students, staff, and faculty must have the right to work in an environment free from intimidation, bullying, and harassment because of sex, race, color, religion, handicap, national origin, new-student status, or physical attributes. The school prohibits all harassment and bullying, whatever the reason.

Students should report any type of harassment/bullying to his/her teacher or any other staff member. All complaints brought to the principal's attention will be promptly and fairly investigated. Appropriate disciplinary action will be taken if harassment/bullying are found to have occurred. No one will be retaliated against for reporting questionable conduct.

Be mindful of inappropriate jokes, comments, on-line messaging (any social medias like Facebook, Instagram or Twitter), texting, videotaping/recording, touching, gossiping, and hurtful behaviors. Somis School is dedicated to the value of respect. For more information on our policy, see BP 5131.2

## SCHOOL ACCOUNTABILITY REPORT CARD (SARC) REPORT

The School Accountability Report Card (SARC) is available on the school website. A hard copy is available upon request in the district office.

## BIRTHDAY CELEBRATIONS

We acknowledge and honor student birthdays in the classroom. You may bring "goody bags" that include items such as toys, pencils, party favors etc,. Please check with the classroom teacher for suggestions. Only party invitations that include every child in the classroom may be given out at school. Please be considerate of others' feelings.

## HOME / SCHOOL COMMUNICATION

The education of children is a shared responsibility of parents and school staff. Good communication is the key to providing quality education for the child.

Formal parent-teacher conferences are conducted once a year for all student's grades TK-8$^{th}$. Report cards are given three times per year.

Inquiries concerning classroom assignments, activities or projects, should be directed to the teacher. In most cases, the teacher can answer matters regarding classroom procedure best.

Teachers like to hear positive comments, as well as concerns, about what is happening in their classrooms. Let the teacher know when you are pleased as well as when you have a concern or question.

The education of your child requires a high degree of home-school cooperation during the year. If you wish information about your child's work, you may email or call the school and leave a voice mail message for the teacher or ask the teacher to return your call within a 48 hour window.

Somis School communications to parents are through:

- School Website
- Event flyers sent home

- Letters from Principal and/or Classroom Teachers
- Conferences, Progress Reports and Report Cards
- On-line, Q
- Q-Communications (Automated Parent Phone Calls)
- Somis School Marquee

## HOMEWORK POLICY

Homework is meaningful part of the Somis School curriculum and may be assigned Monday through Friday. Occasionally special projects may be assigned over weekends to upper grade students. The purpose of homework is to reinforce basic concept development, to expand and enrich topics covered in the classroom and to develop good study habits. Homework is to be completed on time, reviewed by the parent and returned to the teacher. Parents can enrich their children's learning by providing experiences related to or beyond the school program, such as excursions to points of interest, art shows, music lessons, or public library.

## COMPREHENSIVE POSITIVE BEHAVIOR PLAN

Our comprehensive, positive behavior plan is school-wide and based on problem solving strategies and processes in order to create an environment where:

- Learning and teaching is valued.
- Respect, responsibility, cooperation and other character traits are taught and encouraged.
- Individual differences are valued.
- Teaching and learning can be maximized.

Problems Solving Strategies and Skills will be taught at each grade level. This begins in Transitional Kindergarten using simplified language, skills and visual cues and progresses to a more comprehensive system. By fifth grade, a student should be able to independently monitor and facilitate the problem solving process through a verbal action plan and/or peer mediators in most cases.

It is through this progressive system of learned strategies and skills that we hope our students will develop into productive members of our community and country with the following attributes:

| | | |
|---|---|---|
| *Creativity* | *Innovation* | *Critical Thinking* |
| *Problem Solving* | *Communication* | *Collaboration* |
| *Leadership* | *Technology & Science literacy* | |

## GENERAL RULES

- Show respect and a cooperative attitude toward all adults and students.
- Use appropriate language and gestures at all times in actions, conversations, writings or drawings.
- Respect school property.
- Personal electronic devices, including toys, games, laptops, iPods, iPads and tablets, require prior permission, subject to the phone and device exceptions on page 7. Items are brought at your own risk.
- All playground equipment including balls will be provided by the school.
- Gang-related signs, language, drawings, slogans and attire are unacceptable and may result in a suspension.
- Glass bottles or any other kind of glass containers may not be brought to school at any time due to potential injuries.
- Pets may not be brought to school except when approved in advance by the teacher. Pets must be in cages or on leashes. *Pets may only stay for a short period of time and the visit must relate to the instructional program in the classroom.*

- Items that could harm children, such as chemicals or sharp or dangerous materials, may not be brought to school. Medication is subject to the procedures and lawful exceptions on page 5.

**Incidents Subject to Immediate Suspension or Expulsion Include:**

- Cause, attempt to cause, or threaten to cause physical injury to another person.
- Possess, sell or otherwise furnish any firearm, knife, explosive, or other dangerous object.
- Possess an imitations firearm, including look-alike cap guns.
- Offer, arrange, deliver, possess, use, negotiate to sell, sell or otherwise furnish drug paraphernalia, or be under the influence of controlled substance, alcoholic beverage, or intoxicant of any kind.
- Possess or use tobacco, any products containing tobacco, snug, chew packets or betel.

## GUIDELINES FOR STUDENT DRESS, BP 5132

At Somis School we know that coming to school properly groomed helps to establish good lifelong habits. Research shows that there is a definite relationship between good dress habits, good work habits and proper school behavior. Students are expected to attend school regularly and to be clean and neat in their appearance. To avoid undue hardship on families and yet insure that the students will be dressed appropriately while attending school, the Board of Trustees and school administration have established simple guidelines. Any clothing or grooming which, in the judgment of the principal, may tend to create a disturbance or is unsafe within the educational environment will not be permitted. Students may be asked to call home for a change of clothes. Clothing that advocates drugs, alcohol, gangs, violence or illegal acts will not be allowed.

Please follow these guidelines:

- No crop tops, tank tops, halter or spaghetti strap tops may be worn. Tops must be long enough to completely cover midriff and stomach.
- Shorts must be mid-thigh or longer in length. A rule of thumb for length is that the hem must be longer than the fingertips when arms are by your side.
- Dress of the student must not interfere with his/her ability to perform assigned class activities.
- All students must wear closed-toe shoes with backs. All shoes must be appropriate for PE, no flip flops, sandals or shoes without backs.
- **Hats or caps may be worn properly outside only. Hoods, hats and caps may not be worn indoors anywhere.**
- Gang related attire, bandanas, drawings, symbols, hand signs and flashings are unacceptable at any time.
- Wearing of attire that promotes drugs, tobacco, or alcohol, or contains profanity, demeaning or offensive remarks or pictures is unacceptable.

## BUS RULES FOR STUDENT CONDUCT

- Students shall not leave their seats without the bus driver's permission, students shall not get up from their seats to unload until the bus has come to a complete stop;
- Students shall use a seating plan, if the driver chooses to utilize one;
- Students may not eat, drink or smoke on the school bus;
- Students shall not litter or deface the bus or its contents;
- Students may not use loud, abusive, indecent, insulting or profane language while on the school bus;
- Disruptive behavior or fighting will not be tolerated;
- Students shall treat the driver and fellow students with courtesy and respect;
- The school bus driver has the authority to suspend a student from riding on the bus when the student fails to abide by the rules or misbehaves on the bus. The school administration has the

right to administer additional consequences if deemed necessary as students are also responsible to the school principal for their behavior on the bus.

## PLAYGROUND SAFETY RULES

**General Rules:**

- Students are to keep hands and feet to themselves.
- Everyone is to be respectful of others and their feelings
- Contact sports such as tag and football are not allowed
- Equipment must be used properly and only for its intended purpose.
- Jump ropes are to be used only for jumping.
- Everyone is allowed to play; no "lock-outs" in games.
- Use good sportsmanship when playing all games.
- Handball wall is the only wall balls should be hit against.
- Students will always walk in the hallways.

**Apparatus:**

- Sitting, walking and crawling on top of horizontal bars are not permitted.
- Go only in one direction.
- Do not flip or jump off bars or swings
- NO BACK FLIPS
- Students must have two hands on the bars at all times.

## BICYCLE/SKATES/ROLLERBLADES/SKATEBOARD/SCOOTER SAFETY RULES

Somis School takes an active role in bicycle safety. City and state laws are supported. Roller blades, roller skates, skateboards cannot be brought to school because there is no secure storage for these items. The school cannot assume responsibility for lost or stolen property

## SCHOOL SITE COUNCIL (SSC)

The school site council (SSC) consist of parents, teachers, and classified employees all elected by their peers. The principal is also an active participant. The council meets regularly and serves in an advisory capacity to the school. Some of the School site council's responsibilities are to:

*Approve the budgets*
*Assist in the development of the School plan*
*Evaluate the programs*
*Assess the needs of the school*
*Monitor implementation of the School Plan*

## DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)

When a school site has more than 21 English language learning students, there must be a functioning District English Learner Advisory Committee (DELAC), which includes parents of ELL students, school personnel and other interested parents and ELAC community members. The DELAC gives input to the principal and staff in the following areas: 1) English immersion program; 2) development of school needs assessment; 3) language census 4) importance of school attendance; 5) legal requirements for BAC; and 6) The DELAC Committee may be incorporated into the School Site Council.

## RESOURCE SPECIALIST, SPEECH AND LANGUAGE PROGRAMS

The Resource Specialist Program (RSP) provides special education services to those children who have learning disabilities. Eligible students receive services as designated on the child's Individual Education Plan (IEP). These students have been referred by teachers or parents to the Student Study Team (SST) and have been tested by school and district specialists. These results determine eligibility for the programs. Eligible students receive help in designated areas of need. The Speech/language Program provides remediation for articulation (Speech Sound Production), stuttering, voice disorders and language delay. All kindergarten and second graders are screened for speech and language. Parents may refer their children for Speech/Language evaluation.

**SEXUAL HARASSMENT, BP 5145.7/AR 5145.7**
**Notice to Parents and Students**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

**Instruction/Information**

The Superintendent or designee shall ensure that all district 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 when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district'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. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to

harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

**Disciplinary Actions**

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

**Record-Keeping**

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

**UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE**
**2026-2027**

The Somis Union School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

**Programs and Activities Subject to the UCP**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

The programs and activities subject to the UCP in which the Somis Union School District operates are:

- ASES

- Extended Day Program

**Filing a UCP Complaint**

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

**Responsibilities of the Somis Union School District**

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

**Contact Information**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Dr. Jesus Vaca
Superintendent/Principal
5268 North Street, Somis CA 93066
805-386-8258
superintendent@staff.somisusd.org

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Somis Union School District.

# Williams Uniform Complaint Procedures

## NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.