



James Dukes Elementary School

Information
and
Expectations
Handbook

2014-2015

PARKING LOT PROTOCOL

Please follow the parking lot guidelines to help make it a safer place for everyone.

1. Drive slowly through the parking lot.
2. Don't use your cell phone while driving through the parking lot.
3. Stay to the right and say in one line around to the drop off/pick up area and to the exit - please do not go around cars dropping off children (the kids don't always look before they get out).
4. Do not park or leave your car in the yellow pick-up area - this is for loading and unloading only. If your child isn't there at pick up, please go around and get back in line.
5. Use the outer sidewalks to get to your parked car - cars may not see children if they cut in between other cars.
6. Watch for people backing out of parking spots as they don't always see you.
7. Let the buses out if you see that one is ready to leave (usually there is a student with a Stop sign there).
8. Be patient and kind. Please remember that the staff is out there to help your children be safe.

The best way through our parking lot to drop off/pick up: Enter from Abalar - stay to the right and come straight up towards the handicapped parking (the brown wall) - veer left towards the yellow bumpers (on the ground) - pull all the way to the front of the yellow bumpers and let your student(s) out - continue straight back toward Abalar - exit.

If our parking lot is too stressful, there are four cul-de-sacs around the school that feed into it: Cantara Way lets in by room 20 (gate open by 8:25am and again at 3:05pm), Celtic Ct. and Satusuma let in on the upper playground, Sao Paulo lets in on the lower playground (gate open by 8:25am and again at 3:05pm). Please remember the rules of the road apply to those streets.

Thank you for driving slowly and safely for our children.

EMERGENCY INFORMATION

The information you provide on the Emergency Card is essential in helping the school staff to assist your child in the event of an emergency. Should an emergency or natural disaster occur, students will be kept at school until they can be safely released to parents or to an authorized person or until the students can be dispersed to their homes in a safe manner. Please complete your child's Emergency Information Card and return it to the school as promptly as possible. If any information or phone numbers change during the school year, please contact the school with the new information as soon as possible. When an emergency contact other than the parent is not provided, it may be necessary to contact a social services or law enforcement agency in the event of a health/medical or serious disciplinary emergency. Students who are ill may not be kept at school, even in the health office, as this creates a health risk to others.

IMPORTANT TELEPHONE NUMBERS

Attendance Recorder (24 Hours)	788-5067	
Attendance/Pupil Services	788-5067	Cheryl S.
Health Office	788-5065	Cheryl L.
Cafeteria	788-5068	Brenda
Library	788-5066	Becky
Main Office	788-5060	Tammy
ESP	788-8508	Christy
Transportation	787-2056	Patty

ATTENDANCE

The first bell rings at 8:30. **School starts at 8:35.** If your child is not in line or at their classroom by 8:35, they are **TARDY**. Regular attendance in school is vital to your child's progress. The hands-on experiences and group discussions that are missed cannot be made up, making regular attendance imperative to a successful school experience for your child. Students who are absent from school without a valid excuse for more than 3 days or tardy (late) more than 30 minutes for more than 3 days will be reported to the Principal. **Students who are chronically late or absent will be referred to the Student Attendance Review Board.**

Please make every effort to have your child to school on time each and every day.

WHEN YOUR CHILD IS ABSENT

The day your child is absent from school please call the attendance message number at 788-5067 by 9 a.m. This is a 24 hour recorder so you can call anytime.

Children should not attend school if they have the following:

- **a temperature greater than 100 degrees** (should be free of a fever for a minimum of 24 hours without medicine)
- **persistent vomiting or diarrhea** (until stopped at least 24 hours)
- **contagious disease** (ie, strep throat, pink eye, etc.) for a period of 24 hours after receiving medicine - please call the health office and let Joanna know of any contagious disease
- **rash** (unless it has been determined by a physician to be non-contagious)
- **lice** (a parent must accompany the child to school the day after treatment so the health clerk may confirm the child's hair is free of all nits)

BELL SCHEDULE JAMES DUKES ELEMENTARY 2014 - 2015

Monday, Tuesday, Thursday, and Friday

- 8:35 Start
- 10:45 - 11:00 Recess 4 - 6
- 11:05 - 11:50 Lunch K - 3
- 12:05 - 12:50 Lunch 4 - 6
- 1:20 - 1:40 Recess K - 3
- 3:10 End

Wednesday

- 8:35 Start
- 10:30 - 10:40 Recess K - 3
- 10:45 - 11:00 Recess 4 - 6
- 11:05 - 11:50 Lunch K - 3
- 12:05 - 12:50 Lunch 4 - 6
- 12:50 End K - 6

BEFORE SCHOOL EXPECTATIONS

School begins at 8:35. There is no student supervision until 8:20. **For the safety of your student, please do not drop your student at school prior to 8:20 in the morning.**

Students being dropped at the front of the school are to line up at the Green Gate. Students may not play ball, horse around or otherwise be disruptive while waiting for the gate to be opened at 8:20. Once the gate is open, students should proceed to where their teachers have told them to go (either to the class or to the playground to line up).

Students being dropped off on the upper playground are to report directly to their line. They may not play on the equipment, play with any type of ball, horse around or otherwise be disruptive. Again, student supervision begins at 8:20, not before. Once the gates to the campus are opened at 8:20, students are to go where their teachers have told them (either stay in line or go to their classrooms).

AFTER SCHOOL EXPECTATIONS

Student supervision after school is limited to the front of the school, the bus area and at student drop off/pick up area. Therefore, students are to report directly to where they will be picked up, to the bus or to ESP. Students may not play on the playground equipment or run through the campus on the grass.

Students walking to and from school must be mindful of our neighbors. Please stay off other people's private property.

Students should be picked up from school no later than 3:20. There is no supervision of students after that time. If students are consistently left at the school past 3:30, the sheriff may be called to pick them up.

Please make every effort to tell your child in advance the plans of the day (ie. who is going to pick up, etc.). If an emergency arises, please call 760-788-5060 to get a message to your child. Messages are given once - between 2:45 and 2:55. Any message after that time may not be delivered.

DRESS CODE

We believe that appropriate dress is critical for the health and well-being of each student and sets the tone for our learning community. Our dress code applies to all students at all times - no exceptions.

The standards for student attire are:

- Clothing should be clean and fit comfortably and not be "oversized" or too tight. Clothing with inappropriate pictures, language, promoting violence, alcohol, drugs or tobacco are **not** acceptable.
- Shoes must be appropriate for PE and playground. Sandals should have straps. **Flip flops are not allowed.**
- Pants must be worn with the waistband at waist level. Pant/shorts legs must be hemmed.
- Shoulder straps must be a minimum of 1 inch. **No thin shoulder straps, no bra straps showing through, no "T" tops, no see-through tops, and no bare midriffs.**
- Shorts/skirts must be mid-thigh or longer. **The test -- If you stand up straight and put your hands at your sides, shorts/skirts should be longer than your fingertips.**
- Baseball caps are to be worn outside only with the bill facing forward.
- No Heeleys.
- Cosmetics and excessive jewelry should not be worn.

Students dressed inappropriately will be sent to the office. Parents will be called and asked to provide appropriate clothing. Students will be asked to remove make-up.

KEY GROUNDS FOR SUSPENSION, EXPULSION AND OR TRANSFER

- *Possession of drugs, alcohol, or smoking materials
- *Truancy
- *Defiance of authority
- *Causing, attempting cause, or threatening to cause physical injury to another person
- *Obscene acts, including profanity, vulgarity, and sexual harassment
- *Possession of weapons or dangerous objects (i.e. knives, guns, Ninja stars, fire crackers, etc.)
- *Extortion
- *Thievery

Suspension may be for a period of up to five days during which time a parent conference will take place. Only the board of Education may expel a student after granting the parents an opportunity for a hearing.

DRUGS AND ALCOHOL POSSESSION, USE AND SALE

The presence of alcohol and drugs act as a barrier to maintaining a safe environment for students to achieve their potential. Offenses involving alcohol or drugs, or both, are grounds for suspension and/or expulsion in accordance with school district policy.

Possession, use and sale of controlled substances - in particular drugs and alcohol - by students at school or district sites while participating in school sponsored activities is expressly forbidden.

These final pages contain Ramona Unified School District policy and California State Education Code which reflect responsibilities, rights, requirements, as it applies to our school.

SEXUAL HARASSMENT

James Dukes Elementary School and the Ramona Unified School District prohibit harassment of a student because of that individual's sex. Sexual harassment is defined as unwelcome sexual attention that is visual, verbal, or physical.

These prohibited behaviors include, but are not limited to:

*visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons, posters, notes, letters, or invitations;

*verbal conduct such as making propositions or using derogatory comments, epithets, slurs, or jokes;

*verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; and

*physical conduct such as touching, assault, impeding or blocking movement.

JAMES DUKES ELEMENTARY SCHOOL CELL PHONE POLICY

We know communicating with your child is important. If your child is fortunate enough to have a cell phone, then we expect both you and your daughter/son to uphold the JD cell phone use policy. **Cell phones have become a major problem on school campuses across the country. Ringing cell phones are disruptive during class time. Camera phones and text messaging are often used inappropriately by some students, and cell phones can disrupt educational or school activities. Unfortunately, cell phones can be stolen, loaned to other students, be lost or broken, or can exacerbate crisis situations.** If your student carries a cell phone, the following expectations must be adhered to without exception:

- 1. All cell phones must be turned off and kept in backpacks. They must not be visible during the school day. This includes lunch.**
2. Students may not use cell phones inside school restrooms, during class, school assemblies, or other special events. **If a student MUST use**

their cell phone during the school day, they **MUST** go to **THE OFFICE** and use the phone in the office.

3. Using a cell phone as a clock or saying that it "fell out of my pocket" is **not an excuse** to have a cell phone out of a backpack or purse.
4. **In the event of an emergency, parents/guardians and students are to use the school phones.** Parents/Guardians may call the office to relay emergency information.
5. **Students are not to call their parents/guardians directly to pick them up if they feel sick.** Students must report to the health office and the health clerk will contact their parents/guardians.

Due to the enormous time spent on stolen cell phones, JD staff will NOT investigate stolen cell phones. Their security is the sole responsibility of the student.

If a student is using a cell phone (ANY OF ITS FUNCTIONS) for any reason during the restricted time, the following consequences may be imposed:

1. The cell phone will be confiscated from the student.
2. The cell phone will be returned **ONLY to the Parent/Guardian of the student.** The student, sibling, neighbor or relative other than the parent/guardian, may not pick up the phone.

We realize that having to pick up a student's phone may be inconvenient, therefore, we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the use of cell phones are not only disruptive in class, they are an inconvenience to teachers and staff who must stop what they are doing to correct the problem, label the phone and be responsible for its safe keeping. Confiscated phones will be labeled with the student's name and kept in The Office until the parent takes possession.

**JAMES DUKES ELEMENTARY SCHOOL IS NOT RESPONSIBLE
FOR NOR WILL WE REPLACE
LOST, STOLEN OR BROKEN CELL PHONES.**

We request your cooperation in keeping our focus on the
MAIN THING...
STUDENT LEARNING AND ACHIEVEMENT

STUDENT ACCEPTABLE USE - INTERNET

The Ramona Unified School District provides electronic information services to students and teachers who agree to use these resources in compliance with district rules. RUSD strongly believes in the educational value of such electronic resources and recognizes their potential to support our curriculum and student learning. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this contract carefully. When this document is signed it becomes a legally binding contract. The District requires your signature and that of your parent/guardian before the District can provide you with an access account.

Listed below are the provisions of this contract. If any user violates these provisions, access to the technology classes or technology resources may be denied and may be subject to disciplinary action, arrest, criminal prosecution, or civil litigation.

1. Personal Responsibility - I will only use the electronic media for accessing material related to my classes or course work. I accept personal responsibility for report any misuse of the network to the system administrator. Misuse is defined as, but not limited to, involvement with pornography, illegal solicitation, racism, sexism, obscenity, materials which promote illegal behavior, criminal conduct, or which otherwise violates this Acceptable Use Policy, school rules, or policies of the Board of Trustees.
2. Acceptable Use - The use of my assigned account must be in support of educational research and with the educational goals and objectives of RUSD as stated in Board Policy 6163.4. I am personally responsible for this provision at all times when using the District's electronic information service.
 - a. The sending or receiving of any materials in violation of applicable law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, materials that promote illegal behavior, or material protected as a trade secret.
 - b. Use for commercial activities by for-profit institutions is not acceptable.

3. Privileges - The use of RUSD computers/networks is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The administration, staff or faculty of RUSD may request that the system administrator deny, revoke or suspend a specific user account.
4. Network Etiquette and Privacy - Computer files and communications over district-owned electronic networks, including e-mail, voice mail and Internet access, are subject to monitoring and review without prior notice. No student should consider information stored or transmitted on these systems to be private. You are expected to abide by the generally accepted rules of network etiquette. The rules include, but are not limited to the following:
 - a. Be polite
 - b. Use appropriate language
 - c. Never reveal your (or anyone else's) home address, personal phone number, or other personal information to fellow students, school personnel, or individuals or companies on the Internet. Only utilize electronic mail and other forms of direct electronic communications under the direct supervision of school personnel
 - d. E-mail or any other information sent using district-owned computer or network resources is not guaranteed to be private and are subject to monitoring or review by school officials without notice. This includes, but is not limited to, information sent from personally-owned devices through a wireless connection to a RUSD network.
 - e. Do not use the network in any way, which would disrupt service by the network to others.
5. Services - RUSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. RUSD will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. RUSD specifically disclaims any responsibility for the accuracy of information obtained through its services.
6. Security - Security on any computer system is a high priority. If you identify a security problem, notify teacher or administrator at once.
 - a. Never demonstrate the problem to other users.
 - b. Never use another individual's account. All use of the system must be under your own account.

- c. Users shall not bypass filters or firewalls, use proxy servers, gain access to sites or networks without authorization, or otherwise attempt to defeat network security protocols.
 - d. Users may not physically attach personally-owned devices to an RUSD network, except media storage devices such as flash drives, CD-ROMs, or floppy discs for the purposes of storing and retrieving legitimate course work.
 - e. Users may not load any software or executable programs on any RUSD computer/network.
Any user identified as a security risk will be denied access to the information system.
7. Vandalism - Vandalism is defined as any malicious attempt to access, harm, alter, destroy, or deny access to a computer system, network, program, or data of another legitimate user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, or accessing systems without authorization. Any vandalism may result in the loss of computer services, disciplinary action, and/or legal referral.
8. Consequences - Violation of this policy or any applicable policy of the Board of Trustees or school rules will result in appropriate disciplinary action, up to and including suspension, involuntary transfer to another school, or expulsion. You and your parents may also be liable for any damages caused to District systems or costs to restore data. Inappropriate use of District computer resources may also result in civil litigation, arrest and criminal prosecution.

The following acts are some examples of state and federal crimes:

- a. Hacking (attempting to bypass the security of a protected system)
- b. Intentionally introducing harmful viruses, Trojans, worms, or other malicious applications on a network or computer
- c. Stealing or deleting information stored on a network or computer
- d. Falsifying official records (grades, attendance, transcripts)
- e. Intercepting confidential communications sent over a network
- f. Denial of service attacks

The District will refer all suspected criminal activity to local and federal authorities for investigation and prosecution.

STUDENT ACCEPTABLE USE CONTRACT

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions will result in appropriate disciplinary action, such as:

1. **LEVEL ONE:** Misuse of District equipment, inappropriate internet use, downloading/sharing/copying inappropriate material, such as music, pornography, or offensive material, or sending inappropriate e-mail may result in loss of privileges, parent conferences, detention, or suspension.
2. **LEVEL TWO:** Repeat offenders, or Violation of privacy of others, creating websites that are offensive, bullying, threatening, drug or sexually related, or are otherwise disruptive to the learning environment, stealing passwords, introducing harmful applications onto the network, cheating, or other forms of network abuse may result in criminal prosecution, civil litigation, suspension, involuntary transfer to another school, or recommendation for expulsion.
3. **LEVEL THREE - Major Violation:** Any unauthorized attempt or action to enter into a teacher's computer, the district's data information center for any reason, including but not limited to, changing grades, acquiring test or instructional material, altering attendance records, or deliberately damaging systems. Any major breach of personal privacy, any attempt or action of cheat which compromises a teacher's or the district's computer/network security may result in criminal prosecution, civil litigation, involuntary transfer to another school, or expulsion.

I also agree to report any misuse of the information system to my school principal. All of the school rules or codes of conduct described in Board Policy 5131 apply when I am on the network.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. Although RUSD has implemented a filtering system designed to restrict minors' access to harmful materials, I understand that it is impossible for the Ramona Unified School District to restrict access to all controversial materials. Therefore, I hereby waive all claims against the District, its officers, agents, or employees, for damages occurring by reason of the student's use of the information system. I also agree to report any misuse of the information system to the school principal.

I accept full responsibility for supervision if and when my child's technology use is not in a school setting and may have an impact on school activities.

The student and the parent or legal guardian of the student agree to hold harmless and indemnify the District for and against any claim that is brought by the student, the student's parent or legal guardian, or on their behalf, which may arise from the student's use of the information system. In addition, the student and/or parent or legal guardian of the student agree to indemnify the District for any actual damages to the District arising

from the student's intentional misuse of the information system and/or any other intentional violation of this policy.

PARENTS' RIGHTS & RESPONSIBILITIES

Administrative Procedures Supporting Board Policy 5020 Education Code Sections 51100-21102

FAMILY INVOLVEMENT

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children.

Education Code Section 51101© notes: "This section may not be construed so as to authorize a school to inform a parent or guardian...or to permit participation by a parent or guardian in the education of a child if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction."

CLASSROOM OBSERVING

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

TEACHER CONFERENCING

Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

VOLUNTEERING

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

STUDENT ATTENDANCE

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

STUDENT TESTING

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents

may request that their child not participate in the statewide tests.)

SCHOOL SELECTION

Parents have the right to request that their child be enrolled in any school in the District. The District is not compelled to grant the request. Requests will be considered through the completion of the school-to-school form.

SAFE SCHOOL ENVIRONMENT

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

CURRICULUM MATERIALS

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

STUDENT ACADEMIC PROGRESS

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

ADVANCEMENT TOWARD LITERACY

Parents of English learners have the right to support their child's advancement toward literacy by assessing surplus or undistributed instructional materials made available by the Superintendent.

INFORMATION ABOUT STANDARDS

Parents of English learners have the right to be informed through the School Accountability Report Card about statewide and local academic standards, testing programs, accountability measures and school improvement efforts.

STUDENT RECORDS

Parents have the right to access their child's records and to question anything they feel is inaccurate, misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

ACCURACY OF RECORDS

Parents have the right to question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.

STANDARDS

Parents have the right to receive information regarding the academic standards their child is expected to meet.

SCHOOL RULES

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

RISK OF RETENTION

Parents have the right to be notified as early in the school year as practicable if their child is identified as being at risk of retention and of their right to consult with appropriate school personnel.

PSYCHOLOGICAL TESTING

Parents have the right to receive information on all psychological testing recommended for their child.

INTRUSIVE EVALUATION

Parents have the right to refuse to submit or to participate in any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information.

COUNCILS AND COMMITTEES

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

PARENT CONSENT

Parents have the right to provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation.

PARENT RESPONSIBILITIES

Parents/guardians may support the learning environment of their children by: (Education Code 51101)

1. Monitoring attendance of their children
2. Ensuring that homework is completed and turned in on time (cf. 6145 - Homework/Makeup Work)
3. Encouraging their children to participate in extracurricular and co-curricular activities (cf. 6145 - Extracurricular and Co-Curricular Activities)
4. Monitoring and regulating the television viewed by their children
5. Working with their children at home in learning activities that extend the classroom learning
6. Volunteering in their children's classroom(s) or for other school activities (cf. 1240 - Volunteer Assistance)
7. Participating in decisions related to the education of their own children or the total school program as appropriate

For resources and information, please see the Ramona Unified School District Handbook online at www.ramonausd.net

ANNUAL NOTIFICATION OF PARENT/GUARDIAN RIGHTS/RESPONSIBILITIES

HEALTH EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS' RIGHTS REQUIRING ANNUAL NOTIFICATION

DEAR PARENT/GUARDIAN:

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The law requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has been either given or withheld. Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form. Items marked with a ** reference specific documentation to be provided by the district. The following rights, responsibilities, and protections are provided (when used in this notification "parent" includes a parent or legal guardian):

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC § 35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC§ 48900 *et seq.* and are available from the building principal. They are also communicated to all students every year. In addition the following disciplinary information is to be provided to parents:

Attendance of suspended child's parent or guardian for portion of school day (EC § 48900.1): If the school district adopts a policy that teachers may require the parent or guardian of a pupil who has been suspended by a teacher to attend a portion of a school day in the classroom of his child or ward, the school district must notify parents of the policy prior to its implementation.

****Sexual Harassment Policy (EC § 231.5; 5 CCR § 4917):** Each district shall have a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. Districts are also required to display the policy in a prominent location and include in orientation for employees and students.

Suspension/Expulsion: Alternative and Other means of Correction (EC §§48900, 48900.5): A school district may document other means of correction short of suspension and expulsion and place the documentation in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent or guardian and the pupil; referrals to the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; and after-school programs that address specific behavioral issues.

Dress Code/Gang Apparel (EC § 35183): Authorizes district to adopt reasonable dress code.

Sun Protective Clothing/Use of Sunscreen (EC § 35183.5): Required school sites to allow for outdoor use of sun-protective clothing. Further provides for the use of sunscreen by students during school day and authorizes sites to establish policy.

Duty Concerning Conduct of Pupils (EC § 44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

Laser Pointers (PC § 417.27): Prohibits possession of laser pointer for any students, unless possession is for valid instructional or other school related purpose.

Duties of Pupils (5 CCR § 300): Requires pupils to confirm to school regulations; obey all directions; be diligent in study and respectful of teachers and others in authority; and refrain from profane and vulgar language.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

TOBACCO-FREE CAMPUS (HSC 104420, 104495) Requires all school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funding to adopt and enforce a tobacco-free campus policy. Information about the policy and enforcement procedures must be communicated clearly to school personnel, parents, pupils and the larger community. Signs stating "Tobacco use is prohibited" must be prominently displayed at all entrances to school property. Information about smoking cessation support programs must be made available and encouraged for pupils and staff. HSC 104495 further prohibits smoking and use of any tobacco-related products and disposal of any tobacco related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §§ 35256, 35258): Districts must provide parents and guardians with a copy of the school accountability report card upon request and make a concerted effort to notify parents of the purpose of the school accountability report cards. Content of the report card is defined by EC §§ 33126, 33286.

HEALTH, FAMILY LIFE, AND SEX EDUCATION: CONFLICT WITH RELIGIOUS BELIEFS (EC § 51240): Whenever any part of the instruction in health, family life, or sex education conflicts with religious training

and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental request.

SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION (EC § 51938): A parent has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to such education. Parents have the right to inspect and review materials to be used, and to request in writing that their child not participate. Districts must, at the beginning of the school year or at a new enrollment, notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks. If a school district elects to provide comprehensive sexual health education or HIV/AIDS prevention education through outside consultants and/or an assembly, notice must be provided to parents that includes the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent/guardian has the right to request a copy of Education Code Sections 51938, 51933 and 51934. Parents have the right to request a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Education Code Sections 51930-51939.

PUPIL NUTRITION (EC §§ 49510-49520): Reduced Price Lunches: Needy pupils may be eligible for free or reduced priced meals. Details are available at your child's school site.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC § 37255-32255.6): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals, based on moral objections, and complete an alternative educational project acceptable to the teacher.

IMMUNIZATION AND COMMUNICABLE DISEASES (EC §§ 48216, 49403): Requires district to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. District must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. A district is authorized to administer immunizing agent to pupils, whose parents have consented in writing, to the administration of such immunizing agent. (AB 2109-Effective January 1, 2014: Requires parents or guardians to submit an affidavit specifying which immunizations the pupil has received and which have not been given on the basis that they are contrary to the parent or guardian's beliefs. The affidavit must be accompanied by a signed attestation from a health care practitioner stating the practitioner informed the parent or guardian regarding benefits and risks of the immunization and specified communicable diseases. The affidavit must also be accompanied by a form with a statement from the parent or guardian that he or she received the information from the health care practitioner.)

MEDICATION (EC § 49423): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

CONTINUING MEDICATION REGIMEN (EC § 49480): The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the written consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC § 49471, 49472): Authorizes districts to provide medical or hospital services through non-profit membership corporations or insurance policies for pupil injuries arising out of school-related activities. If a school district maintaining junior high schools or high schools does not provide or make available medical and hospital services for pupils of the district injured while participating in athletic activities, in accordance with Section 49470, the parent or guardian of each pupil participating in athletic activities shall be notified that the services are not provided.

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION (EC §§ 48206.3, 48207, 48208): Requires districts to notify parents of availability of individualized instruction for students with temporary disabilities. The parent or guardian of a pupil hospitalized or with a temporary disability shall notify the school district where the pupil is receiving care and if an individual instruction program is desired.

REHABILITATION ACT HANDICAPPED PUPILS (Section 504 of Rehabilitation Act): District must annually notify handicapped pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act. The notification should include: name and contact information of person designated by the district for implementing Section 504, screening and evaluation procedures used by the district when there is reason to believe a student has a disability under Section 504, the right to a written accommodation plan if the student qualifies for services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate based on the student's needs and notice of the parent's legal procedural safeguards

SPECIAL EDUCATION; CHILD FIND SYSTEM (IDEA; EC § 56301): District must inform parents of federal law requirement that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional needs due to a disability may request an assessment for eligibility for special education services through the school principal. Policy and procedures must include written notification to all parents of their rights pursuant to **EC §56300**.

SPECIAL EDUCATION; COMPLAINTS (5 CCR § 3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the district. State regulations require the district forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

SPECIAL EDUCATION; AIDING PARENTS IN DUE PROCESS HEARINGS (EC § 56502): Requires the State Superintendent to develop a model form to assist parents and guardians in filing requests for due process. Forms are available at the district office for parents that wish to initiate due process hearings relating to special education rights.

SPECIAL EDUCATION; INSPECTION OF SCHOOL RECORDS (EC § 56043(n)): Specifies the rights of parents with children with exceptional needs to examine and receive copies of records within five business days after a request is made, and before any IEP meeting, hearing or resolution session regarding their child.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC § 49451): A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (HSC §§ 124085, 124105): Requires parents of kindergarten and first grade pupils of requirement of physical examination for first grade enrollment and availability of free health screening through local health department. Requires up to five days of exclusion for failure to comply or sign a waiver.

ASBESTOS (40 CFR § 763.93): The district must notify parents, teachers and employee organizations in writing of its plan for eliminating health risks that are created by the presence of asbestos in school buildings. The plan must identify the asbestos-containing material located in the school building. It may be reviewed at the district office.

****USE OF PESTICIDES (EC §§ 48980.3, 17612):** School districts shall inform parents or guardians about the use of pesticides on school grounds as part of the annual parent notice. Such notice must include the name of all pesticide products expected to be applied at the school site during the upcoming year, the active ingredient(s) in each pesticide product. Parents may register with the school site if they wish to receive notification of individual pesticide applications at the school site at least 72 hours prior to the application. Additional information on pesticides is made available by the Department of Pesticide Regulation at www.cdpr.ca.gov.

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§ 32286, 32288): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card. Planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Planning committee to notify in writing specified persons and entities. District to notify State Department of Education by October 15th of schools that are not in compliance with safety plans.

SCHOOL BUS AND PASSENGER SAFETY (EC § 39831.5): Requires bus safety regulations to be provided to all new students and students not previously transported by school bus. The bus safety regulations shall include: a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC § 35186): A uniform complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after 12th grade. Notice of the complaint process and the location at which to obtain a complaint form should be posted in classrooms.

NOTICE OF ALTERNATIVE SCHOOLS (EC § 58501): The following notice shall be sent to all parents and guardians as required by Section 48980: "California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the *County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information.* This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

STATEMENT OF NONDISCRIMINATION (Title VI CRA _64): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, gender identity, actual or perceived sexual orientation or handicap. This policy requires notification in native language if service area contains a community of minority persons with limited English language skills. Notification must state that district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.

****ATTENDANCE (EC : § 48980(h)): Parents and guardians must be notified of all existing statutory attendance options and local attendance options available in the school district.**

Residency Requirements (EC §§ 48200 and 48204): District must notify parents of the age requirements for pupils subject to Compulsory education and the requirement for parent(s) to enroll pupils of compulsory age in the school district in which the Residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she meets any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil for whom interdistrict transfer has been approved; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

Intradistrict Choice Policy (EC § 35160.5(b)): Requires districts to adopt rules and regulations establishing a policy on Intradistrict/open enrollment with in the district for residents of the district.

Interdistrict Attendance (EC § 46600): Authorizes two or more districts to enter into agreement up to five years, providing for interdistrict attendance of students and stipulating terms and conditions under which such attendance will be permitted or denied.

Open Enrollment Act (EC § 48350 et seq.): Requires districts to notify parents with students enrolled in "low-achieving schools," as identified by the Superintendent of Public Instruction each year, of their right to request a transfer to a higher-achieving school.

Absence for Confidential Medical Services (EC § 46010.1): Requires district to notify pupils in grades 7 to 12, and their parents, that law permits school to excuse pupils for purpose of obtaining confidential medical services without consent of parent. However, implementation of this provision is permissive and it is the policy of this District not to excuse pupils in grades 7-12 for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian unless otherwise required by law.

Absence for Religious Instruction (EC § 46014): Authorizes districts to adopt resolution and regulations to allow pupils with parent consent to be excused to participate in religious exercises/instruction.

****Notification of Minimum Days and Pupil Free Staff Development Day (EC § 48980(c)):** Requires annual notification to advise parents of schedule of minimum days and pupil-free staff development days at beginning of year or as early as possible/no later than one month prior.

Grade Reduction/ Loss of Academic Credit (EC § 48980(j)): No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC § 48205 for missed assignments / tests that can reasonably be provided / completed.

Excused absence; Justifiable personal reasons; Credit § 48205; Truancy § 48260 et seq. State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260 *et seq.* Excused absences:

(1) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(a) Due to his or her illness.

(b) Due to quarantine under the direction of a county or city health officer.

(c) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(e) For the purpose of jury duty in the manner provided for by law.

(f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(h) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(j) A valid excuse may include other reasons that are within the discretion of school administrators, and, based on the pupil's circumstances.

(2) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(5) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Truancy:

(1) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school's designees to discuss the attendance issue and develop a plan to improve attendance

(2) The second time a truancy report is issued within the same school year, the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil's school.

(3) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC 48263.

(4) The fourth time a truancy is issued within the same school year, the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

FINGERPRINTING PROGRAM (EC § 32390): Districts choosing to offer a voluntary fingerprinting program shall inform parents upon enrollment of child, and annually, of the availability of the program. Fingerprinting requires written parental consent, and the document made shall be provided to the parent.

SEX EQUITY IN CAREER PLANNING (EC § 221.5(d)): Requires district to notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

INVESTING FOR FUTURE EDUCATION (EC § 48980(d)): May advise parents of importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

****COLLEGE REQUIREMENTS AND TECHNICAL EDUCATION (EC § 51229):** For grades 9 to 12, districts are required to provide parents with written notification regarding college admission requirements, information about University of California and California State University websites, information about technical information and the availability of school counselors to help students in choosing appropriate high school courses. If a school district elects to allow a career technical education course to satisfy the visual/performing arts or foreign language graduation requirement, the school district shall provide information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California, as well as a complete list of career technical education courses offered by the school district that satisfy the subject matter = requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §§ 48980(k), 52244): Requires annual notification to advise parents of the availability of state funds to cover costs of advanced placement examination fees for eligible economically disadvantaged high school pupils.

****HIGH SCHOOL EXIT EXAM (EC §§ 48980(e), 60850):** Pupils completing 12th grade are required to successfully complete the high school exit exam as a condition of graduation. Details regarding the date of the exam, the requirements for passing the exam, and the consequences of not passing the exam, shall be provided annually.

CHILDREN IN HOMELESS SITUATIONS (42 U.S.C. § 11432): Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless

situations. Parental Notification requires districts that receive Title I funds to notify parents of the following requirements under "No Child Left Behind."

- 1) Liaison contact information
- 2) Circumstances for eligibility;
- 3) Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools records, or legal guardianship papers;
- 4) Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
- 5) That no homeless youth shall be required to attend a separate school for homeless children or youth; and
- 6) That homeless youth shall not be stigmatized by school personnel.

The notice shall be provided to the parent or guardian (or to the youth in the case of an unaccompanied youth) at the time any child or youth seeks enrollment in such school, and at least twice annually while the child is enrolled in such school and shall be signed by the parent or guardian (or the youth in the case of an unaccompanied youth).

PROGRAM IMPROVEMENTS (20 U.S.C. § 6316): Parent/Guardian shall be notified when their children's school is identified as a "program improvement" and the opportunities for school choice and / or supplemental instruction. The notification shall include:

1. An explanation for what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state;
2. The reasons for the identification;
3. An explanation of the school is doing to address the problem of low achievement;
4. An explanation of what the district or state is doing to help the school address the achievement problem;
5. An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement; and
6. An explanation of the option to transfer to another district school or to obtain supplemental educational services.

TEACHER QUALIFICATIONS-Parent/Guardian shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

UNSAFE SCHOOL CHOICE (5 CCR § 11993(k)) 20 U.S.C. § 7912 - Parents/guardians shall be notified of elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous.

UNIFORM COMPLAINT PROCEDURES (5 CCR § 4622): Requires annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of the district's Uniform Complaint Procedures, including the person responsible for processing complaints and appeal rights. The Uniform Complaint Procedures apply to complaints involving categorical programs and those alleging unlawful discrimination. Copies of the Uniform Complaint Procedures must be made available free of charge.

PARENT ATTENDANCE OF SUSPENDED STUDENT DURING SCHOOLDAY (EC § 48900.1): Parents or guardians must be provided with notice prior to a school district implementing a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a school day in the class of the suspended pupil.

PUPIL INSURANCE FOR ATHLETIC TEAMS (EC § 32221.5): Requires school districts that elect to operate an interscholastic athletic team or teams to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage and in other letters and printed materials.

SCHOOL ACCREDITATION (EC § 35178.4): Requires a school district to notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Web, or by any combination of these methods.

PUPIL HEALTH: ORAL HEALTH ASSESSMENT (EC § 49452.8): Requires notification of the requirement that pupils enrolled in kindergarten, or in the first grade if not previously enrolled in kindergarten, present proof of having received an oral health assessment as specified or completion of a form provided by district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional assessment cannot be completed.

PUPIL RECORDS; NOTIFICATION OF RIGHTS (20 USC § 1232g; EC §§ 49063, 49068, 49069, 49073):

Federal and State laws grant certain rights of privacy and right of access to pupil records to students and to their parents. District must annually inform parents or pupils 18 and over ("eligible student") of their rights concerning pupil records under Section 49063. Full access to all personally identifiable written records maintained by the school district must be granted to:

- 1) Parents of students age 17 and younger,
- 2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- 3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a written request for the same. District must respond to a pupil record request by providing access no later than five business days following the date of request. The

principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within 10 school days. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office in the United States Department of Education.

CONCUSSION AND HEAD INJURIES (EC § 49475): Each school district that offers an athletic program (apart from athletic activity during the regular school day or as part of a physical education course) must provide each student athlete's parent and guardian with a "concussion and head injury" information sheet. The sheet shall be signed and returned by the athlete's parent or guardian before the athlete may participate in practice or competition.

SAFE PLACE TO LEARN ACT (EC § 234; 234.1): Each school district shall adopt policies that address the following:

- 1) Prohibits discrimination and harassment based on characteristics set forth in EC § 220 and Penal Code 422.55;
- 2) Adopts a process for receiving and investigating complaints of discrimination and harassment;
- 3) Maintenance of documentation of complaints and their resolutions;
- 4) Process to ensure complainants are protected from retaliation and the identify of a complainant is kept confidential if appropriate; and
- 5) Identification of a responsible LEA officer to ensure compliance

The school district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. The antidiscrimination and anti-harassment policies shall also be posted in schools and offices.

AVAILABILITY OF PROSPECTUS (EC § 49091.14): Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be compiled at least once annually and shall be made available upon request by parent and guardian.

CHILD ABUSE AND NEGLECT REPORTING (Penal Code 11164): School district staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. Reasonable suspicion does not require certainty that the child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential.

MEGAN'S LAW (Penal Code § 290 et seq.): Information about registered sex offenders in California and how to protect yourself and your family can be found at <http://meganslaw.ca.gov/>.

DIRECTORY INFORMATION:

The district also makes student *directory information* available in accordance with state and federal laws. *Directory information* means the student's name, address, telephone number, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges, parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes written request, the pupil's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.