

# Parent Handbook

## 2020-2021



# Sylvan Union School District

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## Introduction

This handbook has been prepared for you in our continuing efforts to strengthen communication between home and school. Information on parent rights and responsibilities with regards to services and programs offered by Sylvan Union School District are included. Education Code section § 48982 requires acknowledgement of being informed which is performed by physically or electronically signing the parent acknowledgement page as an acknowledgement that you have received the notice and have been informed of your rights, but the signature does not indicate that consent to participate in any particular program has been either given or withheld. Please be sure to sign the *Acknowledgment of Receipt of Information* form located at the back of the handbook and return it to your child's teacher.

California Education Code section § 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the governing board of each school district must notify parents/guardians of their rights or responsibilities under certain provisions of the Education Code.

California and United States law requires certain other notices in the event that specific circumstances should arise, affecting your child's education and attendance at school. If any such circumstances should arise, the District will provide notice as required by law.

Parent rights and responsibilities are paraphrased for your convenience. If you have specific questions concerning any of the code sections, please contact your school principal. Some board policies are also paraphrased. Policies are available for viewing at <http://www.sylvan.k12.ca.us>.

If you have questions concerning any of the district or school policies or procedures, please contact your school principal. It is our goal to provide a safe and effective educational program for all of our students. Thank you for your help in achieving this goal.

## PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)
2. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** A parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act. (Ed. Code, § 51930 et. seq.)

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire- or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants or guest speakers are used, the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933, 51934, and 51938. (Ed. Code, § 51938) If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians no less than 14 days before instruction is given. (Ed. Code, § 51938)

3. **Excuse from Instruction in Health:** Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)
4. **Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

5. **Students on Medication:** Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)
  
6. **Immunizations:** The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated. (Health & Saf. Code, § 120325) A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7<sup>th</sup> grade unless the student has been immunized for his or her age as required by law. (Health & Saf. Code, § 120335) A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Saf. Code, § 120370)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. (Ed. Code, §§ 48216, 48980(a), 49403, Health & Saf. Code, §§ 120325, 120335)

7. **Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease, and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Saf. Code, § 124085)
  
8. **Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)
  
9. **Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school- sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

10. **Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471)
11. **Mental Health Services:** The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available are listed on a page elsewhere in this document. It includes information on how a parent or student may initiate services
12. **Services for Students with Exceptional Needs or a Disability:** State and federal law require 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. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Director of Special Education 605 Sylvan Avenue  
209-574-5000
13. **No Academic Penalty for Excused Absence:** No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(j))

A pupil shall be excused from school when the absence is:

- (a) Due to the pupil's 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 the pupil's 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, including absences to care for a sick child for which the school shall not require a doctor's note.
- (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 the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is 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 section 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) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (k) Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries or participate with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence. (Ed. Code, §§ 48260, 48205, 48225.5)

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 therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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

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

"Immediate family," as used in this section refers to the parent or guardian, brother or sister, grandparent, or any relative living in the immediate household of the pupil. (Ed. Code, § 48205)

- 14. **Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

**Assistant Superintendent, Human Resources**  
**605 Sylvan Avenue**  
209-574-5000

15. **Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations to:

**Director of Special Education**  
**605 Sylvan Avenue**  
209-574-5000

16. **Release of Student Information:** The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073, 20 U.S.C. § 1232g, 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c), 20 U.S.C. § 1232g, 42 U.S.C. § 11434a(2))

17. **Information Obtained from Social Media:** A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed. Code, § 49073.6

18. **Inspection of Student Records:** State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

- (a) A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.
- (b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school.

The principal of each school is ultimately responsible for maintenance of student records.

- (c) A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.
- (d) A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:
  - (i) Inaccurate.
  - (ii) An unsubstantiated personal conclusion or inference.
  - (iii) A conclusion or inference outside of the observer's area of competence.
  - (iv) Not based on the personal observation of a named person with the time and place of the observation noted.
  - (v) Misleading.
  - (vi) In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- (e) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

- (f) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5, 20 U.S.C. § 1232g)
  - (g) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.
  - (h) Parents and guardians will be charged ten (10) cents per page for the reproduction of student records.
  - (i) Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))
  - (j) Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.
19. **Family Educational Rights and Privacy Act:** In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.
20. **Student Discipline:** District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during nonschool hours. (Ed. Code, § 48900(r))
21. **Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (Ed. Code, §§ 32255-32255.6)

22. **Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction.

Home Instruction: The district in which the student resides is to provide individual instruction if the student is receiving the instruction in his or her home. Individual instruction in a pupil's home pursuant to section 48206.3 shall commence no later than five working days after a school district has determined that the pupil shall receive this instruction.

Hospital or Health Facility Instruction: The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, he or she may attend school in his or her district of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that he or she attended immediately before receiving individual instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. (Ed. Code, § 221.51)

23. **Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, § 48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in his or her school of origin pursuant to Education Code section 48853.5(f) and (g); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204) The law allows, but does not require, a district

to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, § 48204) A student also complies with the residency requirements for school attendance in a school district if he or she is a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten days after the published arrival date provided on official documentation. (Ed. Code, § 48204.3) A student also complies with the residency requirement if the student's parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of her/his parent/guardians against their will; that the student moved outside of California as a result of her/his parent/guardians departing California against their will, and that the student lived and was enrolled in school in California immediately before moving outside of California. (Ed. Code, § 48204.4)

24. **Attendance Options:** All districts must inform parents at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by the district are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980(h))

Attached is a copy of the District's Policy on Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should download the form from [www.sylvan.k12.ca.us](http://www.sylvan.k12.ca.us) and turn it in to the district office located at 605 Sylvan Ave., Modesto, 95350 or contact the District Attendance Specialist 209-574-5000 ext. 2600. The general requirements and limitations of each process are described as follows:

- (a) Choosing a School Within the District in Which Parent Lives: Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:
- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
  - In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer. However, a district may consider special circumstances that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including physical threats of bodily harm or threats to the emotional stability of the pupil documented by a state or local agency, licensed or registered professional, or court order.
  - Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a

district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.

- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.
- Victims of Bullying: A school district of residence must approve an intradistrict transfer request for a victim of an act of bullying unless the requested school is at maximum capacity, in which case the district must accept an intradistrict transfer request for a different school within the district. A school district of residence may not prohibit the interdistrict transfer of a victim of an act of bullying if there is no available school for an intradistrict transfer and if the school district of proposed enrollment approves the transfer application. (Ed. Code, § 46600)
- A school district of proposed enrollment shall ensure that pupils admitted under this law are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a pupil should be enrolled based on academic or athletic performance, physical condition, English proficiency, family income, or any of the individual characteristics set forth in Section 220 including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status.

(b) Choosing a School Outside the District in Which Parent Lives: Parents have two different options for choosing a school outside the district in which they live. The two options are:

- (i) Interdistrict Transfers (Ed. Code, §§ 46600–46610): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:
  - Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which he or she is enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.
  - Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict

attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- A school district of residence shall not prohibit the transfer of a student who is a homeless child or youth, a current or former migratory child, a foster youth, the victim of an act of bullying, or a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application.
- If a pupil is a victim of an act of bullying and his or her school district of residence has only one school offering his or her grade level, such that there is no option for an intradistrict transfer, the pupil may apply for an interdistrict transfer, and the school district of residence shall not prohibit the transfer if the school district of proposed enrollment approves the application for transfer. (Ed. Code, § 46600)
- A school district that elects to accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on his or her academic, performance, athletic performance, physical condition, proficiency in English, family income, actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, § 46600)
- Upon request of the parent on behalf of a pupil eligible for transfer pursuant to this subdivision, a school district of enrollment will provide transportation assistance to a pupil who is eligible for free or reduced-price meals. (Ed. Code, § 46600)

- A school district of enrollment may provide transportation assistance to any pupil admitted under this subdivision. (Ed. Code, § 46600(d))

(c) “Allen Bill” Transfers (Ed. Code, § 48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which his/her parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.
- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

(c) Districts of Choice (Ed. Code, §§ 48300-48317): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through an “unbiased process,” which prohibits student enrollment and district communications about enrollment based upon actual or perceived academic or athletic performance, physical condition, proficiency in English, any other personal characteristic as specified in Education Code section 200, and family income (except for purposes of determining attendance priority for students eligible for free or reduced-price meals). If the number of transfer applications exceeds the number of students the school board elects to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. Other provisions of the “district of choice” option include:

- A school district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation

plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.

- A school district of residence shall not prohibit the transfer of a student who is a child of an active military duty parent or adopt policies to block or discourage students from applying for transfer to a school district of choice.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- A school district of choice must give priority for attendance in the following order: 1) to siblings of students already attending school in the district; 2) to students eligible for free or reduced-price meals; and 3) to children of military personnel.
- A school district of choice must post application information on its Internet Website, including any applicable form, transfer timeline, and explanation of the selection process.
- A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.

(d) Transferring a Student Convicted of a Felony/Misdemeanor: Education Code section 48929 authorizes the governing board of a school district to transfer a student enrolled in the district who has been convicted of a violent felony as defined in Penal Code section 667.5 or misdemeanor listed in Penal Code section 29805 to another school within the district when the student and victim of the crime are enrolled in the same school. The governing board must first adopt a policy at a regular meeting and provide notice of the policy to parents or guardians as part of the annual parent notifications under Education Code section 48980. The policy must: 1) require notice to the student and student’s parent or guardian of the right to request to meet with the principal or designee of the school or school district; 2) require the school to first attempt to resolve the conflict before transfer by using restorative justice, counseling, or other services; 3) include whether the transfer decision is subject to periodic review and include the procedure to conduct the review; and 4) provide the process the board will use to consider and approve or disapprove the recommendation of the school principal or other school or school district designee to transfer the student

26. **Sexual Harassment Policy:** Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District’s policy on sexual harassment is included elsewhere in this document as well as on the district website. (Ed. Code, §§ 231.5, 48980(g))

27. **Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. Section 58500 of 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
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's 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 parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

28. **Nutrition Program:** The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)

29. **U.S. Department of Education Programs:** The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- (a) political affiliations or beliefs of the student or student's parents;
- (b) mental and psychological problems of the student or his/her family;
- (c) sex behavior or attitudes;
- (d) illegal, anti-social, self-incriminating or demeaning behavior;

- (e) critical appraisals of other individuals with whom respondents have close family relationships;
- (f) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (g) religious practices, affiliations, or beliefs of the student or student's parent; or
- (h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

### **30. Uniform Complaint Procedures:**

#### **Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:**

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance

and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34

C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650, Ed. Code, §§ 234 et seq., 48900(r))

- (a) Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual

or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, §§ 4610, 4630(b)(1))

- (b) Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)
- (c) Complaints must usually be filed with the superintendent/designee of the District.
- (d) Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause.

(Cal. Code Regs., tit. 5, § 4630(b))

**Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:**

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

- (e) Written complaints may be made regarding:
  - (i) Adult Education
  - (ii) After School Education and Safety
  - (iii) Agricultural Career Technical and/or Vocational Education
  - (iv) American Indian Education Centers and American Indian Early Childhood Education
  - (v) Bilingual Education
  - (vi) California Peer Assistance and Review Programs for Teachers
  - (vii) Consolidated Categorical Aid Programs
  - (viii) Migrant Child Education Programs
  - (ix) Every Student Succeeds Act (formerly No Child Left Behind)
  - (x) Career Technical and Technical Education and Technical Training Programs
  - (xi) Child Care and Development
  - (xii) Child Nutrition
  - (xiii) Compensatory Education
  - (xiv) Consolidated Categorical Aid
  - (xv) Economic Impact Aid
  - (xvi) Special Education
  - (xvii) "Williams Complaints"
  - (xviii) Pupil Fees
  - (xix) Instructional Minutes for Physical Education
  - (xx) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
  - (xxi) Pregnant and Parenting Pupils, including parental leave
  - (xxii) Student Parent Lactation Accommodations
  - (xxiii) Course Assignments already Completed or without Educational Content
  - (xxiv) Physical Education Instructional Minutes

- (xxv) Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families
- (xxvi) Regional Occupational Centers and Programs
- (xxvii) Continued Education Options for Former Juvenile Court School Students
- (xxviii) School Safety Plans
- (xxix) School Plans for Student Achievement (SPSA)
- (xxx) Tobacco-Use Prevention Education
- (xxxi) Schoolsite Councils
- (xxxii) State Preschool
- (xxxiii) State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing
- (xxxiv) Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000
- (xxxv) Any other educational programs the Superintendent deems appropriate

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630, Ed. Code, §§ 222, 4845.7, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 41500-41513, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 52800-52870, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001, 20 U.S.C. §§ 1400, 4600, 6601, 6801, 7101, 7201, 7301 et. seq., Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the District's responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

- (f) Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened timeline for the following areas: (Ed. Code, §§ 8235.5, 35186)
  - (xxxvi) Insufficient textbooks and instructional materials;
  - (xxxvii) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;

- (xxxviii) Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products;
- (xxxix) Teacher vacancy or misassignment; or
  - (xl) Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

- (g) Pupil Fees Complaints: A pupil enrolled in our district shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

- (h) Foster, homeless, former juvenile court pupils and pupils in military families: the District will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Responsible Official: The District officials responsible for processing complaints are listed below at the following address:

**Assistant Superintendent, Business Services**  
**Assistant Superintendent, Educational Services**  
 Assistant Superintendent, Human Resources

**Complaints Made Directly to the State Superintendent:**

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- (a) Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.
- (b) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
- (c) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
- (d) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- (e) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
- (f) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.
- (g) Complaints relating to Special Education, but only if:
  - (i) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
  - (ii) District refuses to comply with due process procedures or fails to implement due process hearing order; or
  - (iii) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
  - (iv) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
  - (v) The complaint involves a violation of federal law.
  - (vi) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

**Appeals:**

- (h) Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, §§ 4622, 4632)
- (i) Appeals must be filed within fifteen (15) days of receiving the District decision.
- (j) Appeals must be in writing.
- (k) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.

- (l) Appeals must include a copy of the original complaint and a copy of the District decision.
- (m) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.
- (n) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District must provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- (o) If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
- (p) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.
- (q) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

### **Civil Law Remedies:**

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

- 31. **Pupil-Free Staff Development Day and Minimum Day Schedule:** A copy of the District's pupil-free staff development day and minimum day schedules is included elsewhere in this document and on the district website. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, § 48980(c))
- 32. **Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §§ 49063, 49091.14)
- 33. **Transitional Kindergarten:** A school district or charter school may admit a child, who will have his/her fifth birthday after December 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:
  - (a) the governing board or body determines that the admittance is in the best interests of the child, and
  - (b) the parent/guardian is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)

34. **Child Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or his/her designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301, 34 C.F.R. § 104.32(b))
35. **School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)
36. **Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)
37. **Every Student Succeeds Act (ESSA):** The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following parent notice requirements may change and new notice requirements may be added.
  - **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1111(h)(6) (as amended by ESSA))
  - **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1111(h)(6) (as amended by ESSA))
  - **School Identified for School Improvement:** A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan), for corrective action or for restructuring. The notice should be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. Notice must include: an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency involved; the reasons for the identification; an explanation of what the school identified for school improvement

is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental

- **Limited English Proficient Students:** The Act requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(g)(1)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term English learners or those at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312)

The information provided above is available upon request from each student's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. § 6301 et seq.)

38. **Language Acquisition Program:** If a school district implements a language acquisition program pursuant to Education Code section 310, it must do the following: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.02; and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Ed. Code, § 310; Cal. Code Regs., tit. 5, §§ 11309, 11310)
39. **Children in Homeless/Foster Care Situations, Former Juvenile Court School Students, Migrant Students, and Newcomers:** Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the

educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii))

A district serving a homeless child must allow the child to continue his/her education in the school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that he/she is not homeless, the district must allow a child in high school to continue his/her education in the school of origin through graduation. For a child in grades K through 8, the district must allow the formerly homeless child to continue his/her education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels must be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school is required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or monies due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including medical records, proof of immunization history, and proof of residency. (Ed. Code, § 48852.7)

Each local district shall also designate a staff person as the educational liaison for foster children. The educational liaison shall disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

The district serving the foster child shall allow the foster child to continue his/her education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including immunization history. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

The district receiving a transfer request or notification of a student in foster care shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The district shall exempt from local graduation requirements a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil participating in a newcomer program for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1, 51225.2)

A district shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil in a newcomer program while attending another school. The district is prohibited from requiring those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

40. **Continued Education Options For Juvenile Court School Students:** A Juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:
  - (a) The student's right to a diploma;
  - (b) How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;
  - (c) Information about transfer opportunities available through the California Community Colleges; and
  - (d) The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)
41. **Sex Equity In Career Planning:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))
42. **Pesticide Products:** All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The list elsewhere in this document provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. A copy of the integrated pest management plan for the school site or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)
43. **Pregnant and Parenting Pupils:** All schools are required to provide parents and guardians with annual written notice of pregnant and parenting pupils. (Ed. Code, § 222.5) Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. "Pregnant or parenting pupil" means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.

A pregnant or parenting pupil is entitled to, but not required to take, eight weeks of parental leave. This leave may be taken before the birth of the pupil's infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student's physician. (Ed. Code, §§ 46015)

The person holding the student's educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student's intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student's absences shall be deemed excused, but the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses.

A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

A student who chooses not to return to the school in which he or she was enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student will not incur any academic penalties as a result of using the accommodations in this section. (Ed. Code, § 46015)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

44. **Student Parent Lactation Accommodations:** The District is required to provide reasonable accommodations to a lactating student on a school campus to address breast-feeding needs. (Ed. Code, § 222)

A student may not be penalized academically because of the reasonable accommodations provided during the school day. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

45. **PE Instructional Minutes:** The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school must include physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

46. **Pupil Fees:** A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

(a) The following requirements apply to prohibited pupil fees:

- (i) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.
- (ii) A fee waiver policy shall not make a pupil fee permissible.
- (iii) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
- (iv) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

## **Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, the Student Aid Commission may have access to the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when a student, or his or her parent or guardian if the student is under 18 years of age, "opts out" or is permitted by the rules of the Student Aid Commission to provide test scores in lieu of his or her GPA. (Ed. Code, §§ 69432.9, 69432.92) No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under 18 years of age, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Ed. Code, § 69432.9)

The School will make a reasonable attempt to notify the parent or eligible student of a records request by officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, DC 20202-5920

## **“KNOW YOUR EDUCATIONAL RIGHTS” IMMIGRATION ENFORCEMENT FROM THE CALIFORNIA ATTORNEY GENERAL**

### **Your Child Has the Right to a Free Public Education**

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the student’s parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

### **Information Required for School Enrollment**

- When enrolling a child, schools must accept a variety of documents from the student’s parent or guardian to demonstrate proof of child’s age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

### **Confidentiality of Personal Information**

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy, and let you know of your option to refuse release of your child’s information in the directory.

### **Family Safety Plans If You Are Detained or Deported**

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

### **Right to File a Complaint**

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.
- For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children's Justice  
California Attorney General's Office  
P.O. Box 944255 Sacramento, CA 94244-2550  
Phone: (800) 952-5225  
E-mail: [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov) <https://oag.ca.gov/bcj/complaint>

The Attorney General's publications can be downloaded at: <https://www.oag.ca.gov/bcj>

## HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Sylvan Union School District:

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code sections 17608 et seq. which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Sylvan Union School District expects to use the following pesticides at its campuses during the upcoming year:

<b>Product</b>	<b>Active Ingredient</b>	<b>EPA #</b>
Ditrac	Diphacinone	12455-80
Mtomco Gopher Killer	Zinc Phosphide	12455-18-3240
Permethrin	Permethrin	70506-6-53883
Phantom	Chlorfenapur	241-392
Termidor	Fipronil	432-1304
Taurus	Fipronil	53883-279
Alpine WSG	Dinotefuran	499-561
Cy Kick	Cyfluthrin	499-304
Mother Earth Granular	Boric Acid	499-515

Parents/guardians of the Sylvan Union School District can register with the District's designee, Yvonne Perez, Assistant Superintendent Business Services, to receive notification of individual pesticide applications by calling 209.574.5000. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

## **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
  
- Receive notice and an opportunity to opt a student out of -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- Inspect, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Sylvan Union School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Sylvan Union School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Sylvan Union School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Sylvan Union School District will make this

notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**SYLVAN UNION SCHOOL DISTRICT**  
**605 Sylvan Ave., Modesto, CA 95350**  
**(209) 574-5000**  
**www.sylvan.k12.ca.us**

## **ANNUAL NOTIFICATION UNIFORM COMPLAINT PROCEDURES**

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties:

The Sylvan Union School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Sylvan Union School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws:

- Consolidated Categorical Aid Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following:

**Students or about Educational Programs, Services, and Instructional Materials**

Asst. Superintendent, Educational Services

**Employees/Officers of the District**

Asst. Superintendent, Human Resources

**School Safety Planning Requirements**  
Asst. Superintendent, Business Services

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Sylvan Union School District's UCP policy and complaint procedures shall be available free of charge.

## General Information

**Alcohol, Tobacco, and Other Drug Prevention:** The possession or use of alcohol, and/or other drugs, and/or another liquid, substance, or material representing the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant by students while in school, at school-sponsored events, or to/from school is prohibited. The possession or use of tobacco or tobacco products by students while in school, at school-sponsored events, or to/from school is prohibited. The selling, furnishing, supplying, or exchanging of any controlled substance while in school or at school-sponsored events is prohibited. Disciplinary action will be enforced for violation of any of these acts.

**Americans with Disabilities Act:** Section 504 of the Rehabilitation Act of 1983 and the Americans with Disabilities Act prohibit discrimination against qualified handicapped persons in federally financed education programs or activities. The district does not discriminate in admission or access to its programs or activities. Please contact the District Director of Special Education with any questions.

**Assault or Battery:** If an assault or battery is committed against any school employee for acts performed in the course of employment, the offender may be prosecuted for a misdemeanor offense. If the employee is injured, the offender may be prosecuted for a felony offense. Policy 4607

**Assessments:** All students in grades 3 – 8 participate in State Testing. This includes one or more of the following:

- SBAC – Smarter Balanced Assessment Consortium in Language Arts and Math
- CAA – California Alternative Assessment in Language Arts, Math, and Science
- CAST – California Assessment Science Test
- ELPAC – English Language Proficiency Assessment for California for second-language students.

In addition, students are given district-wide assessments in English/language arts and mathematics in grades K through 8

Test results are a measure of student progress toward grade level standards and are used along with other measures (grades, etc.) in determining promotion and retention.

**Balloons:** To minimize distractions in the learning environment, and to protect those with latex allergies, balloons of any sort are not allowed at school. If balloons are delivered to the school site, they will be held in the office until the end of the day.

**Breakfast and Lunch Programs:** Sylvan Union School District participates in the National School Lunch and National School Breakfast Program. The breakfast and lunch programs are in place at all the school sites. EC 49513

Children who are on CalWORKs or live in a household that qualifies for food stamps, automatically qualify for free meals at school. Application forms must be completed each school year. You will receive further information as well as application forms during the first week of school or you may pick up application forms at your school office at any time.

**Calendar:** A calendar of school days and minimum days, is included in this handbook. The calendar may also be viewed on the Sylvan District Website ([www.http://sylvan.k12.ca.us](http://sylvan.k12.ca.us) ).

**Child Abuse:** Guidelines for filing a complaint against a school employee or other person that commits an act of child abuse as defined in Sections 11165.6 of the Penal Code against a pupil shall be given upon request.

Complaints may have civil law remedies. These are granted by a court of law and may include, but not limited to, injunctions and restraining orders with the assurance that such contacts will be handled sensitively and confidentially.

**Communication:** Parents requiring a second set of fliers/documents that are routinely mailed home may make the request through the site principal.

**Computer Network and Internet Use:** The Board of Trustees recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the District's schools and classes.

**On-Line Services/Internet Access:** The Board intends that the Internet and other on-line resources provided by the District be used to support the instructional program and further student learning. The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. However, there is no guarantee that the filtering system is 100 % foolproof.

The superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by District rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Because the Internet contains an unregulated collection of resources, the District cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the District's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the District for any damages. The parent/guardian shall agree to not hold the District responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

**English Learner Program:** Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a])

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact your school office to ask about the process.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6312[e][3][A][viii]) However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

**Exclusion From School / Contagious Diseases:** A child may be exempt from a physical examination if the parent files a written statement with the school principal stating that he/she will not consent to a routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. EC 49451

Where to Call for **Help:** Call your school principal to access the Student Study Team at your school.

- The Student Study Team is a comprehensive team of school staff. Each school has such a team prepared to provide students and their family intervention, prevention, support and instructional services regarding learning problems, drug, alcohol, tobacco and other at-risk issues.
- Please contact the Student Study Team Program with alcohol and drug related problems, or any concern that may threaten the well-being of students, with the assurance that such contacts will be handled sensitively and confidentially.

**Homework / Makeup Work:** The Board of Trustees recognizes that homework contributes toward building responsibility, self discipline and life long learning habits, and that time spent on homework directly influences student's abilities to meet the Districts academic standards.

Homework assignments should not exceed the following times:

Grades 1 - 2: 20 minutes per day, Monday through Thursday

Grades 3 - 4: 45 minutes per day, Monday through Thursday

Grades 5 - 6: 60 minutes per day, Monday through Thursday

Grades 7 - 8: An average student would be expected to have approximately four hours per week of homework.

Major, long-term assignments may extend through weekends and holidays.

Students who miss schoolwork because of an absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. (Ed. Code 48205). Full credit will be given for completing make-up work during the timeframe established by the teacher. It is the student's / parent's responsibility to request missed assignments.

**Immunizations:** All students are required to have current written proof of required immunizations before they attend class. Without immunization documentation, your child will not be admitted to school. The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated. (Health & Safety Code, § 120325). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to

immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7<sup>th</sup> grade unless the student has been immunized for his or her age as required by law. (Health & Safety Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Safety Code, § 120370)

In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent. EC 49403

**Mandatory Expulsion Offenses:** State law includes mandatory expulsion offenses for:

- possession or furnishing a firearm
- brandishing a knife at another person
- sale of drugs of any type
- sexual assault or sexual battery
- possession of explosive

If the principal or superintendent finds that one of these has occurred, the student involved must be recommended for expulsion. (Education code 48915) If the Board of Trustees finds that the pupil committed one of these acts, the student will be expelled.

Recommendation for expulsion may be given for the following:

- causing serious physical injury to another person
- possession of any knife, explosive, or other dangerous object
- unlawful possession of a controlled substance
- robbery or extortion.
- assault on a school employee
- terroristic threats against school officials or school property, or both.

**Meal Supplementation:** Eligible students may receive meal supplementation while attending school. In some cases, nominal cash payments may be required. EC 49510

**Oral Health Assessment:** To make sure your child is ready for school, California law, Education Code Section 49452.8, requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

Upon registering your child for kindergarten, you will receive an Oral Health Assessment/Waiver Request Form to be completed by a dental professional. If you choose, you may complete a waiver requesting to be excused from this requirement.

Remember, your child is not healthy and ready for school if he or she has poor dental health! Here is important advice to help your child stay healthy:

- Take your child to the dentist twice a year.
- Choose healthy foods for the entire family. Fresh foods are usually the healthiest foods.

- Brush teeth at least twice a day with toothpaste that contains fluoride.
- Limit candy and sweet drinks, such as punch or soda. Sweet drinks and candy contain a lot of sugar which causes cavities and replaces important nutrients in your child's diet. Sweet drinks and candy also contribute to weight problems which may lead to other diseases, such as diabetes. The less candy and sweet drinks, the better! Ed. Code 49452.8

**Parent Attendance in Class:** The governing board shall adopt a policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended pursuant to Section 48910 subdivision (i) or (k) of Section 48900 may attend a portion of a school day in his or her child's classroom. EC 48900.

**Parent Involvement:** Board Policy / Administrative Regulations 6020: The Governing Board of the Sylvan Union School District's adopted policy on parental involvement is consistent with the following goals and purposes of EC11502:

- Help parents develop skills to use at home that support their children's academic efforts and social development.
- Provide parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home.
- Build consistent and effective communication between the home and the school.
- Train teachers and administrators to communicate effectively with parents.
- Integrate parental involvement programs into the school's master plan for academic accountability.

**Parent Rights and Responsibilities:** AB 1665 (Torlakson) specifies the rights and responsibilities of parents and guardians with children enrolled in public schools. These rights are:

- To observe in their child's classroom (upon reasonable notice).
- To meet with their child's teacher and the school principal (upon reasonable notice). To volunteer their time and resources at the school.
- To be notified concerning their child's classroom and standardized test performance.
- To request a specific school and/or teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
- To have a safe learning environment for their child.
- To examine curriculum materials of their child's class.
- To be informed of their child's progress and appropriate school personnel to contact in the event of problems.
- To access student records for their child.
- To receive information concerning expectations for student learning.
- To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school. To receive information about any psychological testing of their child and to deny permission for such testing.
- To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
- To question, and receive an answer regarding, items in their child's record that appear inaccurate, misleading, or that invade privacy.

**School Attendance:** The legislature and educators are very concerned about the increase of student absences from school. In response to these concerns, Senate Bill 102 defines a truant as any pupil who is (1) absent from school without valid excuse for three full days or (2) tardy or absent for more than any thirty minute segment during the school day on three

occasions in one school year or (3) any combination of a total of three unexcused absences or tardies. A valid excuse for absence will be determined by the site principal. Please ensure that your children are given every opportunity to receive an excellent education by sending them to school on time and by not having any unexcused absences. If a student must miss school, please contact the school principal at least 5 days prior to the absence and request an Independent Study Contract. The site principal and teacher must approve of the contract prior to the absence.

**Searches:** As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe, or prohibited items.

**Sex Education:** Students shall be excused from instruction in the areas covered in Education Code 51550 (sex education) and 51820 (sexually transmitted diseases) due to religious beliefs (including personal or moral convictions) of the parent, upon written request, for the parts in conflict with the beliefs. EC 51240

**Sex or Family Life Education:** Sex education and family life lessons in which reproductive organs and functions are described, illustrated or discussed. If such lessons are planned, you will be notified and opportunity shall be provided to request in writing that your child not attend the class. Such requests shall be valid for the school year in which they are submitted but may be withdrawn by the parent or guardian at any time. No child may attend a class if a request that he not attend the class has been received by the school. EC 51550

**Sexual Harassment Policy 5145.7:** The Board of Trustees is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or persons at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this Policy and the administrative regulation.

**Sexual Harassment Complaint Process:** Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. The school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other District employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the non-discrimination coordinator or the superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the superintendent or designee and refer the matter to law enforcement authorities where required.

**Sexual Harassment Disciplinary Measures:** Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this Policy and shall be subject to disciplinary action. For students in grades 4-8, 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. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

**Sexually Transmitted Disease Instruction:** Parental rights for notice, materials inspection and opportunity to request student non-participation in units of instruction in venereal disease education are essentially the same as for sex education courses.

(EC 51820 This does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene, or health text. (E.C. 51550)

**Smoking and Tobacco Products:** Smoking and tobacco products (including e-cigarettes) are prohibited at all educational facilities at all times.

**Student Records:** The District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

**Suspension/Expulsion:** The principal or the Superintendent of Schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil, and the governing board will order a pupil expelled upon finding the pupil committed any of the following acts:

- (1) possession, selling, or otherwise furnishing a handgun;
- (2) brandishing a knife at another person;
- (3) unlawfully selling a controlled substance;
- (4) sexual assault or sexual battery; or
- (5) possession of an explosive. (EC 48915(c)).

Causes for suspension and possible expulsion under EC 48900 include the following. Depending upon the severity, special circumstances or frequency of the following acts, mandatory expulsion may be required by Education Code. (EC 48900; 48915).

- (A)(1) Caused, attempted to cause or threatened to cause physical injury to another person;
- (2) willfully used force or violence upon the person of another, except in self-defense;
- (B) Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object;
- (C)\*\*Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, commencing with Section 11053 of Div. 10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind;
- (D) \*\*Unlawfully offered, arranged, or negotiated to sell any controlled substance, commencing with Section 11053 of Div. 10 of the Health and Safety Code, an alcoholic beverage of any kind, and then either sold, delivered, or otherwise furnished another liquid, substance or material representing it as a controlled substance, beverage or intoxicant;
- (E) Committed or attempted to commit robbery or extortion;
- (F) Caused or attempted to cause damage to school property or private property;

- (G) Stole or attempted to steal school property or private property;
  - (H) \*\*Possessed or used tobacco or any products containing tobacco or nicotine;
  - (I) Committed an obscene act or engaged in habitual profanity or vulgarity;
  - (J) \*\*Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia (Section 11014.5 of the Health and Safety Code);
  - (K) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
  - (L) Knowingly received stolen school property or private property;
  - (M) Possessed an imitation firearm.
  - (N) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code.
  - (O) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.
  - (P) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - (Q) Engaged in, or attempted to engage in, hazing as defined in section 32050.
- \*\*Sections C, D, H, and J require follow-up as per SUSD Administrative Regulation 7019
- (R) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Additional grounds for suspension and possible expulsion:

- A. These sections shall not apply to pupils enrolled in kindergarten or grades 1-3, inclusive;
  - 1. Violated the District's Sexual Harassment Policy 6005 or Education Code Section 48900.2;
  - 2. Caused or attempted to cause, threatened to cause or participated in an act of hate violence (EC 48900.3);
  - 3. Harassed, threatened, or intimidated another pupil (EC 48900.4)

B. This section shall apply to any student:

- 1. Made terroristic threats against school officials or school property, or both. (EC 48900.7)

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to a school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or Principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off the campus; during, or while going to or coming from, a school sponsored activity.

It is the policy of the Board of Trustees that a suspended pupil:

- 1. Shall complete any assignments and tests missed during the suspension, if required by the teacher(s);
- 2. Shall have the right to request an appeal;
- 3. Shall not be allowed to loiter on or around any school grounds;
- 4. Shall not be allowed to participate in any school activities.

**Suspended Student Notification:** The school district shall inform the teacher of each student who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in Section 48900 of the Education Code, except subdivision (h), during the three previous years. Ed. Code Section 48900 pertains to suspension and expulsion.

**Title I:** Sylvan Union School District receives Title I funds. In districts receiving Title 1 funds parents have the right to request information regarding the professional qualifications of their child's teacher including:

- o Is the teacher credentialed for the grade level and subject matter being taught?
- o Is the teacher teaching under emergency credentials?
- o What is the major of the bachelor's degree of the teacher, and what other post-secondary degrees do they hold?
- o Is the student being taught by any paraprofessionals, and if so, what are their qualifications?

**Title VI and Title IX:** Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or gender in federally financed educational programs or activities. Any questions or concerns regarding noncompliance can be directed to your school principal or the Assistant Superintendent for Human Resources 574-5000.

**Vandalism, Theft and Graffiti BP 5131.5:** Any District student who commits an act of vandalism shall be subject to disciplinary action and may also be prosecuted through other legal means. Parents/guardians having custody or control of a minor who commits an act of vandalism may be held liable for damages within the limits of the law. Additional penalties or fines may be levied for defacing District property with graffiti or other acts of vandalism. Repeat offenders are subject to enhanced penalties and imprisonment.

## **School Attendance**

Truancy or excessive absences is not a matter to be taken lightly. Students fall behind academically if absences occur frequently. As a result, students earn poor grades and learning may be hampered.

When absences become excessive, it is our obligation to determine the causes. Continued illness may require a physical examination to determine what is needed to prevent the further loss of valuable instruction and to insure a healthful environment for all students.

Please contact the school office any time that your child is absent. If there are extenuating circumstances, the school principal will assist you.

Vacations and trips should be scheduled so that your child does not miss any school days. However, sometimes emergencies come up and this is not possible. When this occurs, please go to your school office and request an Independent Study Contract. Contracts must be requested at least five days prior to the absences and must be recommended and approved by the student's teacher and the principal. It is important that you communicate with the school and make arrangements for makeup work anytime your child is going to miss school.

### **NOTE:**

Schools do not receive funds (ADA) when students are absent due to illness or other "excused" absences.

**WHEN STUDENTS MISS SCHOOL, THEY MISS OUT!**



## Student Health Information

Key points regarding general illness at school

- If your child has had a fever above 100 F, vomiting or diarrhea, he/she should be kept home until symptom- free for 24 hours. (72 hours during COVID season)
- Check your child for signs of illness before sending him/her to school.
- Be alert for early signs of illness such as fever, cough, runny nose, decreased appetite, change in behavior or diarrhea.
- If your child is ill or injured at school, you or the emergency contact will be notified. Sick children may not remain at school. Please ensure that we have up-to-date contact numbers.
- If your child has a communicable disease, please keep your child home and call your health care provider. Also, notify the school immediately so appropriate measures can be taken to protect other children.

COVID-19 Specific Health information:

- Symptoms include but are not limited to:
  - Cough
  - Sore throat
  - Loss of taste or smell
  - Fever
  - Fatigue or weakness
  - Shortness of breath
  - Headache
  - Nausea, vomiting or diarrhea
- Prevention tips
  - Stay home if sick and notify your primary physician of symptoms
  - Wear a mask/face covering when in public
  - Wash your hands frequently
  - Maintain a 6 ft distance when in public
  - Cover your cough or sneeze
  - Disinfect frequently touched object and surfaces
- Sylvan District will follow local public health guidelines and California Department of Health and Human Services in relation to communicable diseases. Specifics related to Covid-19 can be found using the following links
  - <https://www.cdph.ca.gov/>
  - <http://www.schsa.org/PublicHealth/>

Teach your child to prevent the spread of disease by:

- Washing hands frequently with soap and water for 20 seconds, especially
  - After using the restroom
  - Before eating or drinking
  - Before touching your face
  - Anytime a facial tissue is used when blowing your nose
- Cover your cough and sneeze using elbow.
- Use hand sanitizer only when soap and water is not available

- No sharing of drinks, food or personal items
- Avoid touching eyes, mouth, and nose
- Avoid close contact with those who are sick

Some common contagious diseases include the following:

- **Hepatitis A** is a viral inflammation of the liver caused by fecal contamination of food or water. Please teach your children to wash their hands with soap and water after going to the bathroom and before eating.
- **Impetigo** is a skin infection beginning with blisters which break easily, leading to weeping lesions covered by yellow or honey-colored scabs. It is usually seen on the face, arms and legs.
- **Pinkeye** is an eye infection in which the eye appears reddened with increased tearing and pus formation. Typically, the eye is encrusted in the morning making it difficult to open.
- **Ringworm** is a fungal infection presenting with a red, scaling ring.
- **Scabies** is a skin infestation caused by mites. (The same mite causes mange in dogs and cats.) It appears as small red spots on elbows, knees, buttocks, around the waist and abdomen. There are raised ridges under the skin, usually between fingers and borders of the hands. In addition, there is intense itching, particularly at night.

If you have questions, do not hesitate to contact Credentialed Nursing Staff:

Sara Bradley, RN, BSN, PHN  
 Cynthia Ludwig, RN, MSN, PHN  
 Marisol Manipol, RN, MSN

Richard Dixon Jr., RN, BSN, PHN  
 Tina O'Connor, RN, BSN, PHN  
 Claudia Vargas, RN, BSN

**Immunization Requirements for School Entry (TK-8) Polio** 4 doses, or 3 doses if at least one was given after the 4th birthday.

**DTP/DTaP/ -** 4 or more doses, one more dose is needed if the last **DT/Td** dose was given before the 4th birthday. After the 7th birthday, at least three doses are needed, but one must be on or after the 2nd birthday.

**MMR -**  
 2 doses for kindergarten entry both on or after 1st birthday.  
 2 doses for 7th grade, both on or after 1st birthday.

**Hepatitis B -** 3 doses, for kindergarten and 7th grade entry.

**Varicella -** 2 doses or health care provider documentation of immunity (Chicken Pox)

**State law requires that all students entering 7<sup>th</sup> or 8<sup>th</sup> grade must have a Whooping Cough (Tdap) Booster before they begin the 2020-2021 school year.**

**No Shot = No School**

**See your physician or the County Public Health Services Immunization Clinic listed below.**

### **Oral Health Assessment Requirement**

California law, *Education Code* Section 49452.8, requires an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. A waiver form for this requirement is available under certain conditions. Contact your school office for assistance.

### **Administration of Medication**

When possible, the administration of medication should be done in the home by the child's parent or legal guardian. When this is not possible, arrangements can be made for school personnel to administer medication.

Medication includes prescription drugs and nonprescription drugs. Prescription and nonprescription medication may be given at school if the school has on file the completely filled out form, "Request for Administration of Medication at School". For prescription medication, please obtain from the pharmacist a pharmacy-labeled bottle for school use.

No medication will be given unless the above procedures are followed. Medication forms are available at all school offices, or may be downloaded from the District website -- [www.sylvan.k12.ca.us](http://www.sylvan.k12.ca.us)

Immunizations may be administered by your private physician or you may contact:  
Stanislaus County Public Health Services Immunization Clinic  
830 Scenic Drive, Modesto Phone—558-7000

## FACTS ABOUT HEAD LICE AND HOW TO CONTROL THEM

Head lice are passed from person to person by direct contact or on shared objects (combs, towels, barrettes, headphones, etc.), so every member of the family should be checked. The most common symptom of infestation is intense itching on the back of the head or nape of the neck. Head lice cannot survive without a human host. They do not jump, fly or carry disease and are not life threatening. Don't panic - follow the steps below to insure that your household is free of head lice.

### **Step 1: Non-Pesticide Treatment**

- Start with dry hair.
- Cover scalp with Cetaphil cleanser and massage through scalp. Leave on about 2 minutes.
- Comb out nits using a fine tooth comb.
- Blow dry hair and leave residue on overnight.
- Wash hair in the morning (do not use protein based shampoo).
- Repeat once weekly for 3 weeks.

### **Pediculicide treatment like Nix (only if live bugs present)**

Follow package directions and use over a sink and not in a shower or tub. Never use pediculicide on a pregnant woman or a child 2 years or younger

### **Step 2: Clean the Environment**

- Vacuum carpets, upholstery and drapes.
- Launder and put in hot dryer all bedding, towels, clothing, coats and hats.
- Soak combs and brushes in hot water for 20 minutes.
- (To be effective, treat hair and clean environment on the same day to kill all the lice at once.)

**Step 3: Comb out the nits (eggs)**

- Part hair in small sections and comb out the nits with fine tooth comb.
- Wipe lice from comb frequently with a tissue and dispose of the soiled tissue in a plastic bag.
- Use fingernails to remove nits not removed by comb.
- Check for nits every day for 3 – 4 weeks.

**Step 4: (The hardest part.) Tell anyone that may have been exposed. Your child's playmates may re- infest your child.**

**Students must be lice free when returning to school.**  
**A parent must accompany child in order for child to be checked and readmitted**





Now, more children and teens qualify for  
free or low-cost medical, dental and vision care coverage programs!  
**Interested in more information?** *Contact: 1-888-452-8609 (toll free) or go to*  
[www.dhcs.ca.gov](http://www.dhcs.ca.gov)



**ONLY for Epi-Pen or Metered Dose Inhaler:**

I hereby consent for my child to self-administer the following medication during the regular school day or when attending school-related activities.

*Please note: The school nurse may at his/her discretion determine that the student is not able to safely carry and self-administer an Epi-Pen or inhaler, and may at his/her discretion have the student's medication held in the health office for school personnel to administer.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Nurse Signature: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_



### **Social and Emotional Related Resources**

There are a number of resources available in our schools and our community for students who struggle with social/emotional related issues. If your child experiences social/emotional challenges that are impacting his/her ability to succeed, please contact your school or one of the mental health resources listed below.

### **For help with a mental health or life-threatening emergency, call**

#### **911.**

If you are feeling suicidal (or if you are concerned about someone), there is help available right now:

#### **Stanislaus County Community Services Response Team**

- Access Line: (209) 558-4600
- Available 24 Hours, 7 Days a Week
- Spanish Language Capabilities
- Call to access services or request a psychiatric evaluation.

#### **Stanislaus County Warm Line**

- (209) 558-4600
- 24 Hours a day, 7 days a Week
- On-site Peer Support and Warm Line Services are offered 24 hours a day, 7 days a week
- Stanislaus County residents can call the warm line when they are:
- Having a hard time making it through the day – but are not in crisis
- Needing a caring listener to provide effective feedback to help explore options
- Wants some support, assistance and resources toward recovery
- This is a mental health consumer-run program providing non-crisis intervention, offering peer support, referrals, and shared experience of hope and recovery

#### **Crisis Text Line**

- Text "Home" to 741741 to reach a crisis counselor when you are feeling depressed, sad, or going through any kind of emotional crisis and a crisis worker will text you back immediately. Many people, including teens, prefer text to talking on the phone. It's a free service for anyone--teens, adults, etc. who live in the U.S.

#### **Regional Suicide Prevention and Crisis Services**

- 1-800-273-TALK
- 1-800-SUICIDE
- (530) 885 -2300

<b>Resource</b>	<b>Contact Info</b>	<b>Services Provided</b>
Aspiranet	209-576-1750 1620 Cummins Drive	Individual, group, and family counseling. Culturally sensitive staff available who speak English and Spanish. FEE: Medi-Cal insurance only
The Bridge	209-571-8430 605 Chicago Avenue	Interpretation and translation (Cambodian, Hmong, and Laotian); referral services; cultural liaison for clients with public/private agencies; ESL class; youth activities and tutoring. FEE: None
Center for Human Services	209-526-1440 2000 W. Briggsmore Ave., Ste. 1	Individual, group and family counseling. Services offered in English and Spanish. FEE: Sliding scale; accepts Medi-Cal.
Children's Crisis Center	209-577-0138 209-577-4413 1244 Fiori Ave.	Parenting classes, advocacy program, 24-hour crisis line, emergency child care. FEE Free to qualifying families
Community Hospice	209-578-6300 4368 Spyres Way	Support groups for people grieving loss of a parent, child, sibling, friend or significant other. Culturally competent bilingual staff available. FEE: None
El Concilio	209-523-2860 1314 H Street	Counseling, referrals, and education. Free ESL/citizenship classes, immigration, first time home buying/financial literacy, assistance, support groups, counseling/referrals, health and parent education. FEE: None

Haven Women's Center	209-524-4331 888-454-2836 (24 hr. crisis line) 618 13 <sup>th</sup> St. Ste. 1	Education/emotional supports groups, individual counseling, rape crisis intervention help, domestic violence restraining orders, battered women's shelters. Youth groups for children and teens impacted by DV or sexual abuse. FEE: Free support groups; no fee for any services
Health Net (MHN)	888-426-0030	For Medi-Cal consumers who have been determined to meet criteria for mild to moderate mental health services. Contact the number for referrals and further information. FEE: None
Josie's Place Drop-In Center	209-558-4464 1208 9 <sup>th</sup> Street	Provides a safe environment for 16-25 year olds with serious emotional disturbance or mental illness. Employment and housing resources, access to computers, games, billiards, organized activities. FEE: None
Parents, Families, and Friends of Lesbians and Gays (PFLAG)	209-566-2468 324 College Avenue	A supportive group that believes in the dignity and worth of all individuals. Confidential emotional support, education, and opportunities for advocacy. FEE: None
Parent Resource Center	209-549-8822 209-549-8193 530 S. Santa Cruz Ave. 811 5 <sup>th</sup> St.	Resource centers provide a wide range of services from support (clothes closets, food) to mental health counseling. FEE: None
Parents United	209-524-4858 610 14 <sup>th</sup> St.	Ono-on-one counseling for adults molested as children and adult offenders; groups for children. FEE: Medi-Cal, Private Insurance, Victim Witness. Free for uninsured Stanislaus County residents.

<p>Sierra Vista Child and Family Services</p>	<p>Children: 209-550- 5869 1400 K. St. Ste. B Adults: 209- 524-6371 1030 15<sup>th</sup> St.</p>	<p>Variety of child, adult, and family services including individual/family and divorce counseling, court ordered counseling, parent education, anger management, domestic violence programs. FEE: Sliding scale, private insurance, Medi- Cal, no-fee parenting classes.</p>
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**BUS RIDERS**

Dear Parents:

Bus riding can be fun! It may be a new experience for your child if perhaps he/she has not participated previously in a busing program. The following rules have been established by the Sylvan Union School District Board of Trustees for the safety of all passengers. Each rider must be familiar with and understand all of the rules as it is a privilege to ride the bus.

**Please review the rules with your child.**

Remember - The bus driver has a high degree of responsibility and so do the passengers! Advise your child to help by following the rules and driver(s) directions the **first time** they are given, so your child may have a safe and pleasant trip! **Thank You!**

Home to school transportation is provided to students who reside **beyond** the following:

**Kindergarten** ¾ mile \*\* **1st-5th grade** 1 ½ miles \*\* **6th-8th grade** 2 miles

*See the following Rules and Regulations:*

**BUS RIDER RULES AND REGULATIONS**

1. Passengers shall sit facing forward with their feet and legs kept out of the aisle and buckled if equipped.
2. All passengers shall remain seated until the bus comes to a complete stop.
3. Students who must be escorted across the road shall follow the direction of the driver.
4. To avoid possible injury, heads, arms and legs shall be kept inside the bus at all times.
5. The following are not permissible on the bus:
  - a. Loud talking, yelling, screaming, profanity or obscene gestures to others;
  - b. Eating, drinking or gum chewing;
  - c. Glass/Can containers; including perfume, cologne, Axe, strong smelling sanitizers;
  - d. Animals, hazardous objects or weapons, vape pens;
  - e. Large, bulky items. In no instance shall aisles, doors, steps or emergency exits be blocked.
  - f. Skates, skateboards, scooters, and baseball bats.
6. Students shall arrive at the bus stop 5 minutes before the arrival time of the bus.
7. Students shall load and unload the bus at their regularly assigned bus stop. No friends riding to or from school.
8. Students who have missed the bus or have any questions regarding which bus to ride should immediately report to the school office.
9. All Kindergarten students must be met at the bus stop by a parent, guardian, or a family member.
10. Be courteous (**NO BULLYING**) verbal or physical and respect the rights and property of others on the bus and at stops. (**Vandalism**)
11. An automatic denial of bus riding privileges, up to twenty (20) days, may be imposed for the following:
  - a. Fighting, biting ,spitting, slapping, hitting, or punching
  - b. Obscene language or gestures directed at the bus driver or others
  - c. Vandalism to the bus or private property

- d. Improperly entering or exiting the bus
  - e. Throwing objects inside the bus or out the bus window/door
  - f. Giving the driver a false name or disregarding the driver's instructions
  - g. Defiance/Disruption
12. Severe offenses on a school bus will be addressed through cooperative efforts of transportation and the school site. In addition to imposition of discipline as per Board Policy and Student Code of Conduct, the response may include a Child Study Meeting, District Intervention Meeting, Behavior Plan, etc. Severe offenses include, but are not limited to:
- a. Offenses included in #10
  - b. Severe fighting
  - c. Possession of a dangerous object
  - d. Possession of a controlled substance

**\* Silent Witness school bus video systems may be in use.**

Section 14103.5 California Administrative Code governing pupil transportation states "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. CONTINUED DISORDERLY CONDUCT OR PERSISTENT REFUSAL TO SUBMIT TO THE AUTHORITY OF THE DRIVER SHALL BE SUFFICIENT REASON FOR A PUPIL TO BE DENIED TRANSPORTATION. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destination".

### **BUS CITATION CONSEQUENCE'S**

Once your child has been verbally warned by the bus driver and the misconduct continues, any of the following may be used depending on the severity of the offense.

- Written warning of citation mailed to parent/guardian.
- Student will be denied bus riding privileges for three (3) school days.
- Student will be denied bus riding privileges for five (5) school days.
- Student will be denied bus riding privileges for 20 consecutive school days.

### **SCHOOL PUPIL PEDESTRIAN SAFETY AND LOADING/UNLOADING PROCEDURES**

Pupils must be at the bus stop five (5) minutes before the bus is scheduled to arrive.

#### **UPON ARRIVAL AT THEIR ASSIGNED BUS STOP STUDENTS ARE TO:**

1. Line up in a straight, orderly line on the sidewalk or in a driveway at least twelve (12) feet away from the location where the bus will stop. In areas where there are not any sidewalks, students are to wait for the bus a safe distance from the street.
2. Stay off the roadway and observe all the behavior rules that apply to bus riding.
3. Wait until the bus comes to a complete stop before approaching the bus.

4. Enter and exit the bus in an orderly fashion, no pushing, shoving or crowding.

**ALL STUDENTS ESCORTED ACROSS THE STREET WITH A RED LIGHT CROSSING MUST:**

1. Exit the bus immediately upon arrival at their assigned stop.
2. Wait on the sidewalk or edge of the roadway until driver notifies the students that traffic has stopped and it is safe to cross the street.
3. Walk in front of the bus, between the bus driver and the bus, in a path parallel to the front of the bus.

**THE AREAS AROUND THE SCHOOL BUS WHERE THE CHILDREN ARE NOT TO ENTER WITHOUT NOTIFYING THE DRIVER:**

1. DIRECTLY IN FRONT OF THE BUS: children should only cross in front of the bus when the bus driver is out of the bus escorting children with a red light crossing.
2. UNDERNEATH THE BUS: children are not to reach under the bus to retrieve lost papers or other objects without notifying the driver and the driver turning the engine off and setting the brake.
3. DIRECTLY BEHIND THE BUS: children who need to cross must do so in front of the bus with the bus driver escort. Students in any of these areas may not be visible to the driver.

**WHILE WALKING TO AND FROM THEIR ASSIGNED BUS STOPS STUDENTS ARE TO:**

1. Walk directly to and from their stop, without making any unplanned stops.
2. Walk in groups of 2 or more whenever possible.
3. Report to the bus driver any suspicious person or person in a vehicle who has approached them at or near the bus stop.

**THERE IS NO PARKING IN BUS LOADING  
OR RED ZONES.**

**FOG ALERT**

During the foggy season the local radio stations broadcast information about the bus schedule.

In Stanislaus County the following stations broadcast information about the Sylvan Union School District's buses:

KWIN 98.3

KHOP 104.1

KAT COUNTRY 103 KO93

KJSN SUNNY 102

Annually, Transportation will send additional information to parents concerning the foggy season.



## Kindergarten Registration for the 2020-2021 School Year

If you have a child who will be 5 years of age on or before September 1, 2020, please register your child for Kindergarten at your attendance area school on:

**Monday, February 3, 2020**

**6:00 p.m. – 8:00 p.m.**

(Note: Pre-Enrollment opens on December 1, 2019 on the District Website, [www.sylvan.k12.ca.us](http://www.sylvan.k12.ca.us), under the Parents Tab, “Enroll your child”)

### Please Bring:

- Proof of birth date
- Immunization record including: Hepatitis B Vaccine
- Varicella Vaccine (chicken pox) or health-care provider documentation of immunity

*The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated. (Health & Safety Code, § 120325). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7<sup>th</sup> grade unless the student has been immunized for his or her age as required by law. (Health & Safety Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Safety Code, § 120370)*

- Proof of physical examination or appointment scheduled for an exam (dated after 3/1/20 also meets the 1st grade physical exam requirement)
- Proof of residency

### PLEASE NOTE:

Enrollment at the neighborhood school is determined on a first come – first served basis with preference given to families who register February 3 and have a sibling attending the same neighborhood school in 2020-2021 Please feel free to contact your school Office Manager or principal if you have any questions or need additional information.

**If your child will be 5 years of age between September 2, 2020, and December 2, 2020, s/he is eligible for Transitional Kindergarten.**

**You may register your child for Transitional Kindergarten at the same time and location as Kindergarten Registration, and must provide the same documentation listed above.**

BP 5145.7

### **Sexual Harassment**

The Board of Trustees 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 any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment 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 where 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 prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedure 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 take interim 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 and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon 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.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

#### Record-Keeping

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.

(cf. 3580 - District Records)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

##### CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

##### GOVERNMENT CODE

12950.1 Sexual harassment training

##### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

##### UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

##### UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Boards of Trustees to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SYLVAN UNION SCHOOL DISTRICT

adopted: November 2, 2004 Modesto, California

revised: May 30, 2017

BP 5145.13 Students

### **Response To Immigration**

The Board of Trustees is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

(cf. 5145.6 - Parental Notifications)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

Legal Reference:

#### EDUCATION CODE

200 Educational equity

220 Prohibition of discrimination

234.1 Safe Place to Learn Act

234.7 Student protections relating to immigration and citizenship status

48204.4 Evidence of residency for school enrollment

48980 Parental notifications

48985 Notices to parents in language other than English

#### GOVERNMENT CODE

8310.3 California Religious Freedom Act

#### PENAL CODE

422.55 Definition of hate crime

627.1-627.6 Access to school premises, outsiders

#### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

#### COURT DECISIONS

Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

#### CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

#### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

#### WEB SITES

CSBA: <http://www.csba.org>

California Office of the Attorney General: <http://oag.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

California Department of Justice: <http://www.justice.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Immigration and Customs Enforcement: <http://www.ice.gov>

U.S. Immigration and Customs Enforcement, Online Detainee Locator System:  
<http://locator.ice.gov/odls>

Policy SYLVAN UNION SCHOOL DISTRICT

adopted: June 26, 2018 Modesto, California

## BP 6020 Instruction

### **Parent Involvement**

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in District and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420.5 - School-Based Decision Making)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5145.6 - Parental Notifications)

The superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the District's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

### Title I Schools

Each year the superintendent or designee shall identify specific objectives of the District's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The superintendent or designee shall ensure that the District's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I

programs. Those strategies shall establish expectations for parent involvement and describe how the District will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the District's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(cf. 3100 - Budget)

The superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

#### Non-Title I Schools

The superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the District and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

#### Legal Reference:

##### EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

##### LABOR CODE

230.8 Time off to visit child's school

##### UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

##### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Policy SYLVAN UNION SCHOOL DISTRICT

adopted: September 25, 2001 Modesto, California

revised: July 22, 2008

## AR 6158.1 Instruction

### **Short Term Independent Study**

Short-term independent study is defined as 5-20 (five to twenty) days of pre-approved independent study. An independent study of more than 20 days (excluding Long-Term Independent Study) must be approved by the Board of Trustees at a regularly scheduled meeting. No independent study will be approved for fewer than five (5) days.

Parents must request approval of short term independent study at least five (5) school days in advance of the first day of the intended absence. The Superintendent or designee shall approve or deny all requests for short-term independent study.

A request for short-term independent study may be denied based on reasons including but not limited to excessive absenteeism and/or truancy.

Upon a student being approved for short-term independent study, the classroom teacher shall prepare materials sufficient to cover the period of the absence. The amount of assigned work shall be the equivalent of one (1) school day, (five (5) hours per day) for each day of the absence. The materials will be provided to the student on the last day of school before the Independent Study begins. The teacher shall provide all necessary books and materials. All work is to be completed by the student.

All work must be completed and turned in to the classroom teacher on the first day that the student returns from the short-term independent study.

The classroom teacher shall be responsible for grading all short-term independent study work. It is then to be given to the principal for approval.

If all work is completed, the student will be granted excused absences for the days of the short-term independent study. Work must be fully complete; no partial credit will be given. Incomplete work will result in unexcused absences.

Regulation SYLVAN UNION SCHOOL DISTRICT

approved: October 27, 2015 Modesto, California