

## **2018-2019 ANNUAL PARENT NOTIFICATION STUDENT AND PARENT/GUARDIAN RIGHTS INFORMATION**

### **Verbatim Wording Available**

The California Education Code (EC) requires that parents and guardians of minor students be provided information regarding student and parent/guardian rights relating to certain activities. Further information regarding any section of the Education Code and the verbatim wording may be requested from any school administrator.

Please carefully read the rights and responsibilities below. After you have done so, please sign and return the enclosed acknowledgment to your student's school indicating that you have received and reviewed this information. (EC § 48982) Pursuant to parent request, the annual parent notification will be provided to the parent or guardian in an electronic format. If the notice is provided in an electronic format, the parent or guardian must submit to the school a signed acknowledgment of receipt of this notice.

**EC § 220 – Discrimination:** The District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, marital or parental status, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex (sexual harassment), sexual orientation, or association with a person or a group with one of these actual or perceived characteristics. Complaints may be filed with the superintendent under the district's complaint procedure.

**EC § 221.5 – Career Planning, Counseling:** Students are provided with career counseling and information regarding careers. Academic and elective courses are conducted without regard to the sex of the students enrolled in such classes. Notification of parents or guardians of students shall be given in advance of any career counseling to invite them to participate in these counseling sessions.

**EC § 230 – Parental, Marital Status:** The Governing Board recognizes that early marriage; pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and to promote the healthy development of their children.

The District shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. Complaints may be filed with the superintendent under the district's complaint procedure.

**EC § 231.5 – Sexual Harassment Policy:** The District has a written policy regarding sexual harassment. This policy is part of any student orientation for new students, is included with mandated parental notifications, is posted, and is distributed to all employees. The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. 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.

**EC § 234.7 – Educational Equity Regardless of Immigration Status, Citizenship, or Religion:** Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of

child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents 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 a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status.

The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>.

**EC § 17612 – Pesticides:** The district is required to provide to the parents the name of all pesticide products expected to be applied at school facilities during the upcoming school year. Such notice will be provided at the beginning of the first semester and will include identification of the active ingredients in each pesticide, and the Internet address used to access information on pesticides developed by the Department of Pesticide Regulation. Parents and guardians have the right to register with the district if they wish to receive notification of individual pesticide applications at a particular school facility.

**EC § 32221.5 Pupil Insurance for Athletic Teams:** Requires school districts that elect to operate an interscholastic athletic team or teams to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage sent to athletic team members.

**EC § 32210 Disruption in Public School or Public Meeting:** School districts may inform parents or guardians that any person who willfully disturbs any public school or public-school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

**EC § 32255 et seq. – Use of Animals:** A student may choose an "alternative education project" rather than participate in the harming of or destructive use of animals.

**EC § 35160.5 – School of Choice:** Students who reside within a school district's boundaries may apply for enrollment in any district school. School of Choice applications are available at all school sites and at the district office.

**EC § 35178.4 – School Accreditation:** The district is required to notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Website, or by any combination of these methods.

**EC § 35183 – Dress Code:** The district is authorized to adopt a dress code that would prohibit the wearing of "gang-related clothing." The school district is also authorized to adopt a dress code policy that would require students to wear a school-wide uniform. Notice of the adoption of a district dress code or required uniforms will be given to parents at least six months prior to such adoption along with notice of the availability of resources to assist economically disadvantaged students.

**EC § 35256 – School Accountability Report Card:** A hard copy of the annual School Accountability Report Card will be provided, upon request, on or before February 1 of each school year.

**EC § 35291 – Student Discipline:** Rules pertaining to student discipline, including those which govern suspension or expulsion, are available from the building principal. They are also communicated to all students every year.

**EC § 32280 et seq. – Safety Plan:** Each school has an adopted safety plan which includes policies against discrimination and harassment. Safety plans are available upon request at each school site.

**EC § 32390 – Fingerprint Program:** The District may offer a fingerprint program for all students enrolled in kindergarten or newly enrolled in the district. Each parent or guardian will be informed of any such program when the student enrolls. Parents or guardians must consent in writing to enroll their students in this program and must pay the applicable fee.

**EC § 35186 – Williams Complaint Policy & Procedures:** Requires school districts to use a modified uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after 12<sup>th</sup> grade. Notice of the complaint process and the location at which to obtain a complaint form shall be posted in classrooms. Complaints may be filed anonymously.

**EC § 39831.5 – School Bus and Passenger Safety:** Requires school districts to provide bus safety regulations to all new students in pre- kindergarten, kindergarten and first through sixth grade inclusive who were not previously transported by school bus. The bus safety regulations shall include: a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops.

**EC § 44731 - Internet Access:** Before anyone may access the Internet through the district, the appropriate orientation and instruction will be required. All users will be required to sign (and minor students must have their parents sign) an Internet agreement, and for publication, a permission slip for student participation on the Internet through the school site home page. In addition, all users will be provided a copy of the district board policy on Internet access, and must review this policy and agree to abide by the rules. Users must understand that any violations of the provisions of district policy may result in disciplinary action, the revoking of their user privilege, and/or appropriate legal action.

**EC § 44807 – Student Conduct:** Every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playground, or during recess.

**EC § 44808.5 – Lunch Off Campus:** Students may be permitted to leave a high school campus during the lunch period without the school district or any officer or employee incurring liability for the conduct or safety of students during such time.

**EC § 44810 – Parental Interference with Classroom Conduct:** It is prohibited for any person over 16 years of age, including but not limited to a student's parent or guardian, to come on school property and willfully interfere with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person. This behavior constitutes a misdemeanor, and the district will immediately report all such willful interference with the appropriate authorities, as well as the district may prohibit or limit such persons from returning to school property in accordance with district policy.

**EC § 46010.1 – Permissive Absence for Medical Services Without Parental Consent:** School authorities may excuse any student in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the student’s parent or guardian.

**EC § 46014 – Religious Instruction:** Absence may be granted for absence at a religious retreat or to participate in religious exercises pursuant to district policy.

**EC § 46600 – Interdistrict Transfers:** Where permitted by law and board policy, students may apply for interdistrict transfer permits under the guidelines in Education Code §§ 46600-46611 and pursuant to district policy. If a student has been a victim of an act of bullying by a student of the school district of residence, the student-victim will be given priority for interdistrict attendance.

**EC § 48000 – Enrollment in Kindergarten:** Students will be enrolled in kindergarten at the beginning of the school year or at any later time if the student will be five years of age on or before one of the following dates:

- (3) October 1 of the 2013-2014 school year;
- (4) September 1 of the 2014-2015 school year and each school year thereafter.

For the school year 2013-2014, a child who will have his or her 5th birthday between October 2 and December 2 shall be admitted to a transitional kindergarten program maintained by the school district.

For the school year 2014-2015 and each year thereafter, a child who will have his or her 5th birthday between September 2 and December 2 shall be admitted to a transitional kindergarten program maintained by the school district.

On a case-by-case basis, a child who has reached age five after the date listed above but before the end of the applicable school year may be admitted to kindergarten with the approval of the child’s parent or guardian and subject to governing board approval in accordance with EC § 48000.

Transitional kindergarten means the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

**EC § 48200 – Parent Responsibilities:** Parents are responsible for the enrollment and regular attendance of their school-age children in their district and school of residence. If your child lives in the home of a care giving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the care giving adult is required to determine that your child lives in the care giver’s home.

**EC § 48204 – Residency Based on Parent/Guardian Employment:** A district may permit a parent who works outside of the district of residence to enroll students in the school district where their place of employment is located in accordance with district policy.

**EC § 48205 – Excused Absences:** According to law, your child will be excused for absence only when the absence was:

- a. Due to his/her illness.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometric or chiropractic services rendered.
- d. For the purpose of attending the funeral service of a member of his/her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- e. For the purpose of jury duty in the manner prescribed for by law.
- f. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- g. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his/her religion, attendance at religious retreats (not to exceed four hours per semester), attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- h. For the purpose or 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.

A student absent from school for one of the above reasons shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided an, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a student is absent shall determine the tests and assignment which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

**EC § 48206.3, 48207, 48208 – Students with Temporary Disabilities:** If your child has a temporary disability which prevents him/her from attending regular classes, the district will provide individual instruction when possible. It is the parent's or guardian's responsibility to notify the district immediately if it appears as though their child may be eligible for such services. If your child is, due to temporary disability, placed in a hospital or other residential health care facility which is located outside the district, he/she may be eligible to attend school in the school district in which the hospital is located. If this situation should arise, you should notify both the district in which you reside and the district in which the hospital is located. Upon receiving notice from a parent or guardian that a child may be eligible for individualized instruction during a temporary disability, the district shall make a determination within five working days regarding whether the child will be able to receive individualized instruction. Individualized instruction shall commence no more than five working days after a positive determination has been made.

**EC § 48216 – Proper Immunization:** The school district may exclude any pupil not properly immunized and will notify the parent or guardian that they have two weeks to supply evidence that the pupil has been properly immunized or that the pupil is exempt from the immunization requirements as specified in HSC Section 120365 and 120370.

**EC § 48260.5 – Parent Notice of Student Classified as Truant:** Upon initial classification as a truant, the district shall notify the student’s parent or guardian using the most cost-effective method possible, which may include electronic mail or a telephone call.

**EC § 48263 – Referral of Habitual Truants:** Minor students who are habitual truants, or who are irregular in attendance at school, or who are habitually insubordinate or disorderly during attendance at school may be referred to a school attendance review board (SARB) or to the probation department for services.

**EC § 48900(q) - Hazing:** No student or other person in attendance, at any public or private educational institution shall engage in or attempt to engage in hazing. The definition of “hazing” includes any method of initiation or pre-initiation in a student organization or student body or activities of these which cause or may cause serious bodily injury, personal degradation or disgrace resulting in physical or mental harm to a student. Hazing does not include athletic events or school sanctioned events.

**EC § 48900.1 – Requirement for Parent to Attend School:** A teacher may require a parent to attend school with their student for a portion of the school day if that child has been suspended for an obscene act, habitual profanity or disruption.

**EC § 48900.2 – Sexual Harassment Policy:** Sexual harassment, hate violence, and harassment, threats or intimidation of or by an employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension or expulsion of students.

**EC § 48902 – Notification to Law Enforcement:** The principal or designee is required to report to appropriate law enforcement, prior to suspension or expulsion of a student for a violation of Penal Code § 245. Appropriate law enforcement must also be notified of any acts of a pupil that may involve the possession or sale of narcotics or of a controlled substance or violations of Penal Code §§626.9 or 626.10. The principal or designee is also required to report any acts specified in EC § 48915(c) (1) or (5) committed by a pupil or non-pupil on a school-site to appropriate law enforcement. Notification to law enforcement is required within one day of suspension or expulsion for violations of EC § 48900 (c) or (d). Reporting meets the requirements of the Gun-Free Schools Act of 1994.

**EC § 48904 – Liability of Parents and Guardians:** Parents or guardians of a minor are liable for willful misconduct of a minor which results in injury or death of another person or destruction of school property. Parents are also liable for any school property loaned to the student and willfully not returned. Liability may be as much as \$10,000 in damages and, in addition a maximum of \$10,000 for payment of a reward, if any.

The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money.

**EC § 48906 – Release of Student to Peace Officer:** Upon release by a school official of your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent of guardian.

**EC § 48980(c) – Staff Development Days and Minimum days:** Parents shall be advised of (no later than one month prior to) any scheduled minimum days or student free staff development days.

**EC § Choosing a School Within District in Which Parent Lives:** The law (EC §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.
- ❖ 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.

**Choosing a School Outside District in Which Parent Lives:** Parents have three different options for choosing a school outside the district in which they live the three options are:

**Option 1: Districts of Choice (EC §§48300 through 48315):** 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. If the school board of a district decides to become a “district of choice” it must determine the number of students it is willing to accept in this category each year and accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process, that prohibits consideration of factors such as academic or athletic performance, physical conditions, or proficiency in English. If the district chooses not to become a “district of choice,” a parent may not request a transfer under these provisions. Other provisions of the “district of choice” option include:

- ❖ Either the district a student would transfer to or the district a student would transfer from 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. A district of choice cannot deny a transfer request on the basis that the costs to provide services exceeds the revenue received, but it may reject a request if doing so would require the creation of a new program. However, the district of choice may not deny the transfer of any special needs student, including an individual with exceptional needs, or an English Learner student even if the cost to educate the student exceeds the revenue received or the creation of a new program is required. 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.

- ❖ Communications to parents by a school district of choice shall be factually accurate and shall not target students based upon academic ability, athletic performance, or other personal characteristics.
- ❖ The district of choice must post transfer application information on its website, including any applicable forms, the timeline for a transfer, and an explanation of the selection process.
- ❖ All communications from a school district of choice regarding transfer opportunities must be available in all languages for which translations are required in the school district of residence under EC §48985.
- ❖ 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.
- ❖ Entrance priority must be given as follows:
  - Siblings of students already attending school in the “district of choice” must be given first priority.
  - Pupils eligible for free or reduced-price meals must be given second priority.
  - Children of military personnel must be given third priority.
- ❖ 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.
- ❖ A school district in which an active military duty parent of a student resides shall not deny the transfer of that student to a school in any district, if the school district to which the parent of the student applies approves the application for transfer

**Option 2: Other Interdistrict Transfers (EC §46600 et seq.):** 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. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. The law on interdistrict transfers also provides for the following:

- ❖ 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.

**Option 3: Parental Employment in Lieu of Residency Transfers (EC§48204(b)):** If at least one parent of a student is physically employed in the boundaries of a school district other than the one in which they live for a minimum of 10 hours during the school week, the student may be considered a resident of the school district in which his/her parents work. 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 EC §48204(b) include:

- ❖ Either the district in which the parent lives or the district in which the parent works may prohibit the student’s transfer if it negatively impacts a desegregation plan.
- ❖ The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government 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 must provide in writing to the parent the specific reasons for denying the transfer.

**EC § 48980(h) – Attendance Options:** Parents shall be annually notified of all attendance options and residency requirements and any programmatic options applicable in the district.

**EC § 48980(j) – Grade Reduction/Loss of Academic Credit:** No student shall have his or her grades reduced or academic credit deducted for any absence(s) excused pursuant to Education Code § 48205 if missed assignments or tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

**EC § 49010, et seq. – Pupil Fees:** The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district’s fee policies and complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis.

**EC § 49063 et seq. – Family Educational Rights and Privacy Act (FERPA) – Student Records:** Federal and state laws grant certain rights of privacy and rights of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to:

1. Parents of student age 17 and younger.
2. Parents of students age 18 and older if the student is a dependent for tax purposes.
3. Students age 16 and older, students age 14 and over who are identified as both homeless and an unaccompanied youth, or students who are enrolled in an institution of post-secondary instruction (called “eligible students”).
4. Individuals who have completed and signed a Caregiver’s Authorization Affidavit.

A parent, guardian or eligible student may review individual records by making a request to the principal. A parent, guardian or eligible student may challenge the content of any student record. A written request must be filed with the superintendent to correct or remove any information which is alleged to be inaccurate, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer’s area of competence, not based

on personal observation of a named person, misleading, or in violation of the privacy or other rights of the student. The superintendent or designee shall meet with the parent/guardian or eligible student and with the employee who recorded the information in question and shall sustain or deny the allegations. If the allegations are sustained, the information shall be ordered corrected, removed or destroyed. If the allegations are denied, the decision may be appealed in writing to the Board within thirty (30) days. The governing board shall meet in closed session with the parent/guardian or eligible student and with the employee who recorded the information in question and shall sustain or deny the allegations. If the board sustains the allegations, the information shall be ordered corrected, removed or destroyed. The decision of the Board shall be final. If the final decision of the board is unfavorable to the parent/guardian, or if the parent/guardian accepts an unfavorable decision by the superintendent, the parent/guardian shall have the right to submit a written statement of objections which shall become a part of the student's record until such time as the information in question is corrected or removed.

Districts may release educational records, without obtaining prior written parental consent, to any school official or employee that has a legitimate educational interest in the educational record. Additionally, districts may also release information from pupil records to authorized representatives of the Comptroller General of the United States, the Secretary of Education, and administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where the information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, data collected by those officials shall be protected in a manner that will not permit the personal identification of pupils or their parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed for the audit, evaluation, and enforcement of federal legal requirements. School districts may also release information from pupil records to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if the studies are conducted in a manner that will not permit the personal identification of pupils or their parents by persons other than representatives of the organizations and the information will be destroyed when no longer needed for the purpose for which it is obtained.

Parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information access by other persons, review, and to the challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten days. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, parents and eligible students may file a complaint with the U.S. Department of Education concerning alleged failures of the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation a part of any applicable program.

**EC § 49073 – Family Educational Rights and Privacy Act (FERPA) – Release of Directory Information:**

- A. The district may release the following categories of information regarding any student or former student except that no directory information shall be released when a parent or eligible student has notified the school district that the following information is not to be released:
- Name and address
  - Telephone number
  - Major field of study
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Dates of attendance
  - Degrees and awards received
  - The public or private school most recently attended by the student
- B. No directory information will be released to private profit-making entities other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. The names and addresses of students enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided to a private school or college. However, no such private school or college shall use that information for other than purposes directly related to the academic or professional goals of the institution. No directory information shall be released regarding any pupil if a parent has notified the school district that the information shall not be released. The district may, in its discretion, limit or deny the release of specific categories of directory information to any public or private nonprofit organization based upon a determination of the best interests of its student(s).
- C. Federal law requires that, upon request, the district provide the names, addresses and listed telephone numbers of secondary school students to United States military recruiters and institutions of higher learning. The district must release this information, unless a student or the parent/guardian notifies the District in writing, within thirty (30) days of receiving this notification, that the District must not release this information without prior written consent.

**EC § 49073.6 Pupil Records – Social Media:** School districts that consider a program to gather or maintain in its records any information obtained from social media of any enrolled pupil shall notify pupils 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. For each school district that adopts such a program, the school district shall notify each parent or guardian of a pupil subject to the program that the pupil’s information is being gathered from social media and the process for destroying such information within one year after the pupil turns 18 or within one year after the pupil is no longer enrolled in the school district, whichever occurs first.

**EC § 49091.10 – Education Empowerment Act of 1998:** The Education Empowerment Act of 1998 establishes various rights of parents or guardians, in addition to other rights identified in this Notice. Your rights, as a parent or guardian, and your child’s rights, include the following

1. Inspection of Instructional Materials: You have the right to inspect all primary supplemental instructional materials and assessments, including textbooks, teacher’s manuals, films, audio and video

recordings, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the district.

2. **Observation of School Activities:** You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the district to ensure the safety of students and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of the district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board the district.
3. **Consent for Evaluations and Testing:** Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.
4. **Affirmation or Disavowal of Benefits:** A student may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve students of any obligation to complete regular classroom assignments.

**EC § 49403 – Immunizations:** Unless a pupil’s parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements, shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

State law requires the following immunizations before a child may attend school:

1. All new students, in transitional kindergarten through grade 12, must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella (chickenpox) immunizations.
2. All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
3. All seventh-grade students must also provide proof of a second immunization for measles, mumps, rubella, and a pertussis booster vaccination. Commencing on July 1, 2011, the governing authority shall not unconditionally admit or advance any pupil to the 7th through 12th grade levels unless the pupil has been fully immunized against pertussis, including all pertussis boosters appropriate for the pupil’s age. (Health & Safety Code § 120365(d))

If there is good cause to believe that the student has been exposed to one of the communicable disease listed in Health & Safety Code § 120325, then the student may be temporarily excluded from the school until the local health officer is satisfied that student is no longer a risk of developing the disease. (Health & Safety Code § 120365).

**EC § 49408 – Emergency Information:** For the protection of your child’s health and welfare, we ask that you fill out and return the enclosed Emergency Information Card.

**EC § 49414 – Emergency Treatment for Anaphylaxis:** Requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel and authorizes them to provide emergency medical aid to persons suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis.) Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

**EC § 49141.7 – Administration of Epilepsy Medication:** If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil’s parent or guardian may request the pupil’s school to have one or more of its employees received training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

**EC § 49423 – Instructions for Medication:** Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician, surgeon or physician assistant and a parental request for assistance in administering the physician, surgeon or physician assistant’s instructions. School policy requires that any student bringing medication to school shall have written instructions regarding its use and shall store the medication in the school office which may be administered by a designated employee.

**EC § 49451 – Physical Examination Exemption:** A child is exempt from all physical examinations whenever the parent or guardian of a student annually files a written statement with the school principal stating the parent or guardian will not consent to routine physical examinations of their child. However, whenever there is good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance until the disease no longer exists or is no longer infectious or contagious.

**EC § 49452 – Sight and Hearing Testing:** The governing board of any school district shall provide for the testing of the sight and hearing of each student enrolled in the schools of the district unless the parent submits a written denial of consent.

**EC § 49452.5 – Scoliosis Screening:** The governing board of any school district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

**EC § 49452.8 – Oral Health Assessment:** School districts must notify parents or guardians of the requirement that pupils enrolled in kindergarten, or in the first grade if not previously enrolled in kindergarten, present proof of having received an oral health assessment as specified or completion of a form provided by district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional assessment cannot be completed.

**EC § 49455 – Vision Appraisal:** Students who enroll for the first time in a school district shall receive a vision appraisal. The child shall have his/her vision reappraised at least every third year thereafter until completing the eighth grade. Parents wishing their child excused from this requirement shall notify the school principal and provide a certificate from a physician, surgeon, physician assistant or an optometrist setting out the results of a determination of the child’s vision, including visual acuity and color vision. This requirement shall not apply to any child whose parents or guardian submits a written statement that they adhere to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

**EC § 49472 – Medical/Hospital Services:** The district may provide insurance or make available medical or hospital services for injuries to students arising from school programs or activities. No student shall be compelled to accept such service without his/her consent or, if a minor, without the consent of a parent or guardian.

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

**EC § 49480:** The text of this section requires parents or guardians to inform the school if a child is on a **CONTINUING PROGRAM OF MEDICATION** as follows:

**Special Student Medication** – The parent or legal guardian of any public-school student on a continuing medical regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child’s physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of school district shall be responsible for informing parents of all students of the requirements of this section.

**EC § 49520 – Lunch Program:** Your student may be eligible to purchase lunch in the cafeteria at a reduced rate. You will be provided with information regarding your child’s eligibility for this program.

**EC §51101(a)(12) – School Rules:** School rules, including disciplinary rules and procedures, attendance, retention and promotion policies, dress codes and procedures for visiting schools are available upon request from the district office.

**EC § 51101(a)(16) – Retention:** The district shall notify parents and guardians as early in the school year as practicable if a student is at risk for retention. Parents and guardians have the right to consult with school personnel about any proposed retention and to appeal any decision to promote or retain a student.

**EC § 51229 – College Admission Requirements and Higher Education Information:** A handout containing college admission requirements and higher education information is attached to this notice. Additional information regarding student eligibility, admittance, and attendance at post-secondary institutions can be found at the P-16 Council’s website: <http://www.collegeisnext.com>.

**EC § 51240 – Conflicts with Religious Beliefs or Moral Convictions:** Whenever any part of the instruction “health”, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent, the student shall be excused from that part of the instruction upon written parental request.

**EC § 51512 - Electronic Listening or Recording Device:** The school district may notify parents and guardians that the use by any person, including a student, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal of the school is prohibited. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to the school district’s disciplinary procedures.

**EC § 51513 – Personal Beliefs Survey:** Unless written parental permission is received, no student shall be given any test, questionnaire, survey, or examination containing any questions about your child’s or his/her parents’ or guardians’ personal beliefs or practices in sex, family life, morality, or religion. Parents will be given prior written notification. (Also refer to EC § 60614)

**EC §§ 51930-51938 – Sexual Health and HIV/AIDS Prevention Education:** Parents/guardians shall be notified of any comprehensive sexual health and HIV/AIDS prevention education planned for the coming year. Parents and guardians may request in writing that their students not receive comprehensive sexual health education or HIV/AIDS prevention education. The district may provide comprehensive sexual health education or HIV/AIDS prevention education to be performed by outside consultants, and the district may hold an assembly to deliver this education. If the district elects either of these methods, it must provide notice to parents that includes the date of instruction, the name of the organization or guest speaker, and information stating the right of the parent/guardian to request a copy of the relevant Education Code sections. If arrangement for this education is made after the

school year has started, the district must provide notice by mail or other commonly used methods of notification no fewer than 14 days prior to the instruction.

Parents are required to be notified in writing prior to any instruction or class in which human reproductive organs and their function or processes are described, illustrated, or discussed. Materials to be used may be reviewed prior to instruction. Parents may request that his or her student not attend sex education courses.

**EC § 52052 and 60640 California Assessment of Student Performance and Progress:** The California Assessment of Student Performance and Progress (“CAASPP”) System was established on June 1, 2014. Commencing with the 2014-2015 school year, the CAASPP System includes Smarter Balanced Summative assessments in English Language, Arts, and Math, in grades three through eight and eleven, and alternate assessments in English, Language Arts, and Math, in grades three through eight and eleven for students with significant cognitive disabilities. The CST for science is required for all students in grades five, eight, and ten, unless the student’s IEP indicates administration of the CMA or CAPA. An optional standards-based test in Spanish for reading/language arts in grades two through eleven, for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months, may be administered at District discretion.

**EC § 52244 – Advanced Placement Examination Fees:** State funds may be available to cover the costs for economically disadvantaged students of advanced placement examination fees pursuant to Section 52244 if the district is eligible and the grant is awarded.

**EC § 56020, et seq. – Need for Special Services or Accommodations:** If you have reason to believe that your child (ages 0 through 21) has a disability which requires special services or accommodation, bring this to the attention of the school office.

**EC § 56301 – Child Find System:** Each district, special education local plan area or county office of Education shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs.

**EC § 56300, 56301, 56302 & 56329 – Assessment for Special Education Needs:** Parents have the right to initiate a referral in writing for assessment to identify students (ages 0-21 years) who may need assessment for special education services or accommodation under Section 504 of the Rehabilitation Act of 1973. If parents disagree with the results of the district’s assessment, they have a right to request an independent educational assessment at public expense from the district. Parents who disagree with the identification, placement, services or accommodations for the students may appeal through a hearing process.

If the school district observes your child in his or her classroom during an assessment, or if the school district would have been allowed to observe your child, an individual conducting an independent educational assessment



must also be allowed to observe your child in the classroom. If the school district proposes a new school setting for your child and an independent educational assessment is being conducted, the independent assessor must be allowed to observe the proposed new setting.

If you unilaterally place your child in a nonpublic school and you propose the placement in the nonpublic school to be publicly financed, the school district must be given the opportunity to observe the proposed placement and your child in the proposed placement.

**EC § 58501 – Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. An alternative school is a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b. Recognize that the best learning takes place when the student learns because of his/her own desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choice of learning projects.
- d. Maximize the opportunity for the teachers, parents and students to develop cooperatively 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 react continuously to the changing world, including but not limited to the community in which the school is located.

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

**34 CFR §§ 200.36, 200.37, 200.38 – School Improvement:** Parents and guardians shall be notified of schools identified for improvement and actions taken to improve schools.

**40 CFR § 763.93 – Asbestos:** A complete, updated management plan for asbestos-containing materials in school buildings is available on request by parents, teachers and employee organizations.

**No Child Left Behind Act, 20 USCA § 6311(h) (6) (A):** Parents and guardians have the right to request and receive information regarding the professional qualifications of their children's classroom teachers. At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency

will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**No Child Left Behind Act, 20 USCA § 6311(h) (6) (B) – Level of Student Achievement:** The district shall provide parents and guardians with information on the level of achievement of their children in each of the required state academic assessments and, if applicable, timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**EC § 69432.9 Cal Grant Program:** Requires the school district to notify all pupils enrolled in grade 12 that they will be deemed Cal Grant applicants, unless the pupil specifically opts out of such notification. A grade point average for each pupil shall be submitted electronically for all 12<sup>th</sup> grade pupils who have not opted out. The written notice shall be provided to all 12<sup>th</sup> grade pupils and, for a pupil under 18 years of age, his or her parent or guardian, by October 15 of the pupil's 12<sup>th</sup> grade year. The written notice shall specify the process for opting out within a period of time specified by the notice, which shall not be less than 30 days. The notice shall also indicate when the school will send grade point averages to the commission.

**20 USCA § 7012 (a) – English Learners:** The district will notify parents and guardians of limited English proficient students no later than thirty (30) days after the beginning of the school year of the following information.

1. The reason for identification of the student as limited English proficient.
  2. The level of the student's English proficiency, how the student was assessed and the status of the student's academic achievement.
  3. Methods of instruction used in all of the available programs for limited English proficient.
  4. How the program the student participates in will meet the needs of the student.
  5. How the program will help the student learn English and meet academic achievement standards.
  6. The exit requirements for the program and the expected rate of graduation from secondary school for such program.
  7. In the case of a student with a disability, how the program meets the objectives of the IEP.
  8. The rights of parents and guardians to opt out of language instruction programs or to choose another program.
- (EC § 310)

**The Protection of Pupil Rights Amendment (PPRA), 20 USCA § 1232h – Conduct of Surveys:** The federal PPRA affords parents/guardians and eligible students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent:** Parents and eligible students have the right to consent before students are required to submit to a survey that concerns one or more of the following protected area (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of student or student’s parents;
2. Mental and psychological problems of the student or his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Notice:** Parents and eligible students have the right to receive notice and an opportunity to opt a student out of the following:

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 District, 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 required under State law (see the notice provide above requiring physical examinations and screening under Education Code §§ 49403, 49451, 49452, 49452.5 and 49455); 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 (see the notice provided above under EC § 490730).

**Inspection:** Parents and eligible students have the right to inspect upon request and before administration or use the following:

1. Protected information survey of students
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes (see the notice provided above under EC § 49073); and
3. Instructional materials used as part of the educational curriculum (see the notice provided above under EC § 49091.10 and the Education Empowerment Act of 1998).

With the exception of protected information surveys, the district has adopted policies regarding these rights. (See the notices provided above under EC §§ 49073, 49091.10, 49451, 49452, 49452.5 and 49455, and the Education Empowerment Act of 1998). In consultation with parents, the district will develop a policy regarding protected information surveys and will provide annual notice of such policy to parents and eligible students.

The district is also required to notify parents and students at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure or use of personal information for marketing, sales or other distribution;
2. Administration of any protected information survey no funded in whole or part by the U.S. Department of Education; and
3. Any non-emergency, invasive physical examination or screening as described above.

**5 CCR § 300 – Student Responsibilities:** Students are required to conform to school regulations, attend school punctually and regularly, obey all directions, be diligent in study and respectful of teachers and others in authority, kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language

**5 CCR § 4622 – Uniform Complaint Procedure:** The District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. The Districts shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations about discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees for participation in an educational activity and LCAP and seek to resolve those complaints in accordance with the Uniform Complaint Procedures.

Any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program. A pupil fees complaint may be filed with the principal of a school.

Programs and activities that are implemented by our district and subject to the UCP in which we receive state or federal funding:

- Adult Education
- After School Education and Safety
- Career Technical Education
- Child Care and Development Programs including state preschool
- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- Migrant Education
- NCLB Titles I-VII
- Nutrition Services - USDA Civil Rights
- Regional Occupational Centers and Programs
- School Facilities
- Special Education
- Tobacco-Use Prevention Education Program
- Unlawful Pupil Fees

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to the Imperial County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Department of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

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.
4. A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

Complaints may be filed with the Superintendent's office or his/her designee. Upon receipt of a complaint, an investigation of the allegation shall be carried out and completed within 60 calendar days by the appropriate administrator. This time period may be extended with written agreement of the complainant. A written statement regarding the investigation shall be provided to the

complainant within 60 calendar days from the receipt of the complaint. This statement shall include findings, disposition of complaint, collective actions, and rationale for the disposition.

The complainant shall be advised of his/her right to appeal the local decision of complaints regarding specific programs, Pupil Fees and the Local Control and Accountability Plan (LCAP) to the California Department of Education by filing a written appeal within 15 days of receiving the LEA decision. The complainant will be provided with information regarding the procedures for filing an appeal and the applicable timelines.

Civil law remedies including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to victims of discrimination, harassment, intimidation or bullying laws, if applicable.

The Superintendent/Designee/School Principal upon request will provide a copy of the applicable district complaint policies and procedures free of charge.

**Education Amendments of 1972, Title IX; Non-Discrimination:** The district has a policy of nondiscrimination on the basis of sex. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports, in accordance with federal law. For all aspects of educational programs and activities, the school district requires non-discrimination on the basis of race, color, national origin, sex, disability or any other unlawful consideration. Lack of English language acquisition will not be a barrier to admission and participation. The Governing Board are committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, nationality, national origin, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. A complaint may be filed with the Superintendent's office.

**Welfare & Institutions Code § 18976.5 - Child Abuse Prevention:** Parents may refuse to allow their children to participate in any child abuse primary prevention program which may be provided by the district.

**Driver Training – Excerpt from the 1969 Vehicle Code of the State of California**

**17707:** Any civil liability of a minor arising out of his driving a motor vehicle upon a highway during his minority is hereby imposed upon the person who signed and verified the application of the minor for a license and the person shall be jointly and severally liable with the minor for any damages proximately resulting from the negligent or wrongful act or omission of the minor in driving a motor vehicle, except that an employer signing the application shall be subject to the provisions of this section only if an unrestricted driver's license has been issued to the minor pursuant to the employer's written authorization.

**17708:** Any civil liability of a minor, whether licensed or not under this code, arising out of his driving a motor vehicle upon a highway with the express or implied permission of the parents of the person or guardian having custody of the minor is hereby imposed upon the parents, person, or guardian and the parents, person or guardian shall be jointly and severally liable with the minor for any damages proximately resulting from the negligent or wrongful act or omission of the minor in driving a motor vehicle.

**17709:** (a) No person, or group of persons collectively, shall incur liability for a minor's negligent or wrongful act or omission under Sections 17707 and 17708 in any amount exceeding fifteen thousand dollars (\$15,000) for injury to or death of one person as a result of any one accident or, subject to the limit as to one person, exceeding thirty thousand dollars (\$30,000) for injury to or death of all persons as a result of any one accident or exceeding five thousand dollars (\$5,000) for damage to property of others as a result of any one accident.

(b) No person is liable under Section 17707 or 17708 for damages imposed for the sake of example and by way of punishing the minor. Nothing in this subdivision makes any person immune from liability for damages imposed for the sake of example and by way of punishing him for his own wrongful conduct.

**Rehabilitation Act of 1973 (Section 504) - Equal Opportunity:** The district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities. (EC § 56501) Disability harassment is also prohibited. This is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in a district program.

At any District school, activity or program, all acts of unlawful discrimination are prohibited, including discriminatory harassment, intimidation, retaliation and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. (EC § 260, et seq.)

If you wish further details, or wish to file a complaint, please contact the superintendent's office or other appropriate agency.

**Health & Safety Code § 11357 – Drug Possession:** Except as authorized by law, a person possessing any amount of concentrated cannabis or specified amounts of marijuana on school grounds or at a school function may be subject to fine and/or imprisonment.

**Health & Safety Code § 120440 – Medical Record Sharing :** If a school district plans to provide pupils’ medical records to an immunization system it must inform the pupil or his/her parents or guardians of the following:

- 1) Medical information may be shared with local health departments and the State Department of Public Health;
- 2) Name and address of the State Department of Health or immunization registry with which the school will share the information;
- 3) Any information shared shall be treated as confidential medical information;
- 4) The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and
- 5) The student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.

**Penal Code § 290.4 – Sex Offender Information:** Information regarding the identification of serious sex offenders may be accessed by the public. The district does not disseminate this information. However, anyone at least 18 years of age may procure this information if they have the name of the individual and ONE of the following: address, birth date, driver’s license or social security number. You may receive information from your local law enforcement agency or view the Attorney General’s Home Page: <http://oag.ca.gov>.

**Penal Code § 11165, et seq. – Mandated Reporting of Child Abuse and Neglect:** In accordance with Penal code § 11165, et seq., all regular employees of the district are mandated reporters of child abuse and neglect. All such employees must report any known or suspected instance of child abuse to appropriate authorities.

**United States Code § 42 U.S.C. 11432 – Children in Homeless Situations:** Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. The notice shall include:

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



**Custody Issues:** School districts may advise parents that the school is not a forum to settle custody disputes and the school has no legal jurisdiction to refuse a biological parent access to his or her child and the child's school records with the exception of when a signed restraining order or proper divorce papers specifically setting forth limitations are on file at the school office. Custody disputes must be handled by the courts.

**Please complete, sign, cut, and return to your child's school**

---

My Child [print] \_\_\_\_\_ Grade \_\_\_\_\_  
Last First Initial

and I have read and discussed the rights and responsibilities as required by EC 48982

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

Do not release directory information regarding my child \_\_\_\_\_