

# ANNUAL PARENT/GUARDIAN NOTICE OF RIGHTS AND RESPONSIBILITIES

## 2015-2016

Dear Parent/Guardian:

State law requires school districts and the county office of education ("county office") to provide annual notice to parents/guardians of certain rights and responsibilities. Parents/guardians are required to acknowledge receipt of this notice by checking the appropriate confirmation box during the HomeLink data confirmation process.

### CURRICULUM AND INSTRUCTION

**Instructional Materials:** All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent/guardian in a reasonable time frame or in accordance with school district or county office policies or procedures. Education Code §§49091.10(a); 51101.

**Observation:** Upon written request, a parent/guardian has the right to observe instruction and other school activities that involve his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§49091.10(b); 51101.

**Beliefs:** A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. No pupil shall be relieved of any obligation to complete regular classroom assignments. Education Code §49091.12(a).

**Curriculum:** The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§49091.14; 49063(k).

**Animal Dissection:** A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Education Code §32255-32255.6.

**Sexual Health and HIV/AIDS Prevention Instruction:** The Sexual Health and HIV/AIDS Prevention Education Act ("Act") authorizes a school district or county office to provide comprehensive sexual health education to all pupils in kindergarten to grade 12 and requires the school district or county office to ensure that all pupils in grades 7 to 12 receive HIV/AIDS prevention education. Education Code §§51933 et seq.

1. Written and audio-visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education will be made available for parent/guardian inspection. Education Code §51938.
2. Parent/guardian will be notified whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district/county office personnel or by outside consultants. Education Code §51938.
3. Parent/guardian may request a copy of the Act from the school district or county office. Education Code §51938.
4. Parent/guardian may request in writing that his/her child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. (Print, complete and sign the appropriate form available on HomeLink and submit to pupil's school.) Education Code §51938.

**Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:** No pupil will be given any test, questionnaire, survey, or examination containing questions about a pupil's or his/her parents'/guardians' beliefs or practices relating to sex, family life, morality, or religion, unless his/her parent/guardian provides prior written permission. Parents/guardians of all pupils in grades 9 to 12 will be given the opportunity to review any test, questionnaire, or survey about a pupil's attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that his/her pupil not participate. Education Code §§51513; 51938; 51939.

**Minimum Days and Staff Development:** Attached to this notice is the calendar for the school year which includes the current schedule of any minimum days or pupil-free staff development days. Parents/guardians will be notified during the school year of any additional minimum days and pupil-free staff development days within one month before the scheduled minimum or pupil-free day. Education Code §48980(c).

### PUPIL BEHAVIOR AND DISCIPLINE

**Sexual Harassment:** A copy of the school district's or county office's written policy on sexual harassment, as it pertains to pupils, is attached to this notice. Education Code §§48980(g), 212.5.

**Evaluations:** A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent/guardian. Education Code §49091.12(c).

**Unexcused Absence:** Parents/guardians will be notified in a timely manner if their child is absent from school without permission. Education Code §51101(a)(4).

**Truancy:** Upon a pupil's initial classification as a truant, the parent/guardian will be notified of the following:

1. That the pupil is truant.
  2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
  3. That the parent/guardian may be guilty of a criminal infraction if he/she fails to meet this obligation.
  4. That alternative educational programs are available in the District.
  5. That the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
  6. That the pupil may be subject to arrest and prosecution.
  7. That the pupil may be subject to suspension, restriction or delay of his/her driving privilege.
  8. That it may be recommended that the parent/guardian accompany the pupil to school and attend class with him/her for one day.
- Education Code §48260.5.

**Pupil Discipline Rules:** A copy of the school's pupil discipline rules may be obtained by contacting the principal or his/her designee. The parent/guardian of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class. Education Code §§35291; 48900.1.

## PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT

**Fingerprint Policy:** Information concerning the school district or the county office's pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§32390, 48980(f).

**Confidential Medical Services:** Education Code §46010.1 states that authorities may excuse any pupil from school to obtain confidential medical services without the consent of the pupil's parent/guardian. Students shall not be absent from school without their parents'/guardians' knowledge or consent, except in cases of medical emergency or a confidential medical appointment. It is the practice of the District not to release students without parental consent, except as provided for by law. Education Code §46010.1. Board Policy 5113.

**Pupil Immunization:** The school district may permit a licensed physician or surgeon or other licensed health care practitioner to administer immunizing agents to prevent or control communicable disease to pupils whose parent or guardian has consented in writing to such immunization. A pupil may not be unconditionally admitted to school unless he/she has been fully immunized in the manner and with immunizing agents approved by the State Department of Public Health ("Department") against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, Haemophilus influenza type b, hepatitis B, varicella (chickenpox), and any other disease deemed appropriate by the Department. Proof of immunization is required upon admission. Students may be exempt from immunization requirements if a letter or affidavit from a licensed physician is submitted stating the physical condition of the student is such that immunization is not considered safe (medical exemption) and/or if immunization is contrary to the beliefs of the parents/guardians and the requirements for obtaining a personal beliefs exemption are satisfied. When there is good cause to believe that a student has been exposed to a communicable disease, the non-immunized student may be temporarily excluded from school until the local health officer is satisfied the student is no longer at risk of developing the disease. Health and Safety Code §§120335, 120365, 120370; Education Code §§48216, 49403.

**Physical Examinations:** A child may be excluded from physical examination whenever the parents/guardians file a written statement with the school that they will not consent to a 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. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§49450 – 49455.

**Psychological Testing:** A parent/guardian has the right to receive information about psychological testing the school does involving his/her child and to deny permission to give the test. Education Code §51101(a)(13).

**Pupil Medication:** Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from his/her physician, surgeon or licensed healthcare practitioner ("practitioner") detailing the name of the medication, method, amount and time schedules by which the medication is to be taken and a written statement by the pupil's parent, foster parent or guardian indicating his/her desire to have the school assist in administering the physician's and surgeon's or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from his/her physician and surgeon or physician assistant that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§49423, 49423.1.

**Continuing Medication:** A parent/guardian of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent's/guardian's consent, the school nurse or other designated employee may communicate with the physician with regard to 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 over dosage. Education Code §49480.

**Pupil Insurance:** The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. Parents/guardians may obtain further information regarding availability of pupil accident insurance by contacting the school principal. Education Code §49472.

**Emergency Medical Care:** All pupils must have an emergency information card filled out and signed by the parent/guardian at the beginning of the school year. If a child is ill or injured during regular school hours and requires reasonable medical treatment, and if the parent/guardian cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of the ill or injured child without the parent's/guardian's prior consent, unless the parent/guardian has previously filed a written objection to any medical treatment other than first aid. Education Code §§49407; 49408.

**Pupil Safety:** A parent/guardian has the right to have a safe and supportive learning environment for his/her child. Education Code §51101(a)(7).

**Unsafe School Choice Option:** Students who attend a persistently dangerous school and students who are victims of a violent criminal offense while in or on the grounds of a public school must be allowed to attend a safe public school. 5 C.C.R. §§11992 and 11993; 20 U.S.C. §7912.

**Tobacco-Free Campus:** Check with the school office for the policy, if any, regarding the prohibition against the use of tobacco products at any time on or in district or county office property, buildings, or vehicles. Health and Safety Code §104420.

**Sun Protective Clothing:** Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician's note or prescription, but school personnel are not required to assist pupils in applying sunscreen. Education Code §35183.5.

## PUPIL PERFORMANCE AND EVALUATION

**Accountability Report Card:** A copy of the school district's and county office's accountability report cards may be obtained from the school upon request. Education Code §35256.

**Parent Meeting with Teacher and Principal:** Upon reasonable notice, a parent/guardian has the right to meet with his/her child's teacher(s) and principal. Education Code §51101(a)(2).

**Parent Notification:** Parents/guardians have the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as a risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Education Code §§48070.5, 51101(a)(5), (9), (12), (16).

**Academic Expectations:** A parent/guardian has the right to be informed of the academic expectations of his/her child. Education Code §51101(a)(11).

**High School Exit Exam:** Each pupil completing grade 12 is required to successfully complete the California High School Exit Exam (CAHSEE) as a condition of graduation. Districts receiving intensive instruction funds must notify pupils who have not passed one or both parts of the CAHSEE by the end of grade 12 of their entitlement to receive intensive instructional services for up to two consecutive academic years after the completion of grade 12. Such pupils shall also be notified of their right to file a complaint under the Williams Uniform Complaint Procedure if they were not provided the opportunity to receive intensive instruction. Dates for CAHSEE testing during 2015-16 are July 21 and 22, 2015; October 6 and 7, 2015; November 3 and 4, 2015; December 5 and 12, 2015; February 2 and 3, 2016; March 15 and 16, 2016; and May 10 and 11, 2016. Education Code §§48980(e), 35186(a)(4); 37254.

**College Admission Requirements, Career Technical Information, NCAA Requirements:** School districts shall provide the following brief explanation of college admission requirements, a brief description of career technical education, and information about how pupils may meet with school counselors to help them select courses to meet college admission requirements and/or enroll in career technical education courses.

1. **College Admission Requirements (A-G Requirements) for California State University (CSU) and University of California (UC)**
  - a. History or Social Science – 2 years
  - b. English – 4 years
  - c. Math – 3 years (UC recommends 4 years)
  - d. Language Other Than English – 2 years (UC recommends 3 years)
  - e. Laboratory Science – 2 years (UC recommends 3 years)
  - f. Visual and Performing Arts – 1 year
  - g. College Preparatory Elective – 1 year

Additional information about admission requirements for the CSU system can be found at [www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school). Additional information about admission requirements for the UC system can be found at [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions). Additional information about course offerings can be found in the high school program planning guide.

2. **Career Technical Education (CTE)**

Career technical education is a program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Additional information regarding career technical education can be found at [www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/).
3. **Counseling Services**

High school counselors are available to meet with parents/guardians and students to assist in selecting courses that meet college admission requirements, enroll in CTE, or both. Parents/guardians or pupils who would like to schedule an appointment with a counselor should contact the Counseling Department. Education Code §§48980(l), 51229.
4. **NCAA Requirements**

NCAA Division I requires 16 core courses as of August 1, 2008. NCAA Division II requires 14 core courses. This rule applies to any student first entering any District I or II college or university, respectively, on or after August 1, 2008.

**Senior Conduct:** Students are responsible to maintain acceptable standards in the academic, attendance, conduct and citizenship areas. Failure to do so during their senior year, as determined by site administration, may cause students to lose the opportunity to participate in senior assemblies, senior awards, senior activities and/or graduation ceremonies. Seniors who fail to maintain an acceptable level of performance in one or more the policy areas may be referred by site administrators to a Senior Conduct Review Committee. Staff Rule 6147.1.

**Advanced Placement Examination:** Pupils enrolled in at least one advanced placement class and who qualify as economically disadvantaged may apply for assistance to cover the cost of advanced placement examination fees. Pupils should contact a counselor or other administrator at their school for eligibility information. Education Code §§48980(k); 52240 et seq.

## PUPIL RECORDS

**Review of Pupil Records:** Parents/guardians have the right to question and receive an answer regarding items on their child's record that appear inaccurate, misleading, or that invade the child's privacy. Education Code §51101.

**Notification of Privacy Rights of Pupils:** Federal and state laws grant certain privacy rights and rights of access to pupil records to pupils and to their parents/guardians. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to: (1) Parents/guardians of a pupil age 17 or younger; and (2) Pupils age 18 or older or pupils who are attending an institution of postsecondary instruction ("adult student"). In addition, parents/guardians of a pupil age 18 or older who is dependent for tax purposes and pupils age 16 or older or who have completed the 10<sup>th</sup> grade and students age 14 or older who are both a "homeless child or youth" and an "unaccompanied youth" as defined in the McKinney-Vento Homeless Assistance Act ("eligible student") must be permitted access to those particular pupil records relevant to the legitimate educational interest of the requester.

Parents/guardians or an adult or eligible student, may review individual records by making a request to the principal. The principal will see that explanations and interpretations are provided if requested.

A parent/guardian has the right to question and receive any information regarding items on his/her child's record that appears inaccurate, misleading or that invades his/her child's privacy. Information which is alleged to be inaccurate, inappropriate, or misleading may or may not be removed by the Superintendent or his/her designee.

In addition, a parent/guardian or adult or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review and challenge to the content of records is available through the principal or his/her designee. Parents/guardians may contact the school to review the log listing those who have requested or received information from a pupil's file. Access to a pupil's records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent/guardian or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents/guardians may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If a parent/guardian believes the school district or county office is not in compliance with federal regulations regarding privacy, he/she may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic

teams, dates of attendance, degrees and awards achieved, and the most recent previous public or private school attended by the student, may be released to certain specified agencies. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Schools must comply with requests by military recruiters for secondary students' names, addresses, and telephone numbers, unless a parent/guardian has "opted out" of providing such information.

Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. (Print, complete and sign the appropriate form available on HomeLink and submit to pupil's school.) If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Directory information will not be released regarding a student identified as a "homeless child or youth" as defined in the McKinney-Vento Homeless Assistance Act, unless a parent or student accorded parental rights has provided prior written consent that the directory information may be released. Education Code §§49060-49078, 51101; FERPA 20 U.S.C. §1232g; 34 C.F.R. §99.37.

**Disclosure of Student Information Pursuant to Court Order or Subpoena:** Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent/guardian in advance of disclosing student information pursuant to a subpoena or court order. Education Code §49077.

## **ABSENTEES, TEMPORARY INSTRUCTION AND ENROLLMENT OPTIONS**

**Excused Absences:** No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic service rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family as defined in the Education Code, 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.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats which shall not exceed four (4) hours per semester, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to §12302 of the Elections Code.
9. 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 Education Code § 49701 and who 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 pupil with an excused absence shall be allowed to complete all assignments and tests missed during the absence than can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine that the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Education Code §§48980; 48205; Elections Code §12302.

**Absence for Religious Exercises:** Permissive absence may be granted for governing board approved religious exercises or instruction if a pupil has attended at least the minimum school day. Education Code §§46014; 48205.

**Attendance Options:** California law gives parents/guardians the right to receive notification of all existing statutory attendance options and local attendance options available in the school district, including options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis.

Parents/guardians may contact their student's school or district of residence for more information about the available statutory and local attendance options, including information regarding application procedures for alternative attendance areas or programs and district application form(s) for requesting a change of attendance, and for information regarding the appeals process, if any, when a change of attendance is denied. Education Code §48900(h).

**Individual Instruction:** Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the school district in which the pupil is deemed to reside. Education Code §48206.3.

**Residence When Hospitalized:** Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Education Code §§48207; 48208.

**Attendance Where Caregiver Resides:** If a child lives in the home of a caregiving adult, as defined by law, the child may attend the school district in which that residence is located. Execution of an affidavit, under penalty of perjury, by the caregiving adult is required to determine that the child lives in the caregiver's home. Education Code §48204(a); Family Code §§6550-6552.

**Intradistrict Enrollment:** Residents of a school district may apply to enroll their pupil in other schools within the District on a space available basis. Education Code §35160.5(b). Board Policy/Staff Rule 5118.

**Interdistrict Attendance:** A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement. The District has adopted policies regarding interdistrict attendance. An application and further information may be obtained by contacting the school or District Office. Education Code §§46600 et seq.; Board Policy/Staff Rule 5117.

**Open Enrollment Act:** Parents/guardians of students enrolled in schools that have been identified by the California Superintendent of Public Instruction as low-achieving, as defined, may seek to transfer to a higher-achieving school for the next school year. Education Code §§48350 et seq.

**Specific School Request:** Parents/guardians have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Education Code §51101(a)(6).

**Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines an alternative school as a school or separate class group within a school which is operated in a manner designed to:

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
2. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
3. 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 result wholly or in part from a presentation by his/her teachers of choices of learning projects.
4. Maximize the opportunity for teachers, parents/guardians and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
5. Maximize the opportunity for students, teachers and parents/guardians 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/guardian, 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 his/her information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Contact the school for more information. Education Code §§58500; 58501.

## MISCELLANEOUS

**Parent Involvement:** A parent/guardian has the right to participate as a member of a school site council, a parental advisory council or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Education Code §51101(a)(14).

**Volunteering Time and Resources:** Parents/guardians may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees. A school plan is available to parents/guardians which describes opportunities to participate in professional development. Education Code §51101(a)(3).

**Pupils with Exceptional Needs:** Placer County school districts are included in the Placer County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code §56026, have a right to a free and appropriate public education. If parents/guardians believe their child is in need of special education services, they should contact the school principal or the Placer County Office of Education at (530) 889-8020.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if they have a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents/guardians or others who have questions or concerns regarding the Section 504 policy may contact the school district or the county office.

**Free or Reduced Price Meals:** Free or reduced price meals are available for needy pupils. Contact the school for eligibility information. Education Code §49510, et seq.; 48980.

**Personal Property:** School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code §35213.

**Parent Responsibility:** Parents/guardians are liable for all damages caused by the willful misconduct of their minor children which result in the death or injury to other students, school personnel, school volunteers or school property. Education Code §48904; Civil Code §1714.1.

**Asbestos Management Plan:** The school district has a current management plan for asbestos containing materials for all district portables. The plan is available for inspection at the office of the superintendent during normal business hours. 40 C.F.R. §763.93(g)(4); Education Code §49410 et seq.

**Use of Pesticide Products:** A list of pesticide products expected to be applied at school sites this year is attached to this notice. Recipients of this notice may register with their school if they wish to receive notification of individual pesticide applications at the school site. Education Code §§17612; 48980.3.

**Uniform Complaint Procedure:** The school district and county office have adopted policies regarding the Uniform Complaint Procedure. Copies may be obtained from the school district and the county office free of charge. Pursuant to a complaint filed pursuant to these policies, the school district or county office will investigate and seek to resolve complaints alleging: unlawful discrimination on the basis of actual or perceived ancestry, age, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance; or failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs. Complaints regarding any "pupil fee," as defined by Education Code §49010, may be filed under the uniform complaint procedures.

Any individual, public agency or organization alleging a violation of state or federal statutes may file a written complaint with the Superintendent of the school district or county office. Discrimination complaints must be filed no later than six (6) months from the occurrence or when the complainant first had knowledge of the facts of the alleged discrimination. Prior to the initiation of a formal investigation, mediation may be discussed with the complainant as a possible means of resolution. Civil remedies may be available. Appeal and review procedures may be pursued through local, state or federal agencies, offices and/or courts. For more information regarding Uniform Complaint Procedures and/or to obtain a complaint form, a copy of the procedures, or assistance with the process, please contact the school district or the county office. 5 C.C.R. 4600 et seq.; Education Code § 49013.

**Williams Uniform Complaint Procedure:** The school district and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, teacher vacancy and misassignment, and where applicable, for deficiencies in providing intensive instructional services to assist pupils after grade 12 with passing the California High School Exit Exam. For more information regarding the Williams Uniform Complaint Procedures and/or to obtain a complaint form free of charge or assistance with the process, please

contact the school district or the county office. 5 C.C.R. 4680 et seq.; Education Code §35186.

## FEDERAL REGULATIONS & ACTS

**Individuals with Disabilities:** In accordance with federal and state laws, the school district and county office will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. Parents/guardians should contact the school district or the county office if their child needs special accommodations. 34 C.F.R. §104.8.

**Nondiscrimination:** The school district and county office have a policy of nondiscrimination on the basis of a person's actual or perceived ethnicity, religion, sex, gender, gender identity, gender expression, color, race, ancestry, national origin, physical or mental disability, age or sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics in any of its policies, practices or procedures, programs or activities. The school district's and county office's nondiscrimination policy complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973, the Individuals With Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils or parents/guardians or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint should contact the school district or the county office. Education Code §220 et seq., 5 C.C.R. §4900 et seq.

**Sexual Harassment:** The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that he/she is being discriminated against or harassed should immediately contact his/her principal or designee so that he/she can address the situation. A written complaint may be filed in accordance with the district or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. 5 C.C.R. §4917; Education Code §§231.5; 48980(g).

**No Child Left Behind Act (NCLB):** At the beginning of each school year, parents/guardians may request information regarding the professional qualifications of their child's classroom teacher including, at a minimum:

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

NCLB also requires that military recruiters have access to all secondary pupils' names, addresses and phone listings unless a parent/guardian requests that such information not be released without the prior written consent of the parent/guardian. 10 U.S.C. §503, 20 U.S.C. §§6311 (h)(6), 7908, 34 C.F.R. §200.61.

**Program Improvement Status Schools:** Parents/guardians shall be notified when their pupil's school is identified as a "program improvement" school under the No Child Left Behind Act and the opportunities for school choice and supplemental instruction. 20 U.S.C. §6316; 34 CFR §200.37.

Any additional notices that may be required by the No Child Left Behind Act shall be provided to the parents/guardians separately.

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):** PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- A. Consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent/guardian;
  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 student's parent; or
  8. Income, other than as required by law, to determine program eligibility.
- B. 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 screenings, 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. (This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.)
- C. Inspect, upon request and before administration or use:
  1. Protected information surveys of students and surveys created by a third party;
  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 educational curriculum.

These rights transfer from the parents/guardians to a pupil who is 18 years old or an emancipated minor under state law. Board policies regarding these rights may be obtained from the school district or county office. Parents/guardians who believe their rights have been violated under this section may file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920. 20 U.S.C. §1232h.