



San Diego Unified
SCHOOL DISTRICT

Facts for Parents



2020-2021

Important Annual Updates and
Required Universal Form

Important Dates for the 2020-2021 School Year

Dates in 2020-2021 are subject to change. Parents or guardians will be notified by their child’s school about minimum days and pupil-free staff-development days.

TRADITIONAL SCHOOL YEAR

August 31..... First Day of School for Students

September 7 **Holiday:** Labor Day

November 11..... **Holiday:** Veterans Day Observance

November 23-27..... Thanksgiving Break

December 21..... First Day of Winter Break

January 4 School Resumes

January 18 **Holiday:** Martin Luther King Jr. Day

February 12..... **Holiday:** Lincoln Day

February 15..... **Holiday:** Washington Day

March 29 Spring Break Begins

April 5..... School Resumes

May 28..... Non-Instructional Day (No School)

May 31 **Holiday:** Memorial Day

June 15 Last Day of School

Key Contacts

FOR PARENTS/GUARDIANS

| | | |
|---|--|--------------|
| Neighborhood Schools and Enrollment Options | | |
| https://www.sandiegounified.org/neighborhood-schools-and-enrollment-options | | 619-260-2410 |
| Food and Nutrition Services | www.sandiegounified.org/food | 858-627-7340 |
| Nursing & Wellness | www.sandiegounified.org/health | 619-725-5501 |
| Quality Assurance Office. | www.sandiegounified.org/quality-assurance-office | 619-725-7211 |
| 4100 Normal St., Annex 10 | | |
| Family and Community Engagement | http://sdusdfamilies.org/ | 619-293-4431 |
| PrimeTime Extended Day Program | www.sandiegounified.org/primetime | 858-503-1870 |
| School Police (24 hours) | www.sandiegounified.org/police | 619-291-7678 |
| Special Educational Equity | www.sandiegounified.org/specialed | 619-725-7700 |
| Title IX Educational Equity. | www.sandiegounified.org/titleix | 619-725-7225 |
| 4100 Normal St., Rm. 2129 | | |
| Transportation | www.sandiegounified.org/transportation | 858-496-8460 |

OTHER OFFICES

| | | |
|------------------------------|--|--------------|
| Board of Education | www.sandiegounified.org/board | 619-725-5550 |
| Office of the Superintendent | www.sandiegounified.org/superintendent | 619-725-5506 |
| Legal Services Office | www.sandiegounified.org/legal | 619-725-5630 |

GENERAL INFORMATION

| | |
|-------------------------------|--------------|
| District Directory Assistance | 619-725-8000 |
|-------------------------------|--------------|

San Diego Unified School District
Eugene Brucker Education Center
4100 Normal Street
San Diego, CA 92103

For more information, visit our website at <https://www.sandiegounified.org/>

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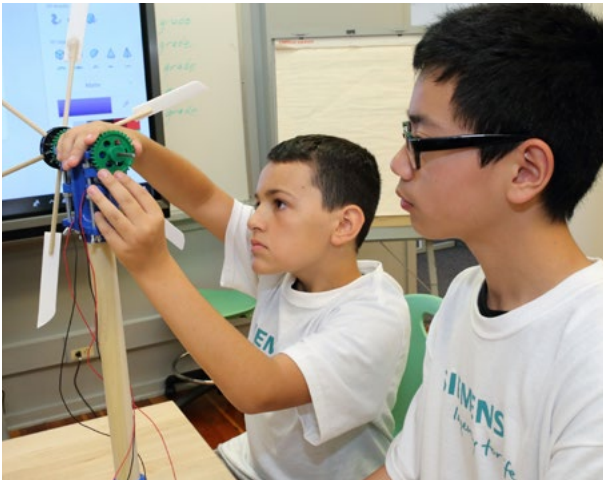
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A. Welcome Parents and Guardians



As we start the 2020-2021 school year, let me personally welcome you and your family to the San Diego Unified family of schools. -- Superintendent Cindy Marten



I am pleased to welcome you to the 2020-21 school year. Due to the COVID-19 pandemic, we will begin the new school year online. Our doors may be closed, but our hearts and minds are open to learning.

I speak for the thousands of hardworking principals, teachers and support staff when I say we appreciate the trust you've placed in us, and that nothing is more important than the safety and education of your children.

The 2020-21 school year brings new opportunities and challenges that we will meet together. Even as we start the school year online, we look forward to welcoming students back to campuses as soon as it is safe to do so.

Please read this Facts for Parents guide and keep it as a reference throughout the year. The district website, www.sandiegounified.org, also has valuable information about our schools, the various programs we offer, our community initiatives, policies and procedures, and extensive resources for parents.

Throughout the year, please let us know how we're doing. Our Quality Assurance Office is available anytime with assistance in answering questions, providing information or resolving concerns.

Thank you again for choosing San Diego Unified for the education of your student(s). We are excited to serve you and your family.

Sincerely,

A handwritten signature in black ink that reads 'Cindy Marten'.

Cindy Marten, Superintendent

B. Discrimination, Harassment, Intimidation & Bullying Policies

Notice of Student Nondiscrimination

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, medical condition, nationality, national origin, actual or perceived sex, sexual orientation, race, religion or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

This policy shall apply to all acts related to school activity or to school attendance occurring within a school under the jurisdiction of the superintendent of the school district.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state, and/or collective bargaining agreements.

Reference Board Policy (BP) 5145.3 and Administrative Regulation (AR) 5145.3 for full policies.

Title IX Sexual Harassment Complaint Procedures

The United States Code of Federal Regulations, Title 34, Section 106.8 requires the district to issue the following notification to students at all grade levels and their parents/guardians:

The San Diego Unified School District does not discriminate, nor does it permit discrimination, on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is

required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to employment. The District also prohibits retaliation against any student for filing a complaint or exercising any right granted under Title IX.

Title IX requires a school district to take immediate and appropriate action to address any potential Title IX violations that are brought to its attention. The district has designated and authorized the following employee as the district's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

Lynn A. Ryan
Title IX Coordinator and Uniform
Complaint Officer

San Diego Unified School District
4100 Normal Street, Rm 2129
San Diego, CA 92103
(619) 725-7225
lryan@sandi.net

Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education or both.

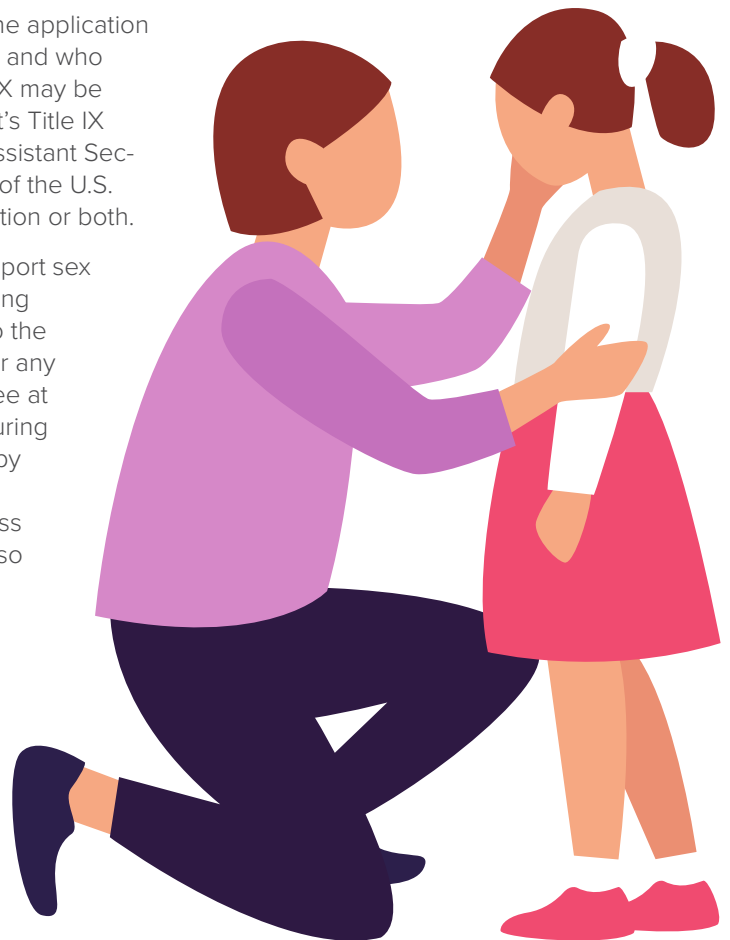
Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person.

Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable

district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see BP/AR 5145.7 - Sexual Harassment and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures on the district's web site at https://www.sandiegounified.org/about/policies_procedures/title_ix/title_ix_sexual_harassment

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact the Title IX Coordinator. Materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process are also publicly available on the district's web site or at the district office upon request.



Bullying and Intimidation Prohibition Policy

In accordance with Administrative Regulation 5131.2 and Board Policy 5131.2, bullying (including cyber-bullying) or intimidation in any form is prohibited at school or school-related events (including off-campus events, school-sponsored activities, school buses and any event related to school business) or outside of school hours with the intention to be carried out during any of the above. The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying, cyber-bullying or intimidation.

Such acts include those that are reasonably considered as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

Any staff member who observes, overhears or otherwise witnesses such actions or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable administrative procedures/regulations.

Students who observe, overhear or otherwise witness such actions must report them to a staff member. Parents or guardians and district visitors are also encouraged to report the behaviors to a staff member.

For more information and to read the procedures, visit https://sandiegounified.org/about/anti-bullying/anti_bullying_and_intimidation.

How to File a Bullying Report or Complaint

The district is committed to providing a safe, comfortable learning environment for all students and believes bullying issues may be resolved at the school site.

Students, parents or guardians should report any act of bullying by a student, staff member or third party to any responsible school official, such as the school principal, vice principal, counselor or teacher. The report may also be

submitted online at www.sandiegounified.org/bullying. The Quality Assurance Office (QAO) may also be contacted at any time at 619-725-7211 or by email at qualityassurance@sandi.net.

If the complaint is against the principal or site administrator to whom the report would ordinarily be communicated, the student, staff member or third party should make the report directly to QAO. QAO will conduct a prompt, thorough and impartial investigation into the complaint and attempt to resolve the matter informally with the complainant.

A written response on findings and follow-up will be sent by the principal (or QAO) upon conclusion of the investigation. The complainant may appeal the decision within 15 days of receiving the written response. If the district determines that district policies prohibiting discrimination, harassment or bullying have been violated, disciplinary action up to and including expulsion or dismissal may be taken.

Remedial actions will be designed to end the bullying and/or intimidation conduct, prevent its recurrence, and address its effects on the targeted student. Follow-up with the students will occur to ensure the harassment has stopped and that there is no retaliation.

At any time during the informal resolution process, students, parents or guardians may choose to file a Uniform Complaint for discrimination, harassment, intimidation and bullying based on a protected category or group (if applicable). See section on "How to File a Uniform Complaint" in this section (B) for more information.

Students Speaking Out

In conjunction with the Bullying Policy and Administrative Regulation 5131.2, San Diego Unified has partnered with the San Diego County CrimeStoppers "Students Speaking Out" program to make schools and communities safer. Students Speaking Out provides a way for students to safely report school crimes anonymously via phone, text, or the internet without fear of retaliation by calling 1-888-580-TIPS (8477), texting to 274637 or going to <http://www.studentsspeakingout.org/>

How to File a Uniform Complaint

At any time during the informal reso-

lution process, students, or parents/guardians may file a formal Uniform Complaint for sex-based discrimination, harassment, intimidation and/or bullying (including sexual harassment); and/or discrimination, harassment, intimidation and bullying based on any protected category.

Filing a complaint: A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form. The Uniform Complaint Form can be obtained from the Uniform Complaint Compliance Office, the school site, the Quality Assurance Office, or on the District's Uniform Complaint webpage link found on the Legal Services Division page at <https://www.sandiegounified.org/uniform-complaints>. Board Policy and Administrative Regulation outline the District's Uniform Complaint Procedure in full. Remedies available outside of the district are listed in these procedures.

Investigation: The Superintendent or his/her designee shall ensure that complaints received are investigated in accordance with district administrative procedures. Any school employee who witnesses an incident of unlawful discrimination, including discrimination, harassment, intimidation, retaliation and/or bullying, shall immediately intervene to stop the incident when it is safe to do so.

The District will immediately undertake an effective, thorough and objective investigation of the allegation(s) of discrimination, harassment, intimidation and/or bullying. Both the complainant(s) and the subject(s) of the complaint have the right to present witnesses and evidence regarding the allegations. The District will provide a written report within sixty (60) days from the date the complaint is filed. The report will include a summary of the facts, a decision on the complaint, reason for the decision, and if applicable, corrective actions which have or will be taken, including but are not limited to remedial actions.

Action: If the complaint of sexual harassment or any other discrimination, harassment, intimidation and/or bullying based on a protected group is validated by the investigation, the superintendent and/or designee shall take prompt, appropriate action to end the sexual harassment, discrimination, harassment, and/or bullying and address the effects on the student(s). Additionally,

if disciplinary action is determined to be necessary, the superintendent or designee will determine course of action to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. Disciplinary action may be taken including expulsion or dismissal.

Remedies may also be provided to the student(s) and remedial action(s) may be required of the school site. The District is required to implement remedial actions designed to end the sexual harassment, discrimination, harassment, intimidation and/or bullying; prevent its recurrence; and address its effects on the students involved. The District must also follow-up with the student(s) to ensure that the discrimination, harassment, intimidation and/or bullying has stopped and that there is no retaliation.

The District prohibits retaliation against any person, including witnesses, who complains, testifies, assists or participates in these complaint procedures. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in processing a discrimination, harassment, intimidation or bullying Uniform Complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

Complaints will be kept confidential to the extent possible. The person filing the complaint may also pursue action in civil court. Reference BP and AR 1312.3 for full policies.

Uniform Complaints should be filed with the following department:

Uniform Complaint Compliance Officer:

Lynn A. Ryan
San Diego Unified School District
4100 Normal Street, Room 2129
San Diego, CA 92103
619-725-7225
lryan@sandi.net

Annual Notification of the Uniform Complaint Procedures (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties:

The San Diego Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any of the following protected groups: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information immigration status, marital or parental status, nationality, national origin, actual or perceived sex, sexual orientation, race, religion or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

The programs and activities subject to the UCP are as follows: Adult Education; After School Education and Safety; Agricultural Career Technical Education; Career Technical and Technical Education; Career Technical; Technical Training (State); Career Technical Education (Federal); Child Care and Development; Compensatory Education; Course Periods without Educational Content; Education of Pupils in Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled in a School District, and Pupils of Military Families; Every Student Succeeds Act / No Child Left Behind (Titles I–VII); Lactating Pupil-Reasonable Accommodations; Local Control and Accountability Plans (LCAP); Migrant Education; Physical Education Instructional Minutes; Pregnant and Parenting Pupils-Accommodations; Pupil Fees; Regional Occupational Centers and Programs; School Plans for Student Achievement; School Safety Plans; Schoolsite Councils; State Preschool; State Preschool Health and Safety Issues in LEAs Exempt from Licensing.

Pupil Fees

A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, 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. 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. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A pupil fees complaint may be filed with the principal of a school or our

superintendent or his or her designee.

A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint. A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

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

In order to identify appropriate subjects of state preschool health and safety issues pursuant to HSC (Health and Safety Code) section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in the District.

The notice shall (1) state the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC section 1596.7925.

Contact Information

UCP complaints are to be filed in writing with the following Uniform Complaint Compliance Officer:

Lynn A. Ryan
San Diego Unified School District
4100 Normal Street, Room 2129
San Diego, CA 92103
619-725-7225
lryan@sandi.net

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to CDE by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy

of our decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws,

if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

C. Uniform Discipline Plan

The Board of Education has adopted the Uniform Discipline Plan that establishes a framework for developing, refining and implementing a culture of discipline conducive to learning at every school in the San Diego Unified School District. This plan is built on school-wide positive behavior support, a culture of positive discipline techniques, and the systemic development of carefully identified rules with the necessary structure for their firm, fair and consistent implementation.

The importance of a school-wide positive behavior support and discipline plan is consistent with the principles of safety, responsibility, respectfulness, cultural proficiency, honesty and life-long learning.

All Students Have a Right to a High-Quality Education

The right to a high-quality education ensures that school disciplinary measures will not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff.

One objective of discipline in schools is to assist students in learning and displaying self-discipline or control of their own behavior. Attainment of this objective depends on the good judgment and compassion of teachers, understanding and leadership of administrators, and the support of all parent(s)/guardian(s) within the community.

Success with the Uniform Discipline Plan is predicated on the belief that it will be openly communicated and implemented as a cooperative effort between parent(s), guardian(s), students and staff.

District programs and schools will make every reasonable effort to correct student misbehavior through site-based

resources at the lowest possible level and support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior.

Teachers can address the vast majority of disciplinary issues at the classroom level. In all instances, school discipline should be reasonable, timely, age-appropriate, fair and match the severity of the student's misbehavior. School and district officials must make sure that disciplinary due process rights are explained to students and parents.

To ensure effective relationships and adequate communication in student disciplinary matters, there should be consideration and respect for

- parents'/guardians' right to be notified when their child faces disciplinary action,
- students' right to an informal conference with the principal or designee and
- parents'/students' right to appeal suspensions, expulsions and referrals to alternative schools.

While San Diego Unified strives to keep parents/guardians involved and informed, it is sometimes necessary and appropriate for school officials and/or law enforcement officers to speak to students without first notifying their parents. These officials are not required to obtain parental permission prior to speaking to students regarding school matters.

Suspension

Suspension from school is a serious and, by its very nature, controversial act to be applied with prudence and restraint after careful investigation and in the absence of reasonable alternatives.

For information regarding specific violations that may result in suspension and related procedures, please consult the

Uniform Discipline Plan or BP/AR 5144.1.

Expulsion

California Education Code (48900) specifies five infractions that require a principal to mandatorily recommend expulsion:

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive.

All other recommendations for expulsion are at the principal's discretion and must address additional findings as stated in the California Education Code.

State law requires a recommendation for expulsion of students who are found to have committed sexual assault or sexual battery; however, it prohibits suspension and expulsion of students in the K-3rd grades for this conduct. Depending upon the nature of the confirmed conduct, the individual facts, and the age of the children involved, there could be a range of sanctions applied. Appropriate discipline will be determined on an individual basis by the school site for conduct involving students in grade 3 and below.

For information regarding specific violations that may result in a recommendation for expulsion and related procedures, please consult the Uniform Discipline Plan or BP/AR 5144.1.

All documents mentioned in the section can be found on the San Diego Unified website at https://sandiegounified.org/about/policies_procedures/student_discipline.

D. Health Requirements

Health/Vision Screenings

Hearing and vision screenings will be provided as required by state law at the following levels:

- Hearing screening for all students in grades K, 2, 5, 8.
- Vision screening for grades K, 2, 5, 8; Vision to Learn at select schools will screen grade 4.
- New students and students referred by parents or school personnel may also be screened.

Please note:

1. Vision screenings may be performed by either a school district nurse or by trained staff of "Vision to Learn," a non-profit group that contracts with the District.
2. In some schools, an optometrist may be available to examine children who fail their vision screen, and glasses may be available if these are determined to be required.
3. In select schools there is no cost for vision screens, vision examinations or for provision of glasses. Reimbursement for vision examination or eye glasses services may be sought through Medi-Cal or the Children's Health Insurance Program, but lack of such insurance will not be a factor in receiving services.

Exclusions from Screenings: Contact your school nurse or principal annually regarding excluding your child from any of these screenings.

Immunization (Shot) Requirements

State law requires that all students under the age of 18, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons. At the time of registration, the school is required to have proof that your child has received all currently due immunizations. The District participates in the San Diego Regional Immunization Registry (SDIR), a confidential, county-wide computer system that keeps track of immunizations (shots).

Check with your pediatrician, family physician or medical clinic to ensure

your child is fully immunized. Your child will be excluded from attending school if these requirements are not met. See Table 1: Immunization Requirements by Age and Grade on page 8 for specific requirements.

Per SB 277, as of January 1, 2016, parents or guardians of students in any school or child care facility, whether public or private, are no longer allowed to submit a personal beliefs exemption for currently required vaccines. Medical exemptions require specific documentation from a licensed physician (MD/DO).

Kindergarten Physical Exam

California's Child Health and Disability Prevention (CHDP) Program requires all school-aged children to have a physical exam on record with the school. San Diego Unified has made this a requirement for kindergarten. Please submit a copy of your child's medical checkup to the school when you register for kindergarten or as soon as it is completed during kindergarten. You are encouraged to obtain this exam by kindergarten entry to ensure your child is healthy and ready to learn. Transitional kindergarten students who submit a physical exam will fulfill this requirement for kindergarten.

Parents or guardians needing assistance in meeting this requirement may call 1-800-675-2229. If a physical exam is against your personal beliefs, you must sign a CHDP waiver form at the school. Students who have not met this requirement by the appropriate date may be excluded from school attendance for up to five days.

K-1 Dental Exam (OHA)

Effective January 1, 2007, an Oral Health Assessment (OHA) by a licensed California dental health professional is required for children entering public school for the first time (at kindergarten or first grade). The OHA must be completed and returned to the school by May 31 of that first school year. Assessments done 12 months prior to school entry also meet this requirement. Obtain the form from the school or your dental health provider to complete. Transitional kindergarten students who submit an oral health assessment will complete this requirement.

Parents or guardians may sign a waiver of this requirement, found on the OHA form available at the school. There is no penalty or exclusion if this requirement is not met. Parents/guardians can call 1-800-675-2229 for help in finding a provider for the OHA.

Pediculosis Policy (Head Lice)

The problem of head lice (pediculosis) is ongoing and can be difficult to control at home and at school. Head lice and nits (eggs) are not a threat to health, but they are a frustrating nuisance. Promptly treating students with a positive diagnosis of head lice ensures minimal disruption of their education. When a student is identified as having head lice, the student will be sent home at the end of the school day for treatment. It is the responsibility of the parent to treat and control head lice infestation. The key to success in controlling head lice, with small chance of recurrence, is in the removal of all nits after the use of the pediculicide.

After treatment at home, it is mandatory for the student to return to school the next day for inspection at the health office. The student may return to class provided the head lice have been treated and there are no live lice in the hair, even if nits (eggs) are still present. Parents are asked to continue removing nits until the problem is resolved.

There is no evidence that mass screenings (school-wide or whole classrooms) help to control head lice infestation or re-infestation. Parents or guardians are encouraged to incorporate inspecting their child's hair as part of their regular hygiene routine. The School Attendance Review Board may intervene in case of noncompliance or chronic infestations requiring repeated exclusions from school.

Control of Communicable Diseases

The district is required to cooperate with the County of San Diego Health and Human Services Agency to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent or guardian will be contacted and the stu-

dent sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

Availability of Condoms (BP5141.25)

HIV, sexually transmitted infections (STIs), and unintended pregnancies are a considerable concern in our community.

Public health statistics and reports indicate that a significant number of young people in their early teens are involved in activities that put them at risk for negative health outcomes (such as ST infection and unintended pregnancy).

Although the District does offer education that emphasizes abstinence as the only 100 percent effective method of preventing infection and/or pregnancy, the District also realizes that not all students will practice abstinence and therefore should be instructed that a condom properly used does provide protection against sexual transmission of HIV/STIs and from unintended pregnancy. In view of these facts, and in collaboration with medical and public health authorities, the Board of Education enacted a policy to make condoms available for secondary school students (grades 6-12), unless parents or guardians contact the school in writing denying permission.

Condoms will be available at no cost to students who request them unless you, as the parent or guardian, withdraws permission by submitting a written and signed letter to the Registered School Nurse at any time. In making condoms available, the District assumes no liability. In addition, sexual health education materials may be posted or otherwise available at secondary schools.

Medications, Procedures and Health Accommodations

The California Education Code states that any student who is required to take medication or receive a health-related procedure that is prescribed by a physician during the regular school day, may be assisted by the school nurse or

other designated school personnel if the district receives:

1. A written statement from the physician detailing the method, amount and time schedules that the medication or procedure is to be administered, and
2. A written statement from the student's parent or guardian authorizing the school District to administer the medication or procedure. (E.C. 49422, 49423)

All medications must be in the original pharmacy container with the original prescription label adhered to the container. Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if certain requirements are met. Parents/guardians who request school staff members to administer medications, perform procedures or provide health related accommodations at school must recognize that school health personnel will communicate with the student's prescribing health professional if the school requires clarification about that procedure, accommodation or medication delivery, such as the dose, scheduling, side effects or indications.

No other prescription or over-the-counter medications, vitamins, herbs or alternative medications may be carried by students on their person, or in a backpack or other container, except as indicated above and with the express knowledge and permission of the school nurse. Limited over-the-counter medications may be available at some school sites and can be given only by a credentialed school nurse or trained health technician with parent or guardian consent on file.

Contact the school nurse if you have questions. Forms for medication administration or procedure are available at your child's school and on the website at www.sandiegounified.org/health.

Medication at home: The parent or guardian of a student on a continuing medication regimen at home is required to 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. The information is gathered annually on the Health Information Exchange form distributed at the beginning of each year. Notification is required to your child's school when new medications are started at any time during the

school year.

Absence from School for Illness

Some students with recurrent or ongoing health problems can miss many days of school because of symptoms of illness. When a student misses 10% or more of school days due to illness, school personnel may require parents to provide the school with a doctor's explanation of the health issues that keep the student from attending school. The purpose of this communication is to help school health personnel understand the underlying medical issue so that they can explore how the student's health needs can be met, yet still provide that student with an education. School health and educational personnel will then work collaboratively with the student's parent/guardian and the student's managing doctors to design a customized plan that meets the student's health and educational needs.

Interscholastic Sports Physical Exam

An annual physical examination is required for all secondary students who participate in interscholastic athletic programs.

The coach or school nurse may arrange for health screenings at school. Complete physical exams by a personal physician are recommended.

In addition, the district recommends that new students submit reports of recent physical exams when they enter school. A parent or guardian may file a written, signed statement with the school principal stating that the parent or guardian will not consent to a physical examination of the child.

Concussions

Parents and guardians are required to notify the school nurse when a student has a concussion. During the days or weeks after a concussion, students require extra observation at school to determine if they are having problems that need to be addressed. If a student experiences symptoms of a concussion at school associated with an injury, a parent or guardian will always be notified. Students who have had symptoms of a concussion will be observed at school,

K – 12TH GRADE (including transitional kindergarten)

TABLE 1: IMMUNIZATION REQUIREMENTS BY AGE AND GRADE

| GRADE | NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION | | | | |
|---|---|---|---------|---|-------------|
| TK/K-12 Admission or Transfer from another school in SDUSD | 4 Polio at any age ----- 3 Polio if at least one dose given after age 4 | 5 DTaP at any age ----- 4 DTaP if at least one dose given after age 4 ----- 3 DTaP if at least one Tdap given after age 7 | 3 Hep B | 2 MMR Both doses must be given on or after age 1 | 2 Varicella |
| Enrolling or Transferring into 7th-12 Grade also requires | | 4 Doses of DTaP, 1 Tdap given after age 7 | | | |
| All 7th Graders, regardless of previous district enrollment, also require | | 1 Tdap given after age 7 | | | 2 Varicella |

and their activity levels monitored, as per district protocols.

Health Instruction

Health instruction in areas such as nutrition, dental health, disease process, safe living, vision and hearing, drugs, alcohol, tobacco, community health, physical fitness, mental-emotional health, human reproduction, and sexually transmitted diseases including HIV, is part of the school curriculum.

Prior to instruction, parents have opportunities to preview instructional and audio-visual materials dealing with comprehensive sexual health and HIV prevention education. A student may be excused from instruction related to comprehensive sexual health and HIV prevention education and assessments related to that education by written request from the parent or guardian.

Insurance

San Diego Unified does not provide medical or dental insurance coverage for students injured on school premises, while under school jurisdiction or while participating in school district activities.

There may be limited accidental injury insurance for students participating in authorized, school-sponsored field trips. In the event of injury, contact Risk Management at 858-627-7345 with questions regarding field trip insurance. For families without medical or dental insurance, individual student policies may be purchased at reasonable rates through a private insurance company. For details, call 1-800-367-5830 or visit www.studentinsuranceusa.com.

For the Medi-Cal program, call 1-800-786-4346.

Breakfast and Lunch

San Diego Unified participates in the National School Lunch and Breakfast Programs. Through these federally subsidized programs, your student(s) may be eligible to receive free or reduced-price meals. Please, note the District waives the reduced-price charge for meals.

To apply, complete a Free and Reduced-Price Meal Application online at www.sandiegounified.org/food, or request an application packet from your child's school office or cafeteria, or from the Food Services office located at

Revere Center, 6735 Gifford Way, Rm#5, San Diego, CA 92111.

Students at schools that serve reimbursable meals at no cost under Community Eligibility and Provision 2 claiming, will not be required to fill out a school meal application however will be requested to complete a LCFF alternate claiming form in order to be used to determine state and federal funding for the school district and schools. Check to see if your school is a qualifying site at www.sandiegounified.org/food.

If you have questions regarding this program, meal prices, or other meal payment options, please visit www.sandiegounified.org/food or call or 858-627-7328.

Unpaid Meal Charge Policy

Breakfast is \$1.25 for all grades. Lunch at Elementary schools is \$2.50 and at Middle and High schools it is \$3.00. Students are expected to have money in their meal account or pay cash for paid meals and Ala Carte items. While we will never deny a student a complete

meal, their student meal account will be charged and the steps outlined below will be taken to collect unpaid meal charge debt.

Phone calls and emails will be sent out weekly for any balance; letters will be mailed out monthly for balances over \$25.00.

If a student qualifies for free or reduced-price meals but incurred any unpaid meal debt prior to receiving notification of eligibility, the family is still responsible for the meals charged to their students account.

Asbestos Awareness

Asbestos Hazard Emergency Response Act (AHERA) Notification: The District has established an effective asbestos management program in compliance with the Asbestos Hazard Emergency Response Act. Efforts include periodic six-month surveillances, mandatory three-year

re-inspections by EPA-certified inspectors and ongoing operations and maintenance activities to ensure protection for building occupants, custodians and maintenance workers as recommended and supported by the EPA.

A copy of the applicable site management plan is available at each school and district facility, and can be reviewed by contacting the principal or site administrator.

Questions regarding the management plans or asbestos conditions should be addressed to the Safety, Training, Personnel and Environmental Compliance Department at 858-627-7174.

Pesticide Use

The District complies with the California Healthy Schools Act, requiring the use of effective and least toxic pest management practices, and annually communicating to parents/guardians of students

enrolled at district schools a list of all pesticides that may be applied at their site.

Parents or guardians may request advanced notification of individual pesticide applications for their school site. Those who register will be notified at least 72 hours before pesticides are applied. Refer to the optional Pesticide Use Notification Form at the back of this booklet to be added to the registry or register online at: <https://www.sandiegounified.org/node/1557>.

Please note: in an emergency that requires spraying of pesticides, site staff will be notified and signs will be posted; however, those listed on the registry will not be notified.

For more information about the District's Integrated Pest Management, visit www.sandiegounified.org/ipm.

E. Parent/Guardian Rights and Responsibilities

Family Involvement

Parents or guardians and other relatives are encouraged to become involved in the formal education of their children. Early and consistent engagement at home and at school helps children do well academically and results in schools that are successful at educating all children. When family engagement is combined with a partnership between home and school, the student, school and community all benefit.

Parents or guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights and responsibilities are outlined in Education Code Section 51101 as follows:

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

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

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

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

Statewide Testing

California students take several mandated statewide tests. These tests provide parents/guardians, teachers and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state and federal accountability purposes.

California Assessment of Student Performance and Progress (CAASPP)

- Smarter Balanced Assessments (SBA)

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade

eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

California Science Test (CAST): The CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five, eight and once in High School. The computer-based CAST replaces the California Standards Tests (CST) for Science.

California Alternate Assessments (CAA): The computer-based CAA for ELA and mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

California Spanish Assessment (CSA): The California Spanish Assessment (CSA) assesses students' skills in reading, writing mechanics and listening using the Common Core State Standards en Español. The purpose of the CSA is to measure a student's competency in Spanish language arts in grades three

through eight and high school in order to provide student-level data in Spanish competency and to provide high school students with a measure suitable to be used, in part, for the State Seal of Biliteracy.

Pursuant to California Education Code Section 60615, parents/guardians may submit annually to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California (ELPAC): The English Language Proficiency Assessments for California (ELPAC) is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test: The Physical Fitness Test (PFT) for students in California schools is the Fitness- Gram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

School Selection: Parents or guardians have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request. To request a transfer, contact the Neighborhood Schools and Enrollment Options Office at 619-260-2410 or visit <https://www.sandiegounified.org/neighborhood-schools-and-enrollment-options>.

Safe School Environment: Parents or guardians have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

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

Student Academic Progress: Parents or guardians have the right to be informed of their child's academic progress in school and of the persons to contact if they need more information or assistance with their child.

Retention: Parents or guardians have the right to be notified as early in the

year as practicable if their child is identified as being at risk for retention (being held back). They have the right to consult with school personnel regarding decisions about retention, and to appeal such a decision.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years old certain rights with respect to student records. These rights include inspection of records, the right to request the amendment of student records that the parent/guardian or eligible student believes are inaccurate, and the right to consent to disclosure of personally identifiable information contained in the student's education records—except to the extent that FERPA authorizes disclosure without consent.

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

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

Psychological Test: Parents or guardians have the right to receive information on all psychological testing recommended for their child.

Councils and Committees: Parents or guardians, including those whose first language is not English, have the right to participate as members of advisory committees, the school site council or the site-based management leadership team in accordance with established rules and regulations for membership. Parents or guardians also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Student Fees: The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity.

This constitutional right of free access

encompasses all educational activities, whether curricular or extra-curricular, regardless of whether credit is awarded for the educational activity.

The right of free access also prohibits mandated purchases of materials, supplies, equipment or uniforms associated with the activity, as well as the payment of security deposits for access, participation, materials or equipment.

A process that allows for a waiver process for an otherwise mandatory fee, charge or deposit does not render it constitutionally permissible.

Mutually Supportive and Respectful Partnership: Parents or guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The Board of Education adopts a jointly created policy that outlines how parents, guardians, school staff and students may share the responsibility for the intellectual, physical, emotional, social development and well-being of their students.

This policy includes, but is not limited to:

- how parents or guardians and the school will help students to achieve academic and other standards;
- how the school will provide high-quality curriculum and instruction in a supportive learning environment to all students; and
- what parents or guardians can do to support their child's learning environment, including but not limited to:
 - monitoring school attendance,*
 - monitoring homework completion,*
 - encouraging participation in extracurricular activities,*
 - monitoring and regulating television viewing,*
 - planning and participating in activities at home that are supportive of classroom activities,*
 - volunteering at school, and*
 - participating in decision-making processes at school.*

Education Code Section 51101(d) states: "This section does not authorize a school to inform a parent or guardian... or to permit participation by a parent or

guardian in the education of a child, if it conflicts with a valid restraining order, protective order or order for custody or visitation issued by a court of competent jurisdiction.”

Parent Concerns and Inquiries

The Quality Assurance Office (QAO) was established by the Board of Education and Superintendent to ensure that inquiries, concerns, and formal complaints are handled timely and in accordance with relevant policies and procedures. Parents or guardians may contact QAO for assistance in resolving complaints that have not been resolved at the school. QAO has developed an integrated approach to handle concerns, beginning at the lowest administrative level and, when appropriate, directed through the formal complaint process. QAO protocols listed on their webpage provide the process for performing these functions. Please note: District Closure due to COVID-19 may result in a delay in addressing concerns and complaints.

For information or assistance, please contact QAO at 619-725-7211 or visit www.sandiegounified.org/quality-assurance-office.

Translation Services

Free translation services are available to parents or guardians in multiple languages. Please contact your child’s school for information.

Course of Study, TK-12

The California Education Code section 51040 requires that “The governing board of every school district shall prepare and shall keep on file for public inspection the courses of study prescribed for the schools under its jurisdiction.” The San Diego Unified School District’s Course of Study, TK-12 serves as an important single source of information about the district educational program, course descriptions and approved instructional materials. It also provides information on state and district requirements, student assessment, and more. The Course of Study is available for review on the district’s website at www.sandiegounified.org/graduation.

Graduation and Post-Secondary Planning

During grades 7–12, each student will

participate in an annual process to select their courses for the following school year. School counselors will inform students of graduation requirements, Career Technical Education (CTE) courses, college admissions requirements and other post-secondary options for students in accordance with state law. To graduate from a San Diego Unified high school, a student must complete “a-g” coursework, additional state-required subject coursework, a minimum of 44 credits, and a minimum Weighted Grade Point Average (WGPA) of 2.00 for grades 9–12. For more detailed information on the district’s graduation requirements, visit www.sandiegounified.org/graduation.

Both university systems—the University of California and California State University—require a college preparatory pattern of courses, commonly referred to as the University of California (UC) “a-g” subject area requirements. These minimum requirements include four years of college preparatory English courses; three years of math; two years of history/social science; two years of laboratory science; two years of the same language other than English; one year of visual and performing arts; and one additional year of a college preparatory elective from the required areas. For more information, see the University of California “a-g” Guide website at www.ucop.edu/agguide.

The district offers a CTE program of study involving a multi-year sequence of courses that integrates core academics with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. A CTE program of study may satisfy the UC “a-g” requirements, lead to an industry-recognized credential, certificate at the postsecondary level, associate degree, and/or a baccalaureate degree. Visit www.sandiegounified.org/ccte for more information.

Parents or guardians have the right to be informed of the student’s immediate and long-range educational and career plans. This information can be provided by their student’s school counselor. Students in all grade levels are encouraged to seek higher education. School counselors can assist families in accessing college information, along with the California State University system website at www.calstate.edu/college, the University of California system website at <http://admission.universityofcalifornia.edu> and

the San Diego Community College District system at www.sdccd.edu. Financial aid information can be found at www.studentaid.ed.gov and www.csac.ca.gov.

Interdistrict Attendance Permit (Interdistrict Transfer)

Formal agreements between San Diego Unified and other San Diego County school districts allow for the transfer of students between districts. An Interdistrict Attendance Permit (IAP) may be approved into or out of the district for specific reasons only. Information regarding the specific reasons can be obtained by contacting the Neighborhood Schools and Enrollment Options Office at <http://www.sandiegounified.org/neighborhood-schools-and-enrollment-options>, 619-260-2410 or eoptions@sandi.net.

Approval of an Interdistrict Attendance Permit does not guarantee enrollment in a particular school. Students with such permits are not enrolled ahead of students who reside in the district. When admitted into a San Diego Unified school, however, an interdistrict student is allowed to continue at that school and matriculate in the school feeder pattern to the highest-grade level as long as there is available space at the requested feeder school. Continued enrollment is also contingent on the student maintaining satisfactory attendance, citizenship and academic grades. A school may revoke the permit if any of these are unsatisfactory. IAPs must be renewed when a student changes school levels (elementary to middle; middle to high).

The district will notify parents if the application has been accepted or rejected or the student is placed on a waiting list. When an IAP is denied, the family will be notified of the reason for denial and the process for appeal.

Alternative Schools Notice

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines “alternative school” as a school or separate class group within a school that is operated in a manner designed to:

- Maximize the opportunity for students to develop the positive values

of self-reliance, initiative, kindness, courage, spontaneity, resourcefulness, creativity, responsibility and joy.

- Recognize that the best learning takes place when the student learns because of his or her desire to learn.
- Maintain a learning situation that maximizes a student's self-motivation and encourages the student in his/her own time to follow his/her own interests. These interests may be conceived by the student totally and independently,

or may result in whole or in part from a presentation by his/her teachers of learning project choices.

- Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- Maximize the opportunity for students, teachers and parents to continuously react to the changing world, including but not limited to, the community in

which the school is located.

In the event any parent, student or teacher is interested in further information concerning alternative schools, a copy of this notification is made available through the Facts for Parents publication. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs.

F. Student Records and Rights

Release of Student and Parent/Guardian Information

Unless parents or guardians request otherwise, directory-type information will be released to authorized individuals and organizations indicated in Administrative Regulation 5125.1(a) Parent/Guardian Notice Release of Directory Information. Parents or guardians who prefer this type of information not be released need to notify the school office in writing by checking the "Opt Out" box in Box 11 of the Enrollment Form, or by submitting a signed written request to your school by the first Wednesday in October.

Federal and state laws grant certain rights of privacy and access to student records to students and their parents. Parents; students 18 years old and over; students 14 and over who are identified as both homeless and unaccompanied youth; and individuals who have completed and signed a Caregiver's Authorization Affidavit have the right to

- inspect records,
- request the amendment of student records that the parent/guardian or eligible student believes are inaccurate, and
- consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent.

Notification to opt out can be made by

- indicating your preference on the enrollment form,

- submitting a prepared form (the District's or one from any other organization) or
- submitting a written note or letter to the school office.

For further details on release of directory-type student information, refer to district Procedure AR 5125.1, available at your school or on the website at www.sandiegounified.org/procedures. The district will attempt to contact a student's parent or guardian prior to disclosing information pursuant to subpoena and, when appropriate, court order, if they have not already been made aware.

Access to Student Records

Most requests for student information by individuals or organizations will not be honored without a written statement signed by a parent or guardian authorizing release. However, certain directory-type information may be released as described in Table 2: Release of Student Information. In addition, the records listed under "Student Records" will be automatically forwarded to any other district school in which the child enrolls and to schools outside the district when requests are received by a student's new school of attendance.

Access to information in a student's records without the consent of a parent will be permitted only in those cases where FERPA authorizes disclosure without consent. This includes but is not limited to

- school and district personnel (including contractors, consultants or volunteers who perform institutional services

under the direct control of the district) with legitimate educational interests (i.e., one in which the assigned duties and responsibilities of the individual require that he/she have access to student records),

- specified federal and state educational administrators and
- law enforcement or other public safety agencies with lawful access.

Parents or guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the school district to comply with FERPA. The address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202. 1-800-USA-LEARN (1-800-872-5327).

Retention of Student Records

The school principal is responsible for the custody of student records. School staff review records periodically. Material no longer required is destroyed in accordance with state law. For further information on retention of student records, refer to district Administrative Regulation 5125, available at your school or on the district website at www.sandiegounified.org/procedures.

Student Records

The following records are kept for each student:

- enrollment information, including date and place of birth and address/residence information;
- attendance and health records;

TABLE 2: RELEASE OF STUDENT INFORMATION

| Individuals & Organizations Authorized to Receive Student Information <i>(Unless prohibited by parent/guardian)</i> | Student Information (Directory-Type) |
|--|--|
| <ul style="list-style-type: none"> • Print media • Television • Radio • Other news organizations • District-level PTA • Teachers/school officials • Law-enforcement agencies • School-affiliated organizations (e.g., school foundations, school PTAs, School Site Councils), Student Information may not be disclosed to any third party. • Employers or potential employers to whom a student has applied for employment. • Military recruiters • Non-profit organizations • Prospective grantors • Financial institutions to which students have applied for financial aid • District-level PTA • Teachers/school officials • Law-enforcement agencies • Employers or potential employers to whom a student has applied for employment • Non-profit organizations | <ol style="list-style-type: none"> 1. Name 2. Addresss 3. Telephone number 4. Date of birth 5. Participation record in officially recognized activities and sports 6. Weight and height of athletic team members 7. Dates of attendance 8. Degrees and awards received 9. Most recent previous school attendes <p><i>See Administration Regulation 5125.1 (a) Release of Directory Information (below)</i></p> <p>Students AR 5125(a) STUDENT RECORDS Definitions Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3) Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3) Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3) Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3) 1. Directory information (cf. 5125.1 - Release of Directory Information) 2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee 3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8 (cf. 3515 - Campus Security) (cf. 3515.3 - District Police/Security Department) 4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student 5. Grades on peer-graded papers before they are collected and recorded by a teacher Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430) 2 A</p> |

- cumulative record of test scores, grades, subjects and courses taken and disciplinary notations, if appropriate;
- records required for special education programs; and
- teacher observations regarding student progress and educational program participation.

Parents or guardians may review and discuss these records with school personnel during the regular school day by calling the school office for an appointment. The District will provide access to student records within five business days following the date of the request. Qualified personnel will be available to interpret records if requested. Any concern regarding the accuracy or appropriateness of any records should be discussed with the principal.

Parents/guardians or eligible students may ask the school to amend a record they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to the hearing.

Parents, guardians and students over 18 may obtain copies of student records. At the request of a different school district, the records listed above will be forwarded to another school in which the child enrolls within ten school days of the records request by the new school district.

Obtaining a Report Card or Transcript

Elementary, middle, and high school report cards and transcripts are available by contacting the school of attendance. Please allow five working days to process requests. When schools are not in session during the summer, please contact the Student Records Office at 619-260-2426 for information.

More information can be at: https://sandiegounified.org/departments/neighborhood_schools_and_enrollment_options/records_transcripts

Protection of Student Rights: Surveys

Students will not be given any test, questionnaire, survey or examination containing questions about personal beliefs, sexual practices, family life, mortality and religion unless the parent or guardian gives written permission. (E.C. 51513, Protection of Pupil Rights Amendment, 20 USC 1232h)

Written consent from a parent or guardian is required prior to a student being given a survey, analysis or evaluation that reveals sensitive personal information such as political affiliations or beliefs; mental or psychological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondent has close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parents; or income other than required by law to determine eligibility for participation in a program.

Parents or guardians may inspect surveys created by a third party used to collect personal information.

NOTE: Education Code Section 51938(c) creates an exception to the above requirement by authorizing the administration of anonymous, voluntary surveys to students questioning health behavior and risks. After notification of the survey, if a grade 7-12 parent or guardian does not "opt out" his/her student from participating, the student will participate in the survey through "passive" parent or guardian consent. Parents or guardians have a right to inspect the survey. (E.C. 51938)

Notice Regarding the District's Participation in the LEA Medi-Cal Billing Program

The District, in cooperation with the California Departments of Health Care Services and Education, participates in a program that allows the District to be reimbursed with federal Medicaid dollars for select health services provided to enrolled Medi-Cal students at school. The money received through this program is directly reinvested into expanding and

improving health and social services for all students.

In accordance with state and federal rules and guidelines, we are notifying you that some information may be released from your student's records to our reimbursement recovery vendor, Paradigm Healthcare Services, LLC, and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child's Medi-Cal benefits may be accessed). This information is only released if we have received your consent to do so.

Your consent, or nonconsent, does not affect the services available and provided to your child, and should not impact your Medi-Cal benefits. Question #33 on the Enrollment Form is where your consent is requested. Your consent may have been provided to the District during the IEP/IFSP development and review process (if applicable). All information that is shared is encrypted and transmitted securely to both our vendor and to DHCS.

The education records that may be shared as a result of our participation in this program include

- student name, date of birth and health-related evaluation, intervention and referral information (for services received at school); and
- practitioner's notes related to these health services and select data from your child's IEP/IFSP (if applicable).

You have the right to withdraw your consent to disclose your student's information at any time—feel free to visit your school's office to discuss this program. Please note that students will not be denied services they require to attend school and parents will never be billed by the school district for services provided as a result of your consent or nonconsent.

Further, while Medi-Cal reimburses the District for select health services, your child's Medi-Cal benefits should not be impacted in any way. We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school and then use this funding to expand services that are available to all students.

Additional notes:

- Confidentiality & Privacy. The District's

reimbursement recovery vendor is bound by a contract that contains specific provisions to keep students records confidential, ensuring information is not used or disclosed inappropriately. Further, our vendor is HIPAA compliant. In addition, the District and DHCS are bound by agreements that include specific provisions about the use of the information shared in this program and governing security protocols.

- Third Party Liability. If your student is enrolled in Medi-Cal and is also covered by a third-party insurer, DHCS

may attempt to recover third party liability if they pay a school-based claim submitted by us. This occurs due to the assignment of third-party liability rights that was provided when your application to Medi-Cal was approved.

Williams Settlement Legislation

Williams Settlement legislation requires sufficient instructional materials in English language arts, mathematics, science, history/social science, health, and world language in grades 9-12; labora-

tory equipment for laboratory classes in grades 9-12; school districts to maintain clean, safe facilities in good repair; and to take measures to guarantee all students have qualified teachers.

Requirements of the legislation affect all schools in the district. Parents, guardians or students with concerns that Williams requirements are not being met may request a Uniform Complaint Form from the school office or locate one on the district website at www.sandiegounified.org/legalforms.

G. Every Student Succeeds Act (ESSA)

Education of Students in a Homeless Situation or Foster Care

Students Living in a Homeless Situation

Under this federal act, Title IX of the ESSA requires the district to notify parents in homeless situations of their child's educational rights. The San Diego Unified School District provides schools with materials that help explain parents' rights under the ESSA.

According to federal law, homeless children or youth are those who lack a fixed, regular and adequate nighttime residence. This definition includes children and youth who may be

- living with a friend, relative or someone else because they lost their home or cannot afford housing;
- staying in a motel, hotel or campground due to a lack of adequate alternative accommodations;
- living in an emergency or transitional shelter or a domestic violence shelter or are awaiting foster placement;
- staying in a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- living in a car, park, public space, abandoned building, bus or train station or similar setting; or
- unaccompanied, not in the physical

custody of a parent/guardian, who is in transition as defined above.

Every Student Succeeds Act (10 USC §6301 et seq.)

Under ESSA, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teacher, paraprofessionals and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects she/he teaches; whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances; the teacher's college major; whether she/he has advanced degrees and the subject(s) of those degrees; and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. The district shall also notify parents if their child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student..
- **Limited English Proficient Students:** The act requires prior notice to be

given to parents of English Learners (ELs) regarding limited English proficiency programs, including the reason for identifying the student as an EL; the need for placement in a language instruction educational program; the student's level of English proficiency; how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available program; how the recommended program will meet the student's needs; program performance and initial enrollment; and the expected rate of transition into a classroom that is not tailored for ELs.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under Every Student Succeeds Act shall be sent separately.

Students Living in a Homeless Situation or Foster Care

It is the intent of the federal legislation to—as much as possible—keep students who are living in homeless situations in the schools they attended when permanently housed or in the school where they were last enrolled; and to keep students living in foster care in the schools they attend for the duration of their foster placement, unless doing so is against the parents'/ guardians'/Ed Rights Holder wishes. The District must, to the extent feasible, keep students in transition in their school of origin (defined as the school attended when the students were last permanently housed, or the school in which they were last enrolled), unless

it is against the parent's/ guardian's/Ed Rights Holder wishes:

- Students can remain in their school of origin the entire time they are in transition and until the end of any academic year in which they move into permanent housing (homeless) or until their foster case is closed. If the student is in high school, the student can remain in their school of origin until the student graduates.
- Students may also choose to enroll in any public school in the attendance area as the student's temporary home. If a student in transition chooses to enroll in the neighborhood school of his/her temporary residence, this neighborhood school becomes the resident school/school of origin for the student for any further changes of residence.
- If a student is sent to a school other than the school of origin or the school requested by a parent/ guardian/Ed Rights Holder, the District provides a written explanation of its decision and the right to appeal, if the parent/ guardian disputes the placement.
- The District liaison for students in transition assists unaccompanied homeless youth in selecting and enrolling in a school, after considering youth's wishes and provides youth with notice of his/her right to appeal an enrollment choice contrary to their wishes.
- The District will immediately enroll students in transition, even if they do not have required documents, such as school records, medical records, proof of residency or other documents. Documents must be provided within 30 days of enrollment.

Please direct questions related to the education of homeless students to the Office of Children & Youth in Transition at 619-725-7652 or cyt@sandi.net

Military Recruiters

By federal education law, school districts are required to release directory-type information for secondary students to military recruiters upon request.

Parents or guardians of secondary students have the option to restrict student directory information from being released. Requests to restrict release of directory information must be submitted in writing to each child's school within two weeks of receiving this publication to make sure it is in effect by the first release of information each fall. Requests can be made by indicating "opt out" on the enrollment form or by submitting a written letter to the school office.

For additional information, refer to "Release of Student and Guardian Information and Testing" in the Student Rights and Records section of this booklet.

Professional Qualifications of Teachers and Paraprofessionals

Federal law mandates that parents or guardians of students attending Title I schools can request information about the professional qualifications of their child's classroom teacher(s) each school year. Specifically, parents or guardians may request information about

- the teacher's qualifications for the grade levels and subject areas taught;

- the teacher's provisional status;
- the baccalaureate degree major of the teacher and any graduate degree held by the teacher, and the field of discipline of that degree;
- the student's level of achievement on state academic assessments; and
- services provided to their child by paraeducators and, if so, their qualifications.

Submit requests to your child's school using the form available at the school or on the district's website at www.sandiegounified.org/esea

Unsafe Schools Choice Option

Parents or guardians of students who attend schools identified as persistently dangerous will be notified of the opportunity to transfer schools 14 days before the start of school. Parents or guardians of a student who becomes a victim of a violent crime while on school grounds have the right to submit a transfer to attend another school within the District. Requests can be submitted at their child's school or through the Neighborhood Schools and Enrollment Options office (www.sandiegounified.org/neighborhood-schools-and-enrollment-options) at 619-260-2410, or eoptions@sandi.net.

The district considers the specific circumstances on a case-by-case basis and contacts local law enforcement agencies as appropriate.

H. English Learner Program Option

Elementary Instructional Programs

Goals for Our English Learners

The Office of Language Acquisition has embraced the educational belief from the CA English Language Arts/English Language Development (ELA/ELD) Framework (p.10) that states, "...English Learners (ELs) in transitional kindergarten through grade twelve have a double curricular load: they must become proficient in academic English, and they

must learn the same rigorous academic content required of all students in California. Because they are learning English as an additional language, ELs require specialized instructional supports to ensure that they simultaneously develop academic English and have full access to a rich curriculum across the disciplines. Therefore, ELs are provided support for academic language development in core content courses (Integrated ELD) and specialized support (Designated ELD) for English Language Development. Integrated ELD is provided throughout

the day. Designated ELD is provided during a protected time. Both ensure that ELs' linguistic and academic needs are fully met."

The intentions and beliefs for our instructional programs are with the expectations that English Learners participate in sustained dialogue on a variety of topics and content areas; explain their thinking and build on others' ideas; construct arguments and justify their positions persuasively with sound evidence; and effectively produce written and oral texts in a variety of informational and literary

text types.

In order to accomplish this, our programs and services include Integrated and Designated English Language Development (ELD) to be taught into and from core content with lessons designed from California Common Core State Standards and English Language Development Standards.

To support Integrated ELD, the CA ELD Standards reiterate that the goal for all English Learners is to read, analyze, interpret, discuss and create a variety of literary and informational text types. It is through these experiences that ELs develop an understanding of language as a complex and dynamic resource for making meaning and develop language awareness, including an appreciation for their primary language as a valuable resource for learning English.

We can expect students to demonstrate their knowledge and understanding of content through oral presentations, writing and collaborative conversations.

Designated ELD is a protected time during the regular school day when teachers use the CA ELD Standards as the focal standards in ways that build into and from content instruction in order to develop critical English language skills, knowledge and abilities needed for content learning in English.

Designated ELD is not separate and isolated but rather is an opportunity to support ELs in developing the discourse practices, grammatical structures, and vocabulary necessary for successful participation in academic tasks in all content areas. English Learners, including academic English Learners, are grouped by language needs and may require varying levels of support.

The following programs represent the models designed for elementary (K-5) English Learners:

- Structured English Immersion (SEI) is for ELs who are new to English or at the early levels of English proficiency.
- English Language Mainstream (ELM) is designed for ELs who have acquired reasonable fluency in English and are at higher levels of proficiency.
- International Centers are offered at designated sites for students who are new to English and new to schooling or are new to English and have had interrupted schooling.
- Bilingual/Biliteracy.
- Language Immersion/Dual Language Immersion.
- Language Enrichment, such as:
 - International Baccalaureate (IB)*,
 - world language*,
 - language pathways*, and
 - extended day*.

For more information, visit www.sandiegounified.org/duallanguage-programs.

Secondary Instructional Programs

Secondary schools (grades 6-12) are responsible for creating learning environments where all English Learners are immersed in intellectually rich curricula, appropriately scaffolded to ensure their full access to all content areas while they develop English as an additional language. Appropriate scaffolds and supports are intentionally designed to ensure that ELs simultaneously develop

advanced levels of English necessary for success with academic tasks and text in content areas.

The instructional goal for English Learners is to have full access to high-quality English language arts, mathematics, science, and social studies content, as well as other subjects, while they are progressing through English language development continuum.

In order to meet the Common Core State Standards and the “a-g” college entrance requirements for UC and State schools and satisfy college and career readiness standards, the District has defined pathways to support all proficiency levels and enable students to satisfy graduation requirements in a timely manner. Those pathways include

- International Centers offered at designated schools for students who are new to English and new to schooling, or are new to English and have had interrupted schooling;
- English Language Development (ELD) Course Sequence, offered to students to support English Language Acquisition and make progress toward advancing to the next language proficiency level;
- Grade-level and advanced-level courses. After exiting the ELD course sequence, students have access to core content course work in order to be college and career ready; and
- World Language courses. These support multilingual proficiency and dual language pathways.

For additional information on any of these instructional programs, contact the Office of Language Acquisition (www.sandiegounified.org/ola) at 619-725-7264 or ola@sandi.net.

I. At School

Rules and Regulations of Individual Schools

Each school principal establishes school rules and regulations that conform to the district discipline policy to make sure a school atmosphere is free from distraction and disruption. The principal communicates the details of the District discipline policy and the school rules

and regulations to parents/guardians, staff members and students. The principal also ensures consistent, fair and prompt enforcement with due regard for the rights of the individuals.

Students are required to conform to school regulations, obey all directions, be diligent in study, respect teachers and others in authority and refrain from the use of profane and vulgar language.

Students are held accountable for their conduct on the way to and from school, on the playgrounds, school campuses, during recess and at school-sponsored activities.

School districts are authorized to adopt a dress code that prohibits the wearing of “gang-related clothing” and/or requires students to wear a school-wide uniform.

Parents or guardians should review the discipline policy and school rules and regulations with their child. Parents or guardians must cooperate with school officials in carrying out disciplinary actions if they become necessary.

School Police

Students, staff and parents of the San Diego Unified School District benefit greatly from having their own California State-Certified Police Department. Since 1984, School Police has served as the primary law enforcement agency for over 100,000 children attending nearly 200 sites.

School Police's overall mission is to serve as the guardian of our children, doing everything possible to avoid juvenile arrests, interrupting the "School-to-Prison-Pipeline" at every turn. Our department is active in many interagency law enforcement efforts throughout the county, serving as regional experts in the area of school safety and educational law enforcement.

Crime prevention and intervention remain at the core of all School Police operations. Our goal is to educate and guide students through their formative years, using restorative practices to resolve conflict and teach positive life lessons to our children. Our officers spend a great deal of time in presentations to our students on a variety of topics, from drug use to cyber safety. Assisting all schools in the annual review and completion of Comprehensive Safe School Plans is another key task for School Police.

Our narcotics detection canine, "Blitz" and his police officer partner, make daily presentations to our children on the dangers of illegal drug use. Blitz is a beautiful and energetic 7-year-old German Shepherd, serving as the perfect attention-getter for children. We push for all students to know about our canine detection program, dissuading them from bringing drugs to school. Again, School Police strive to prevent crime, rather than waiting to arrest students.

School Police officers are highly trained in the area of active shooter response. We investigate every rumor of potential campus violence. However, if the unthinkable ever happens, our officers have the training and equipment to respond rapidly. Each officer also carries state-of-the-art bleeding control and air-

way management tools on their person at all times.

School Police officers are proud to serve our children, working as a pillar of safety in public schools ensuring each student is supported to reach their full potential.

Students Speaking Out

Students Speaking Out is a program of San Diego County Crime Stoppers a community-based nonprofit organization (501c3), in partnership with San Diego Unified School District Police Department.

Students Speaking Out was inspired by our Campus Crime Stoppers program which has helped to solve hundreds of crimes on local school campuses and led to the safe removal of 12 guns from middle and high schools in San Diego County.

The mission of Students Speaking Out is to empower young people to use their voices to make schools and communities safer. We believe that students can make a difference in bringing an end to senseless violence and dangerous activities that interfere with young people achieving their dreams.

After working with far too many families who have lost a loved one to violence, drug abuse and impaired driving, we have seen the devastating impact of these activities on our community. Sadly, many of these losses could have been prevented.

Our message to students is that your voice can make a difference. When you know about illegal or dangerous activity taking place, tell someone. Your voice might save a life, stop a crime, or get help for someone in need.

Link: <http://www.studentspeakingout.org/>

School Lockdowns & Crisis Response

Student safety is the district's highest priority. Placing a school into "lockdown" is a tool used to counter physical threats to student safety, often from hostilities occurring off campus, but nearby (such as a violent incident occurring in the community, a police pursuit nearby, etc.).

The District's state-certified school police department responds to every school lockdown. School Police assesses the

situation and coordinates with school staff to address the needs of all students and staff. School staff will notify parents about the lockdown as quickly as the situation allows. The first communication about a lockdown most often comes from the school site; however, this is not always possible. The school may obtain assistance from the district's Communications Office to distribute a message via phone, email and/or through its social media sites Facebook and Twitter.

Should a lockdown occur, parents are asked to remain calm while school and local authorities manage the situation. Parents should avoid coming to the campus until notified by the school to do so. Parents cannot pick up their child during a lockdown or come on campus. If it appears the lockdown will last for an extended period of time, or go beyond dismissal time, school staff will notify parents by phone, email or social media. Students are not allowed to leave until recommended by the appropriate authorities.

If you see suspicious activity on or around schools or district sites, contact the San Diego Unified Police Department at 619-291-7678 (24 hours).

Safety Plan

All district schools have developed a comprehensive school safety plan that meets state requirements as described in California Education Code Section 32280 et seq. The safety plan includes disaster procedures, procedures for safe entry and exit of students, procedures for serious disciplinary problems, a sexual harassment policy, child abuse reporting procedures, school dress codes and school discipline policies.

School Accountability Report Card

All California public schools are required to provide information to the community through an annual School Accountability Report Card (SARC). The SARC contains specific information about the condition and performance of the school from the previous school year. Parents or guardians may request a copy of the SARC at their student's school. In addition, SARCs can be found on the district's website at www.sandiegounified.org/sarcs and at the state's SARC website at www.sarconline.org.

Comprehensive Sexual Health Education

Comprehensive sexual health education is provided by trained classroom teachers or community-based health educators in grade 6, grade 8 and high school.

The curriculum in grade 6 includes age-appropriate information on puberty, reproductive anatomy, gender identity, sexual orientation, respectful relationships, HIV and sexually transmitted infection prevention and communication skills.

In addition to these topics, the grade 8 and high school curricula include lessons on contraception, pregnancy care and pregnancy options, relationship abuse and negotiation skills. All content is required by the California Healthy Youth Act. (CA Ed Code 51930-51934)

Parents or guardians are notified before comprehensive sexual health instruction begins and are invited to review instructional materials. After reviewing materials, parents or guardians may notify the school in writing if they wish to excuse their child from the instruction.

District Wellness Initiative & Wellness Policy

San Diego Unified is committed to providing an environment where students and staff can learn to make healthy choices for lifelong well-being. The District acknowledges the strong relationship between students' health and learning and that the mission cannot be accomplished without explicitly planning for and supporting student health and wellness.

Each local educational agency that participates in the National School Lunch Program or other federal Child Nutrition program is required by federal law to establish a local school wellness policy for all schools under its jurisdiction.

Local wellness policies are important tools for parents, local educational agencies (LEAs), and school districts in promoting student wellness, preventing and reducing childhood obesity and providing assurance that school meal nutrition guidelines meet minimum federal school meal standards.

San Diego Unified's Wellness Policy

is based on the CDC's *Whole School, Whole Community, Whole Child* framework. The Wellness Policy incorporates the following aspects: nutrition, physical education, health education, health services, social-emotional well-being, safe school environments, employee wellness, and family/community involvement. The district posts information about the Wellness Policy and District Wellness Council on the District website. Any updates to the content of the Wellness Policy will be posted to the district website: <https://www.sandiegounified.org/district-wellness-policy-council>.

Parents/guardians, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public are invited to participate in the development, implementation, review and update of our local wellness policy at the District and school site levels. Those who are interested in participating are invited to contact our District Wellness Supervisor for details: wellness@sandi.net.

Special Education

San Diego Unified is dedicated to identifying, locating and assessing all students within the district from birth to 21 years old who may have disabilities, and providing appropriate support and related services to those students determined by an educational evaluation.

The District is committed to providing eligible students a free appropriate public education consistent with federal and state laws, including those students enrolled in private schools, wards of the state and highly mobile students with exceptional needs. For more information, visit www.sandiegounified.org/special-education or call 619-725-7700.

Services are provided based on the individual needs of the student. After a team of educational professionals and the parents/guardians determine a student's unique needs and consider a variety of factors, an Individual Education Program (IEP) is created. An IEP is a legal document that describes how the district provides services to a student with exceptional needs. Special Ed support and services are provided under the Individuals with Disabilities Education Act (IDEA 2004).

In the event that the educational team

and parents/guardians cannot agree on an IEP, the following options are available to the student's parents:

• Ombudsperson

The Office of Ombudspersons facilitates resolution of special education and section 504 issues. Ombudspersons are neither parent advocates nor district decision-makers, but work impartially with all parties to assist in the resolution of concerns related to students' special needs. Parents or guardians can reach an ombudsperson by contacting Special Education Complaint Resolution and Support at Ballard Center, 2375 Congress Street, San Diego, CA 92110, (619) 209-4594 or visit www.sandiegounified.org/ombudsperson.

• Due Process

The parent may file for due process by contacting the Office of Administrative Hearings, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA, 95833, call 916-263-0880 or visit <https://www.dgs.ca.gov/OAH/Case-Types/Special-Education>.

• CA Department of Education

If the team and parents or guardians feel that their child's IEP has not been implemented properly or have other allegations of violation of special education law, they may file complaints directly with the California Department of Education, Special Education Division, 1430 N St., 2nd floor, Room 2401, Sacramento, CA 95814 or visit www.cde.ca.gov/sp/se.

ADA, Section 504 Accommodations for Students

San Diego Unified acknowledges its responsibility under Section 504 of the Rehabilitation Act of 1973 to identify, review evaluative data and provide reasonable accommodations to students with disabilities. The Section 504 coordinator at each school site can provide additional information and assistance. The District ADA/504 office can be reached at 619-725-5658.

Students with Temporary Disabilities

Instruction: The district has a program to provide individualized instruction to students who are temporarily disabled and who must remain at home, in a hos-

pital or other residential health facility. If the hospital or health facility is located outside the student's school district, the student will be considered to be in compliance with the residency requirements for the school district in which the hospital or facility is located. The parents or guardians must notify the school district where the student is temporarily residing for individualized instruction for the student.

Physical education: For a student whose temporary or permanent disability keeps him or her from full participation in physical education, the parent/guardian shall have a physician (MD or DO, NP, PA) responsible for managing the student's condition describe restrictions and allowances for a modified physical education program. Parents/guardians can request a copy of the form entitled "Physical Education Modification for Injury or Illness."

Assistive devices: Occasionally, students may need to use assistive devices such as crutches, wheelchairs, casts or walking boots to attend school. To

reduce risk to a student and others, parents/guardians will provide notification from a physician responsible for managing the student's condition. The notification must

- specify equipment prescribed for use at school,
- acknowledge that the student received instructions on safe use of the device,
- include parent permission for district staff to communicate with prescribing health professional if clarification is required, and
- include anticipated amount of time equipment will be needed.

Until such notification is received from a health professional, students can complete work packets at home or temporarily in the school office. Parents/guardians can request a copy of the form entitled "Orthopedic/Medical Equipment Orders for School."

Medical supplies: Parents/guardians are responsible for supplying medical

and orthopedic equipment and related supplies as ordered by their physician. Examples include formula, catheters and tubing, diapers, wipes, syringes, respiratory medication holding chambers, masks and nebulizers, insulin-delivery systems, and glucose monitoring equipment/supplies.

Wheelchairs: Only school staff members are permitted to propel an injured student in a wheelchair, unless the student can self-propel safely. Other students are prohibited from pushing an injured student in a wheelchair. The purpose of school-site wheelchairs is for urgent use immediately after an injury.

Megan's Law

Information about registered sex offenders in California can be found on the California Department of Justice's website, www.meganslaw.ca.gov. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions and sex offender registration requirements in California.

J. Attendance

School attendance is required by law. Education Code section 48200 of the State of California requires every child between the ages of 6 and 18 years to attend school every day and on time. Studies prove that student attendance increases student achievement.

Parents or guardians are responsible for their child's school attendance and must notify the school if their child is not in school and why. Acceptable reasons for excused absences are listed below. Absences due to activities such as babysitting, accompanying parents on errands, and attending concerts or sporting events are unexcused.

Absences from school for five or more days may be excused if a parent or guardian requests a contract for independent study at least one week prior to absence. The child must complete the contract within the set timeline. After any absence, parents are requested to provide absence verification to the school office when the student returns to school.

No student shall have his/her grade reduced or lose credit for an excused

absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period of time, the student will be given full credit. Tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code Section 48205)

If an attendance problem arises and cannot be resolved by school staff, the school may refer the student and family to the School Attendance Review Board (SARB). If the SARB cannot resolve the attendance problem, it has the authority to refer cases to Juvenile Court. For additional details, refer to district AR 5113.1, available at your school and on the district website at www.sandiegounified.org/procedures.

Excused Absences

Notwithstanding Education Code Section 48200, a student will be excused from school when the absence is due to:

- Personal illness or injury.
- Quarantine under the direction of a county or city health officer.
- Having medical, dental, optometric or chiropractic services rendered.
- Obtaining confidential medical services without the consent of the student's parents or guardians (according to Title X law and regulations.)
- Attending the funeral service of an immediate family member. The allowed absence is for one day if the service is in California and three days if outside of California.
- Jury duty in the manner provided for by law.
- Illness or medical appointment during school of a child whose custodial parent is the student.
- Justifiable personal reasons including, but not limited to, a court appearance, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at a religious retreat, or attendance at an employment conference when the student's absence has

a written request from the parent and approval by the principal or a designated representative.

- Spending time with an immediate family member who is an active duty member of the uniformed services 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.
- Participation in the entertainment industry as noted under Education Code 48225.5. Students with these work permits may be excused for a period of not more than five consecutive days, with a maximum of five absences per year.

The phrase “immediate family,” as used in this section, has the same meaning as that set forth in Ed Code Section 45194, except that references therein to “employee” shall be deemed to be references to “student.”

Absences pursuant to this section are

deemed to be absences in computing average daily attendance (ADA) and shall not generate state apportionment payments. In other words, student absences impact education funding from the state.

Truancy

Per California Education Code, Section 48260:

A pupil who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant.

Families may receive a Notification of Truancy Classification Letter from the school or District for any student who meets this definition of a truant. Support is available for students and families struggling with obstacles to

regular attendance.

If truancy continues to be an issue despite efforts to intervene, a student may be deemed a habitual truant, and a Second Notification of Truancy (Habitual) Letter may be sent out. By this time a meeting will be requested by a school counselor, or other school designee, with parent(s) or legal guardian(s) and the student to discuss the attendance issue and develop a plan to address it and improve attendance.

If truancy still continues to be an issue, the family may receive a Third Notification of Truancy and Referral to School Attendance Review Board (SARB) Letter. At this time, a referral is made to the District’s School Attendance Review Board and a hearing may be scheduled to address the attendance issue at the district level. Students may also be referred to a truancy mediation or diversion program pursuant to Ed Code 48263.

K. Technology

Board Policy 6163.4 provides information about the privileges and responsibilities for use of the internet, SandiNet (the District’s electronic network) and electronic devices as part of your student’s educational experience.

Students will have access to

- information, online databases, and news from a variety of sources and research institutions;
- District-provided software and public domain/shareware software of all types;
- a variety of web-based and software programs to publish content to the web;
- collaborative web-based programs for the purpose of project-based learning; and
- online courses and curriculum, academic software, and electronic learning resources.

Students may have access to:

- A variety of district-wide applications. This list is continually updated. Please note, school sites may opt for addition-

al applications. See below to view the available student applications:

- Electronic mail (email) to access learning resources.
- Discussion groups on a wide-variety of topics.
- Advertising on some websites

PowerSchool

Collaboration and communication between parents/guardians, staff and students are a priority at our district. In an effort to build on this belief, and to ensure academic success for all students, we offer the PowerSchool Parent and Student Portal at our schools.

The PowerSchool Parent and Student Portal provides parents and students secured internet access to a wide range of relevant data such as: school notifications; student attendance; student schedules; class assignments and scores; report card/progress report grades and teacher comments; email links to teachers; and the option to subscribe to email notifications of your students’ class assignments, scores, grades, etc.

Responsibilities

San Diego Unified has taken reasonable precautions to restrict access to “harmful matter” and to materials that do not support approved educational objectives. “Harmful matter” refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors. (Penal Code, sec. 313) The teacher and staff will choose resources on the internet that are appropriate for classroom instruction and/ or research for the needs, maturity and ability of their students. San Diego Unified takes no responsibility for the accuracy or quality of information from internet sources.

Use of any information obtained through the internet is at the user’s risk.

Acceptable Use

The purpose for schools having access to SandiNet and the internet is to enhance teaching and learning by providing access to 21st century tools and resources as well as online instruc-

tion. Use of another organization's data networks (e.g. cell phone carriers) or computing resources must comply with rules of that network as well as district user policies.

Prohibited Uses

Transmission of any material in violation of any federal or state law and district policy is prohibited. This includes, but is not limited to, the distribution of

- information that violates or infringes upon the rights of any other person;
- bullying by using information and communication technologies (cyberbullying);
- defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
- advertisements, solicitations, commercial ventures or political lobbying;
- information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
- material that violates copyright laws. (Board Policy and Administrative Regulation 6162.6);
- vandalism, unauthorized access, "hacking" or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502);
- unauthorized access to any computer system including when doing so with credentials belonging to another individual.

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/ network use policy.

Privileges

The use of SandiNet and the internet is a privilege, not a right, and inappropriate use not aligned with behavior expectations set forth at the school site shall include corrective actions up to and including cancellation of those privileges. The administration, teachers, and/or staff may request the site system administra-

tor or district security administrator to limit, deny, revoke or suspend specific user accesses.

Network Rules and Etiquette

The use of SandiNet and the internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to, the following

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the internet, the school must have on file a parent release authorizing publication.
- Cyber-bullying is considered harassment. (Refer to Section B Discrimination, Harassment, Intimidation, and Bullying Policies on page 2).
- Respect copyrights. All information and communications accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- Do not disrupt the network.

Cyberbullying

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner. Using personal communication devices or district property to cyberbully one another is strictly prohibited and may result in the cancellation of network privileges and/or disciplinary action. Cyberbullying may include, but is not limited to:

- spreading information or pictures to embarrass;
- a heated unequal argument online that includes making rude, insulting or vulgar remarks;
- isolating an individual from his or

her peer group;

- using someone else's screen name and pretending to be that person; and
- forwarding information or pictures that are meant to be private.

Security

Security on any computer system is a high priority. If you feel you can identify a security problem on SandiNet, notify the district Integrated Technology Division either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user who is identified as a security risk or having a history of problems with other computer systems may be denied access to SandiNet and the internet.

Vandalism

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses, attacks targeting district systems, attempting to gain unauthorized access to a resource or any actions causing an intentional disruption to network services.

Cellular Telephone and Electronic Signaling Device Policy

Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. Board of Education Policy H-6980 allows student possession and use of cellular phones, pagers, and other electronic signaling devices on school campuses and school buses, at school sponsored activities, and while under the supervision and control of district employees under the following circumstances:

- All students (K-12) may use these devices on campus before school begins and after school ends.
- Students in high school, grades 9-12, may use them during the lunch period.
- The devices must be kept out of sight and turned off during the instructional program and in the classroom.
- Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.



San Diego Unified Board of Education

Board of Education Trustees

Members of the Board of Education are nominated by geographic sub-districts and elected by the entire school district for a term of four years. Though schools and members of the public in a particular sub-district commonly address issues to the board member nominated by that sub-district, you may contact any board member for any purpose.



John Lee Evans
*President
District A*



Richard Barrera
*Vice President
District D*



Kevin Beiser
*Trustee
District B*



Michael McQuary
*Trustee
District C*



**Sharon
Whitehurst-Payne**
Trustee, District E

Board Office contact information

Board of Education Office
San Diego Unified School District
4100 Normal Street, Room 2231
San Diego, CA 92103

(619) 725-5550
board@sandi.net

CORONAVIRUS PREVENTION



Wear a Face Mask



Wash Your Hands



Disinfectant



Social Distancing

L. Forms and Instructions

The required Universal Form and the *optional* Pesticide Use Notification form are included in this booklet on the following pages. Some schools provide these printed forms separately for your convenience. https://sandiegounified.org/academics/facts_for_parents/parent_forms



Universal Form (Return Required)

Signature Verification of Receipt of Documents/Release of Information

| | | |
|--------------------------------------|-------------------------------------|---------------------------|
| Student Name (Last name, first name) | Parent Name (Last name, first name) | Grade |
| Address | Home Phone | School |
| City, Zip Code | Parent/Guardian Work Phone | Teacher (Grades K-5 only) |

After reviewing the Facts for Parents booklet, student and parent/guardian must check each section, sign the last section, and return this form to the school office.

1. DISCRIMINATION, HARASSMENT, INTIMIDATION, & BULLYING POLICIES (*Facts for Parents: Section B*)

By checking each circle and signing below, I acknowledge the following:

☐ My student and I have read and understand the Discrimination and Harassment Policies section.

☐ My student and I understand the consequences should my student violate the policy.

☐ I have been informed of these rights.

2. PHOTOGRAPHY/VIDEO/MEDIA RELEASE*

During the school year, schools host events where representatives of the news media may be on campus to gather photographs and/or video footage.

In addition, parents and students may take photos of events in classrooms or around schools. These photos may be posted on the Internet, on social media or otherwise distributed without the permission of the school. Your child's participation in these events is valued, and parent permission is needed to include him or her in events where photography may take place.

Parents/Guardians who prefer that their child not be photographed or video recorded must notify their school by using this form. Schools make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as a mobile phones may take place without the knowledge of the teacher, principal or district staff.

PARENTS OR GUARDIANS:
Indicate your level of permission OR use the last circle to opt out completely.

☐ I give my permission (select all that apply).

☐ To have my student interviewed, photographed, and/or video recorded by news media.

☐ To have my student photographed and/or video recorded by the district/school. Photos and videos may be used on school/district websites, brochures, social media, etc.

☐ To have my child's name published in order to credit his or her work.

☐ To have my student's photograph included in the school yearbook.

☐ I DO NOT want my child's name, photo or video published publicly.

3. UNIFORM DISCIPLINE PLAN (*Facts for Parents: Section C*)

☐ I acknowledge that my student has read the Uniform Discipline Plan, and that my student and I understand the consequences should my student violate the policy.

4. HEALTH REQUIREMENTS (*Facts for Parents: Section D*)

California law requires that parents/guardians of each pupil acknowledge having been informed of their rights as explained in "Health Requirements" in *Facts for Parents*.

☐ I acknowledge that I have been informed of these rights.

5. TECHNOLOGY/NETWORK USE GUIDELINES (*Facts for Parents: Section K*)

The "Network Use Guidelines" for San Diego Unified School District is a contract and must be signed by students and parent/guardians before the student is given access to technology, the internet and other San Diego Unified networks.

☐ STUDENT: I understand and will abide by the rules and conditions outlined in Section K about access to technology, the internet and other San Diego Unified networks.

☐ PARENT or GUARDIAN: I give my student permission to use technology, and access the internet and other San Diego Unified networks.

6. SIGNATURES

By completing sections 1 - 5 and signing below, I the student, and I the parent, have read, understand and acknowledge the policies and rights outlined above and described in detail in *Facts for Parents*.

Student Signature Date

Parent/Guardian Signature Date

* Update your release preferences at any time by contacting your school office

Revised: July 2020

Universal Form

PLEASE COMPLETE
AND RETURN TO: Your child's school.



Pesticide Use Notification Form (OPTIONAL)

Revised June 2020

| San Diego Unified IPM Pesticide List | |
|--------------------------------------|--|
| Pesticide | Active Ingredient |
| Alligare | Glyphosate |
| Avert | Abamectin B1 |
| Borid | Orthoboric acid |
| Ditrac | diflucanone |
| Drione | pyrethrin |
| Fusilade II | fluazifop-P-Butyl |
| Gopher getter type 2 | diflucanone |
| Ground squirrel bait | diflucanone |
| Knighthawk | prodimine |
| Muget Inicide | Imidacloprid |
| Maxforce ant bait station | flupronil |
| maxforce ant bait gel | flupronil |
| Maxforce roach bait station | flupronil |
| Maxforce roach bait gel | flupronil |
| Mecomec 2.5 | potassium salt of (+)-8-2- (2-methyl-4-chlorophenoxy) propionic acid |
| Microcare | pyrethrin |
| Ornamec | fluazifop-P-Butyl |
| PCQ pelleted rodent bait | diflucanone |
| Phantom | chlorfenapyr |
| Precor concentrate | (S)-methoprene |
| Precor 2000 plus premise spray | (S)-methoprene |
| Pyrocide 300 | Pyrethrin |
| Ranger Pro | Glyphosate |
| Reward | Diquat dibromide |
| Sedgehammer | halosulfuron-methyl |
| Talstar | bifenthrin |
| Tempo ultra WP | b-cyfluthrin |
| Tengard | permethrin |

For more information, please visit:
www.sandiegounified.org/integrated-pest-management

| Pesticide Use Notification Request (OPTIONAL) | |
|--|---|
| To be included on the notification registry, complete this form and return to address shown below, or submit electronically at https://www.sandiegounified.org/node/1557 | |
| If you do not wish to be notified, please disregard this notice. | |
| San Diego Unified Schools complies with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents or guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site. | |
| Parents or guardians may request prior notification of individual pesticide applications for their school site. Those listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency where requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified. | |
| PLEASE PRINT (Notifications will not be sent to unreadable or incomplete requests.) | |
| Date: | School or Daycare Ctr: (no abbreviations) |
| Student's Name: | |
| Parent/Guardian's Name: | |
| Your Mailing Address: (Include city and zip code) | |
| Email Address: | |
| I prefer to be notified by <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail | |
| By signing below, I understand that upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application. | By signing below, I also understand it is my responsibility to request notification on an annual basis. The Integrated Pest Management office will begin accepting requests August 1 of each current school year. |
| Signature: | |
| Return completed form by U.S. Mail to: PPO/Integrated Pest Management 4860 Ruffner St San Diego, CA 92111-1522 | |

Pesticide Use Notification Form

PLEASE COMPLETE, IF APPLICABLE,
AND RETURN TO:

Physical Plants Operation Center
4860 Ruffner St.,
San Diego, CA 92111-1522
Attn: Integrated Pest Management Team



* Update your release preferences at any time by contacting your school office



Pesticide Use Notification Form (OPTIONAL)

Revised June 2020

San Diego Unified IPM Pesticide List

| Pesticide | Active Ingredient |
|--------------------------------|---|
| Alligare | Glyphosate |
| Avert | Abamectin B1 |
| Borid | Orthoboric acid |
| Ditrac | diphacinone |
| Drione | pyrethrin |
| Fusilade II | fluzifop-P-Butyl |
| Gopher getter type 2 | diphacinone |
| Ground squirrel bait | diphacinone |
| Knighthawk | prodiamine |
| Muaget Imicide | Imidacloprid |
| Maxforce ant bait station | fipronil |
| maxforce ant bait gel | fipronil |
| Maxforce roach bait station | fipronil |
| Maxforce roach bait gel | fipronil |
| Metomec 2.5 | potassium salt of (+)-R-2-(2-methyl-4-chlorophenoxy) propionic acid |
| Microcare | pyrethrin |
| Ornamec | fluzifop-P-Butyl |
| PCQ pelleted rodent bait | diphacinone |
| Phantom | chlorfenapyr |
| Precor concentrate | (S)-methoprene |
| Precor 2000 plus premise spray | (S)-methoprene |
| Pyrocide 300 | permethrin |
| Ranger Pro | Pyrethrin |
| Reward | Glyphosate |
| Sedgehammer | Diquat dibromide |
| Talstar | halosulfuron-methyl |
| Tempo ultra WP | bifenthrin |
| Tengard | b-cyfluthrin |
| | permethrin |

For more information, please visit:
www.sandiegounified.org/integrated-pest-management

Pesticide Use Notification Request (OPTIONAL)

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San Diego Unified Schools complies with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents or guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site.

Parents or guardians may request prior notification of individual pesticide applications for their school site. Those listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified.

PLEASE PRINT

(Notifications **will not** be sent to unreadable or incomplete requests.)

Date:

School or
Daycare Ctr:
(no abbreviations)

Student's Name:

Parent/Guardian's Name:

Your Mailing Address:
(Include city and zip code)

Email Address:

I prefer to be notified by

☐ Email

☐ U.S. Mail

By signing below, I understand that upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application.

By signing below, I also understand it is my responsibility to request notification on an annual basis. The Integrated Pest Management office will **begin** accepting requests August 1 of each current school year.

Signature:

Return completed form by U.S. Mail to:

PPO/Integrated Pest Management
4860 Ruffner St
San Diego, CA 92111-1522



San Diego Unified School District
4100 Normal Street, San Diego, CA 92103

619-725-8000

www.sandiegounified.org