



**San Diego Unified**  
SCHOOL DISTRICT



# FACTS

*for* **PARENTS**

**Important Information  
& Forms to Complete**  
for the 2011-12 School Year

# Important Dates/2011-12 School Year

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## Traditional School Year

### September

6 .....First Day of School

### November

11 .....Holiday: Veterans Day  
21-25 ..... Thanksgiving Vacation

### December

19 .....Winter Break Begins

### January

3 .....School Reopens  
16 ..... Holiday: Martin Luther King Jr. Day

### February

17 .....Holiday: Lincoln's Birthday  
20 .....Holiday: Washington's Birthday

### April

2-6 ..... Spring Break

### May

28 ..... Holiday: Memorial Day

### June

12 ..... Last Day of School

## Year-Round School Year

### September

6 ..... First Day of School

### November

11 ..... Holiday: Veterans Day  
21-25 ..... Thanksgiving Vacation

### December

19 ..... Winter Break Begins

### January

17 ..... School Reopens

### February

17 ..... Holiday: Lincoln's Birthday  
20 ..... Holiday: Washington's Birthday

### April

2-30 ..... Spring Break

### May

28 ..... Holiday: Memorial Day

### June

18-19 ..... No school

### July

4 ..... Holiday: Independence Day  
20 ..... Last Day of School



# Key Contacts For Parents

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## FOR PARENTS

Food Services .....	(858) 627-7301
Instructional Support Services .....	(619) 725-7772
Magnet & Innovation Programs Office.....	(619) 725-7158
Nursing and Wellness .....	(858) 627-7580
Parent Outreach and Engagement Department.....	(619) 293-4331
PrimeTime Extended Day Program.....	(858) 627-7562
School Choice and Enrollment Options Office.....	(619) 725-5672
Normal Street, Annex 7b	
San Diego, CA 92103	
Fax: (619) 725-7311	
eoptions@sandi.net	
Special Education .....	(619) 725-7700
Transportation .....	(858) 496-8460

## OTHER OFFICES

Board of Education Office .....	(619) 725-5550
Office of the Superintendent .....	(619) 725-5506
Information Technology .....	(619) 725-7471
Maintenance & Facilities .....	(858) 627-7122
Finance and Business Services .....	(619) 725-7585
Communications .....	(619) 725-5578
Human Resources .....	(619) 725-8089
Legal Services Office .....	(619) 725-5630

## GENERAL INFO

District Office/Directory Assistance.....	(619) 725-8000
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**Eugene Brucker Education Center**  
4100 Normal Street  
San Diego CA 92103

For more information, visit the website at [www.sandi.net](http://www.sandi.net).



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# A. Discrimination and Harassment Policies

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## Discrimination

The San Diego Unified School District policy is to afford all persons in public schools equal rights and opportunities in education, regardless of their 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, any actual or perceived personal characteristic or status, or any other unlawful consideration (collectively as “Protections”).

The district prohibits harassment and discrimination, which create a hostile environment and jeopardize equal educational opportunities guaranteed by the California and United States Constitutions. The district shall undertake activities to counter harassment and discrimination on school grounds with the intent to promote tolerance and sensitivity.

Students and district employees who violate the policy against harassment and discrimination shall be disciplined appropriately. This includes suspension or possible expulsion for students in grades 4-12. Employees who violate the policy will be disciplined according to personnel procedures and state law.

## Harassment

In accordance to Education Code Section 32261, the San Diego Unified School District is committed to making schools free from any kind of harassment, including sexual harassment, and prohibits such actions by any person in the educational setting.

Harassment, including bullying, is defined as any verbal or nonverbal conduct that has the purpose or effect of a negative impact on the student’s academic performance, or of creating an intimidating, hostile or offensive educational environment.

Sexual harassment means unwelcome sexual advances; requests for sexual

favours; and verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The district prohibits sexual harassment in which a student’s grades, benefits, services, honors, programs or activities are dependent on submission to such conduct.

The district believes that harassment issues may be resolved at the school site. Students should report any sexual harassment to any school official, such as the school principal, vice principal, counselor or teacher. The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint, and acknowledge receipt of the complaint within 10 working days. The responsible school official will provide a written decision within 60 working days of the filing of the complaint, as stated in the Uniform Complaint Procedure (see below). Students may also contact the Title IX Coordinator:

**Amy J. Bozone**, Legal Services  
San Diego Unified School District  
4100 Normal St., Room 2148  
San Diego 92103 • (619) 725-5630

## Bullying, Harassment, and Intimidation Prohibition Policy

In accordance with District Policy A-3550, bullying (including cyber-bullying), harassment, or intimidation in any form are prohibited at school or school-related events (including off-campus events, school-sponsored activities, school busses, any event related to school business) or outside of school hours with the intention to be carried out during any of the above.

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.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

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 Procedure.

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

At school, the principal or designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

## Notice of Student Nondiscrimination

San Diego Unified is committed to making schools free from unlawful discrimination, which is defined as any preferential or disparate treatment based on the protections listed above.

The district prohibits discriminatory practices whose purpose or effect has a negative impact on the student’s academic performance, or of creating an intimidating, hostile or offensive educational environment. The district promotes programs that ensure that discriminatory practices are eliminated in all district activities.

Any student or parent/guardian who believes that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site.

If not resolved, students may also contact the Title IX Coordinator:

**Amy J. Bozone**, Legal Services

San Diego Unified School District  
4100 Normal St., Room 2148  
San Diego 92103 • (619) 725-5630

To file a complaint, parents or students must obtain a copy of the Uniform Complaint Form from the district Legal Services Office.

The responsible school official shall provide a written decision within 60 working days of the filing of the complaint.

## Notice of Uniform Complaint Procedures

A complaint alleging a violation of any district policy or procedure may be filed by a student or parent with the Legal Services Office. Use the "Uniform Complaint Form" in Administrative Procedure 1700, posted on [www.sandi.net](http://www.sandi.net).

San Diego Unified is primarily responsible for compliance with federal and state laws and regulations. Individuals or organizations may file a complaint with the Legal Services if they believe a federal or state law or regulation has been violated in the following programs:

1. **Adult Basic Education**
2. **Child Nutrition**
3. **Child Care and Development Programs**
4. **Consolidated Categorical Aid Programs**
5. **Migrant Education**
6. **Special Education**
7. **Vocational Education**
8. **School Safety Planning Requirements. Complaints may also be filed alleging**
  - a. unlawful discrimination in programs receiving state financial assistance
  - b. insufficiency of instructional materials
  - c. facility conditions that pose an emergency or urgent threat to the health or safety of students or staff
  - d. violations of the Clean Restroom Act
  - e. teacher vacancies and misassignments

- f. the California High School Exit Exam intensive instruction and services. The complaint will be investigated in accordance with the requirements of Administrative Procedure 1700.

Complaints should be filed with the Legal Services Office, 4100 Normal St., Room 2148, San Diego, 92103.

An investigation or mediation will be concluded within 60 calendar days of receipt of the complaint by the Legal Services Office or the individual coordinator of the program. Complaints alleging unlawful discrimination must be initiated no later than six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination. The complainant has a right to appeal the decision to the California Department of Education within 15 days of receiving the written decision from the Legal Services Office.

A complainant may pursue available civil law remedies under state or federal discrimination laws outside of the uniform complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

## Notice of Non-Discrimination

San Diego Unified is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability or any other unlawful consideration. The district shall promote programs that ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject

to disciplinary action up to and including dismissal.

Any student or parent/guardian who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If the issue cannot be resolved, the student or parent should contact the Title IX Coordinator:

**Amy J. Bozone**, Legal Services  
San Diego Unified School District  
4100 Normal St., Room 2148  
San Diego 92103 • (619) 725-5630

## Student Sexual Harassment Policy

San Diego Unified is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures (AP 7110).

The district believes that it can resolve issues of harassment and discrimination at the school site.

If not, students or parents/guardian may contact the Title IX Coordinator:

**Amy J. Bozone**, Legal Services  
San Diego Unified School District  
4100 Normal St., Room 2148  
San Diego 92103 • (619) 725-5630

## To File a Discrimination or Sexual Harassment Complaint

- **Filing a complaint:** A student or parent/guardian may file a complaint by obtaining a copy of the Uniform Complaint Form and Administrative Procedures 0112 and 1700 from the school or the district's Legal Services free of charge. Remedies available outside of the district are listed in this procedure. The complaint should be filed with the principal at the complaining student's school.
- **Investigation.** San Diego Unified will immediately undertake an effective, thorough, and objective investigation

of the harassment allegations and provide a written report within sixty (60) days of when the complaint is filed.

- **Action.** If the district determines that its policies prohibiting sexual harassment or discrimination have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court. Complaints will be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated

promptly and in a way that respects the privacy of all parties concerned.

A student who has a complaint of discrimination or sexual harassment should contact a teacher or principal for resolution at the school site. If the complaint cannot be resolved, the student should contact:

**Amy J. Bozone**, Legal Services Office  
San Diego Unified School District  
4100 Normal St., Room 2148  
San Diego 92103 • (619) 725-5630

## B. Zero Tolerance

### Weapons, violent acts, and fighting

The Board of Education has adopted a Zero Tolerance Policy on weapons, violent acts and repeated fighting. This policy applies to middle level and high school students. Students who violate this policy will be suspended and recommended for expulsion. Students are subject to arrest if having or using the weapon violates the law. Weapons include guns, knives, BB guns, replica guns, explosives, fireworks or any object that is used in a threatening or harmful manner. Carrying any kind of knife (for example, a pocket knife or butter knife) is not allowed. Any object used in a threatening manner will be considered a weapon even if its normal use is not as a weapon. The policy also means that students who are involved in repeated fights that cause physical injury will be recommended for expulsion.

### Alcohol, tobacco and other drugs

The district prohibits alcohol, tobacco and other drug use on all school campuses, at sponsored events and going to and from school or school-sponsored events. Students found to be selling or furnishing controlled/prohibited substances, or in possession of an amount of a controlled/prohibited substance determined to be for more

than personal use, will be recommended for expulsion on the first offense. For possession or use of a controlled/prohibited substance, expulsion will be recommended on the third offense. If your child is found in possession of tobacco, he/she will be recommended for expulsion on the fourth offense.

School district personnel will also counsel disciplined students by way of early intervention. Counseling may include:

- Individual group instruction or tutoring
- Conferences with parents/guardians
- Referral to another community agency
- Regularly scheduled appointments with school counselor

If a student violates an intervention contract, the student will be suspended. If the student violates the contract a second time, the student may be reassigned to another program or school.

All parents/guardians and students must sign the *Zero Tolerance* section of the **Universal Form** at the back of this booklet and return to the school site.

The Board of Education has approved the following Zero Tolerance Policy:

- Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter

pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.

- Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Our district has a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. If you are found to be selling, furnishing, or possessing an amount determined to be for more than personal use of controlled/prohibited substances, you will be recommended for expulsion on your first offense. For possession or use, expulsion will be recommended on your third offense, except for tobacco offenses; if you are found in possession of tobacco you will be recommended for expulsion on your fourth offense.
- In addition to discipline, if you are found to have violated the law you may be arrested and taken to a juvenile detention facility.
- Expulsion from San Diego Unified will result in the loss of your privileges to attend school or extracurricular activities. You may be placed in an alternative school or program.
- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or

at a school activity, whether on or off campus.

- Expulsion may be recommended for an offense that occurs during lunch period – off-campus, and during, or while going to or from a school-sponsored activity.

The Zero Tolerance Policy is designed to make school a safe environment and

to provide an appropriate learning environment for you and other students. There can be no acceptable reason for violating these rules. Board approved procedures regarding student discipline are contained in District Administrative Procedure 6290 and are available online and at your school site.

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**Be sure to complete the  
UNIVERSAL FORM  
at the back of the book and  
return to your child's school.**

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## C. Health Requirements

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### Health Screenings

Hearing, vision, and scoliosis 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, 3, 6, 9;
- Scoliosis (lateral curvature of the spine) screening for grade 7 girls and grade 8 boys.
- New students and students referred by parents or school personnel may also be screened.

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

### Immunization (Shot) Requirements

State law requires that all students under age 18 years, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons or because of personal beliefs. 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 county-wide computer system that keeps track of immunizations (shots). Immunizations required for school attendance are shown at right. Check with your pediatrician, family physician or medical clinic to make sure your child is fully immunized. Your child may be

excluded from attending school if these requirements are not met.

Information on obtaining a permanent medical exemption or personal beliefs exemption for your child is available from the school nurse or office staff.

### K-1 Physical Exam

California's Child Health and Disability Prevention (CHDP) program mandates that every child have a physical examination before entering school in kindergarten or first grade.

The examination may be completed up to 18 months prior to the start of first grade. Parents/guardians are required to present a report of examination or a waiver statement to the school within 91 days of entry to first grade.

Students who have not met this requirement by the appropriate date may be excluded from school attendance for up to five days. Parents/guardians needing assistance meeting the requirements can call (800) 675-2229. You are encouraged to complete this exam at kindergarten entry to make sure your child is healthy and ready to learn.

### K-1 Dental Exam (OHA)

Effective January 1, 2007, an Oral Health Assessment (dental examination) by a licensed California dental health professional is required for children entering public school for the first time (at kindergarten or first grade). The Oral Health Assessment 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.

Parents/guardians may sign a waiver of this requirement which is found on the OHA form available at the school. There is no penalty or exclusion if this requirement is not met. The parent/guardian can call (800) 675-2229 for assistance in finding a provider for the Oral Health Assessment.

### Pediculosis Policy (Head Lice)

The problem of head lice (pediculosis) is ongoing and can be difficult to control at home and at school. Even though head lice and nits (eggs) are not a threat to health, they are a frustrating nuisance. Prompt treatment of 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 is excluded at the end of the school day for treatment. After treatment at home, it is mandatory for the student to return to school the next day, via the health office, for inspection. The student may return to class provided the head lice has been treated and there are **no live** lice in the hair, even though nits (eggs) are still present. Reinfestation and/or recurrent infestation will result in exclusion until student is lice-free.

Parents/guardians are encouraged to incorporate inspecting their child's hair as part of their regular hygiene routine. The School Attendance Review Board (SARB) may intervene in case of noncompliance or chronic infestations.

## Control of Communicable Diseases

The district is required to cooperate with the San Diego County Department of Health and Human Services 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/guardian will be contacted and the student 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.

## Administration of Medications

The California Education Code states that any student who is required to take medication 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 is to be taken and (2.) a written statement from the student's parent/guardian authorizing the school district to administer the medication. (E.C. 49422, 49423)

Prescription 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.

No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, 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 with a parent/guardian consent on file.

## Immunizations

Children need to have these shots before they can begin child care, kindergarten and 7th grade.

### Children entering child care should have:

#### Age When Enrolling ..... Immunizations Required

2-3 months ..... 1 DTaP, 1 Polio, 1 Hep B, 1 Hib

4-5 months ..... 2 DTaP, 2 Polio, 2 Hep B, 2 Hib

6-14 months ..... 3 DTaP, 2 Polio, 2 Hep B, 2 Hib

15-17 months ..... 3 DTaP, 3 Polio, 2 Hep B, 1 MMR\*, 1 Hib\*\*

18 months-4 years ..... 4 DTaP, 3 Polio, 3 Hep B, 1 MMR\*, 1 Hib\*\*, 1 Varicella

\* On or after the 1st birthday

\*\* At any age

### Children entering kindergarten should have:

- 5 DTaP 4 doses meet requirement if at least one was given on or after the 4th birthday
- 4 Polio 3 doses meet requirement if at least one was given on or after the 4th birthday
- 3 Hep B
- 2 MMR (1st dose on or after 1st birthday)
- 1 Varicella

### Children entering 7th grade should have:

- 3 DTaP 1 more Td/Tdap required if the last dose was given before the 2nd birthday
- 4 Polio 3 doses meet requirement if at least one was given on or after the 2nd birthday
- 3 Hep B
- 2 MMR 1st dose on or after 1st birthday
- 1 Varicella

### Children entering 7th - 12th grade should have:

- 1 Tdap booster shot (New state immunization law - AB 354- effective for 2011-12 school year.)

If a child requires an over-the-counter medication on an ongoing basis or when there is no school nurse available, the parent/guardian may obtain a physician's order form authorizing other staff to give the medication.

Contact the school nurse if you have questions. Forms for medication administration are available at your child's school and on the website at [www.sandi.net/health](http://www.sandi.net/health).

**Medication at home:** The parent/guardian of a student on a continuing medication regimen at home are 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.

## 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/guardian may file a written, signed statement with the school principal stating that the parent/guardian will not consent to a physical examination of the child.

## 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/AIDS, is part of the school curriculum.

Prior to instruction, parents have opportunities to preview instruction and audio-visual materials dealing with human reproduction and sex education. A student may be excused from health instruction related to human reproduction and sexually transmitted diseases on written request from the parent/guardian.

## Insurance

San Diego Unified does not carry medical or dental insurance for students injured on school premises, while under school jurisdiction or while participating in school district activities. For families without insurance, a policy may be available through a private insurance company. Call (800) 367-5830 for details.

The state of California's Healthy Families Program may also be an option. Call (800) 880-5305 for information. For the Medi-Cal program, call (866) 262-9881.

## Free Breakfast and Lunch

To help our students be prepared to learn, our district offers free and reduced-price meals. Information about this program is available at Food Services (619) 627-7328 and at your child's school.

## Pesticide Use

The district annually provides all parents/guardians with a written notification of the names of all pesticide

products that may be applied at the school facility during the school year to keep schools safe and control pests. The notification identifies the active ingredient or ingredients in each pesticide product. For information regarding pesticides and their alternatives, see: [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

When a pesticide product not included in the annual notification is intended for use at the school site, the district will provide written notification at least 72 hours prior to application. The list of all pesticide products expected to be applied at school facilities can be found in the forms section at the back of this handbook. Persons wishing to be notified in advance of individual pesticide application may register with the district Physical Plant Operations Center. Call (858) 627-7223.

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**Be Sure to Complete the  
PESTICIDE USE NOTIFICATION  
form at the back of the book.**

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# D. Parent/Guardian Rights

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## Family Involvement

Parents/guardians and other relatives are encouraged and welcomed to become involved in the formal education of their children. This early and consistent parental involvement helps children do well academically.

When this involvement is combined with a partnership between home and school, the student, school and community benefit. Parents/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 are outlined in Education Code Section 51101 as follows:

**Classroom Observance:** Parents/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/guardians have the right to request a conference with their child's teacher(s) or the principal. Parents/guardians should

contact the school to schedule a date and time convenient to all participants.

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

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

**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 extracurricular, and 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.

**Student Testing:** Parents/guardians have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. Under other state law, parents/guardians may request that their child not participate in the statewide tests. Students in San Diego Unified take a variety of tests each school year. Some tests are federally- or state- mandated, others are district-mandated and some tests are voluntary.

**School Selection:** Parents/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.

**Safe School Environment:** Parents/guardians have the right and are

entitled to the assurance of a safe and supportive learning environment for their child.

**Curriculum Materials:**

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

**Student Academic Progress:**

Parents/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.

**Student Records:**

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

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

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

**Councils and Committees:**

Parents/guardians have the right to participate as members of advisory committees, school site council or site-based management leadership team in accordance with established rules and regulations for membership. Parents/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.

**Policy Development:** Parents/ 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 shall include, but is not limited to:

- How parents/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.
- What parents/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;
  - 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**

Parents/guardians may contact their school’s Area Superintendent for assistance in resolving concerns that have not been resolved at the school level. For a

listing of district schools with respective Area Superintendent, refer to the district’s “For Parents” web page at [www.sandi.net/parents](http://www.sandi.net/parents).

**Course of Study, K-12**

The California Education Code section 51040 requires that “the governing board of every school district prepare and keep on file for public inspection the courses of study prescribed for the schools under its jurisdiction.” The San Diego Unified School District Course of Study, K-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 at school sites and on the district’s website at <http://studata.sandi.net/cos/>.

**Graduation & Career Counseling**

In grades 7-12, each student will participate in an annual process to choose their course work for the following school year. School counselors will inform students of graduation requirements, Career Technical Education courses, college admissions requirements and other post-secondary options in accordance with state law. In addition, financial aid and scholarship information will be provided. Parents/guardians have the right to be informed of the student’s immediate and long-range educational and career plans and have this information 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](http://www.calstate.edu/college) and the University of California system website at [www.ucop.edu](http://www.ucop.edu).

Both universities require a college preparatory pattern of courses. These courses are commonly referred to as the “a-g” Subject Area Requirements. These minimum requirements include four years of college preparatory English courses; three years of math including the topics covered in elementary and advanced

algebra and two- and three-dimensional geometry; 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 college-preparatory elective from the required areas. For detailed course information, see the University of California Doorways website at [www.ucop.edu/doorways](http://www.ucop.edu/doorways).

The district offers a Career Technical Education 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 post-secondary education and careers. A program of study may also lead to an industry-recognized credential, certificate

at the postsecondary level, associate degree and baccalaureate degree.

## Interdistrict Permits

Formal agreements between San Diego County school districts and San Diego Unified allow for the transfer students between districts. An Interdistrict Attendance Permit may be approved in to or out of the district for specific reasons only. Pupils are allowed to establish residency in the district, if the parent/guardian is employed within the district boundary. Information regarding the specific reasons can be obtained from the Enrollment Options Office at (619) 725-5672 or [eoptions@sandi.net](mailto:eoptions@sandi.net).

Approval of an Interdistrict Attendance Permit does not guarantee enrollment in a

particular school. Students with Interdistrict Attendance Permits are not enrolled ahead of students who reside in the district. Once admitted into a school, an interdistrict student is generally allowed to continue at that school and matriculate in the school feeder pattern to the highest grade level. Interdistrict Attendance Permits are renewed annually. The district will notify parents within 90 days of receiving an application to transfer if the application has been accepted or rejected, or the student is placed on a waiting list.

When an Interdistrict Attendance Permit is denied the family will be notified of the reason for denial and the process for appeal.

## E. Student Records and Rights

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### Release Of Student And Parent/Guardian Information

Unless parents/guardians request otherwise, directory-type information will be released to authorized individuals and organizations indicated below. Parents/guardians who prefer that this type of information not be released need to notify the school office in writing within two weeks after receiving this publication.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 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.

Notification can be made by:

- Checking the "Yes" box item 25 on the enrollment form;
- Checking the "opt out" box for item 29 (high school students only);

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

For further details on release of directory-type student information, refer to District Procedure No. 6525, available at your school or on the website at [www.sandi.net/procedures](http://www.sandi.net/procedures). The district will attempt to contact a student's parent/guardian prior to disclosing information pursuant to subpoena and, when appropriate, court order.

### 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/guardian authorizing release. However, certain directory-type information may be released as described under "Release of Student Information." In addition, the records listed below under "Student Records and Transcripts" 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.
- Law enforcement or other public safety agencies with lawful access.

Parents/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 the Family Rights and Privacy Act. The address of that office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W, Washington, D.C., 20202-8520.

### Retention of Student Records

The school principal is responsible for the custody of student records. Records are reviewed periodically by school staff. Material no longer required is destroyed

in accordance with state law. For further information on retention of student records, refer to District Procedure No. 6520, available at your school or on the district website at [www.sandi.net/procedures](http://www.sandi.net/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;
- Cumulative record of test scores, grades, subjects and courses taken and disciplinary notations, if appropriate;
- Records required for special education programs;
- Teacher observations regarding student progress and educational program participation;

Parents/guardians may review and discuss these records with school personnel during the regular school day by calling the school office for an appointment. 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 that 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 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 hearing.

Parents/guardians and students over 18 years of age may obtain copies of student records for a fee of 10 cents per page. The records listed above will be forwarded to any other school in which the child enrolls.

<b>Protection of Student Rights</b>	
<b>Individuals and Organizations Authorized to Receive Directory-type Information</b>	<b>Student Information (Directory-Type)</b>
Unless prohibited by parent/guardian	
<ul style="list-style-type: none"> <li>• Press</li> <li>• Television</li> <li>• Radio</li> <li>• Other news organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Name &amp; address</li> <li>• Height/weight of athletes</li> <li>• Interview comments and photographs of students participating in athletics and other school activities</li> <li>• Students receiving scholastic or other honors and awards</li> </ul>
<ul style="list-style-type: none"> <li>• District-level PTA</li> <li>• Teachers/school officials</li> <li>• Law-enforcement agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Name &amp; address</li> <li>• Home phone of parent(s), if not unlisted</li> </ul>
<ul style="list-style-type: none"> <li>• School-affiliated organizations (e.g., school foundations, school PTAs, School Site Councils). Student Information may not be redisclosed to any third party.</li> </ul>	<ul style="list-style-type: none"> <li>• Name &amp; address</li> <li>• Home phone of parent(s), if not unlisted, of students enrolled at the affiliated school</li> </ul>
<ul style="list-style-type: none"> <li>• Employers or potential employers to whom a student has applied for employment</li> </ul>	<ul style="list-style-type: none"> <li>• Name &amp; address</li> <li>• Birthplace, birth date &amp; age</li> </ul>
<ul style="list-style-type: none"> <li>• Military recruiters upon request (as required by federal No Child Left Behind Act).</li> </ul>	<ul style="list-style-type: none"> <li>• Name &amp; address</li> <li>• Home phone of parent(s), if not unlisted, of secondary students</li> </ul>
<ul style="list-style-type: none"> <li>• Civic and nonprofit organizations that wish solely to recognize and/or award students with high academic achievement (e.g., honor roll students, valedictorians, salutatorians)</li> </ul>	<ul style="list-style-type: none"> <li>• Name &amp; address</li> <li>• Home phone number</li> <li>• Enrollment status</li> <li>• Degrees and awards received</li> <li>• Dates of attendance</li> </ul> <p><i>See Procedure 6527 for release of non-directory-type information</i></p>
<ul style="list-style-type: none"> <li>• Prospective grantors</li> <li>• Financial institutions to which students have applied for financial aid</li> </ul>	<ul style="list-style-type: none"> <li>• Name, address, home telephone</li> <li>• Enrollment status</li> <li>• Degrees and awards received</li> <li>• Dates of attendance</li> </ul> <p><i>See Procedure 6527 for release of non-directory-type information.</i></p>

## Obtaining High School Transcript

High school transcripts can be obtained for a nominal fee per transcript requested from the high school of attendance. It is recommended that you call the school registrar three to four days prior in order to process your request and

have the transcript ready when you arrive. When schools are not in session, call (619) 725-7139.

## Obtaining Elementary Report Card or Middle School Transcript

Elementary report cards or middle school transcripts can be obtained in the

same manner as described for high school. When schools are not in session, call (619) 725-7139.

## Protection of Student Rights: Surveys

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

Written consent from a parent/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; sex behavior or attitudes; illegal, antisocial, 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/guardians may inspect surveys created by a third party used to collect personal information.

**NOTE:** E.C. 51938(b) creates an exception to the above requirement by authorizing the administration of anonymous, voluntary surveys to students questioning health behavior and risks. A grade 5 parent/guardian signature is required to give "active" consent for students to participate in survey. After notification of the survey, if a grade 6-12 parent/guardian does not "opt out" his/her student from participating, the student will participate in survey through "passive" parent/guardian consent. Parents/guardians have a right to inspect the survey. (E.C. 51938)

See *Protection of Student Rights* table for more information (previous page).

## Williams Settlement Legislation

Williams Settlement legislation requires sufficient instructional materials in English language arts, mathematics, science and history/social science, health and world language in grades 9-12; laboratory equipment for laboratory classes in grades 9-12; maintain clean, safe facilities in good repair; and 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 website at [http://sandi.net/legal\\_office/forms](http://sandi.net/legal_office/forms).

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**Be sure to complete the  
UNIVERSAL FORM  
at the back of the book and  
return to your child's school.**

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## F. Elementary and Secondary School Act

The federal Elementary and Secondary School Act (ESEA) education law covers states and school districts in four basic ways: greater accountability for results, increased district flexibility for spending federal money, expanded options for parents and an increased emphasis on teaching methods that have been proven to work.

### Education of Homeless Students

Federal education law ensures that homeless students receive educational opportunities. Under this law which provides special rights, homeless children or youth are defined as students who lack a fixed, regular and adequate nighttime residence. This definition includes children and youth who:

- Live with a friend, relative, or someone else because they lost their homes and cannot afford housing;

- Live in a motel or hotel because they lack adequate alternative accommodations; or
- Live in emergency or transitional shelters, in domestic violence shelters, or in another like setting.

It is the intent of the federal legislation to keep homeless students in the schools they attended when permanently housed or where they were last enrolled, unless this is against parent/guardian wishes.

Homeless students:

- May stay in those schools the entire time they are homeless and until the end of any academic year in which they move into permanent housing, and
- Must be provided, to the extent feasible, at parent/guardian request, with transportation to and from school, from and to the student's temporary residence.

Parents/guardians of homeless students may also choose to enroll their children in

the public school in the attendance area of the family's temporary residence. If the school district decides to send a homeless student to a school other than that school, the district must provide the parent/guardian with a written explanation of that decision and of the parent's/guardian's right of appeal. During an appeal process, the homeless student will be allowed to attend the school chosen by the parent/guardian.

Homeless students must be allowed to enroll in school and attend classes even if they do not have all of the required medical records and proof of residency. Personnel at the school of enrollment will work with the parents/guardians to obtain all required documents. For more information, please call (619) 725-7652.

### Military Recruiters

By federal education law, school districts are required to release directory type information for secondary students to

military recruiters upon request. Details may be reviewed on the U.S. Department of Education’s website at: <http://www2.ed.gov/policy/gen/guid/fpco/hottopics/ht-10-09-02a.html>.

Parents/guardians of secondary students have the option to restrict student directory information 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’s in effect by the first release of information each fall. Requests can be made by: Checking “opt out” on the enrollment form or submitting a written letter to the school office.

For additional information, refer to section titled Release of Student and Guardian Information and Testing.

## Parental Information and Resource Centers

There are California Parent Information and Resource Centers funded by the U.S. Department of Education to assist parents/guardians in obtaining information to help their children achieve academically, as well as centers focused on increasing parental involvement.

- American Indian Parental Assistance Program of Southern California Tribal Chairmen’s Association: (760) 742-8600, [www.sctca.net](http://www.sctca.net).
- California Association of Bilingual Education: (626) 814-4441, [www.bilingualeducation.org](http://www.bilingualeducation.org)
- California Parent Information and Resource Center, (209) 545-9766, [www.calpirc.org](http://www.calpirc.org),
- Families in Schools: (213) 484-2870, [www.familiesinschools.org](http://www.familiesinschools.org)

## Professional Qualifications of Teachers and Paraprofessionals

Federal law mandates that parents/guardians of students attending Title I schools can request information about the professional qualifications of their child’s classroom teacher(s). Specifically, parents/guardians may request information about:

- If the teacher has met criteria for the grade levels and subject areas taught;
- If the teacher is teaching under 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; and
- If their child is provided services 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 [www.sandi.net](http://www.sandi.net).

## Program Improvement School Choice Program (PISC)

The Program Improvement School Choice (PISC) program is part of ESEA federal legislation. The PISC program provides the option for students attending underperforming Title I schools to transfer to another district school that is not in Program Improvement. Transportation is provided by the district. Parents/guardians of students attending schools that qualify for PISC options are notified annually by the district of their options. Program Improvement is a formal designation for Title 1-funded schools that do not make Adequate Yearly Progress for two consecutive years on the same indicator in English/Language Arts, mathematics.

## Supplemental Educational Services

Federal law assures that all students have the opportunity to succeed in school and sets student performance targets that all public schools must meet. Schools that do not meet these targets over time are called Program Improvement Schools. All schools in Program Improvement for two or more years must offer reading and mathematics tutoring to their students outside of regular school hours.

San Diego Unified is also required by federal law to give priority in placing tutors with the lowest achieving students from low-income families. Only students who meet the requirements will be eligible for tutorial services with a selected provider.

## Unsafe Schools Choice Option

Parents/guardians of students who attend schools the state has identified as persistently dangerous have the right to submit a request at their child’s current school for a transfer to another school. If a school is identified as persistently dangerous during the school year, all parents/guardians of students attending that school will be notified within 10 school days via U.S. mail.

Parents/guardians of a student who becomes a victim of a violent crime while in or 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 Enrollment Options Office at (619) 725-7153.

The district considers the specific circumstances on a case-by-case basis and contacts local law enforcement agencies as appropriate when determining whether a student is the victim of a violent criminal offense as provided for in the California Penal Code.

## G. English Learner Program Option

English learners may participate in all programs offered to students. In addition, all English learners receive additional support and services that include English Language Development (ELD) and

specialized instructional methodologies to ensure students understand and have access to the core curriculum. There are three program models specifically designed for English learners.

Structured English Immersion (SEI) is designed for English learners from any language background who are at the earlier levels of English proficiency: Beginning, Early Intermediate or

Intermediate. Students are taught predominantly in English but may be supported in a student's primary language, if applicable. Specially trained teachers teach core subjects using the district-adopted textbooks and supplementary instructional materials and also provide ELD instruction.

Mainstream English Cluster (MEC) is designed for students at the higher levels of English proficiency: High Intermediate, Early Advanced or Advanced, and may also include students at any language level at the request of parents/guardians. MEC classrooms contain both native and fluent English speakers. English learners receive

instruction in ELD and other core subjects from trained and authorized teachers.

Alternative Programs include the district Biliteracy programs and provide students with ELD and core instruction in their primary language as well as English, from trained and authorized teachers. The goal of the district biliteracy program is to fully develop both English and the primary language of the student.

According to California state law, enrollment in the biliteracy program requires a waiver process. Parents/guardians of English learners always have the right to request a waiver at their child's school and be fully informed of

their program options. If interested, parents/guardians visit the school to request the waiver, and complete and submit the form to the school.

When at least 20 approved waivers at the same grade level and language group are received, the school is required to provide the alternative program. If there is an insufficient number of approved applications at the resident school, parents/guardians have the option to transfer (and transport) their child to another school that offers the biliteracy program.

## H. At School

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### 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 to parents/guardians, staff members and students the details of the district discipline policy as well as the school rules and regulations. The principal makes sure that the discipline policy and school rules and regulations are enforced consistently, fairly and promptly 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 schoolwide uniform. Parents/ guardians should review the discipline policy and school rules and regulations with their child. Parents/guardians must cooperate with school officials in carrying out disciplinary actions if they become necessary.

### 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). Two versions of the SARC are available for each school: a full-length version that addresses all state requirements and an abbreviated, two-page version designed for distribution. Each year, parents/guardians are provided a copy of the abbreviated version by their student's school. Both abbreviated and full-length versions of the report cards can be found on the district website at [www.sandi.net/sarcs](http://www.sandi.net/sarcs).

### Sex Education

Sex education is provided by trained classroom teachers in grades 6, 8 and 10 or 11. The grade 6 family life, and middle and high school sex education classes

include age-appropriate information on puberty, healthy relationships, sexually transmitted diseases, decision-making and skill development. The high school classes include lessons on reproductive anatomy, media influences on values, relationships, sexually transmitted diseases, contraception and decision-making skills. Parents/guardians are notified before sex education instruction begins and are invited to attend a meeting to review instructional materials. After reviewing materials, parents/guardians can notify the school in writing if they do not want their child to participate in the lessons.

### HIV/AIDS Education

HIV/AIDS education is included in sex education programs in grades 6, 8 and 10 or 11. Additional instruction is provided in grades 9, 11 and 12 by HIV program staff and representatives from community agencies. All HIV/AIDS instructional material is available for review at sex education parent/guardian meetings.

After reviewing materials, parents/guardians can notify the school in writing if they do not want their child to participate in the lessons.

### Special Education

San Diego Unified is committed to providing children and young adults with disabilities a free and appropriate public education consistent with the Individuals with Disabilities Education Act. Both federal and state policies mandate

timelines for referral, assessment, identification services for all students with exceptional needs.

Parents/guardians may request a referral for a special education assessment for a child, from birth to 22 years old, who has, or may have, a disability adversely affecting his or her education. Upon request for an assessment to their child's neighborhood school, parents/ guardians will receive a plan describing the tests that will be administered to assess the child in all areas of suspected disability. Parents/guardians will be informed of their rights in writing. Assessments will begin after the parents return the signed assessment plan.

To determine if the student qualifies for special education, an Individualized Education Program (IEP) team reviews all assessment reports and information provided by parents/guardians and professionals. Parents/guardians are critical members of their student's IEP team. If the team determines that a child qualifies for special education, an IEP is written. An IEP cannot be implemented until the child's parents/guardians consent.

If the team and parents/guardians cannot agree on an IEP for the child, the parents/guardians or district may request mediation or file for due process proceedings through the California Department of Education. Special Education Ombudspersons are available to assist parents and staff members in resolving conflicts related to district special education services. Parents/guardians can contact an

ombudsperson at Eugene Brucker Education Center, 4100 Normal St., Annex 6, San Diego, 92103 or (619) 725-8186.

To file for due process proceedings, parents may contact the Office of Administrative Hearings, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA, 95833-4231 or (916) 263-0880.

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

A Community Advisory Committee (CAC) for Special Education meets monthly to discuss issues related to special education and serves in an advisory capacity to the Board of Education and special education administration. This committee is comprised of parents/guardians of children with disabilities, district personnel and appropriate agency representatives that serve the special education community. Meetings are open to the public. Information can be obtained from the Special Education Program office or the district website.

## Students with Disabilities

Section 504 of the Rehabilitation Act San Diego Unified School District 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.

## Students with Temporary Disabilities

The district has a program to provide individualized instruction to students who are temporarily disabled and whomust remain at home, in a hospital 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/guardians of a student in a hospital or health facility must notify the school district where the student is temporarily residing. That district must provide individualized instruction for the student.

## Megan's Law

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://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.

# I. Attendance

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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 of age to attend school every day and on time. Studies prove that student attendance increases student achievement.

Parents/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/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, a student must report to the appropriate school office to obtain readmission before returning to class.

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 Procedures 4705 (section 17b) and 6166, available at your school and on the district website at [www.sandi.net/procedures](http://www.sandi.net/procedures).

## Excused Absences

Notwithstanding Education Code 1. Section 48200, a student will be excused from school when the absence is:

- Due to personal illness;
- Due to quarantine under the direction of a county or city health officer;
- For the purpose of having medical, dental, optometric or chiropractic services rendered;

- Pupils enrolled in grades 7-12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents/guardians.
- For 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 California;
- For the purpose of jury duty in the manner provided for by law;
- Due to the illness or medical appointment during school of a child who the student is the custodial parent;
- For 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;

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

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. "Immediate family," as used in this section, has the same meaning as that set forth in Education Code Section 45194, except that references therein to "employee" shall be deemed to be references to "student."

## J. Technology

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Collaboration and communication between parents/guardians, staff and students are a priority at our school. In an effort to build on this belief, and to ensure academic success for all students, we are offering Student Connect at schools that select to implement.

The Student Connect application provides students secured Internet access to a wide array of student school data such as: district, school and classroom news; student demographics; student schedules; attendance activity; class assignments; report cards and progress reports; health and immunizations; transcripts; standardized testing results; behavioral incidents; food service transactions; and e-mail links to teachers, counselors, and school administrators. This application will also be used for students to enter and edit course requests.

### Network Use Guidelines

District Procedure 4580 provides information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience. The district SanDiNet is an electronic network with access to the Internet.

Students will have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Information, online databases and news from a variety of sources and research institutions.
- District provided software and public domain/shareware software of all types.
- Discussion groups on a wide-variety of topics.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.

### 1. 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, section 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.

### 2. 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 instruction. 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.

### 3. 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 (cyber-bullying);
- 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. (District Procedure 7038)
- Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

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.

#### 4. Privileges

The use of SanDiNet and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator or district security administrator to deny, revoke or suspend specific user access.

#### 5. 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.

Note: E-mail and web-based programs are not private and are subject to review by district staff. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.

- 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 the policies against Discrimination & Harassment in Section A of this book.)
- Respect copyrights. All communications and information 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.

#### 6. Cyber-Bullying

Cyber-bullying 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 cyber-bully one another is strictly prohibited and may result in the cancellation of network privileges and /or disciplinary action.

Cyber-bullying may include but is not limited to:

- Spreading information or pictures to embarrass;
- 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;
- Forwarding information or pictures meant to be private.

#### 7. 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 Support Services (ITSS) Department either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SanDiNet and the Internet.

#### 8. Vandalism

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

### 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 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.

Repeated unauthorized use of such devices may lead to disciplinary action.

# K. Forms to Complete and Instructions

## Universal Form

The image shows a 'Universal Form' from San Diego Unified. It is a multi-section document with a header containing the district logo and name. The form is divided into several numbered sections, each with specific instructions and fields for completion. The sections include: 1. CHILD INFORMATION, 2. PARENT INFORMATION, 3. INFORMATION ABOUT THE CHILD'S HEALTH, 4. INFORMATION ABOUT THE CHILD'S ALLERGIES, and 5. INFORMATION ABOUT THE CHILD'S MEDICATIONS. Each section contains detailed text and checkboxes for providing information.

PLEASE COMPLETE AND RETURN TO:

Your child's school.

## Pesticide Use Notification Form (if applicable)

The image shows a 'Pesticide Use Notification Form' from San Diego Unified. It features a header with the district logo and name. The form is divided into several sections. On the left, there is a table titled 'San Diego Unified School District Pesticide List' with columns for 'Pesticide', 'Active ingredients', and 'Preventive Use'. The main body of the form contains instructions and fields for providing information about pesticide use, including a section for 'Pesticide Use Notification' and 'Request for Additional Pesticide Application Notification'. The form includes checkboxes and text boxes for completion.

PLEASE COMPLETE, IF APPLICABLE, AND RETURN TO:

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





**Universal Form**

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)

**1. ZERO TOLERANCE**

The Zero Tolerance Policy is designed to make school a safe environment and to provide an appropriate learning environment for all students. There is no acceptable reason for violating the rules detailed in Section 2. We acknowledge that our student has read and understands the Zero Tolerance Policy. My signature indicates that my student and I understand the consequences should my student violate the policy.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**2. HEALTH POLICIES ACKNOWLEDGEMENT**

California law requires that parents/guardians of each pupil acknowledge having been informed of your rights as explained in Section 3 "Facts for Parents: Health Requirements, 2010-11 School Year." My signature acknowledges that I have been informed of these rights.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**3. PHOTOGRAPHY/VIDEO/MEDIA RELEASE**

During the school year, schools will have events the news media and the district may want to feature. A representative 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 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 videotaped 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 videotaping by a device such as a cell phone may take place without the knowledge of the teacher, principal or district staff.

Please indicate by checking the box(es) at right whether your child has your permission to participate or if you do not want your child to be photographed or videotaped at any time. You can update this form at any time by contacting your school office.

**Please check all that apply:**

- I give my permission to have my student interviewed and photographed/videotaped by news media.
- I give my permission to have my student photographed by the district or school. Photos may be used on school or district website or brochure.
- I give my permission to have my child videotaped by the district or school. Videos may be viewed by district staff or public.
- The district or school can provide credit to my child if his or her work is highlighted.
- I DO NOT want my child photographed or videotaped.**

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**4. NETWORK ACCEPTABLE USE CONTRACT**

Please read the "Network Use Guidelines" for San Diego Unified School District in Section 10 before signing this document. This is a contract and must be signed before given access to the district's network (SanDiNet) and Student Connect.

I, the student, understand and will abide by the above items, and conditions for access to SanDiNet and/or the Internet. I, the parent/guardian, give permission for my student to have access to SanDiNet, the Internet and Student Connect.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





# Pesticide Use Notification

(if applicable)

San Diego Unified School District IPM Pesticide List		
Pesticide	Active Ingredient	Physical Form
4 The Birds	Polybutene	Gel
Avert	Avermectin	Powder
Borid	Boric Acid	Powder
Dragnet	Permethrin	Liquid
Knight Hawk	Prodiamine	Liquid
Glyphosate Pro 4	Glyphosate	Liquid
Maki Paraffin Block	Bromadiolene	Solid
Maxforce Ant Bait Stations, Max Force Roach Bait Stations	Fipronil	Solid
Max Force Ant Killer Bait Gel, Maxforce Roach Killer Bait Gel	Fipronil	Gel
Mecomec 2.5	Diethanolamine	Liquid
Microcare	Pyrethrins, Piperonyl	Liquid
Phantom	Chlorfenapyr	Liquid
P.C.Q.	Diphacinone	Pellet
Precor 2000	Trichlorethane, Permethrin	Spray
Pyrocide 300	Pyrethrins	Liquid
Talstar	Bifenthrin	Liquid
Tempo Ultra WP	Pyrethroid	Powder
Wilco Gopher Getter Bait type 2	Diphacionone	Granule

The district complies with state law requiring use of effective and least toxic pest management practices, and provides annual notification to all parents/guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site.

Parents/guardians may request

prior notification of individual pesticide applications for their school site. People 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.

**To be included on the notification registry, fill out form below and return to Physical Plant Operations Center.  
DO NOT RETURN TO SCHOOL SITE.**

## Request for individual Pesticide Application Notification

PLEASE PRINT

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of School or Daycare Center \_\_\_\_\_

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. I would like to be notified before each pesticide application at the school or daycare center listed.

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail \_\_\_\_\_

**Return Form by U.S. Mail to:**

I prefer to be contacted by:

San Diego Unified School District  
Physical Plant Operations Center  
4860 Ruffner St.  
San Diego, CA 92111-1522  
Attn: Integrated Pest Management Team

E-mail

U.S. Mail



San Diego Unified School District  
**MISSION STATEMENT**



All San Diego students will **Graduate** with the  
**Skills, Motivation, Curiosity and Resilience** to  
**Succeed** in their choice of **College and Career**  
in order to **Lead and Participate**  
in the society of **Tomorrow**



# FACTS

for **PARENTS**

**2011-12**



**San Diego Unified**  
SCHOOL DISTRICT

4100 Normal St.  
San Diego, CA 92103  
(619) 725-8000  
[www.sandi.net](http://www.sandi.net)