



Raymond-Knowles Union Elementary School District

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Notification to Parents/Guardians

At the beginning of the first semester or quarter of the regular school term, school districts are required to annually notify parents/guardians of their rights and responsibilities in accordance with California Education Code Section 48980. This document contains important information regarding your rights and responsibilities as a parent/guardian. If you have any questions, or if you would like to review specific documents mentioned herein, please contact your school district.

Attendance/Absences

Excused Absences: Justifiable Personal Reasons · Education Code § 48205

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

1. Due to his/her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his/her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his/her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the student's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

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

Excused Absences for Students Obtaining Confidential Medical Services Without Parent/Guardian Consent· Education Code § 46010.1

School authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian.

Absences for Religious Purposes· Education Code § 46014

Students, with the written consent of their parents/guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction pursuant to district policies and regulations.

Attendance Options/Residency

Attendance Options· Education Code §48980 (h)

The school district shall advise the parent/guardian of all existing statutory attendance options and local attendance options available in the district. This notification shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. The notification shall also include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance and a description of the appeals process available, if any, for a parent/guardian denied a change of attendance. The notification shall also include an explanation of the existing statutory attendance options including, but not limited to those under Education Code Sections 35160.5, 46600 and 48204 (b).

Residency· Education Code §48200, 48204

A minor between the ages of 6 and 18 years is subject to compulsory education and unless exempted, must enroll in school in the school district in which the residence of either the parent/guardian is located.

A student may alternatively comply with the residency requirements for school attendance in a school district, if he/she is placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment or placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated student who resides within the boundaries of the school district; a student who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a student residing in a state hospital located within the boundaries of the school district.

Also, under certain conditions, a student may attend schools in another district within which one or both of the parents/guardians are physically employed for a minimum of 10 hours during the school week.

Interdistrict Attendance· Education Code §§46600-46611

The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The agreement may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a student will not have to reapply for an interdistrict transfer and the school board of the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. School districts must give priority for interdistrict attendance under any existing interdistrict attendance agreement or give additional consideration for the creation of an interdistrict attendance agreement when the district of residence or the district of proposed enrollment determine

that the student has been a victim of bullying.

Intradistrict Transfers· Education Code §35160.5 (b)

Residents of a school district may apply to other schools within the district for their child to attend on a space available basis.

Open Enrollment· Education Code §48350 et seq.

Whenever a child is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index (API). Transportation to any other school is the responsibility of the parent/guardian. School districts are allowed to adopt written standards for acceptance and rejection of applications as long as students are selected through a random and unbiased process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents/guardians must contact the school district to which they seek to transfer their student.

Career Counseling

Career Counseling and Course Selection· Education Code §221.5 (d)

The parents/guardians of students shall be notified in advance of career counseling and course selection commencing with course selection for the seventh grade so that they may participate in the counseling sessions and decisions.

Career Technical Education Courses to Satisfy Graduation/College Admission Requirements· Education Code §§51225.3, 48980 (m)

If a district elects to allow a career technical education course to satisfy the requirement of Education Code section 51225.3 (a)(1)(E), the school district must provide annually to parents/guardians (1) information about the high school graduation requirements of the district and how each requirement satisfies or does not satisfy the subject matter requirements for admission in the California State University and the University of California, and (2) a complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

College Admission Requirements· Education Code §51229

The State of California offers community colleges, California State Universities (CSU) and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college, a student need only be a high school graduate or 18 years of age. In order to attend a CSU, the student has to take specific high school courses, have the appropriate grades and test scores and have graduated from high school. Test scores are not required if the student's GPA is 3.0 or above. In order to attend a UC the student must meet requirements for coursework, GPA and test scores, or rank in the top four percent at a participating high school or qualify by examination alone. The student may also transfer to a CSU or UC after attending a community college. For mor information on college admission requirements, please refer to the following webpages:

<https://www.cccco.edu>- This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

<https://assist.org/>- This site provides course transfer information for students planning to transfer from a

California Community College to a CSU or UC.

<https://www2.calstate.edu/>- This online site offers assistance to students on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu- This website offers information regarding admissions, online application and links to all UC campuses.

Students may also explore career options through career technical education. These programs and classes offered by a school are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp.

Students may meet with their high school counselor to choose courses at the school that will meet college admission requirements or enroll in career technical education courses or both.

Investing for Future College Education· Education Code §48980 (d)

Parents/guardians are advised of the importance of investing for the future college or university education of their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

List of Courses Offered Meeting UC Admission Requirements· Education Code § 66204

Districts must annually provide to each high school student accurate, updated lists of courses that are currently offered by the high schools and are certified by the University of California as meeting admission requirement criteria.

Complaints

Uniform Complaint Procedures· Title 5 California Code of Regulations §4622

School districts shall annually notify in writing its students, employees, parents/guardians of its students, the district advisory committee, school advisory committees, and other interested parties of the school districts' Uniform Complaint Procedures. The Uniform Complaint Procedures apply to the filing, investigation, and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools. The notice shall include the identity of the person(s) responsible for processing complaints, civil law remedies available under state or federal discrimination laws, and the applicable appeal and review procedures.

Williams Settlement Complain Rights· Education Code §35186

Each school district shall notify parents/guardians that there should be sufficient textbooks and instructional materials in each classroom. Each student, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments. School

facilities must be clean, safe and maintained in good repair, and there should be no teacher vacancies or misassignments. Complaint procedures have been established to identify and resolve complaints regarding these issues. Complaint forms should be available at the school or district office.

Health Related

Administration of Prescribed Medication · Education Code §49423

Any student who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine under the following circumstances: (1) In order for the student to be assisted by a school nurse or other designated school personnel, the school district shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and a written statement from the parent, foster parent or guardian of the student indicating the desire that the school district assist the student in the matters included in the physician's statement. (2) In order for the student to carry and self-administer prescription auto-injectable epinephrine, the school district shall obtain a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and confirming that the student is able to self-administer the medication and a written statement from the parent, foster parent, or guardian of the student consenting to self-administration, as well as providing a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from any liability if the self-administering student suffers an adverse reaction as a result of self-administration. A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine in a manner other than as prescribed. The written statements in both cases shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Children Health Screening · Health & Safety Code §§120475, 124085, 124100, 124105

School districts shall notify parents/guardians of kindergarten and first grade students of the requirement for a physical examination for first grade enrollment and the availability of free health screening through the local health department. The school district shall exclude from school for not more than 5 days any student who has not provided a certificate documenting the appropriate health screening or a waiver.

Continuing Medication · Education Code §49480

The parent/guardian of a student on continuing medication for a non-episodic condition shall inform the school of the medication, the dosage and the name of the physician. With the consent of the parent/guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible side effects of the drug. The superintendent of the school district shall be responsible for informing parents/guardians of the requirements of this section.

Dental Care · Education Code §49452.8

A student, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school, if the student was not previously enrolled in kindergarten in a public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dentist or other licensed dental health professional no earlier than 12 months prior to the date of the initial enrollment of the student. A school district shall notify the parent/guardian of a student of this assessment requirement which notification, at a minimum shall contain the following:

- 1) An explanation of the administrative requirements of this section;
- 2) Information on the importance of primary teeth;
- 3) Information on the importance of oral health to overall health and learning;

- 4) A toll-free telephone number to request an application for Healthy Families, Medi-Cal, or other government-subsidized health insurance programs;
- 5) Contact information for county public health departments; and
- 6) A statement of privacy applicable under state and federal laws and regulations

Health Insurance Coverage for Athletes· Education Code §32221.5

School districts that operate interscholastic athletic teams are required to include a statement regarding no or low cost health insurance programs in the offers of insurance coverage that are sent to athletic team members.

Immunization of Students· Education Code §§48216, 49403

A school district shall exclude a student who is not properly immunized and will notify the parent/guardian that he/she has two weeks to supply evidence that the student is properly immunized or is exempt from immunization. The district shall also refer the parent/guardian to sources of medical services to obtain immunizations if they are needed. The governing board of any school district may authorize any person licensed as a physician and surgeon, or any person licensed as a registered nurse acting under direction of a supervising physician and surgeon to administer an immunizing agent to any student, provided that written consent of the student's parent/guardian has been obtained prior to administration of such immunizing agent.

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

Medical & Hospital Services for Students· Education Code §49472

The governing board of any school district may provide or make available medical and/or hospital services for students through nonprofit membership corporations, or authorized insurance companies for accidents occurring on school grounds, or while being transported to or from any school activity or event, or while at any other place as an incident to school-sponsored activities. The service shall be provided only with the consent of the parent/guardian or the student if he/she is not a minor.

Parent's/Guardian's Refusal to Consent to Physical Examination of Child· Education Code §49451

A parent/guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which his/her child is enrolled a statement in writing, signed by the parent/guardian, stating that he/she will not consent to a physical examination of his/her child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Instructional Programs

Bilingual Education· EC 52173, 5 CCR 11303

School district is required to provide parents an opportunity for consultation prior to placement of a child in a program of bilingual education. Notification would include: 1) description of purposes, method and content of programs; 2) the right to visit the program for explanation of nature and objective of bilingual education; 3) right not to include child in program; 4) opportunity for participation in advisory committees.

English Learners· 20 USC 6312

The parents/guardians of limited English Proficient (English Learner) students participating in a language instruction program shall be notified not later than 30 days after the beginning of the school year about certain aspects of their child's identification, the instructional program and the program's exit requirements.

English Immersion Program· EC 310, 5 CCR 11309

In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver.

Student's Rights to Refrain From the Harmful or Destructive Use of Animals· Education Code §§32255-32255.6

Any student with a moral objection to dissecting, harming or destroying animals shall notify his/her teacher regarding this objection. If the teacher believes an adequate alternative education project is possible, the teacher may work with the student to develop an agreed upon alternative education project. The project shall require a comparable time and effort by the student. It shall not be more arduous as a means of penalizing the student. The student shall not be discriminated against based upon his/her decision to exercise rights of the section.

Parent Notification for AIDS/HIV Instruction and Human Sexuality· Education Code §51938

A parent/guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education as follows:

- 1) At the beginning of each school year, or, for a student who enrolls in a school after the beginning of the school year, at the time of that student's enrollment, each school district shall notify the parent/guardian of each student about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the coming year. The notice shall include all of the following:
 - A) Advise the parent/guardian that written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
 - B) Advise the parent/guardian whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel or by outside consultants. If the school elects to provide this instruction by outside consultants or guest speakers, the notice shall include the date of instruction, the name of the organization or affiliation of each guest speaker, and an indication that the parent/guardian has the right to request a copy of information about the instruction (E.C. sections 51933, 51934 and 51938). If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.
 - C) Information explaining the parent's/guardian's right to request a copy of this chapter.
 - D) Advise the parent/guardian that the parent/guardian may request in writing that his/her child not receive comprehensive sexual health education or HIV/AIDS prevention education.
- 2) Anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex may be administered to any student in grades 7 to 12 inclusive, if the parent/guardian is notified in writing that this test, questionnaire, or survey is to be administered and the student's parent/guardian is given the opportunity to review the test, questionnaire or survey and to request in writing that his/her child not participate.

Students with Temporary Disabilities· Education Code §§ 48206.3, 48207, 48208

A student with a temporary disability which makes attendance in the regular day classes or alternative education program in which he/she is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the student is deemed to reside. Such students shall be provided individual instruction, as deemed necessary, that may include instruction in the student's home, hospital, or health facility in the student's district of residence. Individual instruction means instruction provided to a student in the student's home, in a hospital or other health facility excluding state hospitals. A temporary disability means a physical or emotional disability incurred while a student is enrolled in a regular day classes or an alternative education program after which the student can reasonably be expected to return to regular day classes or the alternative program without special intervention. A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside the school district in which the student's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian to notify the school district in which the student is deemed to reside of the student's presence in a qualifying hospital. Upon receipt of the notification, that school district shall, within 5 working days of receipt of the notification, determine whether the student will be able to receive individualized instruction and when it will commence. The instruction will begin no later than 5 days after the need for individualized instruction has been rendered.

Notice of Alternative Schools' Education Code § 58501

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

- 1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- 2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- 3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teacher's choice of learning projects.
- 4) 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.
- 5) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

Title I-20USC 6311, 34 CFR 200.61

Requires the school district, at the beginning of each school year, to notify the parents of each student attending any school receiving Title 1 funds that they may request, and the district will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher.

In addition to the information that the parents may request, a school that receives Title 1 funds shall provide to each individual parent information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform

format and to the extent practicable, provided in a language that the parents can understand.

No Child Left Behind Act

Information Regarding Professional Qualifications of Teachers/Paraprofessionals· 20 USC 6311, 34 CFR 200.61

At the beginning of each school year, school district who receive Title 1 federal funding pursuant to the No Child Left Behind Act must inform parents/guardians that they may request and obtain information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, including, at a minimum, the following: (1) whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instructions, (2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived, (3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree, and (4) whether the child is provided services by paraprofessionals and, if so, their qualifications.

Program Improvement· 20 USC 6316

Schools identified for program improvement under the No Child Left Behind Act must promptly notify parents/guardians of students enrolled at the school the following: (1) An explanation of what the identification means and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state, (2) The reasons for the identification, (3) An explanation of what the school is doing to address the problem of low achievement, (4) An explanation of what the district or state is doing to help the school address the achievement problem, (5) An explanation of how parents/guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement, and (6) An explanation of the option to transfer to another district school or charter school or to obtain supplemental education services.

Supplemental Services· 20 USC 6316

Schools required to provide supplemental educational services must annually notify parents/guardians of: (1) The availability of supplemental educational services, (2) The identity of approved providers that are within the district or whose services are reasonably available in neighboring districts; and (3) The services, qualifications and demonstrated effectiveness of each provider.

Unsafe School Choice Option· 20 USC 7912

If a student attending a public elementary or secondary school which has been identified as persistently dangerous or who becomes a victim of a violent crime, while in or on the school grounds, must be allowed to attend a safe public elementary school or secondary school within the district, including a public charter school.

Nondiscrimination

Nondiscrimination in District Programs and Activities· Education Code § 200 et seq.

State and federal law prohibits discrimination in education programs and activities. School districts are required to afford all students equal rights and opportunities regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability. It requires school districts to identify and evaluate children with physical or mental impairment that substantially limits one or more major life activities. These students are eligible to receive services and aid to meet their needs. The school district is to designate a

person responsible for implementing the requirements of this section.

Nutrition

Free and Reduced Priced Meals· Education Code §§ 49510-49520

Free or reduced priced meals are available at school for students whose parents/guardians qualify based on household income.

Safety

Asbestos Management Plan· Code of Federal Regulations §§ 763.84, 763.93

At least once a year, school districts will notify parent/guardian, teacher and employee organizations in writing of the availability of a complete updated management plan for asbestos containing material in school buildings.

Fingerprinting· Education Code §32390

The governing board of any school district may offer a fingerprinting program for children enrolled in kindergarten or newly enrolled in that district. Each parent/guardian shall be informed of the school fingerprinting program when the child first enrolls in public schools. At that time, the parent/guardian shall declare in writing whether he/she wants the child to be fingerprinted in the school programs. If the parent/guardian consents to fingerprinting, they shall pay the applicable fee. The parent/guardian shall be informed in writing at the time of enrollment that they may reverse, in writing, their declaration on fingerprinting at any time. Children shall not be fingerprinted without consent of the parent/guardian.

Megan's Law· Penal Code § 290.45, 290.46

Information about registered sex offenders in California can be found on the California Department of Justice's website (<https://meganslaw.ca.gov/>).

Open Campus Lunch Period· Education Code § 44808.5

If the governing board of a school district permits students enrolled in their schools to leave school grounds during lunch, parents/guardians are to be informed that neither the school district nor any employee shall be liable for the conduct or safety of any student who has left the school grounds during this lunch period.

Pesticide Products· Education Code § 17612, 48980.3

The school shall provide to parents/guardians of students a written notification of the name of all pesticide products expected to be applied at the school during the upcoming year. The notification shall identify the active ingredient(s) in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation, and may contain information deemed necessary by the school district. The school district shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at the school. Persons who register shall be notified of individual applications at least 72 hours prior to the application. The notice shall include the product name. The active ingredient and the intended date of application. If a pesticide product not included in the annual notification is subsequently intended for use at a school, the school district shall provide written notification of its intended use at least 72 hours prior to application.

School Bus Passenger Safety· Education Code § 39831.5

Upon registration, parents/guardians of students not previously transported in a school bus, shall be provided with written information on school bus safety. This applies to prekindergarten, kindergarten and grades 1 to 6. The information provided to parents/guardians of students shall include, but not limited to, all of the following:

- 1) A list of school bus stops near each student's home;

- 2) General rules of conduct at school bus loading zones;
- 3) Red light crossing instructions;
- 4) School bus danger zone; and
- 5) Walking to and from school bus stops.

School Safety Plan-EC 32280 et. seq.

Each Madera County Office of Education school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

Sexual Harassment· Education Code § 231.5

School districts are required to have a written policy prohibiting sexual harassment. A copy of the policy will be displayed in a prominent location, provided as part of any orientation for new students, distributed to all employees and included in publications that set forth the district's standards of conduct.

Use of Sunscreen· Education Code § 35183.5

During the school day, each school will allow for outdoor use of articles of sun protective clothing, including, but not limited to, hats, and shall allow students to use sunscreen without a physician's note or prescription.

Each school site may set policy related to the type of sun protective clothing students will be allowed to use and the use of sunscreen.

Special Needs Students

Child Find Policies (Special Education)· Education Code § 56301

All individuals with disabilities residing in the state, including those who are homeless or wards of the state, shall be identified, located and assessed as required. Each district, special education local plan area, or county office, shall establish written policies and procedures for a continuous child-find system which addresses the relationship among identification, screening, referral, assessment, planning, review and the triennial assessment. The policies and procedures shall include, but not limited to, written notification of all parents/guardians of their rights under this chapter, and the procedure for initiating a referral for assessment. Parents/guardians shall be given a copy of their rights and procedural safeguards upon initial referral for assessment, upon notice of an individualized education program meeting or reassessment, upon filing a complaint, and upon filing for a pre-hearing mediation conference.

Individuals with Disabilities Act (IDEA)

Every individual with exceptional needs who is eligible to receive educational instruction and/or related services shall receive such educational instruction, services, or both, at no cost to his/her parents/guardians or, as appropriate, to him/her. Federal law also requires a free and appropriate education in the least restrictive environment to be offered to qualified disabled students.

Student Discipline/Conduct

Rules; School Discipline· Education Code § 35291

The governing board of each school district which maintains any grades 1 through 12, inclusive, may notify the parent/guardian of all students registered in district schools of the availability of rules of the district pertaining to student discipline. School districts may prescribe procedures to provide written notice to both continuing and transfer students and to their parents/guardians regarding school discipline rules.

Student/School Information and Records

Access to Records· Education Code §§ 49063, 49069, 49091.14, FERPA

School district shall notify parents/guardians in writing of their rights regarding the availability of the types of student records and information which are directly related to students and maintained by the institution, the official responsible for the maintenance of the records, the location of the records, the criteria to be used by the district in defining “school officials and employees” and in determining “legitimate educational interest” as used in Section 49064 and 49076 (a)(1), the policies for reviewing and expunging the records, the right of the parent/guardian to access the student records, the procedure for challenging the content of student records, the procedure for challenging the content of student records, the cost which will be charged to the parent/guardian for copies of records, and their right to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act. Parents/guardians of currently enrolled or former students have an absolute right to access any and all student records related to their children which are maintained by school districts or private schools. Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school.

Directory Information · Education Code §§ 49063 (i), 49073

Parents/guardians shall be notified regarding the district's policy to release directory information on students or former students to officials, organizations or individuals. No information shall be released when a parent/guardian has notified the district not to release such information. Directory information may be released according to local policy regarding any former student, provided that notice is given at least on an annual basis of the categories of information which the school plans to release and of the recipients.

Military Recruiter Access to Information · 20 USC 7908

Federal law requires school districts to provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers. Parents/guardians may request that a student's name, address, and telephone listing not be released without prior written consent. The district shall notify parents/guardians of the option and shall comply with the choice of the parents/guardians.

Rights of Parents/Guardians to Information · Education Code §§ 51101, 51101.1

Parents/guardians have the right to be informed by the school and to participate in the education of their children, as follows: to observe classrooms as specified; within a reasonable time of their request to meet with teachers and the principal of the school; to volunteer their time and resources; to be notified on a timely basis if their child is absent from school without permission; to receive the results of their child's performance and the performance of the school on standardized tests; to request a particular school for their child and to receive a response from the district; to have a school environment for their child that is safe and supportive; to examine the curriculum materials of their child's classes; to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; to access the school records of their child; to receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress code and procedures for visiting the school; to receive information about any psychological testing and to deny permission to test; to participate as a member of a parent advisory committee, school-site council, or site-based leadership team; to challenge anything in their child's record and to receive a response from the school; and to be notified any decision to promote or retain and to appeal a decision to promote or retain. School districts will take all reasonable steps to ensure that all parents/guardians of students, who speak a language other than English, are properly notified in English and in their home language of the rights and opportunities available to them.

Surveys: Disclosure of Personal Information · 20 USC 1232 (h), Education Code § 51513

Parent's/guardians will be notified of the specific or approximate dates when an activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information is scheduled. The school district shall develop a policy, in consultation with parents/guardians, regarding the collection of this information. Parents/guardians may opt their student(s) out of participation. No student may be required to submit to a survey, analysis or evaluation that reveals sensitive personal information (i.e. students' and/or their parents'/guardians' personal beliefs or practices regarding sex, family life, morality, religion, political beliefs/affiliations, mental/psychological problems of student or his/her family, illegal behavior, self-incrimination behavior, anti-social behavior, demeaning behavior, critical appraisals of students' close family member(s), privileged relationships, or income except when necessary for program participation or financial aide) without the prior written consent of the parent/guardian. Parents/guardians shall be notified of the specific or approximate dates of the administration of any survey and choose to opt students out of participation. The school district, in consultation with parents/guardians, shall develop a policy regarding the right of the parent/guardian to inspect surveys created by a third party or any instrument used in the collection of personal information.

Testing

Advance Placement Examination Fees· Education Code § 52244

State funds are available to award grants to students to cover the costs of advanced placement examination fees. Any economically disadvantaged student who is enrolled in an advanced placement course may apply to their school for a grant.

High School Exit Examination· Education Code § 60850-60859, 37254

Parents/guardians shall be notified that each student completing grade 12 will be required to successfully pass the high school exit examination. The notification must include, at minimum, the date of the examination, the requirements for passing the examination, the consequences of not passing the examination, and that passing the examination is a condition of graduation. The high school exit examination may not be required as a condition of graduation for a student who did not receive adequate notice of the examination. Adequate notice means that the student received written notice at the commencement of grade 9, and each year thereafter through the annual notification process, or if a transfer student, at the time the student transfers. A student who has taken the examination in grade 10 is deemed to have adequate notice.

Students and/or parents/guardians of students under the age of 17 who have not passed one or both parts of the high school exit examination by the end of grade 12 shall be notified as follows before the end of each school term:

- 1) Students, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of exit examination, whichever is first;
- 2) English learners, who have not passed one or both parts of the exit examination by the end of grade 12, are entitled to receive services to improve English proficiency as needed to pass those parts of the exit examination not yet passed for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the exit examination, whichever comes first; and
- 3) Students who have not passed one or both parts of the exit examination by the end of grade 12, have the right to file a complaint regarding intensive instruction and services under the Uniform Complaint Procedures if he/she was not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the exit examination, whichever comes first.

High School Proficiency Exam· Title 5 CCR 11523

Requires the principal of a school maintaining grades 11 and 12 to distribute an announcement explaining the California High School Proficiency Exam. The notification is to be made in time to enable interested students to meet examination registration requirements for the fall test.

Miscellaneous

Foster Youth· Education Code §§ 48850-48859

Each school district will designate an educational liaison to ensure that students in foster care receive stable school placements which are: in the best interest of the child, in the least restrictive educational program, provide access to academic resources, services and extracurricular activities available to all students, provide full and partial credit for coursework taken and give meaningful opportunity to meet student academic achievement standards.

Homeless Children (McKinney Vento Act)· 42 USC § 11432

Each school district will have a district liaison for homeless students who will ensure that parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Minimum Days and Staff Development Days· Education Code § 48980

The school district shall notify parents/guardians of all students of the schedule of minimum days and student free staff development days, and if minimum or student free staff development days are scheduled thereafter, the governing board shall notify parents/guardians of the affected students as early as possible but not later than one month before the scheduled minimum or student free day.

School Accountability Report Card· Education Code §§ 35256, 35256.1, 35258

Annually, each school district shall issue a School Accountability Report card for each school in the school district, publicize those reports, and notify parents/guardians of students that a hard copy will be provided upon request in accordance with Education Code section 33126.

Electronic Listening or Recording Device- EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.