

**Santee School District**  
**2018-2019 ACKNOWLEDGEMENT OF RECEIPT & REVIEW**

Dear Parent/Guardian,

The Santee School District (SSD) is required to annually notify the parents and guardians of rights and responsibilities in accordance with Education Code 48980. If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. Please complete the "Acknowledgement of Receipt and Review" form below and return it to your child's school. This annual notification is also available in electronic format and can be provided upon request.

**Student Directory Information**

California Education Code 49061 (c): The primary purpose of directory information is to allow the SSD to include this type of information from your child's education records in certain school publications. "Directory Information" means one or more of the following items: pupil's name, address, telephone number, e-mail address, date of birth, dates of attendance, and the most recent previous public or private school attended by the pupil, information that is generally not considered harmful or an invasion of privacy if released.

California Education Code 49073: The Family Education Rights and Privacy Act (FERPA) and Education Code 49073 permits SSD to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Education Code 49073 prohibits the SSD from releasing directory information regarding a pupil identified as a homeless child or youth, as defined in paragraph 2 of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), unless a parent or pupil accorded parental rights, as identified in the FERPA, and has provided written consent.

No directory information shall be released regarding any pupil if a parent has notified the school district that the information shall not be released.

I authorize the following regarding the possible release of my child's directory information:

- Yes  No     The Santee School District may release the following information to my child's Room Parent:  
\_\_\_\_\_ Child's name     \_\_\_\_\_ Parents' names     \_\_\_\_\_ Child's address     \_\_\_\_\_ Parents' phone number
- Yes  No     The Santee School District may release my child's directory information to the School PTA.
- Yes  No     The student may be interviewed, photographed, or filmed by members of the media.
- Yes  No     Pupil information and photos may be included in the yearbook.
- Yes  No     Health Department
- Yes  No     Third Party Providers of Online Educational Tools (Used within the classroom for educational purposes only)

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

I also attest, under penalty of perjury, that the student named above is a resident of the Santee School District, as previously verified, or attends a Santee School District school under an approved Interdistrict Attendance Agreement.

**SIGNATURE OF PARENT OR GUARDIAN** \_\_\_\_\_ **Date** \_\_\_\_\_



# Santee School District

## SCHOOLS:

Cajon Park  
Carlton Hills  
Carlton Oaks  
Chet F. Harritt STEAM  
Hill Creek  
Pepper Drive  
PRIDE Academy  
at Prospect Avenue  
Rio Seco  
Sycamore Canyon  
Alternative  
Success Program

Dear Students, Parents and Guardians,

State law requires the Santee School District (SSD) to provide annual notification to students, parents and guardians of their rights and responsibilities pertaining to their child's education. Please read this Annual Notification. The parent or guardian is required to acknowledge their receipt of this notice by signing and returning the signature page to their child's school or SSD office. The parent's or guardian's signature is an acknowledgment that they have been informed of their rights and does not indicate the parent's or guardian's consent for their child to participate or not participate in any particular program listed within the Annual Notification.

Some legislation requires additional notification to the parents or guardians during the school term prior to a specific activity. (A separate letter will be sent to the parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are to be spelled out in this Annual Notification.

Santee School District and its Board recognize that parent or guardian involvement in their child's education promotes student achievement and contributes greatly to the student's success. This Annual Notification contains information on the various ways parental involvement is both permitted and encouraged by federal and state laws, as well as SSD's policies. SSD commits to providing a quality education to all of its students in a safe and healthy environment. SSD looks forward to a successful and positive school year, made possible by the dedicated efforts of its administrators, teachers, paraeducators, support staff, students, and parents and guardians.

Please read this Annual Notification carefully and return the signed acknowledgement to your student's school or the district educational resource center as soon as possible.

Sincerely,

Dr. Kristin Baranski,  
Superintendent  
Santee School District

BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajj, Ken Fox, Elana Levens-Craig, Barbara Ryan  
DISTRICT SUPERINTENDENT · Kristin Baranski, Ed.D.

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## **LETTER TO PARENTS REGARDING INTERNET SAFETY FOR STUDENTS**

Dear Parents/Guardians:

The Santee School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social media websites. Many of the social media websites contain instant messaging components that allow students to chat with other students and post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these websites seems to be growing, facebook.com, for example, is said to have over 57 million members and has become one of the most popular “message exchange” sites among students nationwide.

Unfortunately, some of these websites are being used by child predators, “cyber bullies,” and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such websites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The Santee School District has blocked the use of these social networking sites from our school devices/computers. We will continue to block objectionable material as we deem appropriate. Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These social networking websites are public domain, and some of the contents posted there can be seen by anyone who has internet access. Although most of what is written on facebook.com is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate the sites by personally logging on to the sites. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search result by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this website.

## **HELPFUL TIPS AND RESOURCES**

We encourage you to talk to your child about the potential danger of the internet. Ask if they have an account on any social media website. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the internet. Some websites offer parental or family guidance for internet safety; for example:

[www.safekids.com](http://www.safekids.com)  
[www.webwisekids.org](http://www.webwisekids.org)

The Santee School District will continue to provide internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have any questions or would like more information, please contact Dan Prouty at 619-258-2233 or email [daniel.prouty@santeesd.net](mailto:daniel.prouty@santeesd.net).

Sincerely,

Dr. Kristin Baranski  
Superintendent  
Santee School District

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## **I. RULES AND PROCEDURES ON SCHOOL DISCIPLINE – EC 35291**

### **II. A. All Students**

#### **III. 1. Suspension-EC 48900**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r) inclusive:

- a. (1) Caused, attempted to cause or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold or otherwise furnished a firearm, knife, explosive or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- n. Committed or attempted to commit sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in hazing. For purposes of this subdivision, “hazing” is any method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - 1. Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
  - 2. Causing a reasonable pupil to experience substantially detrimental effect on his or her physical or mental health.
  - 3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - 4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- ii. (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, pager, of a communication including, but not limited to, any of the following:
  - 1. A message, text, sound, video, or image.
  - 2. A post on a social network Internet Web site, including but not limited to: a) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (i); b) creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (i). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purposes of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; c) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (i). “False

profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

3. An act of cyber sexual bullying. For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (1)-(4), inclusive of paragraph (i). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording, or other electronic act. For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned events.
  - (B) Notwithstanding paragraph (i) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- iii. “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- s. A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for the acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
  - i. While on school grounds;
  - ii. While going to or coming from school;
  - iii. During the lunch period whether on or off the campus;
  - iv. During, or while going to or coming from, a school sponsored activity.
- t. A pupil who aides or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- u. As used in this section, “school property” includes, but is not limited to electronic files and databases.
- v. For a pupil subject to discipline under this section, a superintendent of the school district may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.

- w. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

#### **IV. 2. Expulsion**

A student may be recommended for expulsion for any of the reasons enumerated in Education Code 48915, and pursuant to the expulsion procedures identified in Education Code 48918 and 48918.5.

##### **B. Attendance of Suspended Child’s Parent or Guardian for Portion of School Day- EC 48900.1 -**

Pursuant to board policy, a teacher may require a parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for either committing an obscene act, engaging in habitual profanity or vulgarity or disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, to attend a portion of a school day in the classroom of his or her child or ward.

**C. Sexual Harassment Policy-EC 231.5, 48980(g), 48900.2 -** SSD will not tolerate sexual harassment by anyone participating in any SSD program or activity. This includes student-to-student or peer sexual harassment as well as harassment between a student and any SSD participant. SSD takes all complaints of sexual harassment seriously, investigates and addresses identified sexual harassment, and if the investigation results in the determination that sexual harassment has occurred, takes reasonable, immediate corrective action to stop the harassment, eliminate a hostile environment, and prevent future sexual harassment. Alleged pupil sexual harassment in violation of SSD policy or federal or state law will be handled pursuant to SSD policy and procedures which can be found online at [www.santeesd.net](http://www.santeesd.net) under school board policies, series 5000. A pupil in grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined by EC 212.5.

**D. Hate Violence-EC 48900.3 -** A pupil in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, or threatened to cause, or participated in an act of, hate violence, as defined in EC 233(e).

**E. Harassment, Intimidation or Threats-EC 48900.4 -** A pupil enrolled in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against SSD personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**F. Terroristic Threats Against School Officials, School Property or Both-EC 48900.7 -** A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. A “terroristic threat” includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her

own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**G. Suspension/Expulsion: Alternative and Other Means of Correction-EC 48900, 48900.5, 48911**

Generally, suspension shall be imposed only when other means of correction fail to bring about proper conduct. SSD may document other means of correction short of suspension and expulsion and place the documentation in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent or guardian and the pupil; referrals to the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; after-school programs that address specific behavioral issues; and community service on school grounds during non-school hours. A pupil may be suspended, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons. A suspension shall be preceded by an informal conference between the principal, the principal's designee or the district's superintendent of schools and the pupil, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At this conference, the pupil shall be informed of the reason for the disciplinary action and other means of correction that were attempted before the suspension.

**CALIFORNIA HEALTHY YOUTH ACT-EC 51934, 51938** Students enrolled in SSD programs or activities may receive instruction in personal health and public safety, which may include accident prevention, first aid, fire prevention, conservation of resources, and health education including comprehensive sexual health education and HIV prevention.

SSD will provide eighth grade students with comprehensive sexual health education and HIV prevention education during the 2018-2019 school year. The instruction shall include, among other things, information about sexual harassment, sexual abuse, and human trafficking, and the risks, prevention and how to safely seek assistance. Students will be taught by SSD personnel.

A pupil's parent or guardian has the right to request from SSD, a copy of the California Healthy Youth Act, Education Code section 51930 *et. seq.* A pupil's parent or guardian also has the right to inspect and review the written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.

A pupil's parent or guardian may submit a written request to excuse the pupil from participation in any class involving comprehensive sexual education or HIV prevention education by submitting their request in writing to SSD. Students excused from participation will be provided an alternative educational activity.

**PUPIL NUTRITION-EC 49510-49520; 49564-49564.5** - Free or reduced-priced meals are available for pupils in receipt of public assistance. Meal program details are provided at the pupil's school site. All parents and guardians receive a letter with the application form upon enrollment. To apply for free or reduced-price meals, households must fill out the application and return it to the school or apply online at [www.santeesd.net](http://www.santeesd.net), Child Nutrition.

**IMMUNIZATION AND COMMUNICABLE DISEASES-EC 48216, 49403** – SSD shall follow all laws, rules, and regulations regarding immunizations required for students to enroll. SSD shall not admit any student until the student is properly immunized as required by law. If there is good cause to believe a student has been exposed to a disease and his or her proof of immunization does not show proof of immunization against that disease, SSD may temporarily exclude the child from school until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease. If the parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the

physician does not recommend immunization, that child shall be exempt from the immunization requirements.

Effective January 1, 2016: The California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A pupil who, prior to January 1, 2016, submitted a letter or affidavit on file with SSD stating beliefs opposed to immunization shall be allowed enrollment to any SSD school until the pupil enrolls in the next grade span. Grade span means (1) from birth to preschool; (2) Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten; and (3) grades 7 to 12 inclusive.

**MEDICATION-EC 49423** - Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the SSD and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

**CONTINUING MEDICATION REGIMEN-EC 49480** - The parent or legal guardian of any pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other contact person of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

**MEDICAL AND HOSPITAL SERVICES FOR PUPILS-EC 49471, 49472** - SSD does not provide medical or hospital services for pupil injuries arising out of school-related activities. However, you may secure insurance for a nominal fee to help cover the costs of medical care for accidents to your children while participating in school activities or while going directly to and from school. For an additional charge, you may purchase 24-hour coverage. The school has information available on the policy and its cost. Questions pertaining to the insurance coverage and/or how claims are administered may be answered directly by contacting Pacific Educators Inc., Insurance Services at (800) 722-3365. Information is normally distributed at the beginning of the school year.

**PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION-EC 48206.3, 48207, 48208** - Special individual instruction (as distinct from independent study) is available for students with temporary disabilities that make attendance at school impossible or inadvisable. Parents or guardians should first contact the principal to determine services.

### **DISABLED PUPILS-SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101, et seq.) prohibits discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met.

- Your student's school site Vice Principal is the contact for implementing Section 504. You may also contact Mike Olander, Director of Pupil Services and Student Behavior, at 619.258.2233.

- A student has the right to a written accommodation plan if the student qualifies for services under Section 504.
- A student has the right to be educated with non-disabled students to the maximum extent appropriate based on the student's needs.

A copy of the parents or guardians legal safeguard can be obtained on the SSD website.

**SPECIAL EDUCATION: CHILD FIND SYSTEM-IDEA; EC 56301** - Federal and state law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional needs due to a disability may request an assessment for eligibility for special education services. SSD's child find policy and procedures are available at <http://www.santeesd.net/Page/607>.

**PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT-EC 49451** - A parent or guardian may, by written statement filed annually, refuse to consent to the physical examination, including the vision, hearing and scoliosis screening, of his/her child; however, a child may be sent home if, for good reasons, he or she is believed to be suffering from a recognized contagious or infectious disease. [EC 49451]. School children are examined for vision, hearing, and curvature of the spine at selected grade levels. Education Code 49455 requires a pupil's vision to be appraised by the school nurse or other authorized person during kindergarten or upon first enrollment or entry in a California school district of a pupil at an elementary school, and in grades 2, 5, and 8, unless a pupil's first entry or enrollment occurs in grade 4 or 7.

**CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM-HSC 124085, 124105**

Before a child enters first grade, his or her parents must obtain a waiver or health screening for the child and complete the provided certificate or sign a waiver. The screening should take place before (within the prior 6 months) or during the kindergarten year. Parents are encouraged to obtain health screening simultaneously with required immunizations. Parents may inquire in the school office about free health screenings for low-income children provided under the Child Health and Disabilities Prevention Program.

**FOSTER YOUTH BILL OF RIGHTS – EC 48853; 48853.5; 49069.5; 51225.1; 51225.2**

“Foster child” means a child who has been removed from his or her home pursuant to Section 309 of the Welfare and Institutions Code (“WIC”), is the subject of a petition filed under Section 300 or 602 of the WIC, or has been removed from his or her home and is the subject of a petition filed under WIC section 300 or 602. A foster child who is placed in a licensed children's institution or foster family home shall attend programs operated by the local educational agency in which that licensed children's institution or foster family home is located, unless one of the following applies: (1) The pupil is entitled to remain in his or her school of origin; (2) The pupil has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency. (3) The parent or guardian, or other person holding the right to make educational decisions for the pupil pursuant to Section 361 or 726 of the WIC or Section 56055 (“educational rights holder”), determines that it is in the best interests of the pupil to be placed in another educational program and has submitted a written statement to the local educational agency that he or she has made that determination. This statement shall include a declaration that the parent, guardian, or educational rights holder is aware of all of the following:

- (A) The pupil has a right to attend a regular public school in the least restrictive environment.
- (B) The alternate education program is a special education program, if applicable.
- (C) The decision to unilaterally remove the pupil from the regular public school and to place the pupil in an alternate education program may not be financed by the local educational agency.
- (D) Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent, guardian, or educational rights holder.

The parent or guardian, or educational rights holder shall first consider placement in the regular public school before deciding to place the foster child in a juvenile court school, a community school, or another alternative educational setting. A foster child may still be subject to expulsion under applicable law and board policy. Foster youth are subject to other laws governing the educational placement in a juvenile

court school, of a pupil detained in a county juvenile hall, or committed to a county juvenile ranch, camp, forestry camp, or regional facility, notwithstanding the rights contained in this notice. Foster children living in emergency shelters (as referenced in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.)), may receive educational services at the emergency shelter as necessary for short periods of time for either of the following reasons: (1) For health and safety emergencies. (2) To provide temporary, special, and supplementary services to meet the child's unique needs if a decision regarding whether it is in the child's best interests to attend the school of origin cannot be made promptly, it is not practical to transport the child to the school of origin, and the child would otherwise not receive educational services. The educational services may be provided at the shelter pending a determination by the educational rights holder regarding the educational placement of the child. All educational and school placement decisions shall be made to ensure that the child is placed in the least restrictive educational programs and has access to academic resources, services, and extracurricular and enrichment activities that are available to all pupils. In all instances, educational and school placement decisions shall be based on the best interests of the child.

SSD has designated Meredith Riffel as the educational liaison for foster children. The role of educational liaison is advisory with respect to placement decisions and determination of school of origin and does not supersede the role of the parent or guardian retaining educational rights, a responsible adult appointed by the court, a surrogate parent or a foster parent exercising their legal rights with respect to the foster child's education. The educational liaison serves the following roles: (1) Ensures and facilitates proper educational placement, enrollment in school, and checkout from school for foster children; (2) Assists foster children when transferring from one school to another school or from one school district to another school district in ensuring proper transfer of credits, records and grades. (3) When designated by the Superintendent, notifies a foster child's attorney and child welfare agency representative(s) of pending disciplinary proceedings and pending manifestation determination proceedings if the foster child is also eligible to receive special education and related services under the IDEA. At the initial detention or placement by the Juvenile Court, or any subsequent change in placement of a foster child by the Court, the local educational agency serving the child shall allow the foster child to continue his or her education in the school of origin for the duration of the jurisdiction of the court. If the jurisdiction of the court is terminated prior to the end of the academic year: (1) Former foster children in grades kindergarten, or 1 to 8, inclusive, shall be allowed to continue his or her education in the school of origin through the duration of the academic year; (2) Former foster children in high school shall be allowed to continue his or her education in the school of origin through graduation; (3) Transportation is not required unless the former foster child has an IEP and the IEP team determines transportation is a necessary related service, required by the unique educational needs of the pupil in order to benefit from their special education program. Transportation may be provided at the local educational agency's discretion. The rights of foster youth do not supersede any other law governing special education for eligible foster children. (4) To ensure that the foster child has the benefit of matriculating with his or her peers in accordance with the established feeder patterns of school districts, if the foster child is transitioning between school grade levels, the foster child shall be allowed to continue in the school district of origin in the same attendance area, or, if the foster child is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, to the school designated for matriculation in that school district.

In consultation with the foster child and educational rights holder, the educational liaison may recommend that the foster child waive his or her right to attend the school of origin and enroll in a public school within his or her attendance area. The educational liaison's recommendation must be accompanied by a written explanation for the basis of the recommendation and how it serves the foster child's best interests. (1) If the educational liaison, foster child and educational rights holder agree it is in the best interest of the foster child to waive his or her right to attend the school of origin and attend the recommended school, the foster child shall immediately be enrolled within the recommended school. (2) The recommended school shall immediately enroll the foster child regardless of any outstanding fees, fines, textbooks or moneys

due to any previous schools of attendance or if the foster child is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including proof of immunization, proof of residency or other documentation. (3) Within two business days of the foster child's request for enrollment, the educational liaison for the new school shall contact the school last attended by the foster child to obtain all academic and other records. The last school attended by the foster child shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. The educational liaison for the school last attended shall provide a complete copy of the foster child's education record to the new school within two business days of receiving the request.

If any dispute arises as to the school placement of a pupil under this section, the pupil has the right to remain in his or her school of origin, pending resolution of the dispute. "School of origin" means the school that the foster child attended when permanently housed or the school in which the foster child was last enrolled. If the school the foster child attended when permanently housed is different from the school in which the foster child was last enrolled, or if there is some other school that the foster child attended with which the foster child is connected and that the foster child attended within the immediately preceding 15 months, the educational liaison, in consultation with, and with the agreement of, the foster child and the educational rights holder, shall determine, in the best interests of the foster child, the school that shall be deemed the school of origin. If the foster child is absent from school due to a decision to change the placement of the foster child made by a court or placing agency, the grades and credits of the foster child will be calculated as of the date the foster child left school and no lowering of grades will occur as a result of the absence of the foster child under these circumstances. If the foster child is absent from school due to a verified court appearance or related court ordered activity, no lowering of his or her grades will occur as a result of the absence of the pupil under these circumstances. The local educational agency shall accept coursework satisfactorily completed by a foster child or homeless youth while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and issue that pupil full or partial credit for the coursework completed.

A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations. A complainant not satisfied with the decision of a local educational agency may appeal the decision to the CDE and shall receive a written decision regarding the appeal within 60 days of the CDE's receipt of the appeal. If a local educational agency finds merit in a complaint, or the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil.

**ASBESTOS-40 C.F.R. 763.93** - SSD has a current management plan for asbestos containing materials for all SSD buildings. The plan is available for inspection at SSD-Maintenance and Operations during normal business hours.

**USE OF PESTICIDES-EC 48980.3, 17612** - The name of all pesticide products expected to be applied at the school facilities during the upcoming year and SSD's integrated pest management plan can be found at <http://www.santeesd.net/Page/10748>. Parents may register with the school site if they wish to receive notification of individual pesticide applications at the school site at least 72 hours prior to the application. Additional information on pesticides is made available by the Department of Pesticide Regulation at [www.cdpr.ca.gov](http://www.cdpr.ca.gov) and <http://cdpr.ca.gov/docs/legbills/regsdeve.htm>. Parents or guardians may also view the integrated pest management plan at SSD during normal business hours.

**SCHOOL BUS AND PASSENGER SAFETY-EC 39831.5** – For qualifying students, bus safety regulations, including a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops, can be found at <http://www.santeesd.net/Domain/34>

**WILLIAMS COMPLAINT POLICY AND PROCEDURES-EC 35186** - SSD has adopted a uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff and teacher vacancy or mis-assignment. Notice of the complaint process and the location at which to obtain a complaint form is posted in all classrooms.

**NOTICE OF ALTERNATIVE SCHOOLS-EC 58501** - "California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) 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.
- (e) 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, pupil, or teacher is interested in further information concerning alternative schools, the *County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information.* This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district."

A copy of the notice shall also be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

**STATEMENT OF NON-DISCRIMINATION** - Discrimination in education programs is prohibited by state and federal law. Education Code 200, et seq. requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, natural origin, immigration status, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in accessing educational programs, activities and facilities. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Title IX prohibits discrimination on the basis of sex. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability.

SSD will take the required steps to assure that the lack of English will not be a barrier to admission and participation in SSD programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging non-compliance with this policy are investigated through the Uniform Complaint Process.

**ATTENDANCE-EC 48980(h) - A. Residency Requirements-EC 48200, 48204, 48204.3, 48204.4** - Each person between the ages of 6 and 18 years (and not exempted) is subject to compulsory full-time education. Each person subject to compulsory full-time education and not exempted shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she meets any of the following:

- (1) Placed within the boundaries of the school district in a foster home or licensed children's institution as defined in Section 56155.5 or a family home within the boundaries of the school district pursuant to a commitment or a placement under the Welfare and Institutions Code;
- (2) A pupil who is a foster child who remains in his or her school of origin pursuant to subdivisions (d) and (e) of Section 48853.5.
- (3) A pupil for whom interdistrict transfer has been approved;
- (4) An emancipated pupil who resides within the boundaries of the school district;
- (5) A pupil who lives in the home of a care giving adult that is located within the boundaries of the school district;
- (6) A pupil residing in a state hospital located within the boundaries of the school district.
- (7) A pupil whose parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week.
- (8) A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.
- (9) A pupil whose parent is transferred or is pending transfer to a military installation within the boundaries of the school district while on active military duty pursuant to an official military order.
- (10) A pupil whose parent or parents were residents of this state and have departed California against their will, and if the pupil seeks admission to a school of a school district, shall be admitted, regardless of his or her current residency, provided the pupil has: (A) Official documentation evidencing the departure of his or her parent or legal guardian; (B) Moved outside of California as a result of his or her parent or legal guardian departing against their will and the pupil lived in California immediately before moving outside of California; and, (C) Provides documentation that the pupil was enrolled in a California public school immediately before moving outside of California.

**B. Statutory Attendance Options**

- **Intradistrict Choice Policy EC 35160.5(b):** Residents of the school district may apply to other schools within the school district for their child to attend on a space available basis.
- **Interdistrict Attendance EC 46600:** The parent or guardian of a pupil may seek release from the home district to attend a school in any other school district.

**C. Absence for Religious Instruction-EC 46014** - Permissive absence may be granted for governing board approved religious exercises or instruction if a pupil has attended at least the minimum school day.

**D. Absence for Confidential Medical Services-EC 46010.1** - Students in grades 7 & 8 may be excused for the purpose of obtaining confidential medical services without consent of the pupil's parent or guardian.

**E. Notification of Minimum Days and Pupil Free Staff Development Day-EC 48980(c)** - A schedule of minimum days and pupil-free staff development days will be made available online at [www.santeesd.net](http://www.santeesd.net) at the beginning of the school year or as early as possible/no later than one month prior.

**F. Grade Reduction/Loss of Academic Credit-EC 48980(j)** - No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC 48205 for missed assignments/tests that can reasonably be provided/completed.

**G. Excused Absence; Justifiable Personal Reasons; Credit (EC 48205); Truancy (EC 48260, et seq.)** State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260, et seq.

- (1) **Excused Absences:** Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
  - (a) Due to the pupil's illness.

- (b) Due to quarantine under the direction of a county or city health officer.
  - (c) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - (d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (e) For the purpose of jury duty in the manner provided for by law.
  - (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (h) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (j) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (k) A valid excuse may include other reasons that are within the discretion of school administrators, and, based on the pupil's circumstances.
- (2) A pupil 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 therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (5) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."
- (1) **Truancy:** The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school's designees to discuss attendance issue and develop plan to improve attendance.
  - (2) The second time a truancy report is issued within the same school year, the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil's school.
  - (3) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC 48263.
  - (4) The fourth time truancy is issued within the same school year, the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

### **SEX EQUITY IN CAREER COUNSELING AND COURSE SELECTION-EC 221.5(d)**

Commencing in Grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

**TEACHER QUALIFICATIONS** - Parents or guardian of all pupils may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

**EMPLOYEE INTERACTIONS WITH PUPILS – EC 44050** – SSD board policy can be accessed at <http://www.santeesd.net/Page/17>, BP 4119.21, 4219.21, & 4319.21.

**UNIFORM COMPLAINT PROCEDURES-5 C.C.R. 4622** - SSD has adopted a Uniform Complaint Procedure. SSD shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation or bullying, non-compliance with school safety planning requirements, pupil fees, and matters pertaining to the rights of foster youth, former juvenile court school pupils and children of military families. Information regarding the Uniform Complaint Procedure including the individual responsible for processing a Uniform Complaint can be found at <http://www.santeesd.net/Page/14>.

**SCHOOL ACCREDITATION-EC 35178.4** - SSD will notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district or school's internet website, or by any combination of these methods.

**PUPIL HEALTH-ORAL HEALTH ASSESSMENT-EC 49452.8** – To make sure your child is ready for school, California law requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

**PUPIL RECORDS; NOTIFICATION OF RIGHTS-20 U.S.C. 1232(g); EC 49063, 49068, 49069, 49073** - Parents, pupils 18 and over, pupils 14 and over that are both homeless and an unaccompanied youth, and individuals who have completed and signed a Caregiver's Authorization Affidavit, have rights concerning pupil records under Education Code Section 49063. These rights include:

- The right to inspect and review the student's education records within five (5) business days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will forward requests to the Custodian of Records. The Custodian of Records will make arrangements for access and notify the parent or eligible student.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, 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 to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request from

officials of another school district in which a student seeks or intends to enroll, SSD shall disclose education records without parental consent.

- When a student moves to a new district, SSD will forward the student's records upon the request of the new school district within 10 school days.
- A foster family agency with jurisdiction over a currently enrolled or former pupil, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver who has direct responsibility for the care of a pupil may access the current or most recent records of grades, transcripts, attendance, discipline, online communications on school platforms, any IEPs or Section 504 plans maintained by the responsible LEA of that pupil. The above-referenced individuals may access the pupil records listed above solely for the purpose of monitoring the pupil's educational progress, updating and maintaining the pupil's education records as required by Welfare and Institutions Code section 16010, and to ensure the pupil has access to educational services, supports and activities, including enrolling the pupil in school, assisting the pupil with homework, class assignments, and college and scholarship applications, and enrolling the pupil in extracurricular activities, tutoring and other afterschool or summer enrichment programs.

"Student Records" do not include: Instructional, supervisory or administrative notes by SSD staff that are made only for that staff member or his/her substitute, Records of a law enforcement unit that were created for use by the law enforcement unit, Employee records made for personnel use

- Records of a doctor, psychologist, psychiatrist or other treatment provider and/or assistant regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, "treatment" does not include remedial instructional measures.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

**SAFE PLACE TO LEARN ACT-EC 234, 234.1** - SSD has adopted policies pertaining to the following:

- 1) Prohibition of discrimination and harassment based on characteristics set forth in EC § 220 and Penal Code 422.55;
- 2) Process for receiving and investigating complaints of discrimination and harassment;
- 3) Maintenance of documentation of complaints and their resolution;
- 4) Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
- 5) Identification of a responsible LEA officer to ensure compliance.

SSD's antidiscrimination and anti-harassment policies are posted in schools and offices and available online at [www.santeesd.net](http://www.santeesd.net).

#### **PUPIL PROTECTIONS RELATING TO IMMIGRATION AND CITIZENSHIP STATUS – EC 234.7**

Except as required by state or federal law or as required to administer a state or federally supported educational program, SSD shall not collect information or documents regarding citizenship or immigration status of pupils or their family members. Should any request be made for information or access to a school-site by an officer or employee of a law enforcement agency for the purpose of enforcing immigration laws, SSD's Superintendent shall report to the governing board any such requests in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. If SSD becomes aware that a pupil's parent or guardian is not available to care for the pupil, SSD staff shall first exhaust any parental instruction relating to the pupil's care in the emergency contact information it has for the pupil to arrange for the pupil's care. SSD will not contact Child Protective Services to arrange for the pupil's care unless it is unable to arrange care through the use of emergency contact information provided by the parents or other information provided by the parent or guardian. All children have a right to a free public appropriate education, regardless of immigration status or religious beliefs. Please visit the State of California's Attorney General's "Know Your Rights" page at <https://oag.ca.gov/immigrant/rights>.

**AVAILABILITY OF PROSPECTUS-EC 49091.14** - Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be made available upon request by parent or guardian.

**DIRECTORY INFORMATION-EC 49073** - "Directory Information" includes one or more of the following items: student's name, address, telephone number, email address, date and place of birth. SSD has determined that the following individuals, officials, or organizations may receive directory information: Certain school publications, Outside organizations including, but not limited to, companies that publish yearbooks. No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. However, directory information related to homeless and unaccompanied youth will not be released without the express written consent for its release by the eligible pupil, his/her parent or guardian.

SSD may disclose appropriately designated "directory information" as specified herein without written consent unless advised to the contrary in accordance with procedures.

Parents/guardians must notify SSD in writing every year if they do not want SSD to disclose directory information from their child's education records without prior written consent.

**SURVEYS-EC 51513; 20 U.S.C. 1232(h)** - SSD will notify parents or guardians of the need for their written permission before any test, questionnaire, survey or examination containing any questions about their child's personal beliefs or practices (or the pupil's family's beliefs or practices) in sex, family life, morality and religion, may be administered to any pupil in kindergarten, or grades 1-12, inclusive. Notification will include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and provide an opportunity for parents to opt pupils out of participating in the survey. Upon request, parents or guardians will be given the opportunity to inspect any third party survey.

**PUPIL FEES-EC 49010; AB 1575:** SSD maintains a policy concerning the provision of a free education to pupils and for filing a complaint of non-compliance pursuant to the Uniform Complaint Procedures with the principal of the school alleged to be in non-compliance. More information is available on our website <http://www.santeesd.net/Page/14>

#### **RIGHTS OF PARENTS OR GUARDIANS TO INFORMATION-EC 51101**

Parents/guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will attend pursuant to intra-district or inter-district pupil attendance policies or programs.
- Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.
- To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of SSD employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.
- 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 on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.

- To request a particular school for their child, and to receive a response from the school district. This paragraph does not obligate the school district to grant the parent's request.
- To have a school environment for their child that is safe and supportive of learning.
- To examine the curriculum materials of the class or classes in which their child is enrolled.
- To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- To have access to the school records of their child.
- To receive information concerning 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 codes, and procedures for visiting the school.
- To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- To participate as a member of a parent advisory committee, school-site council, or site-based management leadership team, in accordance with any rules and regulations governing membership in these organizations. In order to facilitate parental participation, school-site councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. The meetings should be scheduled on weekends, and prior notice should be provided to parents.
- To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- To be notified, as early in the school year as practicable pursuant to EC § 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child. Parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school. Each governing board of a school district shall develop jointly with parents and guardians, and shall adopt, a policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each school-site.
- The policy shall include, but is not necessarily limited to, the following:
  1. The means by which the school and parents or guardians of pupils may help pupils to achieve academic and other standards of the school.
  2. A description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.
  3. The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:
    - Monitoring attendance of their children, Ensuring that homework is completed and turned in on a timely basis, Participation of the children in extracurricular activities, Monitoring and regulating the television viewed by their children, Working with their children at home in learning activities that extend learning in the classroom, Volunteering in their children's classrooms, or for other activities at the school, Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

**CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS-EC 52052, 60640** - The California Assessment of Student Performance and Progress (“CAASPP”) System was established on June 1, 2014. Commencing with the 2014-2015 school year, the CAASPP System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three

through eight and eleven and California Alternate Assessments (“CAA”) in English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities. The California Science Test (“CAST”) for science is required for all students in grades five, eight and once in high school unless the student’s IEP indicates administration of the CAA. A parent or guardian may make a written request to excuse his or her child from any or all parts of the assessment.

**GATE PROGRAMS-5 C.C.R. 3831** – GATE qualification begins in third grade. SSD’s written plan for its GATE program includes procedures to inform parents or guardians of their pupil’s participation or non-participation in the GATE program. The written plan is available at <http://www.santeesd.net/Page/24>  
**TITLE 1-20 U.S.C. 6311** -Permits parents to request information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request regarding their child’s teacher, parents may also request:

- Information on the level of achievement of the parent's child in each of the State academic assessments, and
- Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

Parents may obtain this information by logging on to [www.ctc.ca.gov/](http://www.ctc.ca.gov/) and looking up the child’s teacher’s credentials by entering the first and last name.

The law also requires that parents be notified when a teacher who is not *highly qualified* is hired and teaches the child *four (4) consecutive weeks or more*.

**TOBACCO-FREE CAMPUS-HSC 104420, 104495** - SSD receives Tobacco Use Prevention funding to adopt and enforce a tobacco-free campus policy and enforcement procedures may be found online at <http://www.santeesd.net/Page/16> under BP 3513.3 Tobacco Free Schools. HSC 104495 prohibits smoking and use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.