

NOTICE TO PARENTS AND GUARDIANS 2011 - 2012

As required by law (Education Code 48980 - 48985), you are hereby notified of the following:

1. Absence: Pupils, with the written consent of their parents or guardians, may be excused from school for religious purposes at a place away from school property and after the pupil has attended school for a minimum day. [E.C. 46014]
2. Excuse from instruction: Upon parent statutory notification high schools may grant permission to students to leave school grounds during lunch period. [Notice requirements set forth in E.C.44808.5] A pupil may refuse to participate in animal dissection and experimentation with parent written substantiation. [E.C. 32255.1 and 32255 - 32255.6]
3. Grade Reduction: No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to E.C. 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. [E.C. 48980(j)] Full text of E.C. 48205 attached. (**Attachment -1**)
4. Temporary disability for pupils shall be cause for a pupil to receive individual instruction. [E.C. 48206.3]
5. Minimum and Pupil Free Staff Development School Days: The schedule of minimum days and pupil free staff development days for schools within the District/County Office is attached. (**District Attachment - 2**) Parents/guardians will be notified of minimum days and pupil-free staff development days not yet scheduled within one month before the scheduled minimum or pupil-free day. [E.C. 48980(c)]
6. Required Immunization: A pupil may not be admitted to school unless he/she has been fully immunized pursuant to Health and Safety Code Section 120335. School districts shall not unconditionally admit any pupil to the 7th grade level, nor unconditionally advance any pupil to the 7th grade level unless the pupil has been fully immunized against hepatitis B. Except for children already admitted at the kindergarten level or above, every child must be immunized against chicken pox. [E.C. 49403, 48980(a), H.&S.C. 120335]
7. Immunization for communicable disease may be consented to in writing by a parent for a licensed physician and surgeon or health care practitioner (physician assistant, nurse practitioner, registered nurse, licensed vocational nurse, or nursing student who is acting under the supervision of a registered nurse, in accordance with applicable provisions of law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent. [E.C. 49403]
8. Administration of medication prescribed by a physician and surgeon, or physician assistant for a child during the regular school day may be assisted by the school nurse or other designated school personnel if the school district receives a written detailed statement from the physician and surgeon or physician assistant and written parental request. Pupils may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication provided that written orders from the physician and surgeon or physician assistant (including a statement that the pupil is able to self-administer such medication), and written parental consent to the self-administration (including a release allowing the school nurse or other designated school personnel to consult with pupil's health care provider about the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of the self-administering medication). [E.C. 49423, 49423.1]
9. Continuing Medication: You are required to inform the District/County Office of any medication being taken, the current dosage and the name of the supervising physician if your child is on a continuing medication regimen for a non-episodic condition. [E.C. 49480]
10. Physical Examinations: The Child Health and Disability Prevention Program mandates that every child shall, within 90 days after entrance into the first grade, provide a certificate documenting that within the prior 18 months the child has received the appropriate health screening and evaluation services, unless the parent/guardian has filed an objection. However, the child may be sent home if, for good reason, he/she is believed to be suffering from a recognized contagious or infectious disease and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. Free health screening is available for low income children for up to 18 months prior to entry into 1st grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. [H.&S. C. 124085; 124105; E.C. 49451] Specific information on type 2 diabetes is available at www.cde.ca.gov/ls/he/hn/type2diabete.asp. It is recommended that students possibly suffering from type 2 diabetes or having warning signs should be screened. [E.C. 49452.7)]
11. Evaluation of Vision, Hearing, Scoliosis and Oral Health of a child, including tests for visual acuity and color vision by the school nurse or other qualified individual, is provided upon first enrollment and at least every third year thereafter. Scoliosis screening is provided to girls in grade 7 and boys in grade 8. By May 31 of the school year, pupils when first enrolled in public schools are required to provide proof of an oral health assessment (within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional. [E.C. 49452, 49452.5, 49452.8, 49454, 49455]
12. Medical and hospital services for pupils injured at school or school-sponsored events or while being transported may be insured at district or parent expense. [E.C. 49472] Schools may release pupils, in grades 7 through 12 only, for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian, [E.C. 46010.1]
13. A Nutrition Program is available for needy children. [E.C. 49510 et seq.]
14. Fingerprinting services may be available for kindergarten and new students. [E.C. 32390, 48980(f)]
15. Pupil Records: Parents have a right to access all records relating to their children. [E.C. 49063, 49069] The procedure used by the District/County Office regarding the establishment and maintenance, transfer, access and modification of pupil records is available to parents upon request. [E.C. 49063 and 49070] Certain directory information concerning pupils is also available to individuals other than parents. [E.C. 49073] (**District Attachment -3**)
16. Year Book and Graduating Class Photographs: It is the District's practice to provide year book and graduating class photographs to newspapers and other publications upon request. The District regards such information as a public record and "directory information" within the meaning of the Family Educational and Privacy Rights Act, "FERPA", 20 USC 1232g, and Education Code Section 49073. The District presumes that unless otherwise notified, it may infer from a student's participation in year book and graduating class photographic activities that it has permission to release student's photograph.
17. District/County Office Rules: The rules used by the District/County Office pertaining to student discipline are available to all parents upon request. [E.C. 35291] The rules may require that the parent of a pupil who has been suspended may be required to attend a portion of a school day in the child's classroom. [E.C.48900.1]
18. Discrimination: The District/County Office does not discriminate on the basis of race, color, national origin, sex, sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act of 1975 (pertaining to age) [E.C. 200]. This nondiscrimination policy covers admission and access to, and treatment and employment in, District/County Office programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to the District/County Office Superintendent, as appropriate. The lack of English language skills will not be a barrier to the admission and participation in District/County Office programs. [P.L. 92-318]

19. Services to students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind are provided by the State Special Schools. Assessment services and technical assistance are also offered. For more information about the State Special Schools, please visit the California Department of Education Web site at <http://www.cde.ca.gov/sp/ss/> or ask for more information from members of your child's Individualized Education Program (IEP) team.
20. Compulsory Education: Each person between the ages of 6 and 18 years, not exempted under the provisions of Education Code, Instruction and Services, part 27, Chapter 2, Compulsory Education Law (commencing with Section 48200) or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education and each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the schoolday by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the schoolday by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in E.C. § 48200, a pupil shall not be enrolled for less than the minimum schoolday established by law.
21. Residency Requirements-School Attendance Options:
- (a) Notwithstanding EC § 48200, a pupil complies with the residency requirements for school attendance in a school district, if he or she is any of the following:
- (1) (A) A pupil placed within the boundaries of that school district in a regularly established licensed children's institution, or a licensed foster home, or a family home pursuant to a commitment or placement under Chapter 2 (Section 200) of Part 1 of Division 2 of the Welfare and Institutions Code. (B) An agency placing a pupil in the home or institution shall provide evidence to the school that the placement or commitment is pursuant to law.
 - (2) A pupil for whom interdistrict attendance has been approved pursuant to Chapter 5 (Section 46600) of Part 26.
 - (3) A pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation.
 - (4) A pupil who lives in the home of a caregiving adult that is located within the boundaries of that school district. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (Section 6550) of Division 11 of the Family Code by the caregiving adult is a sufficient basis for a determination that the pupil lives in the caregiver's home, unless the school district determines from actual facts that the pupil is not living in the caregiver's home.
 - (5) A pupil residing in a state hospital located within the boundaries of that school district.
- (b) A school district may deem a pupil to have complied with the residency requirements for school attendance in the district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that district.
- (1) School districts are not required to admit pupils whose parent or guardian is employed in the district, but the district may not refuse to admit a pupil on the basis, except as expressly provided in this subdivision, of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration.
 - (2) School districts in which the residency of either the parent or legal guardian of the pupil is established, or the school district to which the pupil is to be transferred under E.C. § 48204(b) may prohibit the transfer of the pupil if the governing board of the district determines that the transfer would negatively impact the court-ordered or voluntary desegregation plan of the district.
 - (3) School districts to which the pupil is to be transferred under E.C. § 48204(b) may prohibit the transfer of the pupil if the district determines that the additional cost of educating the pupil would exceed the amount of additional state aid received as a result of the transfer. [E.C. § 48204]
22. Statutory Attendance Options:
- Interdistrict attendance
 - (a) (1) 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 pupils who are residents of the districts. The agreement may provide for the admission to a district other than the district of residence of a pupil who requests a permit to attend a school district that is a party to the agreement and that maintains schools and classes in kindergarten or any of grades 1 to 12, inclusive, to which the pupil requests admission. Once a pupil in kindergarten or any of grades 1 to 12, inclusive, is enrolled in a school pursuant to this chapter, the pupil shall not have to reapply for an interdistrict transfer, and the governing board of the school district of enrollment shall allow the pupil to continue to attend the school in which he or she is enrolled, except as specified in paragraphs (2) and (4).
 - (2) The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The agreement may contain standards for reapplication agreed to by the district of residence and the district of attendance that differ from the requirements prescribed by paragraph (1). The agreement may stipulate terms and conditions established by the district of residence and the district of enrollment under which the permit may be revoked.
 - (3) The supervisor of attendance of the district of residence shall issue an individual permit verifying the district's approval, pursuant to policies of the board and terms of the agreement for the transfer. A permit shall be valid upon concurring endorsement by the designee of the governing board of the district of proposed attendance. The stipulation of the terms and conditions under which the permit may be revoked is the responsibility of the district of attendance.
 - (4) Notwithstanding paragraph (2), a school district of residence or school district of enrollment shall not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.
 - (b) In addition to the requirements of subdivision (e) of Section 48915.1, and regardless of whether an agreement exists or a permit is issued pursuant to this section, any district may admit a pupil expelled from another district in which the pupil continues to reside. [E.C. § 46600 – 46607]
 - ❖ The procedure for application for alternative attendance areas or programs, if any; will vary by district.
 - ❖ An application form for requesting a change of attendance can be obtained from the District office.
 - ❖ If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
 - Intradistrict Attendance

Each school district, shall adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. This requirement does not apply to a school district that has only one school or a school district with schools that do not serve any of the same grade levels. The policy shall include all of the following elements:

 - (a) Parents or guardians of each schoolage child who is a resident in the district may select the schools the child shall attend, irrespective of the particular locations of his or her residence within the district, except that school districts shall retain the authority to maintain appropriate racial and ethnic balances among their respective schools at the school districts' discretion or as specified in applicable court-ordered or voluntary desegregation plans.

(b) It shall include a selection policy for a school that receives requests for admission in excess of the capacity of the school ensures that selection of pupils to enroll in the school is made through a random, unbiased process that prohibits an evaluation of whether a pupil should be enrolled based upon his or her academic or athletic performance. The capacity of the schools in the district shall be calculated in a nonarbitrary manner using pupil enrollment and available space. However, school districts may employ existing entrance criteria for specialized schools or programs if the criteria are uniformly applied to all applicants. This subdivision shall not be construed to prohibit school districts from using academic performance to determine eligibility for, or placement in, programs for gifted and talented pupils established pursuant to Chapter 8 (commencing with Section 52200) of Part 28 of Division 4.

(c) It shall provide that no pupil who currently resides in the attendance area of a school shall be displaced by pupils transferring from outside the attendance area.

(d) To the extent required and financed by federal law and at the request of the pupil's parent or guardian, each school district shall provide transportation assistance to the pupil. [E. C. § 35160.5 (b)]

- **School Choice**

Under the Federal No Child Left Behind law, schools that do not meet their achievement targets must offer parent the choice of attending another school in the same district. This transfer is given under the option of Title 1, Part A School Choice. Information is available on CA Department of Education website.

- ❖ Parents/guardians who are interested in finding out more about attendance options should contact the School District for more information on the District's policies, procedures, and timelines for applying for transfers. [E.C. 48980(h) 48204, 48660]

23. **Programmatic/Special Programmatic Options:** Programmatic options offered within district attendance areas, if any; will vary by district. Special programmatic options available on both an interdistrict and intradistrict basis, if any; will vary by district. [E.C. 48980(h)] (**District Attachment - 4**)
24. **Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. (**Attachment - 5**)
25. **Excuse from Sexual Health Education, HIV/AIDS Education and Related Assessments:** Parents or guardians have the right to excuse their children from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education. You are hereby notified that:
 - 1) Written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
 - 2) Comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel and/or by outside consultants.
 - 3) You have a right to request a copy of E. C. Part 28, Chapter 5.6 - CA Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
 - 4) You may request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education. [E.C. 51938]
26. **Uniform Complaint Procedures:** Alleged violations, by the school or school district, of federal or state law will be handled through uniform complaint procedures established by the District and the County Office of Education. Civil remedies including but not limited to injunctions, restraining orders or other remedies or orders may be available. The District/County Office is primarily responsible for compliance with federal and state laws and regulations. Appeal and review procedures may be pursued through local, state (California Department of Education) or federal agencies, offices, and/or courts as well. Complaints shall be made in writing to the Superintendent of the District/County Office. The District/County Office shall be responsible for providing written procedures regarding the process upon request. [5 CCR 4610, 4622] A description of District complaint procedure and appeal process is attached. (**District Attachment – 6**) Please note in particular that the process provides that:
 - 1) the complaint review will be concluded within sixty calendar days from the date of receipt of the complaint unless the complainant agrees in writing to extend the time line;
 - 2) unlawful discrimination complaints shall be filed not later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination
 - 3) the complainant has a right to appeal the District/County Decision to the CA State Department of Education by filing a written appeal within 15 days of receiving the District/County Decision;
 - 4) the appeal to CA State Department of Education must include a copy of the locally filed complaint and a copy of the District/County Decision.
27. **Sexual Harassment Policy:** Alleged pupil sexual harassment in violation of District/County Office policy or federal or state law will be handled pursuant to the attached policies and procedures established by the District/County Superintendent of Schools Office. The District/County Office shall be responsible for providing written procedures regarding the process. [E.C. 48980(g), 212.5, 231.5] (**District Attachment - 7**)
28. **School Accountability Report Card:** On or before February 1 of each year, parents are entitled to an updated hard copy of the School Accountability Report Card upon request. [E.C. 35256]
29. **Curriculum:** The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. [E.C. 49091.14; 49063(k)]
30. **Grants for Advanced Placement Tests:** Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information. [E.C. 48980(k); 52244]
31. **No Child Left Behind Act:** At the beginning of each school year, school districts receiving Title I funds must inform parents of students in Title 1 schools of their rights pursuant to provisions of the *No Child Left Behind Act*. [20 USC 6311(h)(6), 34 CFR 200.61] (**Attachment - 8**)
32. **Pesticides:** The names of all pesticide products expected to be applied at the school site during the upcoming year are set forth on the attached list. [E.C. 17612, 48980.3] (**District Attachment - 9**)
33. **Asbestos:** You have the right to obtain an updated Management Plan for asbestos-containing material in school. [40 CFR 763.93(g)(4), E.C. 49410]
34. **Tobacco-Free Campus:** Contact the school for information about the District/County Office's tobacco-free campus policy, if any, and enforcement procedures. [H&S 104420]
35. **Emergency Preparedness** including disaster procedures and plans, routines, emergency response measures, staff training programs, procedures for the use of public buildings and notification procedures is addressed through District/County Office comprehensive school safety plan. A copy of the plan is available at district/county office administrative offices. [E.C. 32282]
36. **Exit Exam:** (Districts offering grades 9-12) Requirements for high school graduation and specified alternative modes for completing the prescribed course of study are available in the office of each high school principal. As a condition of graduation 12th graders are required to take the high school exit exam in accordance with the attached information. [E.C. 48980(e), 60851] (**District Attachment - 10**)
37. **College Admission Requirements and Higher Education Information:** (Districts offering grades 9-12) [E.C. 48980(l), 51229] (**District Attachment - 11**)

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days (within 5 days under E.C. 49069) of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested 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.

(3) 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 is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Another exception permits disclosure of appropriately designated "directory information" without written consent, unless parents have advised the School to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the School to include this type of information from a student's education records in certain school publications (e.g., yearbooks, honor roll lists, sports activity sheets). Directory information, which is information that is not generally considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, schools are required to provide military recruiters, upon request, with secondary students' names, addresses and telephone listings unless parents have advised the school that they do not want their student's information disclosed without their prior consent.

The School has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, e-mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, and the most recent educational agency or institution attended. If parents do not want the School to disclose directory information from their child's education records without prior written consent, they must notify the School in writing. [10 U.S.C. § 503, 20 U.S.C. § 7908, 34 C.F.R. § 99.37]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. Policies regarding these rights may be obtained from the school district.

Parents who believe their rights have been violated under this section may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

Please return this acknowledgment, with the required signature, to your son's/daughter's school.

PARENTAL ACKNOWLEDGMENT ONLY

I have received and read the notice regarding my rights relating to the above courses and activities which might affect my son/daughter.

Print Pupil's Name

Grade

Required Signature of Parent/Guardian

Date

ATTACHMENT 1

FULL TEXT OF **EDUCATION CODE SECTION 48205**

(As Amended by Chapter 527, A.B. 428 § 1, 2007)

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) 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.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (b) 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 the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "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."

ATTACHMENT 2

MINIMUM DAY AND STAFF DEVELOPMENT DAY SCHEDULE

ATTACHMENT 3

PUPIL RECORD INFORMATION

[Provide the following specific information:

- (a) The types of pupil records and information which are directly related to students and maintained by the institution.
- (b) The position of the official responsible for the maintenance of each type of record.
- (c) The location of the required log or record.
- (d) 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 paragraph (1) of subdivisions (a) of Section 49076.
- (e) The policies of the institution for reviewing and expunging those records.
- (f) The right of the parent to access to pupil records.
- (g) The procedures for challenging the content of pupil records.
- (h) The cost if any which will be charged to the parent for reproducing copies of records.
- (i) The categories of information which the institution has designated as directory information.
- (j) The right of the parent 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 (20 U.S.C.A. Sec. 1232g).
- (k) The availability of the District's prospectus of school curriculum.

[E.C. 49063]

ATTACHMENT 4

PROGRAMMATIC/SPECIAL PROGRAMMATIC OPTIONS

ATTACHMENT 5

ALTERNATIVE SCHOOLS

“Notice of Alternative Schools: 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:

- (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 be conceived by him totally and independently or 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.”

[E.C. 58501]

ATTACHMENT 6
UNIFORM COMPLAINT PROCEDURE

ATTACHMENT 7
SEXUAL HARASSMENT POLICY

ATTACHMENT 8

NO CHILD LEFT BEHIND ACT

Parental Notification Requirements in No Child Left Behind Act

1. Teacher Qualifications: You have a right to request information regarding the professional qualifications of your child's teacher including, at a minimum:
 - Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
 - Whether the teacher is teaching under emergency or other provisional status.
 - The baccalaureate degree major of the teacher and any other graduate certification or degree held.
 - Whether the child is provided services by paraprofessionals, and, if so, their qualifications.
2. You have a right to be notified if your child is taught by a teacher that is not "highly qualified" for four consecutive weeks.
3. Parents of English Learner Students: Parents of limited English Proficient (English Learner) students participating in a language instruction program have a right to be notified, not later than 30 days after the beginning of the school year, of the following:
 - the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
 - the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
 - how such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school, if applicable;
 - in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
 - information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such program upon their request, and the option parents have to decline to enroll their child in such program or choose another program or method of instruction, if available, and assisting parents in selecting among various programs if more than one program is offered.
4. Schools in Program Improvement or Corrective Action: Parents with children in any school that has been identified for Program Improvement or Corrective Action have a right to be notified as follows:
 - an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the LEA and the State educational agency involved;
 - the reasons for the identification;
 - an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
 - an explanation of what the LEA or State educational agency is doing to help the school address the achievement problem;
 - an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
 - an explanation of the parents' option to transfer their child to another public school, with transportation provided, or to obtain supplemental educational services for the child, as applicable. [20 USC 6311(h)(6), 34 CFR 200.1]

ATTACHMENT 9
LIST OF PESTICIDES

ATTACHMENT 10

(Districts offering grades 9-12)

EXIT EXAM: DATE, REQUIREMENTS FOR PASSING,
CONSEQUENCES OF NOT PASSING,
CONDITIONS OF GRADUATION

ATTACHMENT 11

(Districts offering grades 9-12)

COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION

(Cannot be more than one page in length.)

Provide the following:

- (1) A brief explanation of the college admission requirements.
- (2) A list of the current University of California and California State University Web sites that help pupils and their families learn about college admission requirements and that list high school courses that have been certified by the University of California as satisfying the requirements for admission to the University of California and the California State University.
- (3) A brief description of what career technical education is, as defined by the department.
- (4) The Internet address for the portion of the Web site of the department where pupils can learn more about career technical education.
- (5) Information about how pupils may meet with school counselors to help them choose courses at their school that will meet college admission requirements or enroll in career technical education courses, or both.

Note: For purposes of this section, "college admission requirements" means the list of courses that satisfy the subject requirements for admission to the California State University and the University of California.

High School Curriculum Notification (AB 428): UC/CSU College Admission Requirements

To determine the subjects that meet the following college admission courses as certified by the University of California (UC), please visit your respective high school website or log on to the following website: <https://doorways.ucop.edu/list/>

- a. **History / Social Science, 2 years required:** 2 years of history/social science to include 1 year of U.S. history or ½ year of U.S. history and 1/2 year of civics or American government; and 1 year of world history, cultures, and geography.
- b. **English, 4 years required:** 4 years of college preparatory English which include frequent and regular writing, and reading of classic and modern literature, poetry and drama. Not more than 2 semesters of 9th grade English can be used to meet this requirement.
- c. **Mathematics, 3 years required, 4 years recommended:** 3 years, including elementary algebra, geometry and second year (advanced) algebra. Math courses taken in the 7th and 8th grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.
- d. **Laboratory Science, 2 years required, 3 years recommended:** 2 years providing fundamental knowledge in at least two of these three areas: biology, chemistry, and physics. Laboratory courses in earth/space sciences are acceptable if they have as prerequisites or provide basic knowledge in biology, chemistry or physics. Not more than 1 year of grade 9 laboratory science can be used to meet this requirement.
- e. **Foreign Language, 2 years required, 3 years recommended:** 2 years of the same foreign language. Courses should emphasize speaking and understanding and include instruction in grammar, vocabulary, reading, and composition.
- f. **Visual and Performing Arts, 1 year required:** 1 year of art, dance, drama/ theater, or music.
- g. **College Preparatory Elective, 1 year required:** 1 year in addition to those required in "a–f" above, chosen from the following areas: visual and performing arts, social science, English, advanced mathematics, laboratory science, and languages other than English (a third year in the language used for the "e" requirement or 2 years of another language).

On-Line Resources for Postsecondary Education

Applying for College and Financial Aid

- www.collegeboard.com Information about applying to college (calendars and action plans), financial aid, registering for the SAT, comparing schools.
- www.csumentor.com Admission requirements for each California State University campus, financial aid options, and on-line application.
- www.calstate.edu/datastore/guides.shtml A CSU step-by-step guide for getting to a 4-year university.
- www.universityofcalifornia.edu/admissions Admission requirements, scholarship opportunities, dates and deadlines, information on each campus, and on-line application.
- www.ucop.edu/sas/elc UC Local Context Program. One of three paths to freshman eligibility to UC, along with Eligibility in the Statewide Context and Eligibility by Examination Alone.
- http://www.universityofcalifornia.edu/admissions/undergrad_adm/apply/how_apply/personal_statement.html
Tips on writing your UC personal statement.
- <http://pathstat1.ucop.edu/ag/a-g/index.html> "A-G" subject area requirements guide—The classes you need to take.
- http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html
UC certified course list. The lists include the courses that have been certified as fulfilling the "a-g" subject requirements for admission to the University of California as a freshman. The lists also indicate courses that are UC certified honors courses.
- www.fafsa.ed.gov Information on applying for federal and state financial aid. Obtain an on-line PIN (Personal Identification Number) access code at www.pin.ed.gov.
- www.csac.ca.gov California Student Aid Commission website offering information on financial aid options through the state.
- www.fastweb.com Database of local and national scholarships.

Applying for Community College and Financial Aid

- www.losrios.edu/ Los Rios Community College District includes:
American River College: www.arc.losrios.edu/; Cosumnes River College: www.crc.losrios.edu/; Folsom Lake College: www.flc.losrios.edu/;
Sacramento City College: www.scc.losrios.edu/; Sierra College, Rocklin www.sierracollege.edu/
- Community Colleges Outside the Sacramento Area www.cccco.edu,
- Independent California Colleges and Universities: Research private colleges in California www.aiccu.edu
- A community college website focusing on financial aid www.icanaffordcollege.com/applications/homepage2.cfm.

Other Important Resources

- <https://web1.ncaa.org/eligibilitycenter/common/> NCAA eligibility information for student athletes.
- https://web1.ncaa.org/eligibilitycenter/general/wfset_ncaa_gen3.jsp NCAA Guide for the College-Bound Student-Athlete
- Your High School Career Center

Career Technical Education (CTE)

Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society.

To learn more about CTE, log on to: <http://www.cde.ca.gov/ci/ct>.

Choosing the Right Courses Students are encouraged to contact their school counselor to assist with creating a strategic plan that best meets the student's individual course needs. In addition, your school's Career Center maintains an extensive library of information and resources pertaining to college and workforce preparation.