



**San Diego Unified**  
SCHOOL DISTRICT

# Facts for Parents



# 2018-2019

Important Annual Updates and  
Required Universal Form

# Important Dates for the 2018-2019 School Year

Dates in 2018-2019 are subject to change. Parents or guardians will be notified by their child's school about minimum days and pupil-free staff-development days.

TRADITIONAL SCHOOL YEAR	YEAR-ROUND SCHOOL YEAR
<b>August</b> 27 ..... First Day of School for Students	<b>August</b> 27 ..... First Day of School for Students
<b>September</b> 3 ..... <b>Holiday:</b> Labor Day	<b>September</b> 3 ..... <b>Holiday:</b> Labor Day
<b>November</b> 12..... <b>Holiday:</b> Veterans Day Observance 19-23..... Thanksgiving Break	<b>November</b> 12..... <b>Holiday:</b> Veterans Day Observance 19-23..... Thanksgiving Break
<b>December</b> 24 ..... First Day of Winter Break	<b>December</b> 24 ..... First Day of Winter Break
<b>January</b> 7 ..... School Resumes 21..... <b>Holiday:</b> Martin Luther King Jr. Day	<b>January</b> 21..... <b>Holiday:</b> Martin Luther King Jr. Day 22 ..... School Resumes
<b>February</b> 15..... <b>Holiday:</b> Lincoln Day 18..... <b>Holiday:</b> Washington Day	<b>February</b> 15..... <b>Holiday:</b> Lincoln Day 18..... <b>Holiday:</b> Washington Day
<b>March</b> 25 ..... Spring Break Begins	<b>March</b> 25 ..... Spring Break Begins
<b>April</b> 1..... School Resumes	<b>April</b> 24 ..... School Resumes
<b>May</b> 24 ..... Non-Instructional Day (No School) 27 ..... <b>Holiday:</b> Memorial Day	<b>May</b> 24 ..... Non-Instructional Day (No School) 27 ..... <b>Holiday:</b> Memorial Day
<b>June</b> 11 ..... Last Day of School	<b>July</b> 4 ..... <b>Holiday:</b> Independence Day 19..... Last Day of School

# Key Contacts

## FOR PARENTS/GUARDIANS

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

## OTHER OFFICES

Board of Education Office.....	<a href="http://www.sandiegounified.org/board">www.sandiegounified.org/board</a> .....	619-725-5550
Office of the Superintendent .....	<a href="http://www.sandiegounified.org/superintendent">www.sandiegounified.org/superintendent</a> .....	619-725-5506
Legal Services Office .....	<a href="http://www.sandiegounified.org/legal">www.sandiegounified.org/legal</a> .....	619-725-5630

## GENERAL INFORMATION

District Office/Directory Assistance.....	619-725-8000
---	--------------

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

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

# Table of Contents

<b>A.</b>	Welcome Parents and Guardians. ....	1
<b>B.</b>	Discrimination, Harassment and Bullying Policies .....	2
<b>C.</b>	Uniform Discipline Plan. ....	5
<b>D.</b>	Health Requirements .....	6
<b>E.</b>	Parent/Guardian Rights and Responsibilities .....	9
<b>F.</b>	Student Records and Rights .....	12
<b>G.</b>	Elementary and Secondary Education Act (ESEA) .....	15
<b>H.</b>	English Learner Program Option .....	16
<b>I.</b>	At School.....	17
<b>J.</b>	Attendance .....	19
<b>K.</b>	Technology .....	20
<b>L.</b>	Forms and Instructions .....	23
	Universal Form (required).....	24
	Pesticide Use Notification Form (optional) .....	25

# A. Welcome Parents and Guardians



As we start the 2018-2019 school year, let me personally welcome you and your family to the San Diego Unified family of schools. -- Superintendent Cindy Marten



I speak for the thousands of hardworking principals, teachers and support staff when I say we appreciate the trust you have placed in us, and nothing is more important to us than the education of your children. The students in your family are going to have an amazing year!

San Diego Unified is fueled by the values we share. We will ensure your student develops the skills, motivation, curiosity and resilience to succeed in his or her choice of college and career and to participate in the society of tomorrow. To find out more about shared commitments, please read our Vision 2020 plan for Quality Schools in Every Neighborhood at [www.sandiegounified.org/vision2020](http://www.sandiegounified.org/vision2020).

Parents play a vital role in the success of our efforts, so please continue to make sure your child attends school daily, on time and ready to learn. Your student's school can provide all the information you need about schedules and important safety rules and regulations.

San Diego Unified welcomes parent involvement, so we are providing you with this guide, our Facts for Parents. Please read this booklet and keep it as a reference throughout the year. The district website, [www.sandiegounified.org](http://www.sandiegounified.org), also has valuable information about our schools, the various programs we offer, our community initiatives, policies and procedures, and extensive resources for parents.

Throughout the year, we look forward to hearing from you about how we are doing. Our Quality Assurance Office is available at any time to provide assistance with answering questions, providing information or resolving concerns that cannot be addressed at your student's school. This is part of our commitment to create school environments that are worthy of all our students.

Once again, we welcome your family and look forward to working together to ensure that all students have access to the world class education they deserve.

Sincerely,

Handwritten signature of Cindy Marten.

Cindy Marten, Superintendent

## B. Discrimination, Harassment and Bullying Policies

### Notice of Student Nondiscrimination

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or immigration status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

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

### Student Sexual Harassment Policy

San Diego Unified is committed to making the schools free from sexual harassment and discrimination. The district's sexual harassment policy applies to all students enrolled in the district. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual ha-

arrassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

The Superintendent or his/her designee shall ensure that students receive age-appropriate instruction about their rights to be free from sexual harassment. Students shall also receive the district procedure/regulation for reporting sexual harassment (including with whom a complaint should be filed).

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures/regulations.

When sexual harassment is reported, the district will take interim steps to stop harassment and protect the victim from further harassment pending the outcome of the complaint. Support services available for victims of harassment and assault may include counseling and support services and/or referrals (as needed), and other measures as appropriate, including separating the harassed student from the harasser, examining the routes each person must take to walk to their classes, and following up with

the harassed student to make sure the harassment has ended and that he/she is not subjected to retaliation.

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

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. State law requires a recommendation for expulsion for students who are found to have committed sexual assault or sexual battery, however, prohibits suspension and expulsion of students in the K-3rd grade for this conduct. Depending upon the nature of the confirmed conduct, the individual facts, and the age of the children involved, there could be a range of sanctions applied.

Appropriate discipline will be determined on an individual basis by the school site for conduct involving students in grade 3 and below.

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

### Site-based Resolution Process

Site-based investigation and resolution process is designed to encourage any student who believes he or she has been victimized but does not want to file a formal written complaint, to seek resolution at the site. However, a student or parent may file a formal complaint at any time without using the site-based process.

Upon receipt of a report of harassment, either in writing or orally, the site principal or administrator will take interim preventative measures/remedies to stop the harassment and protect the reporting party from further harassment pending the outcome of the investigation and res-

olution, conclude an investigation, and notify the reporting party in writing of the outcome of the investigation within 10 school days of the receipt of the report of sexual harassment.

## To File a Formal Discrimination or Sexual Harassment Complaint

### 1. Filing a complaint:

A complaint may be filed by a student or a parent/guardian by obtaining a copy of the Uniform Complaint Form (Administrative Procedure 1700) from the school, Quality Assurance Office, the district's Legal Office or on the San Diego Unified website, [www.sandiegounified.org/legalforms](http://www.sandiegounified.org/legalforms). Remedies available outside of the district are listed in this procedure.

### 2. Investigation:

San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination allegations and provide a written report within 60 days from the date the report was filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures/regulations and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.

### 3. Action:

When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the Superintendent, or designee, will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated, the Superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential to the extent possible. The person filing

the complaint may also pursue action in civil court. The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

A student or parent/guardian who has a complaint of discrimination or sexual harassment shall immediately contact his/her teacher or any other district employee. If the complaint cannot be resolved, or at any time the student or parent/guardian may contact:

Title IX Coordinator/Uniform

Complaint Compliance Officer  
San Diego Unified School District  
4100 Normal Street, Room 2129  
San Diego, CA 92103  
619-725-7225  
[lryan@sandi.net](mailto:lryan@sandi.net)

## Bullying and Intimidation Prohibition Policy

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

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

Any staff member who observes, overhears or otherwise witnesses such actions or to whom such actions have been reported must take prompt and

appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable administrative procedures/regulations.

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

For more information and to read the procedures, visit [www.sandiegounified.org/bullying](http://www.sandiegounified.org/bullying).

## How to File a Bullying Complaint

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

Students, parents or guardians should report any act of bullying by a student, staff member or third party to any responsible school official, such as the school principal, vice principal, counselor or teacher and/or the report may also be submitted online at [www.sandiegounified.org/bullying](http://www.sandiegounified.org/bullying). The Quality Assurance Office (QAO) may also be contacted at any time (619-725-7211).

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

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

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

At any time during the informal resolution process, students, parents, or guardians may choose to file a Uniform Complaint. See “How to File a Uniform Complaint” for more information.

## How to File a Uniform Complaint

At any time during the informal resolution process, students, parents or guardians may file a Uniform Complaint form, which can be obtained from the school, Quality Assurance Office, or on the San Diego Unified website [www.sandiegounified.org/legalforms](http://www.sandiegounified.org/legalforms).

### 1. Investigation:

The district will immediately undertake an effective, thorough, and objective investigation of the allegations and provide a written report within 60 days of when the complaint was filed. The report will include a summary of the facts, a decision on the complaint, reason for the decision and, if applicable, corrective actions that have or will be taken, including remedies for the victim. The complainant has the right to present witnesses and evidence.

### 2. Action:

If the district determines that its policies prohibiting discrimination, harassment, or bullying have been violated, disciplinary action, up to and including expulsion or dismissal will be taken. Remedies will also be provided to the victim and remedial action(s) will be required of the school site.

**3. Remedial actions** will be taken that are designed to end the harassment, prevent its recurrence and address its effects on the harassed student.

**4. Follow-up** with the students will occur to ensure harassment has stopped and that there is no retaliation.

The district prohibits retaliation against any participant in the complaint process including witnesses. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in the processing of a discrimination, harassment, or bullying complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

The Uniform Complaint form should be filed with the following department:

### Title IX Coordinator/Uniform Complaint Compliance Officer

San Diego Unified School District  
4100 Normal Street, Room 2129  
San Diego, CA 92103  
619-725-7225  
[lryan@sandi.net](mailto:lryan@sandi.net)

## Annual Notification of the Uniform Complaint Procedures (UCP)

[Applicable for students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.] The San Diego Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

San Diego Unified shall investigate and seek to resolve complaints, using policies and procedures known as the Uniform Complaint Procedures (UCP), adopted by the Board of Education, of allegations of unlawful discrimination, harassment, intimidation or bullying regarding actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, sexual orientation, actual or perceived potential parental, family or marital

status, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, Safety Planning Requirements, required instructional minutes for physical education, rights of lactating students, the Local Control and Accountability Plan, and matters pertaining to the rights of foster youth.

In addition, the UCP may also be used to file a complaint alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

- “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
- “Pupil fee” means a fee, deposit or other charge imposed on pupil, or a pupil’s parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
  - A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity,



regardless of whether the class or activity is elective or compulsory, or is for credit;

- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment; and
- A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

A pupil fee complaint shall be filed not later than one year from the date the alleged violation occurred. Complaints must be filed in writing to:

**Title IX Coordinator/Uniform Complaint Compliance Officer**

San Diego Unified School District  
4100 Normal Street, Room 2129  
San Diego, CA 92103  
619-725-7225  
[lryan@sandi.net](mailto:lryan@sandi.net)

Complaints alleging discrimination, harassment, intimidation or bullying must be filed within six months from the date the alleged discrimination, harassment, intimidation or bullying occurred or the date the complainant first obtained

knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying, unless the time for filing is extended by the Superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within 60 days from the receipt of the complainant. This 60-day time period may be extended by written agreement of the complainant. The Local Education Authority (or LEA; in this case the San Diego Unified School District) person is responsible for investigating the complaint and shall conduct and complete the investigation in accordance with the California Code of Regulations sections 4630-4631 and 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's decision to the California Department of Education by filing a written appeal within 15 days of receiving the LEA's decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's decision.

Civil law remedies may be available under state or federal discrimination,

harassment, intimidation or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to the Education Code section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the San Diego Unified School District's UCP policy and complaint procedures shall be available free of charge.

### Students Speaking Out

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

## C. Uniform Discipline Plan

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

al proficiency, honesty, and life-long learning.

### All Students Have a Right to a High-Quality Education

The right to a high-quality education ensures that school disciplinary measures will not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff. One objective of discipline in schools is to assist students in learning and displaying self-discipline or control of their own behavior. Attainment of this objective depends on the good judgment and compassion of teach-

ers, understanding and leadership by administrators, and the support of all parent(s)/guardian(s) within the community. Success with the Uniform Discipline Plan is predicated on the belief that it will be openly communicated and implemented as a cooperative effort between parent(s), guardian(s), students, and staff.

District programs and schools will make every reasonable effort to correct student misbehavior through site-based resources at the lowest possible level, and support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior.

Teachers can address the vast majority of disciplinary issues at the classroom level. In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and match the severity of the student’s misbehavior.

School and district officials must make sure that disciplinary due process rights are explained to students and parents. A failure to provide students and parents/guardians with due process could possibly result in a breakdown of trust between schools and some students, families, and communities they serve. To ensure effective relationships and adequate communication in student disciplinary matters, there should be consideration and respect for:

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

While San Diego Unified strives to keep parents/guardians involved and informed, it is sometimes necessary and

appropriate for school officials and/or law enforcement officers to speak to students without first notifying their parents. These officials are not required to obtain parental permission prior to speaking to students regarding school matters.

## Suspension

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

For information regarding specific violations that may result in suspension and related procedures, please consult the Uniform Discipline Plan or San Diego Unified Administrative Procedure 6290.

## Expulsion

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

1. Possessing, selling or furnishing a firearm
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance

4. Committing or attempting to commit a sexual assault or committing a sexual battery
5. Possession of an explosive

All other recommendations for expulsion are at the principal’s discretion and must address additional findings as stated in the California Education Code. State law requires a recommendation for expulsion for students who are found to have committed sexual assault or sexual battery, however, prohibits suspension and expulsion of students in the K-3rd grade for this conduct. Depending upon the nature of the confirmed conduct, the individual facts, and the age of the children involved, there could be a range of sanctions applied. Appropriate discipline will be determined on an individual basis by the school site for conduct involving students in grade 3 and below.

For information regarding specific violations that may result in a recommendation for expulsion and related procedures, please consult the Uniform Discipline Plan or San Diego Unified Administrative Procedure 6295.

All documents mentioned in the section can be found on the San Diego Unified website at [www.sandiegounified.org/uniformdiscipline](http://www.sandiegounified.org/uniformdiscipline).

# D. Health Requirements

## Health/Vision Screenings

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

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

*Please note:*

1. Vision screenings may be performed by either a school district nurse or

by trained staff of “Vision to Learn,” a non-profit group that contracts with the District.

2. In some schools, an optometrist may be available to examine children who fail their vision screen, and glasses may be available if these are determined to be required.
3. There is no cost for vision screens, vision examinations (in select schools) or for provision of glasses (in select schools). Reimbursement for vision examination or eye glasses services may be sought through Medi-Cal or Children’s Health Insurance Program, but lack of such insurance will not be a factor in receiving services.

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

## Immunization (Shot) Requirements

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

keeps track of immunizations (shots).

Check with your pediatrician, family physician, or medical clinic to make sure your child is fully immunized. Your child will be excluded from attending school if these requirements are not met. See Table 1: Immunization Requirements by Age and Grade for specific requirements.

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

## Kindergarten Physical Exam

California's Child Health and Disability Prevention (CHDP) Program requires all school aged children to have a physical exam on record with the school. San Diego Unified has made this a requirement for kindergarten. Please submit a copy of your child's medical checkup to the school when you register for kindergarten or as soon as it is completed during kindergarten.

You are encouraged to obtain this exam by kindergarten entry to make sure that your child is healthy and ready to learn. Transitional kindergarten students who submit a physical exam will fulfill this requirement for kindergarten.

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

## K-1 Dental Exam (OHA)

Effective January 1, 2007, an Oral Health Assessment (OHA) by a

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

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

## Pediculosis Policy (Head Lice)

The problem of head lice (pediculosis) is ongoing and can be difficult to control at home and at school. Even though head lice and nits (eggs) are not a threat to health, they are a frustrating nuisance. Prompt treatment of students with a positive diagnosis of head lice ensures minimal disruption of their education. When a student is identified as having head lice, the student will be sent home at the end of the school day for treatment. It is the responsibility of the parent to treat and control head lice infestation. Key to success in controlling head lice, with small chance of recurrence, is in the removal of all nits after the use of the pediculicide. After treatment at home, it is mandatory for the student to return to school the next day, via the health office, for inspection. The student may return to class provided the head lice have been treated and there are no live lice in the hair, even if nits (eggs) are still present. Parents are encouraged to continue removing nits until the problem is resolved.

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

## Control of Communicable Diseases

The district is required to cooperate with the County of San Diego Health and Human Services Agency to prevent and control communicable diseases in school-age children.

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

## Availability of Condoms (BP5141.25)

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

Public health statistics and reports indicate that a significant number of young people in their early teens are involved in activities that put them at risk for negative health outcomes (such as STI infection and unintended pregnancy). Although the District does offer education that emphasizes abstinence as the only 100 percent effective method of preventing infection and/or pregnancy, the District also realizes that not all students will practice abstinence and therefore should be instructed that a condom properly used does provide

protection against sexual transmission of HIV/STIs and from unintended pregnancy. In view of these facts, and in collaboration with medical and public health authorities, the Board of Education enacted a policy to make condoms available for secondary school students (grades 6-12), unless parents or guardians contact the school in writing denying permission. Condoms will be available at no cost to students who request them unless you, as the parent or guardian, withdraw permission by submitting a written and signed letter to the Registered School Nurse at any time. In making condoms available, the District assumes no liability.

## Administration of Medications

The California Education Code states that any student who is required to take medication prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the district receives:

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

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

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

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

**Medication at home:** The parent or guardian of a student on a continuing medication regimen at home is required to inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. The information is gathered annually on the Health Information Exchange form distributed at the beginning of each year. Notification is required to your child's school when new medications are started at any time during the school year.

## Absence from School for Illness

Some students with recurrent or ongoing health problems can miss many days of school because of symptoms of illness. When a student misses 18 days or more in a school year (or more than 9 days in a half-year), school personnel may require parents to provide the school with a doctor's explanation of the symptoms that keep the student from attending school. The purpose of this information is to help school health personnel understand the underlying medical symptoms so that they can explore how the student's health needs can be met, yet still provide that student with an education. School health and educational personnel will then

work collaboratively with the student's parent/guardian and the student's managing doctors to design a customized plan that meets the student's health and educational needs.

## Interscholastic Sports Physical Exam

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

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

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

## Concussions

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

## Health Instruction

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

Prior to instruction, parents have oppor-

**TABLE 1: IMMUNIZATION REQUIREMENTS BY AGE AND GRADE**

<b>VACCINE</b>	<b>AGES 4-6</b> Entering Elementary School at Transitional Kindergarten, Kindergarten, and Above	<b>AGES 7-17</b> Entering Elementary or Secondary School	<b>7th Grade**</b>
<b>Polio</b> (OPV or IPV)	<b>4 Doses</b> (3 doses OK if one was given on or after 4th birthday)	<b>4 Doses</b> (3 doses OK if one was given on or after 2nd birthday)	
<b>Diphtheria, Tetanus, Pertussis</b> (DTaP, DTP, or Tdap)	<b>5 Doses of DTaP, DTP, or DT</b> (4 doses OK if one was given on or after 4th birthday)	<b>4 Doses of DTaP, DTP, DT, Tdap, or Td</b> (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7th birthday for all 7th-12th graders)	<b>1 dose of Tdap, DTP,</b> (Or DTP/DTaP given on or after the 7th birthday)
<b>Measles, Mumps, Rubella</b> (MMR or MMRV)	<b>2 Doses</b> (Both doses given on or after 1st birthday)	<b>2 Doses*</b> (Both doses given on or after 1st birthday)	<b>2 Doses*</b> (Both doses given on or after 1st birthday)
<b>Hepatitis B</b> (Hep B or HBV)	<b>3 Doses*</b>		
<b>Varicella (chickenpox, VAR, MMRV or VZV)</b>	<b>2 Doses*</b>	<b>2 Doses*</b>	<b>2 Doses*</b>

\* Pending passage of State Legislation \*\* New admissions to 7th grade should also meet the requirements for ages 7-17 years

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

**Insurance**

San Diego Unified does not provide medical or dental insurance coverage for students injured on school premises, while under school jurisdiction or while participating in school district activities. There may be limited accidental injury insurance for students participating in authorized, school-sponsored field trips. In the event of injury, contact Risk Management at 858-627-7345 with questions regard-

ing field trip insurance. For families without medical or dental insurance, individual student policies may be purchased at reasonable rates through a private insurance company. Call 1-800-367-5830 or visit [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com) for details.

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

**Free Breakfast and Lunch**

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

To apply, complete a Free and Reduced-Price Meal Application online at [www.sandiegounified.org/food](http://www.sandiegounified.org/food), or

request an application packet from your child’s school office or cafeteria, or from the Food Services office located at Revere Center, 6735 Gifford Way, Room #5, San Diego, CA 92111.

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

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

## Unpaid Meal Charge Policy

Elementary student meal prices are \$1.50 for breakfast and \$2.25 for lunch. Students are expected to have money on their account or pay cash. While we will never deny an elementary student a meal, the steps outlined below will be taken to collect unpaid meal charge debt.

Middle and high school students meal prices are \$1.50 for breakfast and \$2.75 for lunch. Students are expected to have money on their account or pay cash, however they are able to owe up to \$30.00 before they will not receive a meal. The steps outlined below will be taken to collect unpaid meal charge debt.

Phone calls and emails will be sent out weekly for any balance, emails or letters with information on how to apply for free or reduced meals will be mailed out monthly for balances over \$25.00.

If a student qualifies for free or reduced meals but incurred any

unpaid meal debt prior to receiving notification of eligibility the family is still required to pay.

## Asbestos Awareness

Asbestos Hazard Emergency Response Act (AHERA) Notification: The district has established an effective asbestos management program in compliance with the Asbestos Hazard Emergency Response Act. Efforts include periodic six-month surveillances, mandatory three year re-inspections by EPA-certified inspectors, and ongoing operations and maintenance activities to ensure protection for building occupants, custodians and maintenance workers as recommended and supported by the EPA.

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

Questions regarding the management plans or asbestos conditions should be addressed to the Safety, Training, Personnel and Environmental Compli-

ance Department at 858-627-7174.

## Pesticide Use

The district complies with the California Healthy Schools Act requiring use of effective and least toxic pest management practices and annually communicating to parents/guardians of students enrolled at district schools a list of all pesticides that may be applied at their site.

Parents or guardians may request advanced notification of individual pesticide applications for their school site. Those who register will be notified at least 72 hours before pesticides are applied. Refer to the optional Pesticide Use Notification Form at the back of this booklet to be added to the registry. Please note: in an emergency that requires spraying of pesticides, site staff will be notified and signs will be posted; however, those listed on the registry will not be notified.

For more information about the district's Integrated Pest Management, visit [www.sandiegounified.org/ipm](http://www.sandiegounified.org/ipm).

# E. Parent/Guardian Rights and Responsibilities

## Family Involvement

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

Parents or guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights and responsibilities are

outlined in Education Code Section 51101 as follows:

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

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

**Volunteering:** Parents or guardians have the right to volunteer their time and resources for the improvement

of school facilities and programs. Parents or guardians should contact the school to determine the terms and conditions of this service.

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

## Statewide Testing

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

## California Assessment of Student Performance and Progress

### • Smarter Balanced Assessment Consortium Assessments

The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

### • California Science Tests (CAST)

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

### • California Alternate Assessments (CAA)

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

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

## English Language Proficiency Assessments for California

California transitioned from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

### Physical Fitness Test

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

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

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

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

**Student Academic Progress:** Parents or guardians have the right to be informed of their child's academic

progress in school and of the persons to contact if they need more information or assistance with their child.

**Retention:** Parents or guardians have the right to be notified as early in the year as practicable if their child is being identified as being at risk for retention (being held back), to consult with school personnel regarding decisions about retention, and the right to appeal such a decision.

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

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

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

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

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

**Councils and Committees:** Parents or guardians, including those whose first language is not English, have the right

to participate as members of advisory committees, school site council or site-based management leadership team in accordance with established rules and regulations for membership. Parents or guardians also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

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

This constitutional right of free access encompasses all educational activities, whether curricular or extra-curricular, regardless of whether credit is awarded for the educational activity.

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

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

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

This policy shall include, but is not limited to:

- how parents or guardians and the school will help students to achieve academic and other standards

- how the school will provide high-quality curriculum and instruction in a supportive learning environment to all students

- what parents or guardians can do to support their child’s learning environment, including but not limited to:

*-monitoring school attendance*

*-monitoring homework completion*

*-encouraging participation in extracurricular activities*

*-monitoring and regulating television viewing*

*-planning and participating in activities at home that are supportive of classroom activities*

*-volunteering at school*

*-participating in decision-making process at school*

Education Code Section 51101(d) states: “This section does not authorize a school to inform a parent or guardian...or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.”

## Parent Concerns and Inquiries

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

For information or assistance, please contact QAO at 619-725-7211 or visit [www.sandiegounified.org/qao](http://www.sandiegounified.org/qao).

## Translation Services

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

## Course of Study, TK-12

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

## Graduation and Post-Secondary Planning

During the 7th through 12th grades, each student will participate in an annual process to select their courses for the following school year. School counselors will inform students of graduation requirements, Career Technical Education (CTE) courses, college admissions requirements and other post-secondary options for students in accordance with state law. To graduate from a San Diego Unified School District high school, a student must complete: “a-g” coursework, additional state required subject coursework, a minimum of 44 credits, and a minimum 9th-12th Weighted Grade Point Average (WGPA) of 2.00. For more detailed information on the district’s graduation requirements, visit [www.sandiegounified.org/graduation](http://www.sandiegounified.org/graduation).



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

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

Parents or guardians have the right to be informed of the student’s immediate and long-range educational and career plans. This information can be provided by their student’s school counselor. Students in all grade levels are encouraged to seek higher education. School counselors can assist families in accessing college information along with the California State University system website at [www.calstate.edu/college](http://www.calstate.edu/college), and the University of California system website at <http://admission.universityofcalifornia.edu> and the San Diego Community College District system at [www.sdccd.edu](http://www.sdccd.edu). Financial aid information can be found at [www.studentaid.ed.gov](http://www.studentaid.ed.gov) and [www.csac.ca.gov](http://www.csac.ca.gov).

## Interdistrict Attendance Permit (Interdistrict Transfer)

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

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

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

## Alternative Schools Notice

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the

Education Code defines “alternative school” as a school or separate class group within a school that is operated in a manner designed to:

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy
- Recognize that the best learning takes place when the student learns because of his or her desire to learn
- Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by him or her totally and independently or may result in whole or in part from a presentation by his or her teachers of choices of learning projects
- Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process
- Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located

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

# F. Student Records and Rights

## Release of Student and Parent/Guardian Information

Unless parents or guardians request otherwise, directory-type information will be released to authorized individuals and organizations indicated in *Table 2 Protection of Student Rights*. Parents or guardians who prefer this type of information not be released need to notify the school office in writing within two weeks after receiving this publication.

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

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

Notification to opt out can be made by:

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

For further details on release of directory-type student information,

refer to district Procedure AR 5125.1, available at your school or on the website at [www.sandiegounified.org/procedures](http://www.sandiegounified.org/procedures). The district will attempt to contact a student's parent or guardian prior to disclosing information pursuant to subpoena and, when appropriate, court order, if they have not already been made aware.

## Access to Student Records

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

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

- School and district personnel (including contractors, consultants or volunteers who perform institutional services under the direct control of the district) with legitimate educational interests (i.e. one in which the assigned duties and responsibilities of the individual require that he/she have access to student records)
- Specified federal and state educational administrators
- Law enforcement or other public safety agencies with lawful access

Parents or guardians have the right to file a complaint with the U.S. Depart-

ment of Education concerning alleged failures of the school district to comply with FERPA. The address of that office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W, Washington, D.C., 20202. 1-800-USA-LEARN (1-800-872-5327).

## Retention of Student Records

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

## Student Records

The following records are kept for each student:

- Enrollment information including date and place of birth and address/residence information
- Attendance and health records
- Cumulative record of test scores, grades, subjects and courses taken and disciplinary notations, if appropriate
- Records required for special education programs
- Teacher observations regarding student progress and educational program participation

Parents or guardians may review and discuss these records with school personnel during the regular school day by calling the school office for an appointment. The district will provide access to student records within five business days following the date of the request. Qualified personnel will be available to interpret records if

requested. Any concern regarding the accuracy or appropriateness of any records should be discussed with the principal.

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

Parents, guardians, and students over 18 may obtain copies of student records for a fee of 10 cents per page. The records listed above will be forwarded to any other school in which the child enrolls within 10 school days of the request of the new school district.

## Obtaining a Report Card or Transcript

Elementary, middle and high school report cards and transcripts are available by contacting the school of attendance. Please allow five working days for processing requests. When schools are not in session during the summer, please contact the Quality Assurance Office at 619-725-7211 for information.

For more information, visit: [www.sandiegounified.org/qao](http://www.sandiegounified.org/qao).

## Protection of Student Rights

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

Amendment, 20 USC 1232h).

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

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

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

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

Your consent may have been provided to the district when you registered your student for school, as part of your back-to school paperwork, or during the IEP/IFSP development and review process (if applicable). **All information that is shared is encrypted and transmitted securely** to both our vendor and to DHCS. The education records that may be shared as a result of our participation in this program include:

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

You have the right to withdraw your consent to disclose your student's information at any time—feel free to visit your school's front desk to discuss this program. **Please note that students will not be denied services they require to attend school, and parents will never be billed by the school district for services provided as a result of your consent, or non-consent.** Further, while Medi-Cal reimbursing the district for select health services, your child's Medi-Cal benefits should not be impacted in any way. We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school, and then use this funding to expand services that are available to all students.

### Additional notes:

- Confidentiality & Privacy. The district's reimbursement recovery vendor is bound by a contract that contains specific provisions to keep students records confidential, ensuring information is not used or disclosed inappropriately; further, our vendor is HIPAA compliant. In addition, the district and DHCS are bound by agreements that include specific provisions about the use of

the information shared in this program, and governing security protocols.

- Third Party Liability. If your student is enrolled in Medi-Cal and is also covered by a third-party insurer, DHCS may attempt to recover third party liability if they pay a school-based claim submitted by us. This occurs due to the assignment of third-party liability rights that was provided when your application to Medi-Cal was approved.

## Williams Settlement Legislation

Williams Settlement legislation requires sufficient instructional materials in English language arts, mathematics, science and history/social science, health and world language in grades 9-12; laboratory equipment for laboratory classes in grades 9-12; maintain clean, safe facilities in good repair; and take measures to guarantee all students have qualified teachers.

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

# G. Elementary and Secondary Education Act (ESEA)

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

## Education of Students in a Homeless Situation or Foster Care

### Students Living in a Homeless Situation

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

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

- Living with a friend, relative or someone else because they lost their home or cannot afford housing
- Staying in a motel, hotel or campground due to a lack of adequate

alternative accommodations

- Living in an emergency or transitional shelter or a domestic violence shelter, or are awaiting foster placement
- Staying in a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Living in a car, park, public space, abandoned building, bus or train station or similar setting
- Unaccompanied youth not in the physical custody of a parent/guardian, who is in transition as defined above

### Students Living in a Homeless Situation or Foster Care

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

were last enrolled), unless it is against the parent's/guardian's/Ed Rights Holder wishes.

- Students can remain in their school of origin the entire time they are in transition and until the end of any academic year in which they move into permanent housing (homeless) or until their foster case is closed. If the student is in high school, the student can remain in their school of origin until the student graduates.
- Students may also choose to enroll in any public school that students living in the same attendance area as the student's temporary home are eligible to attend. If a student in transition chooses to enroll in the neighborhood school of his/her temporary residence, this neighborhood school becomes the resident school/school of origin for the student for any further changes of residence.
- If a student is sent to a school other than the school of origin or the school requested by a parent/ guardian/Ed Rights Holder, the district provides a written explanation of its decision and the right to appeal, if the parent/guardian disputes the placement.
- The district liaison for students in transition assists unaccompanied homeless youth in selecting and enrolling in

## TABLE 2: RELEASE OF STUDENT INFORMATION

Individuals and Organizations Authorized to Receive Student Information (Unless prohibited by parent/guardian)	Student Information (Directory-Type)
<ul style="list-style-type: none"> <li>• Print media</li> <li>• Television</li> <li>• Radio</li> <li>• Other news organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Name and address</li> <li>• Height/weight of athletes</li> <li>• Interview comments and photographs of students participating in athletics and other school activities</li> <li>• Students receiving scholastic or other honors and awards</li> </ul>
<ul style="list-style-type: none"> <li>• District-level PTA</li> <li>• Teachers/school officials</li> <li>• Law-enforcement agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Name and address</li> <li>• Home phone of parent(s), if not unlisted</li> <li>• Email address</li> </ul>
<p>School-affiliated organizations (e.g., school foundations, school PTAs, School Site Councils). Student Information may not be disclosed to any third party.</p>	<ul style="list-style-type: none"> <li>• Name and address</li> <li>• Home phone of parent(s), if not unlisted, of students enrolled at the affiliated school</li> <li>• Email address</li> </ul>
<p>Employers or potential employers to whom a student has applied for employment.</p>	<ul style="list-style-type: none"> <li>• Name and address</li> <li>• Birth date and age</li> <li>• Email address</li> </ul>
<p>Military recruiters (upon request)</p>	<ul style="list-style-type: none"> <li>• Name and address</li> <li>• Home phone of parent(s), if not unlisted, of secondary students</li> </ul>
<p>Civic and nonprofit organizations that wish solely to recognize and/or award students with high academic achievement (e.g., honor roll students, valedictorians, salutatorians)</p>	<ul style="list-style-type: none"> <li>• Name, address and home phone number</li> <li>• Enrollment status</li> <li>• Degrees and awards received</li> <li>• Dates of attendance</li> </ul> <p><i>See Administrative Regulation 5125 for release of non-directory-type information</i></p>
<ul style="list-style-type: none"> <li>• Prospective grantors</li> <li>• Financial institutions to which students have applied for financial aid</li> </ul>	<ul style="list-style-type: none"> <li>• Name, address and home phone number</li> <li>• Enrollment status</li> <li>• Degrees and awards received</li> <li>• Dates of attendance</li> </ul> <p><i>See Administrative Regulation 5125 for release of non-directory-type information</i></p>

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

See Table 2: Release of Student Information for more information.

a school, after considering youth's wishes, and provides youth with notice of his/her right to appeal an enrollment choice contrary to their wishes.

- The district will immediately enroll students in transition, even if they do not have required documents, such as school records, medical records, proof of residency or other documents. Documents must be provided within 30 days of enrollment.

Please direct questions related to the education of homeless students to the Office of Children & Youth in Transition at 619-725-7326 or [cyt@sandi.net](mailto:cyt@sandi.net).

## Military Recruiters

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

Parents or guardians of secondary students have the option to restrict student directory information being released. Requests to restrict release of directory information must be submitted in writing to each child's school within two weeks of receiving this publication to make sure it's in effect by the first release of information each fall. Requests can be made by

indicating "opt out" on the enrollment form or submitting a written letter to the school office.

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

## Professional Qualifications of Teachers and Paraprofessionals

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

- If the teacher has met criteria for the grade levels and subject areas taught
- If the teacher is teaching under provisional status
- The baccalaureate degree major of the teacher and any graduate degree held by the teacher, and the field of discipline of that degree
- The student's level of achievement on state academic assessments

- If their child is provided services by paraeducators and, if so, their qualifications.

Submit requests to your child's school using the form available at the school or on the district's website at [www.sandiegounified.org/esea](http://www.sandiegounified.org/esea).

## Unsafe Schools Choice Option

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

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

# H. English Learner Program Option

## Elementary Instructional Programs

### Goals for Our English Learners

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

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

Designated ELD is provided during a protected time. Both ensure that ELs linguistic and academic needs are fully met" (p 10).

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

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

To support **Integrated ELD**, the CA ELD Standards reiterate that the goal for all English Learners is to read, analyze, interpret, discuss and create a variety of literary and informational text types. It is through these experiences that ELs develop an understanding of language as a complex and dynamic resource for making meaning, and that they develop language awareness, including an appreciation for their primary language as a valuable resource for learning English. We can expect students to demonstrate their knowledge and understanding of content through oral presentations, writing, and collaborative conversations.

**Designated ELD** is a protected time during the regular school day when teachers use the CA ELD Standards as the focal standards in ways that build into and from content instruction in order to develop critical English language skills, knowledge, and abilities needed for content learning in English. Designated ELD is not separate and isolated but rather is an opportunity to support ELs in developing the discourse practices, grammatical structures, and vocabulary necessary for successful participation in academic tasks in all content areas. Designated ELD—and only during Designated ELD—English Learners are grouped by language proficiency levels, so that

teachers are better able to strategically target students' language needs.

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

- Structured English Immersion (SEI): For ELs who are new to English or at the early levels of English proficiency
- International Center Programs: Offered at designated sites for students who are new to English and new to schooling, or are new to English and have had interrupted schooling
- Bilingual/Biliteracy
- Language Immersion/Dual Language Immersion
- Language Enrichment, such as:
  - International Baccalaureate (IB)*
  - World Language*
  - Language Pathways*
  - Extended Day*

For more information, visit [www.sandiegounified.org/duallanguage-programs](http://www.sandiegounified.org/duallanguage-programs).

## Secondary Instructional Programs

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

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

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

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

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

# I. At School

## Rules and Regulations of Individual Schools

Each school principal establishes

school rules and regulations that conform to the district discipline policy to make sure a school atmosphere is free from distraction and disruption. The

principal communicates the details of the district discipline policy, as well as the school rules and regulations, to parents/guardians, staff members and

students. The principal also ensures consistent, fair, and prompt enforcement with due regard for the rights of the individuals.

Students are required to conform to school regulations, obey all directions, be diligent in study, respect teachers and others in authority and refrain from the use of profane and vulgar language. Students are held accountable for their conduct on the way to and from school, on the playgrounds, school campuses, during recess and at school-sponsored activities.

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

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

## School Police

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

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

Crime prevention and intervention remain at the core of all School Police operations. Our goal is to educate and guide students through their

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

Our narcotics detection canine, “Blitz,” and his police officer partner make daily presentations to our children on the dangers of illegal drug use. Blitz is a beautiful and energetic 4-year-old German Shepherd, serving as the perfect attention-getter for children. We push for all students to know about our canine detection program, dissuading them from bringing drugs to school. Again, School Police strives to prevent crime, rather than waiting to arrest students.

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

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

## School Lockdowns & Crisis Response

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

The district’s state-certified school police department responds to every school lockdown. School Police

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

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

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

## Safety Plan

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

## School Accountability Report Card

All California public schools are required to provide information to the community through an annual School



Accountability Report Card (SARC). The SARC contains specific information about the condition and performance of the school from the previous school year. Parents or guardians may request a copy of the SARC at their student's school. In addition, SARCs can be found on the district's website at [www.sandiegounified.org/sarcs](http://www.sandiegounified.org/sarcs) and at the state's SARC website at [www.sarconline.org](http://www.sarconline.org).

## Comprehensive Sexual Health Education

Comprehensive sexual health education is provided by trained classroom teachers or community-based health educators in grade 6, grade 8, and high school. The curriculum in grade 6 includes age-appropriate information on puberty, reproductive anatomy, gender identity, sexual orientation, respectful relationships, HIV and sexually transmitted disease prevention, and communication skills. In addition to these topics, the grade 8 and high school curricula includes lessons on contraception, pregnancy alternatives, relationship abuse, and negotiation skills. All content is required by the California Healthy Youth Act (CA Ed Code 51930-51934).

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

## Special Education

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

The district is committed to providing eligible students a free appropriate public education consistent with fed-

eral and state laws, including those students enrolled in private schools, wards of the state, highly mobile students with exceptional needs, etc. For more information, visit [www.sandiegounified.org/special-education](http://www.sandiegounified.org/special-education) or call 619-725-7700.

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

In the event that the educational team and parents cannot agree on an IEP, the following options are available to the parents:

- **Ombudsperson**

The Office of Ombudspersons facilitates resolution of special education and section 504 issues. Ombudspersons are neither parent advocates nor district decision-makers, but work impartially with all parties to assist in the resolution of concerns related to students' special needs. Parents or guardians can reach an ombudsperson by contacting Special Education Complaint Resolution and Support at Ballard Center, 2375 Congress Street, San Diego, CA 92110, (619) 293-4431 or visit [www.sandiegounified.org/ombudsperson](http://www.sandiegounified.org/ombudsperson).

- **Due Process**

The parent may file for due process by contacting the Office of Administrative Hearings, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA, 95833, call 916-263-0880 or visit [www.dgs.ca.gov/oah/SpecialEducation](http://www.dgs.ca.gov/oah/SpecialEducation).

- **CA Department of Education**

If the team and parents or guardians feel that their child's IEP has

not been implemented properly or have other allegations of violation of special education law, they may file complaints directly with the California Department of Education, Special Education Division, 1430 N St., 2nd floor, Room 2401, Sacramento, CA 95814 or visit [www.cde.ca.gov/sp/se](http://www.cde.ca.gov/sp/se).

- **CA Department of Education**

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

## ADA, Section 504 Accommodations for Students

San Diego Unified School District acknowledges its responsibility under Section 504 of the Rehabilitation Act of 1973 to identify, review evaluative data, and provide reasonable accommodations to students with disabilities. The Section 504 coordinator at each school site can provide additional information and assistance. The District ADA/501 office can be reached at 619-362-3340.

## Students with Temporary Disabilities

**Instruction:** The district has a program to provide individualized instruction to students who are temporarily disabled and who must remain at home, in a hospital or other residential health facility. If the hospital or health facility is located outside the student's school district, the student will be considered to be in compliance with the residency requirements for the school district in which the hospital or facility is located. The parents or guardians must notify the school district where the student is temporarily residing for individualized instruction for the student.

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

**Assistive devices:** Occasionally students may need to use assistive devices such as crutches, wheelchairs, casts, walking boots to attend school. To reduce risk to a student and others, parents or guardians will provide notification from a physician responsible for managing the student's condition. The notification must:

- Specify equipment prescribed for use at school

- Acknowledge that the student received instructions on safe use of the device
- Include parent permission for district staff to communicate with prescribing health professional if clarification is required
- Include anticipated amount of time equipment will be needed

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

**Medical supplies:** Parents or guardians are responsible for supplying medical and orthopedic equipment and related supplies as ordered by their physician. Examples include formula, catheters and tubing, diapers, wipes, syringes, respiratory

medication holding chambers, masks and nebulizers, insulin-delivery systems, and glucose monitoring equipment/supplies.

**Wheelchairs:** Only school staff members are permitted to propel an injured student in a wheelchair, unless the student can self-propel safely. Other students are prohibited from pushing an injured student in a wheelchair.

## Megan's Law

Information about registered sex offenders in California can be found on the California Department of Justice's website, [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions and sex offender registration requirements in California.

## J. Attendance

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

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

Absences from school for five or more days may be excused if a parent or guardian requests a contract for independent study at least one week prior to absence. The child must complete the contract within the set timeline.

After any absence, parents are requested to provide absence verification to the school office when the student returns to school.

No student shall have his/her grade reduced or lose credit for an excused absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period of time, the student will be given full credit. Tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code Section 48205)

If an attendance problem arises and cannot be resolved by school staff, the school may refer the student and family to the School Attendance Review Board (SARB). If the SARB cannot

resolve the attendance problem, it has the authority to refer cases to Juvenile Court. For additional details, refer to district Procedures 4705 (section 17b) and 6166, available at your school and on the district website at [www.sandiegounified.org/procedures](http://www.sandiegounified.org/procedures).

## Excused Absences

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

- Due to personal illness or injury
- Due to quarantine under the direction of a county or city health officer
- For the purpose of having medical, dental, optometric or chiropractic services rendered
- For the purpose of obtaining confidential medical services without the consent of the student's parents or guardians (according to Title X law and regulations)

- For attending the funeral service of an immediate family member. The allowed absence is for one day if the service is in California and three days if outside California
- For the purpose of jury duty in the manner provided for by law
- For illness or medical appointment during school of a child who the student is the custodial parent
- For justifiable personal reasons, including, but not limited to, a court appearance, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at a religious retreat or attendance at an employment conference when the student's absence has a written request from the parent and approval by the principal or a designated representative
- For spending time with an immediate family member, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position
- For participation in the entertainment industry as noted under

Education Code 48225.5. Students with these work permits may be excused for a period of not more than five consecutive days, with a maximum of five absences per year

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

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

## Truancy

Per California Education Code, Section 48260:

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

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

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

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

## K. Technology

District Procedures 4580 and 4581 provide information about the privileges and responsibilities for use of the internet, SandiNet (the district's electronic network), and electronic devices as part of your student's educational experience.

### Students will have access to:

- Information, online databases and news from a variety of sources and research institutions
- District provided software and public domain/shareware software of all types
- Variety of web-based and software

programs to publish content to the web

- Collaborative web-based programs for the purpose of project-based learning
- Online courses and curriculum, academic software and electronic learning resources

### Students may have access to:

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

## PowerSchool

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

The PowerSchool Parent and Student Portal provides parents and students secured internet access to a wide range of relevant data such as: school notifications; student attendance; student schedules; class assignments and scores; report card/progress report grades and teacher

comments; email links to teachers; and the option to subscribe to email notifications of your students' class assignments, scores, grades, etc.

## Responsibilities

San Diego Unified has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors. (Penal Code, sec. 313)

The teacher and staff will choose resources on the internet that are appropriate for classroom instruction and/ or research for the needs, maturity, and ability of their students. San Diego Unified takes no responsibility for the accuracy or quality of information from internet sources. Use of any information obtained through the internet is at the user's risk.

## Acceptable Use

The purpose for schools having access to SandiNet and the internet is to enhance teaching and learning by providing access to 21st century tools and resources as well as online instruction. Use of another organization's data networks (e.g. cell phone carriers) or computing resources must comply with rules of that network as well as district user policies.

## Prohibited Uses

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

- Information that violates or infringes upon the rights of any other person
- Bullying by using information and communication technologies (cyber-bullying)

- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material
- Advertisements, solicitations, commercial ventures or political lobbying
- Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime
- Material that violates copyright laws. (Board Policy and Administrative Regulation 6162.6)
- Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502)

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

## Privileges

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

## Network Rules and Etiquette

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

- Be polite. Do not send abusive messages to anyone
- Use appropriate language. Do not

swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden

- Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the internet, the school must have on file a parent release authorizing publication
- Cyber-bullying is considered harassment. (Refer to the Discrimination, Harassment, and Bullying Policies section of this booklet.)
- Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/ her permission
- Do not disrupt the network

## Cyber-Bullying

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

- Spreading information or pictures to embarrass
- Heated unequal argument online that includes making rude, insulting or vulgar remarks
- Isolating an individual from his or her peer group
- Using someone else's screen name and pretending to be that person
- Forwarding information or pictures meant to be private

## Security

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

## Vandalism

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

of computer viruses, attacks targeting district systems or any actions causing an intentional disruption to network services.

## Cellular Telephone and Electronic Signaling Device Policy

Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. Board of Education Policy H-6980 allows student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses,

at school-sponsored activities, and while under supervision and control of district employees under the following circumstances:

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

# L. Forms and Instructions

The required Universal Form and the optional Pesticide Use Notification form are included here. Some Schools provide these printed forms separately for your convenience.



### 1. Universal Form

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



### 2. Pesticide Use Notification Form

PLEASE COMPLETE, IF APPLICABLE,  
AND RETURN TO:

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





**San Diego Unified IPM Pesticide List**

Pesticide	Active Ingredient
Avert	Avermectin
Borid	Boric Acid
Credit 41 Extra	Glyphosate
Ditrac	Diphacinone
Drione	Pyrethrin
Essentria IC-3	Rosemary Oil, Geraniol, Peppermint Oil
Fusilade II	Fluazifop-P-Butyl
Gopher Getter 2	Diphacinone
Ground Squirrel Bait	Diphacinone
Knighthawk	Prodiamine
Maki Paraffin Blocks	Bromadiolone
Maugel	Imidacloprid
Maxforce Ant/Roach Bait Stations & Gels	Fipronil
Mecomec	MCPP
Microcare	Pyrethrin
Oramec	Fluazifop-P-Butyl
Phantom	Chlorfenapyr
Precor 2000	Permethrin
Provoke	None
Pyroicide 300	Pyrethrin
Reward	Diquat
Sedgehammer	Halosulfuron-Methyl
SpeedZone	2, 4-D, 2-Ethylhexyl Ester
Talstar	Bifenthrin
Tempo 20 WP	Cyfluthrin
Tenguard	Permethrin
Termidor	Fipronil
ULD BP 300	Pyrethrin

**Pesticide Use Notification Request (Optional)**

To be included on the notification registry, complete this form and return to address shown below, or submit online at [www.sandiegounified.org/ipmregistry](http://www.sandiegounified.org/ipmregistry).

**If you do not wish to be notified, please disregard this notice.**

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

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

**PLEASE PRINT CLEARLY**

Date	Name of School, Department or Other Site
Student Name	
Parent/Guardian Name	
I prefer to be notified by:	<input type="checkbox"/> Mail
	<input type="checkbox"/> Email
Home or Mailing Address, Apt. #, City, State, Zip	
<input type="checkbox"/> I understand that, upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at the school or daycare center listed.	
<b>Parent/Guardian Signature:</b>	
For more information, please visit <a href="http://www.sandiegounified.org/ipm">www.sandiegounified.org/ipm</a> .	<b>Return completed form to:</b> San Diego Unified School District PPO / Integrated Pest Management 4860 Ruffner Street San Diego, CA 92111-1522

# vision 20|20

QUALITY SCHOOLS IN **EVERY** NEIGHBORHOOD

## Indicators of a Quality Neighborhood School

- Access to a broad and challenging curriculum
- Quality teaching
- Quality leadership
- Professional learning for all staff
- Closing the achievement gap with high expectations for all
- Parent/community engagement around student achievement
- Quality support staff integrated and focused on student achievement
- Supportive environment that values diversity in the service of students
- High enrollment of neighborhood students
- Digital literacy
- Neighborhood center with services depending on neighborhood needs
- Safe and well-maintained facilities



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

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

619-725-8000

[www.sandiegounified.org](http://www.sandiegounified.org)