

ANNUAL PARENTAL NOTIFICATION AND INFORMATION 2015 – 2016



San Carlos School District
1200 Industrial Road • San Carlos, CA 94070
Phone (650) 508-7333 Fax (650) 508-7340
www.scsdk8.org

Annual Notification of Selected Education Code Provisions Affecting Parent/Student's Rights For the 2015-2016 School Year

TABLE OF CONTENTS

<p>INTRODUCTION.....1</p> <p>ATTENDANCE.....2 -5 Compulsory School Attendance Residency Requirements for School Attendance Attendance Options Enrollment and Transfers Excused Absences Absence for Religious Instruction Avoiding Absences/Written Excuses Tardies, Truancy Minimum Days and Staff Development Days Notice of Alternative Schools</p> <p>PARENTAL INVOLVEMENT6 General Parental Involvement Campus Visits and Observations Parental Involvement in Programs Involving Children Who Are Failing or At Risk of Failing Program Improvement Custody Issues</p> <p>NONDISCRIMINATION.....7-8 Nondiscrimination Statement English Proficiency Notification in Primary Language Sexual Harassment Prohibited</p>	<p>STUDENT DISCIPLINE.....9-10 Duty of District Regarding Student Conduct Duty of Students Regarding Conduct Mandatory Expulsion Violations Sexual Harassment Prohibition Disruption in a Public School or Public school meeting Property Damage Destruction or Failure to Return District Property</p> <p>STUDENT HEALTH, SAFETY, AND NUTRITION.....11-17 School Safety Plan Entrance Health Screening Physical Examination Hearing and Vision Screenings Scoliosis Screening Oral Health Assessment Concussion and Head Injuries Immunization Requirements Medication Regimen Emergency Treatment for Anaphylaxis Medical and Hospital Services Related to School Attendance, Activities, or Events Confidential Medical Services Medical Records Sharing</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Family Life and Communicable
Disease Instruction
Child Abuse and Neglect Reporting
Megan’s Law
Victim of Violent Crime
Tobacco-Free Campuses
Sunscreen and Sun-Protective
Clothing
Asbestos
Notice of Pesticide Application on
School Facilities
Free or Reduced-Price Meals
School Bus Safety
Walking or Riding a Bike to School

**STUDENT INSTRUCTION AND
TESTING.....18-19**

School Accountability Report Card
Instructional Materials and School
Facilities
Homeless Youth Education
Surveys
Harm or Destruction of Animals
Availability of Prospectus
Professional Qualifications of
Classroom Teachers
Student Participation in State
Assessments
Reporting Standardized Test Scores
to Parents
Career Counseling and Course
Selection

**STUDENTS WITH SPECIAL
LEARNING NEEDS.....20-21**

Special Education: Child Find
Students Temporarily Disabled in
Hospital
Section 504 Plans
Special Education: District’s Basic
Obligation
Special Education: Alternative
Achievement Standards

**STUDENT RECORDS AND
REPORTS.....22-23**

Maintenance of Student Records
Confidentiality of Student Records
Transfer of Student Records
Parent Access to Student Records
Student Directory Information
Student and Family Privacy Rights
Release of Records or Information
Due to Court Order

COMPLAINTS.....24-25

ATTACHMENTS.....26-28

School Year Calendar 2015-2016
Discipline Guidelines
School Bus Conduct

INTRODUCTION

Dear Parent Guardian,

Annually, school districts provide notice to the parents or legal guardians of minor students regarding their rights under State and federal law. The required notifications address a broad range of educational topics. It is very important for each parent, guardian, or legally responsible adult (hereafter referred to as parents), read the enclosed so s/he may interact effectively with the San Carlos School District for the benefit of each student.

Your familiarity with the content of these notifications will assist you in fully participating in the education of your child in the District. Given the volume of these notices and their importance, we have posted them on our website at the following link: www.scsdk8.org for convenient reference throughout the school year.

This year, we have included these notifications in the InfoSnap registration process to ensure all families can document acknowledgement of receipt of this information. By acknowledging receipt you are merely affirming that you have received the notifications. Signing the acknowledgement does not constitute consent to participate in any particular program. The law requires notification to parents/guardians prior to a student's participation in certain activities. Separate notices will be sent to you as such activities arise.

In an effort to clarify legal terminology embedded in this document, please see abbreviations noted below which are referenced throughout this notification.

Key to Code and Regulation Section Abbreviations (noted in this document)

<i>Abbreviation</i>	<i>Complete Title</i>
EC	California Education Code
5 CCR	Title 5, California Code of Regulations
HSC	California Health and Safety Code
PC	California Penal Code
VC	California Vehicle Code
WIC	California Welfare and Institutions Code
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
USC	United States Code

Finally, this notice is designed to provide an overview of the applicable rules, regulations and laws. In the event that any parent has a question or concern regarding any topic addressed herein or for that matter, any educational concern, direct contact should be made with your child's site administrator or with the Office of the District Superintendent.

Acknowledgement to Los Angeles County Office of Education & Dublin Unified School District

ATTENDANCE

Compulsory School Attendance (EC 48200, 48400)

All children between the ages of 6 and 18 years of age are subject to compulsory full-time education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

Residency Requirements for School Attendance – EC 48200, 48204, 48206.3, 48206.5, 48207, 48208, 488850; 42 U.S.C.11431, et seq.)

Residency may be established by one of the following circumstances:

- 1) The child lives with a parent, relative, legal guardian who resides in the District;
- 2) The child has been placed in a licensed foster home or family home or licensed children's institution or state hospital within the boundaries of the District pursuant to California law and a commitment of placement under the Welfare and Institutions Code;
- 3) An emancipated child who resides within the boundaries;
- 4) The child has a temporary disability (which is not a disability identified for special education but rather a physical, mental or emotional disability for which after a reasonable period the child is expected to return to school) and is in a hospital or other residential health facility excluding a state hospital. It is the primary responsibility of the parent to notify the District; and
- 5) The child is homeless and his/her last residence was in the district or is living in an area in which non-homeless children reside within the attendance area of the District.

Attendance Options – EC 48980(h)

The Governing Board has established school attendance boundaries in order to maximize the efficient use of District facilities and effective administration of district schools. These boundaries are known as Board Adopted Neighborhood Zones (BANZ). Students residing in a particular BANZ have a greater chance of enrollment in the school assigned to that BANZ. However, residing within a BANZ is not a guarantee of enrollment in a particular school. The Superintendent (or designee) shall periodically review school attendance boundaries and, as necessary, make recommendations to the Board for boundary adjustments, based on enrollment patterns, facility capacity, school feeder patterns, federal, state or court mandates, community input, student safety, community and neighborhood identity, geographic features, traffic patterns and other factors determined by the Board.

Enrollment Priorities and Transfers New TK-8 students or currently enrolled students seeking transfers will be placed at SCSD schools through a lottery process. Students already enrolled in a specific school who wish to remain in that school until promoted out of the grades served at that school are exempt from these procedures. S/he does not have a priority right to voluntarily transfer to another school within the district. Transitional kindergarten students enrolled at a specific elementary school within the District do not have the right to remain in that specific school, and may be assigned to a new elementary school within the district for kindergarten and/or first grade. Any student already enrolled in a specific SCSD school who wishes to transfer to another school will be subject to the same enrollment preferences and procedures as new students in the District. Students who live within

the boundaries of the SCSD have a right to placement in one of the SCSD schools. Once these students have been placed, the District will consider requests for out-of-district transfers to attend one of our charter schools. Every effort will be made to accommodate parents' requests to have a child attend a school of his/her choosing but no guarantees can be made in these regards. The following enrollment preference will be imposed to determine the priority order by which the SCSD will hold lotteries for enrollment:

- 1) Newly enrolling students who live within the boundaries of SCSD (except Transitional kindergarten students);
- 2) "Affiliated Families"-students living outside the boundaries of the SCSD but who currently attend (or whose sibling(s) attend) a SCSD school
- 3) Students living outside of the District who attend a school on the State's Open Enrollment Act list;
- 4) Students living in the city of San Carlos but who live outside the boundaries of the SCSD; and
- 5) All other residents of California

Intradistrict Open Enrollment – EC 35160.5(b)
Residents of the San Carlos School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District and school websites.

Interdistrict Attendance – EC 46600 et seq.
The Governing Board recognized that parents of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district. The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of other districts. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and

conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a student will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. The Superintendent shall be authorized to approve Interdistrict Transfer requests under special circumstances.

A student who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Open Enrollment Act Transfers – EC 48354

The Governing Board desires to offer a certain priority of enrollment to students attending underachieving schools on the State's Open Enrollment Act list. Parents seeking to utilize this priority enrollment option must submit their application to the District prior to January 1 of the school year preceding the school year for which transfer is sought. The Superintendent is authorized to reject any such requests for priority enrollment under this policy on any legal grounds, including but not limited to those listed in Ed Code sections 48354 and 48356, The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Ed Code.

Excused Absences – EC 46014 and 48205

No student should be absent from school without the parents' knowledge and consent (CEC 46010.1) Absence from school is allowed only for

justifiable personal reasons. Section 48200, states a student shall be excused from school when the absence is:

- 1) Due to his or her illness;
- 2) Due to county, or city quarantine order;
- 3) Attending a medical, dental, optometric, or chiropractic appointment;
- 4) Attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California;
- 5) Participation in a court appearance or jury duty;
- 6) An illness or medical appointment during school hours of a child of whom the student is the custodial parent;
- 7) Observance of a holiday or ceremony of his or her religion, attendance at religious retreat; and
- 8) For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

No student shall have his or her grade reduced or lose academic credit for any excused absence(s), if missed assignments and assessments are satisfactorily completed within a reasonable period of time.

If the parent or student has any questions regarding whether an absence is excused, he or she should check with the school principal, if possible, prior to the absence.

Absence for Religious Instruction – EC 46014

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

Avoiding Absences, Written Excuses

The District urges parents to make sure their children attend school regularly and to schedule medical and other appointments (when possible) **after school or during school holidays**. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families that plan vacations around traditional holiday periods, and thereby minimize student absences. A parent is required to notify the school of all absences. Illnesses, and doctor and dental appointments are considered excused absences.

Tardiness

Children should be encouraged to be prompt as they are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Frequent tardiness without a valid excuse may be considered truancy under state law.

Truancy Definitions – EC 48260, 48262 and 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time **or any combination thereof** and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year **and the district has made a conscientious effort to meet with the family**, the student is considered **a** habitual

truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic absentee and/or habitual truant. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement. Unexcused absences are all absences that do not fall within EC 48205.

Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264

The school administrator or designee, a school resource officer, or probation officer may arrest or assume temporary custody during school hours, of any student who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is **a habitual** truant may be referred to a School Attendance and Review Board (SARB).

Minimum & Student-free Staff Development Days – EC 48980(c)

The 2015-2016 School Calendar is provided at the end of this document and is posted on the District website lists the minimum days (days on which students will attend school for no more than the minimum number of minutes as required by law). In addition, staff development days (teacher professional learning days on which all students are excused from attendance) are noted on this calendar as well.

Notice of Alternative Schools – EC 58501

San Carlos School District provides in accordance with California state law alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a

school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy;
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn;
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects;
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process; and
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located. In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office are available to answer your questions.

PARENTAL INVOLVEMENT

General Parental Involvement-EC 51100

The District values and encourages parental involvement in a wide variety of means on each of our campuses as well as district-wide including but not limited to volunteering in the classroom, attending as a chaperone on field trips, participating on school site councils, participating in PTA events and meetings, serving on advisory committees (ELAC, LCAP, etc.). For more information on ways to participate in the District's programs and activities, parents should contact their child's teacher(s), school site administrator or contact the District Office.

School Campus Visits and Observations - EC 51101(a)(12)

All visitors to a campus, including parents, must check in at the school office upon arriving at a school campus.

The District also supports observations in order to assist in making educational decisions regarding students. In order to ensure student safety and to limit disruptions that may compromise instruction, any classroom visits must be scheduled with the staff in advance and adhere to Board policy. In the case of emergency, parents should contact the principal.

Parental Involvement in Title I Programs— 20 USC 6311, 34 CFR 200.61

In addition to the SARC data described above, parents of each student attending any school receiving Title I funds, may request, information regarding the professional qualifications of their student's classroom teachers and information on the level of achievement of their child in each of the State academic assessments.

Program Improvement – 20 USC 6316

Elementary and Secondary Act (ESEA) and No Child Left Behind (NCLB) Act (2001) require each state to identify their own high academic standards for English-Language Arts and Mathematics. The California Department of Education (CDE) annually evaluates each Local Educational Agency (LEA) who receives Title I or Title II funds against these standards. Our district has been identified as Program Improvement as a couple of subgroups have not demonstrated adequate yearly progress toward statewide proficiency and thus, we have outlined a plan for improvement in these specific areas.

Custody Issues

Custody disputes must be handled by the courts. School staff have no legal jurisdiction to refuse a biological parent access to his/her child and/or school records except when signed restraining orders or proper court orders, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's safety or welfare in question will be handled at the discretion of the site administrator. Should any such situation become a disruption to the school, law enforcement will be contacted.

NONDISCRIMINATION

Nondiscrimination Statement

Discrimination in education programs and activities is prohibited by state and federal law.

San Carlos School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual 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 gender expression; 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. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity.

English Proficiency

The District will take steps to assure that lack of English language skills will not be a barrier to admission or participation in District programs.

Notification in Primary Language – EC 48984

For any student who is enrolled in a school where in 15 percent or more of the students speak a single primary language other than English, all notices, reports, states or records sent to the parents of such a student by the District or the school shall be written in such primary language.

Sexual Harassment – EC 231.5 and 48980(g)

The San Carlos School District is committed to maintaining a learning and working environment that is free from sexual harassment by adults and students alike.

Charges of sexual harassment will be thoroughly investigated. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action including suspension, expulsion, or referral to law enforcement.

Any employee who permits or engages in sexual harassment faces personnel disciplinary action up to and including dismissal.

It is unlawful to retaliate against anyone who makes a claim or participates in an investigation regarding sexual harassment.

The District and its Governing Board is committed to promoting programs and activities that are free from discrimination.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. These alleged violations can be reported to any site principal or

district administrator. Such complaints as soon after knowledge of the alleged discrimination was first obtained. To obtain a complaint form, written copy of the

nondiscrimination policy or deadlines, please contact the District Office at: 650-508-7333.

STUDENT DISCIPLINE

School Rules and Conduct – EC 35291, 51100, 44807, 48915

To ensure protection of health and safety of students and staff as well as maintenance of a conducive learning environment for all, every SCSD staff and administrator is required to hold students accountable for their behavior and conduct not only while on the school grounds but also on the way to and from school, and at school-related activities and events. Each site has posted school rules.

Duties of Students – 5 CCR 300

Students shall conform to school regulations, obey all directions, be diligent in study and respectful to staff and others in authority, and refrain from the use of profane and vulgar language or gestures.

Mandatory Expulsion Violations – EC 48915

The District adheres to the California Education Code relating to the suspension and expulsion of students. The district's board policies, administrative regulations, student conduct code and positive behavioral system/supports in place on campuses are designed to support our positive behavioral support model and discipline philosophy.

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise 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; and/or
5. Possession of an explosive.

Sexual Harassment Prohibition – EC 212.5, 231.5, 48980,

The District maintains a strict policy prohibiting sexual harassment or discrimination based on gender, gender identity, sex or sexual orientation. Policies have been adopted by the Governing Board and are available upon request.

Dress Code/Uniforms – EC 35183, 49066

Pursuant to law, Board Policy 5132, and Administrative Regulation 5132, the District maintains a reasonable. Without limitation, the following guidelines apply to all regular school activities: (1) shoes or sandals with straps are required at all times; (2) Clothing, jewelry and personal items shall be free of writing, pictures or insignia which are crude, profane, sexually suggestive, prejudicial, violent or bearing drug advertisement; (3) Hats or other head coverings are for outdoor wear; (4) Clothes shall be sufficient to conceal undergarments at all times; (5) Hair shall be clean and neatly groomed.

Coaches and teachers may impose more stringent requirements to accommodate the special needs of specific classes and/or sports and staff, students and parents may establish reasonable dress and grooming for special circumstances when students are engaged in extracurricular or special school activities.

No grades in physical education class shall be adversely affected if the student is unable to wear standardized apparel because of circumstances beyond the student's control (ED 49066)

Property Damage – EC 48904

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the student until restitution is paid.

STUDENT HEALTH, SAFETY, AND NUTRITION

School Safety Plan – EC 32280 *et seq.*

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

Immunizations – EC 49403 and 48216, HSC 120335, 120365, and 120370

Before initial enrollment in California public schools, certain immunization requirements must be met. State law requires the following immunizations before a child may attend school:

(a) All new students, in transitional kindergarten through grade 12, must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, varicella, and hepatitis B immunizations.

(b) All seventh grade students must also provide proof of a Tdap booster vaccination.

Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children.

Unless a student's parent or legal guardian provides the school with an acceptable signed waiver, a student must be immunized against certain communicable diseases.

Beginning January 1, 2014, the signed waiver to exempt a student from meeting immunization

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

Free- or low-cost immunizations for children are available by contacting our district nurse. Please call 650-508-7333 for information.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at <http://eziz.org/assets/docs/CDPH-8262.pdf>

Entrance Health Screening – HSC 124085, 124100, and 124105

State law requires that the parent of each student provide the school documentary proof that the student has received a health screening examination by a doctor within 90 days after entrance to first grade. Students may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

Oral Health Assessment – EC 49452.8

Record of a dental assessment done by a dental professional is recommended for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12

months prior to entry or by May 31st of the student's first school year.

Physical Examination – EC 49451, 20 USC 1232h

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the student. However, whenever there is good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Physical examinations that schools are required to conduct include vision and hearing testing under EC 49452. A parent or guardian may file a waiver of any physical examination requirement based on personal beliefs.

Hearing and Vision Screenings – EC 49452

Evaluation of vision and hearing of a student (tests for visual acuity, color vision and impaired hearing) by the school nurse or other authorized person, will be conducted in grades K, 2, 5 & 8. The evaluation may be waived upon receipt of an appropriate certificate from a physician, audiologist, optometrist or ophthalmologist. These are generally conducted in the first semester of each school year.

Scoliosis Screening EC-49452.5

Scoliosis screening under EC 49452.5 is offered as an optional screening through the District. This screening was previously required by the State; however, due to prohibitive costs is no longer mandated. That said, our district feels it is valuable to our youth and continue to support it through our current nursing staff.

Every female student in 7th grade and male student in 8th grade will be screened for scoliosis (curvature of the spine). These are generally conducted in the second semester of each school year. Parents will be notified if their student is suspected of having scoliosis.

Medication Regimen – EC 49423

The parent or legal guardian of any student taking medication on a regular basis must inform the school nurse or site secretary the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the student.

Parents should consider the following:

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take medicine while at school, the parent and healthcare provider must complete and submit to the school office a *"Medication Required During School Hours/day Field Trips"* Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day in the original

pharmacy labeled container. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.

All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.

Again, each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.

Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.

Administration of Prescribed Medication for Students – EC 49423 and 49423.1

Any student who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.

Administration of Epilepsy Medication – EC 49414.7

If a student with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the student's parent

or guardian may request the student's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the student suffers a seizure when a nurse is not available.

Emergency Treatment for Anaphylaxis – EC 49414

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bit, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

Medical or Hospital Service – EC 49472

The School District does not provide or make available medical and hospital services for students who are injured in accidents related to school activity or attendance. However, the District staff may summon Emergency Medical Services by calling 9-1-1.

Confidential Medical Services – EC 46010.1

School authorities may excuse any student in grades 7 and 8 from the school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.

Concussion and Head Injuries – EC 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, *charter school, or private school* that elects to offer an *athletic program* must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the *athlete initiates* practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Family Life, Sex and HIV/AIDS Education – EC 231.5 and 51930-51939

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The District will provide instruction at developmental level on comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on student health behaviors and risks in the coming school year.

If instruction about human reproductive organs and their functions, processes, and diseases are included in your child's class, parents or guardians may:

- 1) Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education;
- 2) Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education;
- 3) Request a copy of Education Codes 51930 through 51939;
- 4) Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants; and
- 5) When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction; and
 - b. The name of the organization or affiliation of each guest speaker.

2

The District may administer to students in grades 7 through 8 anonymous, voluntary, and

confidential research and evaluation instruments, including tests and surveys such as the California Healthy Kids Survey (CHKS) containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

Medical Records Sharing – HSC 120440

The District shares information from students' medical records to an immunization system in accordance with state regulations.

1. Medical information may be shared with local health departments and the State Department of Health Services.
2. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans.
3. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified.
4. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it.
5. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.

6. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.

Child Abuse and Neglect Reporting – PC 11164 *et seq.*

The District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the District Office 650-508-7333.

Megan's Law – PC 290 *et seq.*

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. You may also contact the local sheriff's office for additional information.

Victim of a Violent Crime – 20 USC 7912

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the District Office at 650-508-7333.

Tobacco-free Campus – E 48901, HSC 104420 and 104495

HSC 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area. All individuals, including students, staff and community members are prohibited from using tobacco products on District property, including vehicles, buildings, parking areas, grounds and at District events.

Electronic Nicotine Delivery Systems (e-cigarettes)

With the rise in the use of electronic nicotine delivery systems (ENDS) among minors, schools are encouraged to adopt a policy to prohibit its use.

The District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such

as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Sunscreen and Sun-protective Clothing – EC 35183.5

The District allows students to use sunscreen and sun-protective clothing during the school day.

Asbestos Management Plan – 40 CFR 763.93

The District has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. The District maintains and annually updates its management plan for asbestos-containing material in school buildings. For information asbestos management plan, please contact the District Office.

Application of Pesticide Products – EC 17612 and 48980.3

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the District Office.

The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, and an internet address on pesticide use and reduction.

Free and Reduced-price Meals – EC 48980 (b), 49510 *et seq*, 49520

Free or reduced-price lunches are available at school for students whose parents or legal guardians qualify, based on annual household income, and completion of the required application form. Application for and participation in this program is confidential. Application forms may be obtained by contacting the district office.

Schoolbus Safety – EC 39831.5

All students in transitional kindergarten, through 8th grade who are transported by school bus, receive written information on school bus safety. Prior to departure on a school activity trip, all students riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Walking or Riding a Bike to School – VC 21212

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school.

STUDENT INSTRUCTION AND TESTING

School Accountability Report Card – EC 35256 and 35258

Annually, school districts develop for each school a school accountability report card. Content of the report card defined by EC 33126, 32286 and 52056 requires districts to publicize the report cards.

These are posted on the district website; however, a hard copy will be provided upon request.

Instructional Materials and School Facilities – EC 35186

The District is required to provide sufficient textbooks and instructional materials for each student, including English learners.

The District is also required to provide school facilities that are clean, safe and maintained in good repair. More information on the status of our facilities is evident on each sites School Accountability Report Card (which is posted on the district website) or available upon request.

Homeless Youth Education – 42 US 11432

The District has an appointed liaison to ensure parents of homeless children are provided meaningful opportunities to participate in the education of their children. Please contact the District Office at 650-508-7333.

Surveys – EC 51513

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if parent is notified in writing that:

- 1) this test, questionnaire, or survey is to be administered
- 2) parent may review the test, questionnaire or survey to be administered, and
- 3) parent consents in writing. Note: EC 51938(b)

Harm or Destruction of Animals – EC 32255 *et seq.*

As part of a course of instruction, a teacher may require dissecting animals or animal parts as part of the instructional experience. If your child morally objects to dissecting or otherwise harming or destroying an animal or its parts, he/she should notify his/her teacher. The teacher may work with the student to develop and agree upon an alternative education project so that the student may obtain the knowledge, information or experience required by the course of study. The district does not discriminate against students who exercise this right; however, we do request that the parent submit a written note regarding this objection.

Availability of Prospectus – EC 49063 and 49091.14

The curriculum (educational content) of courses offered by the schools in the district is compiled annually. Copies are available upon request. Please contact the District Office at 650-508-7333.

Professional Qualifications of Classroom Teachers – 20 USC 6311, 34 CFR 200.61

The District has an obligation to assign qualified teachers properly into each classroom. Teacher vacancies or mis-assignments must be reported. The District is also obligated by NCLB to ensure that all teachers are qualified, as defined by federal law.

Any parent may request information regarding the professional qualifications of his/her child's teacher, credentialed staff member or para-educator.

Any parent wishing to bring a complaint relating to an allegation related to a teacher's qualifications, assignment, or teacher vacancy may file a Uniform Complaint with the District by completing the form at the end of this notification or contacting the District directly.

Student Participation in State Assessments – 5 CCR 852

The District encourages all students to participate in State assessments per administrative regulation. However, parents do have the option to request exemption from testing. To do so, please put your request in writing and submit to your campus principal.

Reporting Standardized Test Scores to Parents - EC 33031, 60605 and 60641

The District is obligated to report, in writing the results of each student's test to the parent or guardian within 20 working days of receipt of the test results from the publisher. If the District receives these reports after the last day of instruction for the school year, the District will send the results to the parent/guardian via US Mail within 20 school days of the start of the next school year.

Career Counseling and Course Selection – EC 221.5(d)

Beginning in grade 7, school personnel will assist students with course selection or career counseling, exploring the possibility of careers or courses leading to careers based on the interest and ability of the student. Parents or guardians are notified so that they may participate in these sessions and decisions.

STUDENTS WITH SPECIAL LEARNING NEEDS

Child Find System – EC 56300, 56301

The District is obligated to find and identify individuals with exceptional needs who reside in the District and to notify all parents of their rights.

Any parent suspecting that their child has a disability may request an assessment for eligibility for special education services by contacting the school. Parents and school staff will meet to discuss concerns and outline a plan through the Student Study Team (SST) process and referrals for assessment will be conducted as determined needed. Students also may be referred by educational staff and administrators for educational concerns.

Students are eligible for special education when assessment results demonstrate that the student's disability adversely affects educational performance and cannot be corrected without special education and related services.

The District works in coordination with the San Mateo County Special Education Local Plan Area (SELPA) to establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures are available by contacting the San Mateo County SELPA at: 650-802-5464.

Instruction for Students with Temporary Disabilities – EC 48206.3, 48207 and 48208

A student with a temporary disability (as documented by a physician) which makes attendance in the regular day classes or the alternative educational program in which the student is enrolled impossible or inadvisable, may

receive individualized instruction provided in the student's home for one hour a day. Please contact your principal for further information.

A student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a student with a temporary disability. Upon receipt of the notification, the district will, within five working days, determine whether the student will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

Section 504 – 29 USC 794, 34 CFR 104.32

In accordance with federal law, the District provides appropriate accommodations and supports to ensure that all students with disabilities have equal access to a free appropriate public education and are educated with non-disabled peers to the maximum extent appropriate to the student's individual needs.

Parents or guardians of students with a 504 Plan should notify the site principal as soon as possible so that the school team can work together with the student and his/her family to ensure full implementation of the plan under Section 504.

If a parent suspects that their student may have a disability that is impacting educational performance, they should contact the school to review their concerns and determine the next steps needed.

**Special Education – EC 56300, et seq,
Individuals with Disabilities Act (IDEA)**

Students with qualifying disabilities between the ages of 3 and 21, who cannot obtain appropriate educational benefit are entitled to special education services and supports in order to receive a free, appropriate public education. Eligibility, present levels of performance, goals, accommodations and services are identified and implemented through the Individualized Education Plan (IEP) process. The IEP is reviewed annually or more frequently, if needed.

The District provides a full continuum of special education programs and services throughout the schools. Education Code provides for the education of students with special needs requiring services and placements, which may or may not be part of the local program, at no cost to the parent through the IEP process. To obtain more information on the special education process, special education supports and services available, please contact Education Services at the District Office at: 650-508-7333

STUDENT RECORDS AND REPORTS

Student Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g

The District, in accordance with law, compiles appropriate records pertaining to each student. This information is needed as a record of each student's history and educational progress.

Confidentiality and Transfer of Student Records – EC 49068

Student records, except as provided by law, are confidential and the District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility.

If a student changes to another school district or a private school, his/her cumulative school records will be forwarded upon request by the other school district or private school. Special records (e.g. medical, psychological, or special education records) are also sent with the cumulative records.

Parents' request to access their student's cumulative educational records must be submitted in writing to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. If a parent is requesting special education records for their

child, we request you submit your request in writing to the Educational Services department c/o SCSO 1200 Industrial Road, San Carlos, CA 94070. The same timelines apply for such records. If parents are requesting copies of their student's records, there is no charge for the first copy of requested records. Subsequent requests will be assessed a per page printing fee.

Any challenge to school records must be submitted in writing to the site principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Directory Information – EC 49073 20 USC 1232g, 7908

"Directory Information" includes one or more of the following items: name, address, telephone number, e-mail address, date of birth, participation in officially recognized activities and sports, dates of attendance and the most recent public or private school attended by the student. Directory information regarding a student identified as a

homeless child or youth shall not be released unless a parent, or student given parental rights, has provided written consent that directory information may be released.

Notification

The District plans to release the directory information to the following organizations, including but not limited to, San Carlos Education Foundation (SCEF), San Carlos Parent Teacher Association (PTA), school-based parent organizations, SMARTE, Healthy Cities Tutoring, Social Services and police departments. This notification shall also inform parents/guardians of their right to refuse to let the district share this information.

Parent/Guardian Consent

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing at least one week prior to the first day of school of the current school year that such information not be disclosed without the parent/guardian's prior consent. When a parent or guardian notifies the district after this date that they do not want their information shared, the district will implement the parent/guardian's request as soon as practically possible.

COMPLAINTS

Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 200, 220, 234.1, 32289, and 49013, GC 11135

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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 conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 5) unlawful imposition of pupil fees for participation in educational

activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

A complaint must be filed no later than the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent of Educational Services or Superintendent's Designees, 1200 Industrial Road, Unit 9, San Carlos, CA 94070, (65) 508-7333, who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Assistant Superintendent or Education Services at (650) 508-7333 for additional

assistance or you may refer to the District website for additional information.

Compliance Officers

The Governing Board designates the Superintendent to oversee complaints and ensure district compliance with law. The Superintendent may appoint a designee to conduct a local investigation. The Assistant Superintendent of Educational Services is the District's identified Compliance Officer unless otherwise designated by the Superintendent.

Williams Complaint Policy & Procedure – EC 35186

The district ensures that: (1) each school has sufficient textbooks and instructional materials; (2) each student, including each English learner, has textbooks or instructional materials, or both, to use at home or after school; (3) school facilities are clean, safe, and maintained in good repair; and (4) there are no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns. A complaint form may be obtained by contacting the Assistant Superintendent or Educational Services at (650) 508-7333.

CITIZEN COMPLAINT FORM PROCEDURES

It is a fundamental constitutional right to have freedom of expression including criticism of public agencies and their employees. Public employees are also entitled to various rights including the right to the protection of due process of law. In order to satisfy any conflicting rights, the following procedures are established by the San Carlos School District for processing complaints against employees or employee practices of the school district.

Most complaints can be resolved by informal discussions between the complainant and the employee or the employee's principal/supervisor. This formal complaint process is reserved for complaints which are not resolved after the informal process has been attempted and must be filed no later than 30 days of the incident. If the incident occurs at the end of the school year, the formal complaint must be filed by June 30 of the current school year. For extenuating circumstances, the deadline may be extended. Even when this formal complaint procedure is initiated, efforts may occur at any point to accomplish satisfactory informal resolution. In no case is there to be retaliation from either party.

Directions for processing complaints against employees, policies, practices, and procedures of the San Carlos School District:

1. A person lodging a complaint against a District employee or employee practices should meet with the principal or supervisor of the employee to discuss the problem in an attempt to reach a solution.
2. Any person who is dissatisfied with the result of such a meeting may wish to complete a Citizen Complaint Form.
3. Send the form to the Superintendent's Office, 826 Chestnut St., San Carlos CA 94070 (phone 650-508-7333). A letter of receipt stating who will be working with you to resolve this complaint and their contact numbers will be sent to you.
4. A copy of the complaint form will be provided to the employee against who the charge is made with a request that the employee respond in writing to the appropriate administrator within 10 working days of receipt of the complaint. The employee shall cooperate in resolving the complaint.
5. If the complaint is not resolved at the building or department level, the Superintendent or designee will review the complaint and related materials, interview parties, and submit findings and recommendations.
6. The Superintendent or designee will notify the person filing the complaint and employee in writing of the final determination. A final decision will be issued in a timely manner, not to exceed 45 days after the filing of the formal complaint.
7. If the person filing the complaint is not satisfied with the results, an appeal may be made to the School Board.
8. Employees impacted by use of the Citizen Complaint Form may choose to exercise rights given them by law or by employment agreement. Both the employees and the complaining party may have representation of their choice throughout the process.
9. If the concern is one of equity, the District recognizes the right of the complainant to file a complaint with the State Department of Education.

The following information is listed neither to encourage nor discourage the filing of a complaint. Rather, it is intended to inform you of the possible outcomes of a formal complaint proceeding.

- I understand that the school district may request additional information from me regarding this matter and I agree that I will provide such information as is available to me. I also understand that as the complainant, I may also be required to testify and be subject to cross-examination.
- I understand that while my requested resolution of this matter will be carefully considered, the responsibility for selecting action taken may ultimately be more or less severe than the remedy I have proposed. In serious situations, the information contained in this complaint may be used among other things as a basis for termination of an employee.
- If the complaint is directed toward actions of an employee, I understand that the school district will give a copy of this complaint to the individual(s) about whom I have complained. The person will be given that opportunity to respond to this complaint. I will be provided with a copy of any written response.
- If this matter is not informally resolved, I understand that a hearing may, at some point, be held before the School Board. That hearing shall be held in Executive Session in accordance with the provisions of the Brown Act. At that hearing, the person against whom I have complained has the right to be present. He/she may also have the right to be represented, to call witnesses, to introduce evidence, and to cross-examine me as well as other adverse witnesses. A record of the meeting will be kept.
- I understand that I may request to withdraw this complaint at any time. However, in the event that the school district views the matters raised in this complaint as being sufficiently serious, the school district may pursue this matter despite my desire not to proceed. I also understand that if any judicial proceeding arises from the matters, which I have raised in this complaint, both the person I have complained about, and I, would be entitled to all the rights and protections available in such judicial proceedings.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:
 - A student lacks textbooks or instructional materials to use in class.
 - A student does not have access to instructional materials to use at home or after school to complete homework assignments.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

2. Teacher vacancy or misassignment:
 - A semester begins and a certificated teacher is not assigned to teach the class.
 - A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:
 - A condition exists that poses an emergency urgent or threat to the health or safety of students or staff as defined in AR 1312.4.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

Please file this complaint with the person specified below at the following location:

(principal or title of his/her designee)

(address)

Tentative–Pending Board Ratification

SAN CARLOS SCHOOL DISTRICT | 2015-2016 CALENDAR

JULY 2015							4	Fourth of July Holiday
S	M	T	W	Th	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			

AUGUST 2015							19-20	Staff Development
S	M	T	W	Th	F	S	21,24,25 <td>Teacher Work Days</td>	Teacher Work Days
						1	TBD	Staff Back To School Breakfast
2	3	4	5	6	7	8	26	First day of school (minimum day)
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

Instructional Days = 4

SEPTEMBER 2015							7	Labor Day Holiday
S	M	T	W	Th	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

Instructional Days = 21

OCTOBER 2015							12	Local Holiday (no school for students or staff)
S	M	T	W	Th	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

Instructional Days = 21

NOVEMBER 2015							11	Veterans Day
S	M	T	W	Th	F	S	20	End of First Trimester
1	2	3	4	5	6	7	23-27	Thanksgiving Vacation
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

Instructional Days = 15

DECEMBER 2015							18	Last Day Before Break (minimum day)
S	M	T	W	Th	F	S	21-31	Winter Vacation
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

Instructional Days = 14

JANUARY 2016							1	New Year's Day
S	M	T	W	Th	F	S	1-3	Winter Vacation
					1	2	18	M.L. King Jr. Day
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

Instructional Days = 19

FEBRUARY 2016							15-19	Presidents' Week Vacation
S	M	T	W	Th	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29							

Instructional Days = 16

MARCH 2016							11	End of Second Trimester
S	M	T	W	Th	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

Instructional Days = 23

APRIL 2016							4-8	Spring Vacation
S	M	T	W	Th	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

Instructional Days = 16

MAY 2016							30	Memorial Day Holiday
S	M	T	W	Th	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

Instructional Days = 21

JUNE 2016							14	Last day of school (Minimum day) & End of Third Trimester
S	M	T	W	Th	F	S	15	Teacher Work Day
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

Instructional Days = 10



SAN CARLOS SCHOOL DISTRICT

Craig Baker, Ed.D., Superintendent

Robert Porter, Chief Operations Officer

Mary Jude Doerpinghaus, Assistant Superintendent

1200 Industrial Road, Unit 9

San Carlos, CA 94070

Voice: (650) 508-7333

Fax: (650) 508-7340

www.scsdk8.org

Discipline Guidelines

The San Carlos School District believes that all students have the right to be educated in a positive and safe learning environment. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school events, or school-sponsored activities or using district transportation. Each school in the district will also develop its own site-specific standards of conduct and discipline.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited, to physical violence, possession of a firearm or other weapon, and terrorist threats;
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption;
3. Conduct that disrupts the orderly classroom or school environment;
4. Willful defiance of staff's authority;
5. Damage to or theft of property belonging to students, staff, or the district. The district shall not be responsible for students' personal belongings that are brought on campus or to a school activity and are lost, stolen, or damaged;
6. Obscene acts or use of profane, vulgar, or abusive language;
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;
8. Possession or use of a laser pointer, unless for a valid instruction or other school-related purpose (Penal Code 417.25);
9. Use of a cellular/digital telephone, or other mobile device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the educator or administrator;
10. Plagiarism or dishonesty on schoolwork, projects or assessments;
11. Inappropriate attire;
12. Tardiness or unexcused absences from school; and
13. Failure to remain on school premises in accordance with school rules

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to suspension, expulsion, transfer to alternative programs, referral to a student success team (SST) or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours that poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities. Complete board of education policies and regulations are available upon request at individual schools or at the district office.



SAN CARLOS SCHOOL DISTRICT

Craig Baker, Ed.D., Superintendent
Robert Porter, Chief Operations Officer
Mary Jude Doerpinghaus, Assistant Superintendent

1200 Industrial Road, Unit 9
San Carlos, CA 94070
Voice: (650) 508-7333
Fax: (650) 508-7340
www.scsdk8.org

School Bus Conduct

In order to help ensure the safety and well-being of students, bus drivers, and others, the San Carlos School District expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulations.

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
9. Riders shall not put any part of the body out of the window nor throw any item from the bus.
10. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
11. Service animals are permitted on school transportation services; all other animals are prohibited.
12. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit in an orderly manner.
13. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.