



**ANNUAL PARENT AND STUDENT
RIGHTS NOTIFICATION
AND
STANDARDS OF BEHAVIOR
2015-2016**

**TO LEARN MORE ABOUT OUR SCHOOLS AND PROGRAMS PLEASE VISIT
SCUSD.EDU**

Welcome to the 2015-2016 School Year

*Message from the Sacramento
City Unified School District*



Dear SCUSD Students and Families:

Our mission at Sacramento City Unified School District is to prepare every student to work, thrive and participate in the community in which they were raised. We are committed to ensuring equitable access, closing historical opportunity gaps and providing an excellent education to every single student so they are prepared to become tomorrow's leaders.

The Annual Parent/Guardian Rights Notification booklet contains important information about our district. Please read it and discuss it with your family. We also ask that you sign the enclosed acknowledgement form and return it to your school.

Thank You,

Jose L. Banda
Superintendent

Board of Education

Darrel Woo, President (Trustee Area 6)
Christina Pritchett, Vice President (Trustee Area 3)
Jay Hansen 2nd Vice President (Trustee Area 1)
Ellen Cochrane (Trustee Area 2)
Gustavo Arroyo, (Trustee Area 4)
Diana Rodriguez, (Trustee Area 5)
Jessie Ryan, (Trustee Area 7)
Asami Saito, Student Board Member

Executive Cabinet

Jose L. Banda, Superintendent
Lisa Allen, *Interim* Deputy Superintendent
Cathy Allen, Chief Operations Officer
Gerardo Castillo, Chief Business Officer
Elliot Lopez, Chief Information Officer
Cancy McArn, Chief Human Resource Officer
Olivine Roberts Ed.D., Chief Academic Officer
Al Rogers, Ed.D., Chief Strategy Officer
Gabe Ross, Chief Communications Officer

AFFIRMATIVE ACTION POLICY

The Sacramento City Unified School District is committed in all its activities, policies, programs and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, color, national origin, ancestry, religious creed, age, marital status, physical or mental disability, medical condition, veteran status, gender or sexual orientation.

TABLE OF CONTENTS

• Parent Engagement Board Policy	1
Student Support and Health Services	
• The California Department of Health Services and Education	1
• Asbestos Management	1
• Pupil Immunizations	1
• Pupil Immunization Exemptions	1
• Confidential Medical Services	2
• Physical Examination	2
• Pupil Medication	2
• Continuing Medication	2
• Connect Center	2
• LGBTQ Support Services	2
• Health Insurance Enrollment	3
• Student Support Centers	3
Enrollment	
• Enrollment Center	3
• Matriculation and Orientation Center	3
• Proof of Identity/Residence	4
• Emancipation	4
• Employment in the District	4
• Caregiver	4
• Caregiver Affidavit	4
• Foster Care	4
• Homeless Students	4
• Hospitalized – Temporary Disability	4
• Specific School Request	4
• Notice of Alternative Schools	4
• Inter-district Agreement	5
• Intra-district Policy	5
Attendance	
• Excused Absences	5
• Home Instruction	6
• Verification of Absences	6
• Truancy	6
• Statutory and Local Attendance Options	7
• Make-Up Assignments	7
• College Admissions Requirements	7
Standards of Behavior	
• Student Discipline	8
• Student Rights	8
• Parent Rights	8
• School Administrator Responsibilities	8
• Parent, Guardian and Family Member Responsibilities	8
• Participation in Advisory Councils	9
• Volunteering Time and Resources	9
• Teacher and Support Staff Responsibilities	9

• Electronic Signaling Devices	9
• Anti-Bullying and Harassment	9
• School Attendance Review Board (SARB) ..	10
• Search and Seizure Policy	10
• Suspension	10
• Expulsion	10
• Student Support Strategies	11
• California Education Code Table	12-13

Alternative Education Programs

• American Legion Continuation	14
• Capital City (Independent Study)	14
• Charles A. Jones Skills & Business	14
• Sacramento Accelerated Academy	14
• Success Academy	14

Student Affairs

• California Healthy Kids Survey	14
• Psychological Testing	15
• Pupil and Family Privacy	15
• Pupil Participation in Survey	15
• Political Affiliations/Behavior/Close Family Relationship Survey	15
• Tobacco-Free Campus	15
• Pupil Insurance	15
• Free or Reduced Price Meal	15
• Personal Property	15

Release of Directory Information

• Definition of Pupil Record	16
• Notification of Privacy Rights of Students ...	16
• Military Recruiters	17
• Digital Media/Student Work	17

Instruction

• Curriculum and Instructional Materials	17
• Damaged or Lost Instructional Materials/Withholding Grades, Diploma or Transcripts	17
• Observation	17
• Beliefs	18
• Excuse from Health Instruction on Religious (Moral) Grounds	18
• Curriculum	18
• Animal Dissection	18
• Sexual Health and HIV/Aids Prevention Education	18
• Minimum Days and Staff Development	18
• Advanced Placement and International Baccalaureate Examination Fee Payment Program	18
• Career Counseling	18

- Accountability Report Card 18
- Parent Meeting with Teacher and Principal . 18
- Academic Achievement and School Rules .. 18
- Promotion or Retention 19
- Academic Expectations 19
- California High School Exit Exam (CAHSEE)..... 19
- Rules for Use of Computers and Computer Networks 19
 - Use of School Computers 19
 - Individuals with Disabilities 20
 - Special Education 20
 - Section 504 20
 - Sexual Nondiscrimination 20

General Information

- Staff Qualifications 20
- Non-Discrimination..... 20
- Title IX Policies on Sexual Harassment 4119.11(a) and 5145.7(a) 21
- Title V 21
- Sacramento City USD Administrative Regulation AR 1312.3 Community Relations..... 21
- Filing of Complaint 21-22
- Appeals to the CDE..... 23
- Civil Law Remedies 23
- District AR 5144 23
- Reference to Board Policies 23
- Board Policies and Administrative Regulations Reference Page..... 23

Federal Regulations and Acts

- Complaints 23
- Parent Complaint Procedure..... 23
- Safe and Drug Free School Programs 24
- Federal Title I Funds 24

School Directory 25

Acknowledgement of Standards of Behavior 26

Intra-District Permit Request 27

Inter-District Transfer Permit 28

Acknowledgement of Annual Parent and Student Rights Notification 29

DISTRICT ADMINISTRATIVE OFFICES

After School Programs	643-7992
Child Development Department	643-7800
Enrollment Center	643-2400
Foster Youth Services	643-9409
GATE	643-2348
Homeless Services Office	277-6892
Student Support & Health Services	643-9144
Library Services	643-7447
Multilingual Literacy	643-9446
Matriculation and Orientation Center	643-2374
Nutrition Services	643-6715
Open Enrollment	643-9075
Parent Resource Center	643-7897
Special Education	643-9174
State and Federal Programs	643-9051
Student Hearing and Placement Department	643-9425
• SARB	
• Attendance	
• Behavior	
• Student Records	
• Transcripts	
Superintendent’s Office	643-9000
Transportation	277-6475

PARENT ENGAGEMENT BOARD POLICY
(BP 6020)

The Governing Board believes that family and community engagement is a *fundamental component* to student success and achievement. Consequently, the Board supports a collaborative environment in which the parents, families, and communities of our students are empowered to become partners with our schools and to participate as stakeholders in the vision of creating a world-class educational system that enables all students to excel. A complete copy of our District’s Parent Engagement Board Policy is available at www.scusd.edu or by calling the School, Family and Community Partnerships Department at (916) 643-7924.

STUDENT SUPPORT AND HEALTH SERVICES

Student Support and Health Services offers a wide range of social, emotional, and health resources to help students thrive.

HEALTH SERVICES
THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES AND EDUCATION

The Medicaid Program allows the SCUSD to be reimbursed for health services provided at school to Medi-Cal eligible students. These services include hearing and vision screenings and health assessments. (W & I 14132.06)

To receive the Medicaid Program federal dollars, the school district must make an attempt to gather student insurance information and authorization to bill for these health services through private health insurance companies as well as Medi-Cal. If you carry private insurance for your student (other than Medi-Cal) **please provide this information on the back page of this notification.**

School health services currently provided to all students will not be changed by your response or lack of response of this questionnaire (back page). School health services will always be available to students attending school and parents will never be billed for these services. For further information regarding this policy, call the school of attendance.

The Healthy Schools Act of 2000 requires that all California school districts provide parents or guardians of students with annual written notification of any pesticide they expect to apply during the year. This notification identifies the active ingredients in each

pesticide product. The following chart lists the pesticides that are intended to be used in your school this year:

Name of Pesticide	Active Ingredient
Microcare, ProControl Plus, ULD-100, Drione	Pyrethrins
Max Force FC	Fipronil
Max Force Insect	Hydramethylnon
Fluorguard	N-Ethyl perfluorooctane sulfonamide
Nylar	Linalool
AC90	Chlorophacinone
Drax	Disodium Octaborate Tetrahydrate
Mop up	Orthoboric Acid
Raid fogger	Cupermethrin
Monobor Chlorate	Herbicide - Sodium Chlorate
Ronstar	Herbicide - Oxadiazon
Roundup Pro	Herbicide - Glyphosate
Surflan	Herbicide - Oryzalin
PCQ	Diphacinone
Stingray	Tetramethrin
Demand CS	Lamda-cyhalothrin
Weather Blok	Broifacoum
Precor 2000 Plus	S Methoprene, Permethrin, & Phenothrin
Premise Foam	Imidacloprid Exempt per Section 17610.5
Premise Gel	Imidacloprid Exempt per Section 17610.5
ECO PCO ACU	2-Phenethyl Propionate Exempt per Section 17610.5
Clove oil	Exempt per Section 17610.5
Mint and Mint oil	Exempt per Section 17610.5

www.cdpr.ca.gov

On the back page of this book, **parents may request prior notice of individual pesticide applications at the school.** If you wish to be notified every time a pesticide is going to be applied, complete the form on the back page and return it to your child’s school. (Education Code §§ 48980.3 and 17612)

ASBESTOS MANAGEMENT

An updated management plan for asbestos-containing material in school buildings is available at the district office. (40 C.F.R. 763.93)

PUPIL IMMUNIZATIONS

Your child must be immunized against certain diseases before being admitted to school, unless exempted for medical or personal belief. The school district may administer immunizing agents to prevent or control communicable disease to students whose parents or guardians have consented in writing to such immunization. (Education Code § 49403, § 48216)

PUPIL IMMUNIZATION EXEMPTIONS

Effective January 1, 2014, parents who want to exempt their child from one or more required immunizations because of their personal beliefs must provide to the school or child care facility with appropriate state required documentation.

CONFIDENTIAL MEDICAL SERVICES

Students enrolled in grades 7 through 12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (Education Code § 46010.1)

PHYSICAL EXAMINATION

A child may be excluded from physical examination whenever the parent or guardian files a written statement with the school that they will not consent to a physical examination of their child. When a child has written exclusion and there is a good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. School children are screened for vision and hearing at selected grade levels. (Education Code §§ 49451, 49452, 49452.5) The district may perform additional screenings, which may include, but not be limited to, assessments, screenings and examinations as determined by a healthcare professional.

State law requires that for each child enrolled in the first grade, the parent or guardian must present within 90 days after entrance, a certified letter, signed by a physician, (Report of Health Examination for School Entry), verifying that the child has received a physical examination within the last 18 months. A parent or guardian may file a written objection or waiver stating the reasons why he or she was unable to obtain such services. (Health and Safety Code §§ 124085, 124105)

PUPIL MEDICATION

It is the responsibility of the parent/guardian to provide medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider (5 CCR 606).

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician or surgeon and a written statement by the parent(s) or guardian(s) indicating their desire to have the school assist in administering the physician's instructions. (Education Code § 49480)

Any student who carries and self-administers prescription auto-injectable epinephrine and/or inhaled asthma medication must submit a written statement of

instruction from the physician that includes confirmation that the student is able to self-administer the medication and a written statement by the parent or guardian, 1) consenting to the self-administration, 2) providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise regarding the medication, and 3) releasing the school district and school personnel from liability if the student suffers an adverse reaction as a result of self-administering the medication. The written statements required for any medication at school shall be provided at least annually and more frequently if the medication, dosage, frequency or reason for administration changes. (Education Code § 48980 § 49423, § 49423.1)

CONTINUING MEDICATION

A parent or guardian is required to inform the school if a pupil is on a continuing medication regimen to a non-episodic condition. With a parent's or guardian's consent, a designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or over-dosage. (Education Code § 49480)

STUDENT SUPPORT SERVICES

CONNECT CENTER

The Connect Center is a centralized student support center that serves as a "gateway" to critical support services for students and families. This central hub is designed to increase coordination of services by providing a point of access to address the social, emotional, and health needs of all students.

Services Provided:

- Information and referral
- Case management/service coordination
- Individual and family counseling referrals
- Crisis assessment/crisis response

5601 47th Avenue

(916) 643-2354

scusd.edu/overview/connect-center

LGBTQ SUPPORT SERVICES

LGBTQ Support Services program, located at the Connect Center, offers information and support for lesbian, gay, bisexual, transgender and questioning students and their families. Please contact us at (916) 643-7997 or scusd.edu/lgbtq-support-services.

HEALTH INSURANCE ENROLLMENT

SCUSD is committed to ensuring that all students have access to affordable health care. The following health insurance enrollment occurs on-site at the Connect Center on a weekly basis.

- Prescreening to determine eligibility
- Health insurance outreach and enrollment
- Health navigation support
- Spanish assistance (916) 643-2351
- Bullying Prevention Services
- Homeless Services

STUDENT SUPPORT CENTERS

SCHOOL	CONTACT	PHONE
A.M. Winn ES 3351 Explorer Dr. 95827	Julie Kauffman	228-5727
Abraham Lincoln ES 3324 Glenmoor Dr. 95827	Julie Kauffman	228-5727
Bowling Green McCoy 4211 Turnbridge Dr. 95823	Marcella Rodriguez	433-5426
Bret Harte ES 2751 9 th Ave. 95818	Liz Sterba	277-7070
C.K. McClatchy HS 3066 Freeport Blvd. 95818	Jennifer Dixon	264-4714
Caroline Wenzel ES 6870 Greenhaven Dr. 95828	Pam Cajucom	433-5280
Earl Warren ES 5420 Lowell St. 95820	Evelyn Tisdell-Koroma	382-5950
Edward Kemble ES 7495 29 th St. 95824	Evelyn Tisdell-Koroma	433-5025
Elder Creek ES 7934 Lemon Hill 95824	Jamie Gomez	382-5615
Ethel Phillips ES 2930 24 th Ave. 95820	Liz Sterba	277-6277
Hiram Johnson HS 6879 14 th Ave. 95820	Mary Struhs	277-6300
Isador Cohen ES 9025 Salmon Falls Dr. 95826	Julie Kauffman	228-5727
John Still K-8 2118 Meadowview Dr. 95832	Amaya Weiss	433-2925
John Bidwell ES 1730 65 th Ave 95822	Pam Cajucom	433-5280
John Sloat ES 7525 Candlewood Way 95822	Pam Cajucom	433-5051
Leataata Floyd ES 401 McClatchy Way. 95818	Vacant	264-4175
Oak Ridge ES 4501 M.L.King Blvd. 95820	Bethany Coburn	277-7015
Pacific ES 6201 41 st St. 95824	Nailah Kokayi	433-2803
Parkway ES 4720 Forest Parkway	Jamie Gomez	433-5082
Rosa Parks K-8 2250 68 th Ave. 95822	Victoria Flores	433-5369
Will C. Wood MS 6201 Lemon Hill Ave 95824	Mary Struhs	382-6049
Parker Family Resource Ctr 2930 21 st Ave 95820	Monica McRho	277-6892

ENROLLMENT

ENROLLMENT CENTER

Families are required to go to the Enrollment Center to complete the registration and enrollment process.

The Enrollment Center is a one-stop resource for families enrolling their children in our district. Families are able to enroll students, submit transfer and open enrollment applications, have questions answered, receive pre-testing services and benefit from the on-site immunization clinic.

The Enrollment Center ensures fairness and equity in the treatment of families and allows central monitoring of enrollment and intra- and inter-district permits. It also provides an opportunity to consolidate services and create a more efficient enrollment process, as Enrollment Center staff is highly trained and knowledgeable in all processes and procedures.

Hours:

Monday, Tuesday, Wednesday

8:00 a.m. to 3:15 p.m.

Thursday

11:00 a.m. to 6:15 p.m.

Friday

8:00 a.m. to 11:15 a.m.

Closed All School Holidays

MATRICULATION AND ORIENTATION CENTER (MOC)

The Matriculation and Orientation Center is a centralized district location working in conjunction with the Enrollment Center for registration of students who speak a language other than English. The MOC provides assessors/translators who also perform numerous language-related services linking parents to district programs. Languages served are Spanish, Hmong, Chinese, Russian and Vietnamese.

The Matriculation and Orientation Center is open to book appointments throughout the year by calling (916) 643-2162. The MOC is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

The Enrollment Center and the Matriculation and Orientation Center are located next to the Serna Center at 5601 47th Avenue, Sacramento, CA 95824. For more information, contact the Enrollment Center or Matriculation and Orientation Center at (916) 643-2400 or visit www.scusd.edu/enrollmentcenter.

PROOF OF IDENTITY/RESIDENCE

For safety and security of all children, only biological parents or legal guardians may enroll a child into our district. The person enrolling any child will be required to present the following documentation for proof of identity and residential address:

1. Photo ID or passport
2. CURRENT mortgage/property tax bill or rental/lease agreement
3. CURRENT utility bill (SMUD, PG&E, or WATER) with correct name and address
4. Immunization record for each child
5. Proof of birth – original COUNTY ISSUED birth certificate or passport for each child

EMANCIPATION

A pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control and authority through emancipation. (Education Code § 48204 (c))

EMPLOYMENT IN THE DISTRICT

Under certain circumstances, the district may have the right to deny the application of a parent to enroll a child in the district in which you are employed if you are not a resident of the district. (Education Code § 48201 (b))

CAREGIVER

A pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 of Division 11 of the Family Code by the caregiving adult is a sufficient basis for a determination that the pupil lives in the caregiver's home, unless the school district determines from actual facts that the pupil is not living in the caregiver's home. (Education Code § 48204 (a) (4))

CAREGIVER AFFIDAVIT

Upon enrollment, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code H6552.H Parents/guardians of students living with a caregiver or in foster care shall receive all parental notifications required by law. They shall be contacted for all major educational decisions concerning enrollment, discipline and final grades. If the caregiver or the parent/guardian fails to cooperate with the school district's efforts to determine facts and ascertain the parent/guardian's whereabouts, the affidavit may be denied. Additional information can be obtained by calling the Enrollment Center at (916) 643-2400.

FOSTER CARE

A pupil placed within the boundaries of the school district in a regularly established licensed children's institution, a licensed foster home or a court ordered placement. (Education Code § 48204 (a) (1) (A)) Per AB 490, foster youth have the right to remain in their school of origin when they enter foster care or move (if in their best interest) and be immediately enrolled in a new school (even without health/education records). (Education Code § 48850-4855.5)

HOMELESS STUDENTS

Homeless students lack a fixed, regular, and adequate nighttime residence, per Subtitle B of the Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). They have the right to remain in their school of origin or to be immediately enrolled in a new school, as well as other rights & protections. Call Parker Family Resource Center & Homeless Services Office for information and assistance or before making any change in your child's school. (916)-277-6892.

HOSPITALIZED – TEMPORARY DISABILITY

Parents or guardians have the right to have your child with a temporary disability receive individual instruction if attendance at school is impossible or inadvisable and to be informed of your obligation to notify the district of your child's presence in a qualifying hospital. Individual instruction may be provided at your child's home, in a hospital or other residential health facility. (Education Code §§ 48206.3 et seq and 48208)

SPECIFIC SCHOOL REQUEST

Parents or guardians have the right to request a specific school and to receive a response from the school district. Such a request does not obligate the school to grant the request. (Education Code § 51101 (a) (6))

NOTICE OF ALTERNATIVE SCHOOLS

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.

- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

Further, a copy shall be posted in at least two places normally visible to pupils, teachers and visiting parents in each attendance unit for the entire month of March each year. (Education Code 58501)

INTER-DISTRICT AGREEMENT

An inter-district attendance agreement is established between the Sacramento City Unified School District and surrounding school districts. A pupil may attend a school in a district other than the pupil's district of residence. Contact the Enrollment Center at (916) 643-2400. (Education Code § 46600)

INTRA-DISTRICT POLICY

An intra-district attendance policy is established between the student's school of residence and other schools within the Sacramento City Unified School District. Contact your student's school of residence or the Enrollment Center for an application. (Education Code § 35160.5 (b))

ATTENDANCE

Students are expected to attend school regularly and on time. School district policy and state law requires daily school attendance for students between the ages of 6 and 18.

EXCUSED ABSENCES (AR 5113)

A student's absence shall be excused for the following reasons indicated in Education Code 48205:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family, which is defined *as* the mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner proved by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. Participation in religious instruction or exercises in accordance with district policy as indicated in Education Code 46014.
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than four school days per month.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Elections Code Section 12302. (Education Code 48205)

In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences.

1. Appearance in court.
2. Attendance at funeral services.
3. Observation of a holiday or ceremony of his/her religion.
4. Attendance at religious retreats for no more than four hours during a semester.
5. Employment interview or conference.

In addition, if a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours.

HOME INSTRUCTION

Except for students receiving individual instruction provided pursuant to school district or county office-sponsored programs, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible, or inadvisable, shall receive individual instruction provided by the school district in which the pupil is deemed to reside. (Education Code § 48206.3)

VERIFICATION OF ABSENCES

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative or student if 18 or older (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. District personnel shall record the following:
 - a. Name of student
 - b. Name of parent/guardian/representative
 - c. Name of verifying employee
 - d. Date or dates of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's Verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointment but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 10 absences in the school year for illness verified by methods listed in #1, #2 and #3 above, any further absences for illness must be verified by physician.

TRUANCY

1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combinations thereof. Such

students shall be reported to the Superintendent or designee.

The parent/guardian of a student classified as truant shall be notified of the following:

- a. The student is truant.
 - b. The parent/guardian is obligated to compel the student to attend school.
 - c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution. (Education Code 48290-48296.)
 - d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
 - e. Alternative educational programs are available in the district and the School Attendance Review Board (SARB) may make an involuntary transfer of a student if deemed appropriate by SARB Board.
 - f. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
 - g. The student may be subject to suspension, restriction or delay of his/her driving privilege. (Vehicle Code 13202.7)
 - h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.
2. Upon his/her first truancy, a student may be given a written warning by a peace officer. A record of this warning may be kept at school for at least 2 years or until the student graduates or transfers. The record may be forwarded to the new school.
 3. Upon his/her second truancy within the same school year, a student may be assigned to an after-school or weekend study program with the county. If the student fails to successfully complete this study program, he/she shall be subject to item #5 below.
 4. Upon his/her 3rd truancy within the same school year, a student may be referred to, and required to attend, an attendance review board, a truancy mediation program established by the district attorney or the probation offer, or a comparable program deemed acceptable by the Superintendent or designee. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to #6 below.

5. Upon his/her fourth truancy within the same school year, the student shall be classified a habitual truant as defined in Education Code 48262. A habitual truant may be referred to a school attendance review board or to the probation department. When a student is referred to a school attendance review board or to the probation department, the Superintendent or designee shall provide the student and parent/guardian, in writing, the name and address of the school attendance review board or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian will be required, along with a district staff member, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral. (Education Code 48263)
6. If a student in grades 7-12 has been judged by the county juvenile court to be a habitual truant or habitually insubordinate or disorderly at school, or if a student has been required by the court to attend school as a condition of probation, the district shall inform the juvenile court and the student's probation or parole officer, within 10 days, whenever that student is insubordinate, disorderly at school, or truant or tardy without a valid excuse. (Education Code 48267) (Education Code 48260.5)

To improve student attendance, the Superintendent or designee shall implement positive steps to identify the reasons for a student's unexcused absences and to help resolve the problems caused by truancy. Such strategies shall focus on early intervention and may include, but not be limited to, communication with parents/guardians and the use of student study teams. (BP 5113.1)

In addition, the Superintendent or designee shall cooperate with other agencies within the community to meet the needs of students who have serious school attendance or behavior problems and to maintain a continuing inventory of community resources, including alternative programs.

STATUTORY AND LOCAL ATTENDANCE OPTIONS

You have the right to receive notification of all current statutory attendance options and local attendance options. If you would like to receive information about the attendance options discussed throughout this notice, please request the statutory attendance options

from the Student Hearing and Placement Department at (916) 643-9425. (Education Code § 48980(h))

MAKE-UP ASSIGNMENTS

Students whose absences are excused are given an opportunity to make-up missed work. However, no amount of make-up activity can completely duplicate the classroom participation missed during an absence. The importance of daily participation will vary according to the nature of the class.

After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled. Students whose absences extend longer than three weeks may qualify for off-campus educational instruction. Teachers should consider Restorative Practice themes for students who miss class time because of suspension.

COLLEGE ADMISSION REQUIREMENTS

English – 4 years required. Not more than 2 semesters of English at grade 9 can be used to meet this requirement.

Mathematics – 3 years required (including algebra 1, geometry and algebra 2); 4 years recommended.

Science – 2 years of laboratory science required in at least two of these three areas: biology, chemistry and physics; 3 years recommended

Social Science – 2 years of history/ social science to include: one year of U.S. History (or one-half year of U.S. History and one-half year of American Government); and one year world civilization, cultures and geography.

Foreign Languages - 2 years required of the same language; 3 years recommended.

Visual or Performing Arts – One year required.

2 years of college Preparatory Electives

To obtain current UC and CSU websites to help students and families learn about college admission requirements, visit www.UCOP.edu

Career Technical Education (CTE) is defined by California Department of Education (CDE) as "Designated Subjects Credential and Single Subject Credential: used in career technical education courses

based on a combination of subject preparation and industry experience”. The website where students can learn more about CTE is www.CDE.ca.gov. School counselors meet with students individually to conduct an academic review. During the individual conference, the school counselor shall apprise the pupil and his or her parent/guardian of:

1. Consequences of not passing the high school exit examination.
2. Programs, courses and career technical education options available for pupils needed for satisfactory completion of high school.
3. Cumulative records and transcripts of the pupil.
4. Performance on standardized and diagnostic assessments for the pupil.
5. Remediation strategies, high school courses and alternative education options available to the pupil.
6. Information on postsecondary education and training.

STANDARDS OF BEHAVIOR

STUDENT DISCIPLINE

District and school rules pertaining to student discipline are available to parents and guardians of district students in the school office. (Education Code section 35291)

STUDENT RIGHTS

As a student, you have the right to:

- Learn in a safe environment.
- Discuss issues, concerns and progress with your administrators, teachers or other SCUSD personnel.

PARENT RIGHTS

As a parent or guardian, you have the right to:

- Information about the progress of your child's achievement, behavior in school, and attendance
- Expect a safe environment that is non-threatening and allows your child to maximize their learning potential
- Information about all school rules, regulations and expectations

SCHOOL ADMINISTRATOR RESPONSIBILITIES

As representatives of our school district, administrators will:

- Establish and enforce school rules to ensure a safe educational environment.
- Provide support to teachers as they carry out discipline responsibilities.
- Communicate effectively our school rules and consequences to students, families and staff.
- Support students by involving them in activities that increase confidence in their academic responsibilities and outcomes.

PARENT, GUARDIAN AND FAMILY MEMBER RESPONSIBILITIES

Parents or guardians are liable for all damages caused by the willful misconduct of their minor children, which results in the death or injury to other students, school personnel or school property. (Civil Code §1714.1; Education Code § 48904)

Every parent, guardian and family member of the school community shares in the responsibility for maintaining a safe and productive environment at your child's school. You share in this responsibility when you:

- Make certain your child arrives at school on time and is ready to learn.
- Acknowledge the rights and authority of the school and the Board of Education to maintain standards of behavior for all students.
- Understand our school district rules. Review your child's school's [Student Behavior Guidelines](#) and this [Standards of Behavior](#) with your family.
- Provide the study materials your child needs. If you are uncertain what materials may be necessary, contact your child's teacher(s).
- Provide a suitable time and place for study at home. Parents have a great influence on the study habits of their children.
- Keep track of your child's scholastic achievement and progress. Review each progress report and report card with your child. Children learn more when their parents or guardians are involved in monitoring their progress. Participate regularly in your child's educational program.
- Maintain consistent communication with your child's teachers, school administrators and other school staff.

PARTICIPATION IN ADVISORY COUNCILS

A parent or guardian has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent or guardian membership in those organizations. (Education Code § 51101)

VOLUNTEERING TIME AND RESOURCES

Parents or guardians may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees. (Education Code § 51101(a)(14))

To assure student safety, parent volunteers must go through the process required of all volunteers, which includes screening (sex offender check or fingerprinting (Education Code § 32390)) and the completion of a TB test. The type of background check will be determined by whether the volunteer will or will not have *unsupervised* contact with children. For more information check the volunteer website: www.scusd.edu or call the Volunteer Office at (916) 643-7924.

TEACHER AND SUPPORT STAFF RESPONSIBILITIES

The teachers and support staff of our district demonstrate appropriate school and classroom behavior in their attitudes and in their communication with students and parents. In addition to academic excellence, it is our school district's goal for each school to:

- Communicate regularly and in a timely manner with students and their families about their child's academic progress, behavior and attendance.
- Adopt a comprehensive written school safety plan and disaster preparedness procedures.
- Establish an environment in which students can meet their grade level academic standards.
- Involve students in an ongoing process of self-evaluation.
- Communicate our district's and school's standards of behavior.
- Communicate our Course of Study and grading policy.
- Enforce district policies, regulations and school rules fairly and consistently.

- Interact with all parents and students with dignity and respect.
- Provide quality customer service.

ELECTRONIC SIGNALING DEVICES

(BP 5131.2)

The Governing Board believes that the unauthorized use of electronic signaling devices adversely affects students' ability to achieve academic success, is disruptive to effective classroom discipline and management and can lead to an invasion of staff and student's safety and privacy. (Education Code 48901.5) (Administrative Regulation 5131.2)

Students shall be permitted to use electronic signaling devices such as cell phones, before and after school hours only. Such devices shall not be turned on or used from the time school starts until the end of school, including non-instructional time and extracurricular activities unless given authorization from site administration. During an emergency declared by the school, text message scripts will be posted for students so they may provide updates of the situation to their parents/guardians. It is important that cell phones and other devices be used sparingly so that emergency services have priority to assist students and staff on site. Site administration shall use a progressive consequence plan when students are found using electronic signaling devices during school hours and without permission, and the device shall be confiscated. In the event there is reasonable suspicion that the electronic device has been used in violation of a school rule or district policy, such as cheating or bullying, taking pictures in locker rooms, or for committing an actual crime, or out of concern for the health and safety of the student or others, the Superintendent or designee is authorized to review any and all contents of the device under consultation with law enforcement as necessary.

ANTI-BULLYING AND HARASSMENT

(BP 5145.4)

Bullying is an imbalance of power that is repeated over time and intended to do harm (verbally, psychologically, or physically). Students are assured that they need not endure bullying behavior or harassment that impairs the learning environment, interferes with a student's ability to benefit from their education or has a detrimental effect to a student's emotional well-being. Schools will work toward providing an orderly, caring and non-discriminatory

learning environment and students need not endure bullying behavior whether it takes place on or off school property, electronically, at any school-sponsored function or in a school vehicle.

All school employees, students, parents and others are required to report bullying behavior to the principal who will determine if the act meets the anti-bullying policy and who may apply consequences. Retaliation towards students or others who report bullying or harassment is prohibited. For more information, including reporting forms, go to <http://www.scusd.edu/pod/report-bullying-behavior>. Additionally, reports of bullying behavior or harassment can be made anonymously through the district's bullying prevention hotline at 1-855-86-Bully or 1-855-862-8559.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

School Attendance Review Board (SARB) reviews student attendance and disruptive behavior. Students may be referred to SARB for habitual truancy or irregular attendance. SARB may direct a student to take part in community services. SARB may involve the Juvenile Courts, District Attorney, County Probation Department, Sheriff's Department, City Police Department and County Health and Human Services in a student's case. SARB may involuntarily transfer the student to another school or to an alternative education program.

SEARCH AND SEIZURE POLICY

The Search and Seizure Policy governs the district's authority to search individual students and their property. School officials may search when there is a reasonable suspicion it will reveal evidence that the student is violating the rules and regulations of the district and/or school.

SUSPENSION

Suspension is the exclusion of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or a school administrator. A principal or a designee may suspend from school for up to five consecutive days. A suspension may be extended under certain conditions. There are three kinds of suspensions.

1. Out of School Suspension means that the student is not permitted on or near any Sacramento City Unified School District campus, nor are they allowed to participate in any school activities, during the period of

suspension. They may, however, be required to complete assignments and tests which will be made available to them through another school employee.

2. In School Suspension means that the student is removed from class, but remains on campus isolated from other students under the supervision of a certificated staff member.
3. Teacher Suspension allows a teacher to suspend for the remainder of the class in which the misconduct occurred and for the next day's class.

For more information on suspension appeals please contact the Student Hearing and Placement Department.

The parent or guardian of a student who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class. (Education Code 48900.1)

EXPULSION

An expulsion is the removal of a student from all schools in the Sacramento City Unified School District for violating the California Education Code as ordered by the Board of Education. The expulsion is for a defined period of time, but an application for Re-admission must be considered within a specified time period.

State law provides for full due process and rights to appeal any order of expulsion.

State law mandates the Board of Education to expel students as indicated in Education Code 48915 (c) for:

1. Sale, possession or furnishing of a firearm.
2. Brandishing a knife at another person.
3. Selling a controlled substance.
4. Sexual assault or sexual battery.
5. Possession of explosives.

California Education Code requires a school administrator to recommend expulsion if a student commits one of the following offenses:

1. Causing serious physical injury to another person except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana.
4. Robbery or extortion.
5. Assault or battery upon a school employee.

A student shall not be disciplined, suspended or recommended for expulsion unless the Superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the Standards of Behavior, District policies or the Education Code 48900.

A student may be disciplined, suspended for a maximum of five consecutive days or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

- While on school grounds
- During the lunch period whether on or off campus
- During, going to or coming from a school-sponsored activity

STUDENT SUPPORT STRATEGIES

(may not be available at all sites)

- Alternative Placement
- Character Education
- Community Service
- Community service on campus (cafeteria duty, campus cleanup, work with custodial staff)
- Conflict Resolution
- Counseling
- Detention
- Extended Day
- Home Visitation
- In-house Suspension (on school grounds)
- Lunch Detention
- Meetings
- Men's Leadership Academy
- Mentoring
- Parent attends a portion of the school day
- Parent Conference Via Telephone (document)
- Peer Court
- Referral to Counseling Group
- Referral to district resources staff for academic assessment
- Referral to School Attendance Review Board (SARB)
- Referral to Student Attendance Review Team (SART)
- Referral to Student Study Team
- Restorative Justice Practices
- Saturday School
- Shortened Day
- Site Level Behavior Contract
- Student Conference
- Teacher Suspension
- Time Out Buddies, loss of recess (elementary)
- Transfer Classes
- Voluntary Short Term Independent Study

California Education Code 48915

	Alternative to Suspension	Shall Suspend	Shall Expel	Contact Law Enforcement
Mandatory Expulsion [E.C. 48915(c)]				
c1 Sale, possession or furnishing of a firearm.	no	yes - 5 days	yes	yes
c2 Brandishing a knife at another person.	no	yes - 5 days	yes	yes
c3 Selling a controlled substance.	no	yes - 5 days	yes	yes
c4 Sexual assault or sexual battery.	no	yes - 5 days	yes	yes
c5 Possession of Explosives.	no	yes - 5 days	yes	yes
Mandatory Recommendation for Expulsion [E.C. 48915(a)]				
a.1 Causing serious physical injury to another person, except in self-defense.	no	yes - 5 days	yes	yes
a.2 Possession of any knife, or other dangerous object of no reasonable use to the pupil.	no	yes - 5 days	yes	yes
a.3 Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	no	yes - 5 days	yes	yes
a.4 Robbery or extortion.	no	yes - 5 days	yes	yes
a.5 Assault or battery upon a school employee.	no	yes - 5 days	yes	yes

California Education Code 48900

	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
1. Acts of Violence [E.C. 48900(a)]				
a.1 Caused, attempted to cause, or threatened to cause physical injury to another person.	may be considered	yes 3-5 days	yes	yes
a.2 Willfully used force or violence upon another person, except in self-defense.	may be considered	yes 5 days	yes	yes
2. Weapons and Dangerous Objects [E.C. 48900(b)]				
Possession, sale or furnishing of weapons (knife, gun, sharp object, club or an object that could inflict injury) or explosive.	may be considered	yes 3-5 days	yes	yes
3. Drugs and Alcohol [E.C. 48900(c)]				
Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.	may be considered	yes	yes	yes
4. Sale of "look-alike" Drugs and Alcohol [E.C. 48900(d)]				
Offering, arranging or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol or an intoxicant.	may be considered	yes	yes	yes
5. Robbery or Extortion [E.C. 48900(e)]				
Committed or attempted to commit robbery or extortion.	may be considered	yes	yes	yes
6. Damage of Property [E.C. 48900(f)]				
Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	yes	yes	Yes
7. Theft or Stealing [E.C. 48900(g)]				
Stealing or attempting to steal school or private property including electronic files and databases.	may be considered	yes	yes	yes
8. Tobacco [E.C. 48900(h)]				
Possession or use of tobacco or nicotine products.	may be considered	yes	yes	may cite
9. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]				
1. Directed at peers. 2. Directed at school personnel.	may be considered	yes	yes	yes
10. Drug Paraphernalia [E.C. 48900(j)]				
Possessed, offered, arranged or negotiated to sell any drug paraphernalia.	may be considered	yes	yes	yes
11. Willful Defiance or Disruption of School Activities [E.C. 48900(k)]				
Failure to follow school rules.	may be considered	yes	yes	no
Failure to follow directive or instruction of staff or teachers.	may be considered	yes	yes	no
Failure to follow conduct code for school bus passengers.	may be considered	yes	yes	no

California Ed. Code 48900 – Continued	Alternative to Suspension	May Suspend	May Recommend Expulsion	Contact Law Enforcement
12. Possession of Stolen Property [E.C. 48900(l)] Knowingly receive stolen school property or private property.	may be considered	yes	yes	yes
13. Imitation Firearm [E.C. 48900(m)] Possession of an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	may be considered	yes	yes	yes
14. Sexual Assault or Sexual Battery [E.C. 48900(n)] Committed or attempted to commit sexual assault or battery.	no	yes	yes	yes
15. Harassment of a Student Witness [E.C. 48900(o)] Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.	may be considered	yes	yes	yes
16. Unlawful Drug Soma [E.C. 48900(p)] Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.	may be considered	yes	yes	yes
17. Hazing [E.C. 48900 (q)] Engaged in or attempted to engage in hazing.	may be considered	yes	yes	yes
18. Bullying [E.C. 48900(r)] Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	may be considered	yes	yes	yes
19. Aids or Abets [E.C. 48900(s)] The infliction or attempted infliction of physical injury to another person.	may be considered	Yes	no, unless judged by a juvenile court to have committed as an aider or abettor causing serious injury. Expulsion would move forward under EC.48900 a1, or a2	yes
20. Sexual Harassment [E.C. 48900.2] Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	may be considered	Yes	yes	yes
21. Acts of Hate Violence [E.C. 48900.3] Cause, threaten, attempt to cause, or participate in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, disability or sexual orientation. Speech that threatens violence when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. Applies to grades 4-12	may be considered	yes	yes	yes
22. Other Harassment [E.C. 48900.4] Intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. Grades 4-12 only.	may be considered	yes	yes	yes
23. Terrorist Threats [E.C. 48900.7] Making terrorist threats against school officials and/or school property.	may be considered	yes	yes	yes
24. Attendance Truant [E.C. 48260] (Warning letter #1) Absent from school without a valid excuse.	must be considered	No	no	no
Repeat Truant [E.C. 48261] (Warning letter #2).	must be considered	No	no	no
Habitual Truant [E.C. 48262] (Warning letter #3) Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board (SARB) for further action.	must be considered	No	no	no

ALTERNATIVE EDUCATION PROGRAMS

American Legion Continuation High School

3801 Broadway, 95817

(916) 277-6600

- Grades 9-12, voluntary/involuntary entry and exit procedures
- Special Education: Yes (RSP only)
- Program Information: Diploma or GED
- Enrollment: Placement via Student Hearing and Placement Department referral ONLY

Capital City School (Independent Study)

Verification form must be completed

7222 24th Street, 95822

(916) 433-5187

- Grades K-12, voluntary only
- Program Information: Same district and state curriculum. One hour per week with teacher, 20 hours independent study per week.
- Special Education: NO
- Enrollment: Placement via Student Hearing and Placement Department referral ONLY

Charles A. Jones Skills & Business Education Center

5451 Lemon Hill Avenue, 95824

(916) 433-2600

- Age 18 or older, open enrollment
- Special Education: Yes (if IEP designates)

Hours: Monday - Friday 7:30 a.m.-4:30 p.m.

Monday through Thursday 5:30 p.m.-9:30 p.m.

Saturday 9:00 a.m.-3:30 p.m.

Sacramento Accelerated Academy

5601 47th Avenue, 95824

(916) 643-2341

- Grades: 11th and 12th
- Students must have passed CAHSEE
- Special Education: Yes (RSP only)
- Enrollment: Placement via Student Hearing and Placement Department referral ONLY
- Program: Sacramento Accelerated Academy (SAA) is the district's online

credit recovery program and is located at The Enrollment and Family Services Center. SAA students work on coursework in a computer lab setting and will have the assistance of teachers who are on-site as well as online teachers whom they can access remotely via the internet.

Success Academy (4-8)

5601 47th Avenue, 95824

(916) 643-2338

- Special Education: Yes (RSP only)
- Program: Academic and social/emotional support for high risk students.
- Enrollment: Behavior Review, Expulsion, School Attendance Review Board (SARB)
- All Success Academy referrals come from the Student Hearing and Placement Office.

For other alternative program information, you may contact the Student Hearing and Placement Department at (916) 643-9425.

STUDENT AFFAIRS

California Healthy Kids Survey

5th Grade Students- Your child may be asked to be part of the school's Healthy Kids Survey, sponsored by the California Department of Education. This is a very important survey that will help promote better health among youth and combat problems such as drug abuse and violence. It will take your child approximately one class period to complete the survey. **Your written permission is required for your child to participate in the survey.** Only **fifth grade** students will receive the Elementary School Survey.

7th, 9th and 11th Grade Students- Students may be asked to participate in order to gather information regarding student's physical activity and nutritional habits, alcohol, tobacco, and other drug use, school safety, environmental and individual strengths and assets. This information will be shared with an outside evaluator(s) for research purposes. You may examine the questionnaire in the school office or the Healthy Kids Website (www.wested.org/hks). The survey is voluntary and anonymous and no names will be recorded or attached to the survey forms or

data. Students who participate only have to answer the questions they want to answer and they may stop taking the survey at any time.

If you have any questions about this survey, or about your rights, contact the Youth Development Office at (916) 643-7994.

PSYCHOLOGICAL TESTING

A parent or guardian has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. (Education Code § 51101)

PUPIL AND FAMILY PRIVACY

It is the district's policy that personal information concerning students and their families should be kept private in accordance with law. District staff is prohibited from administering or distributing survey instruments to students for the purpose of collecting personal information for marketing or selling that information. Any personal information disclosed during counseling with a school counselor either by a pupil 12 years of age or older, or by a parent or guardian of a pupil 12 years of age or older, shall be kept confidential except as provided by law. (Education Code § 49602) (Subject to Board and/or Superintendent approval of revised district policy and/or regulation).

PUPIL PARTICIPATION IN SURVEY

No pupil shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion without affirmative parent consent.

However, anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risk, including tests, questionnaires and surveys containing age-appropriate questions about the student's attitude concerning, or practices relating to sex, may be administered to any student in grades 7 through 12 if parents or guardians have not requested in writing that their child not participate. (Education Code §§ 51513, 51938. 60614:20 U.S.C. 1232h(a) and (b)) (Subject to Board and/or Superintendent approval of the revised district policy and/or regulation.)

POLITICAL AFFILIATIONS/BEHAVIOR/ CLOSE FAMILY RELATIONSHIP SURVEY

Parents will be notified in writing if a test, questionnaire, survey or examination is to be administered to your child containing questions about his or her, or your: political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, lawyer, physician, minister, critical appraisals of individuals with whom you have close family relationships and income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation. Parents have the right to consent to the administration of such test, questionnaire, survey or examination. (20 U.S.C. §1232h (a) and (b))

TOBACCO-FREE CAMPUS

Sacramento City Unified School District prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event. Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events or while under the supervision of district employees.

PUPIL INSURANCE

The district or county office provides or makes available medical or hospital services for injuries to students arising from school programs or activities. No student will be compelled to accept such services without his/her consent or, if a minor, without the consent of a parent or guardian. You may obtain further information regarding availability of pupil accident insurance by contacting the school principal. (Education Code §49472)

FREE OR REDUCED PRICE MEAL

Students are entitled to free or reduced price meals. Contact the school for eligibility information. Please access the online application at www.scusd.edu/applyformeals.

PERSONAL PROPERTY

The district or the county offices are not responsible for personal property. Students are discouraged from bringing non-instructional items to school.

RELEASE OF DIRECTORY INFORMATION

DEFINITION OF PUPIL RECORD

Pupil record is any item of information other than directory information that is directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her duties.

NOTIFICATION OF PRIVACY RIGHTS OF STUDENTS

Federal and state laws grant certain privacy rights and rights or access to pupil records to students and to their parents or guardians. Full access to all personally identifiable written records maintained by the school district or county office must be granted to:

- Parents or guardians of students age 17 or younger.
- Parents or guardians of students age 18 or older if the student is a dependent for tax purposes.
- Students age 16 or older or have completed 10th grade.

Parents/guardians may review individual records by making a request to the principal. At each school, the principal or designee shall act as custodian of records. The principal will see that explanations and interpretations are provided if requested. A parent or guardian has the right to question and receive an answer regarding items on their child's record that appears inaccurate, misleading or that invades his/her child's privacy. Information, which is alleged to be inaccurate, inappropriate or misleading, may or may not be removed by the Superintendent or his/her designee. A log or record of the maintenance of each pupil record of enrolled students shall be kept in the school office.

In addition, parents or guardians of eligible students may receive a copy of any information in the pupil's records at a reasonable cost per page. School district policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons review and to challenge the content of records is available through the principal or his/her designee. Parents may contact the school to review the log listing of those that have requested or received information from a pupil's file, as required in Education Code § 49064.

Access to a pupil's records will only be granted to those with a legitimate educational interest who are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstance, require that they have access to pupil records. School officials may be authorized to inspect student records if a legitimate educational interest exists. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the district as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the Governing Board, a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, consultant or therapist), a parent or student serving on an official committee (such as a disciplinary or grievance committee), assisting another school official in performing his or her tasks. (FERPA, 34 Code of Federal Regulations (C.F.R.) Part 99.7(a) (3)(iii) and 99.31(a)(1) and Ed. Code § 49063 (d), 49064 and 49076)

When a student moves to a new school district, records, including disciplinary records, will be forwarded upon request of the new district. At that time, the parent or an eligible student may challenge, review or receive a copy at a reasonable cost per page, of the requested records. Parents or guardians may contact the school district or county office for any policy regarding the review and expunging of pupil records.

If you believe the school district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birthdate, birthplace, address, telephone number, major course of study, participation in school activities and sports, dates of attendance, degrees and awards and the most previous public or private school of attendance may be released to certain specified agencies. In addition, height and weight of athletes may be made available.

MILITARY RECRUITERS

Federal Law (No Child Left Behind) requires that military services representatives shall have access to directory information. However, **parents or guardians have the right to request in writing information not be released to a military recruiter without their prior written consent.** See the back page of the book to request in writing not to release your student's information.

Directory information may not be provided to any private profit-making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents or guardians also have the right to notify the district in writing within 30 calendar days of the receipt of this notice that they do not want a certain category of information designated as directory information.

Upon written request from the parent or guardian of a student age 17 or younger, the school district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the pupil's request to deny access to directory information will be honored. (Education Code 51101)

DIGITAL MEDIA/STUDENT WORK

The district requires parent/guardian permission before use of student images or student work by the district in any official publication or website. If you have an objection to your child's image or student work appearing in any district or school official publication or website, please check the "no" box and sign the permission form on the back of this notification. **If you have no objection, you do not need to check the box.** (Please note that the news media is asked to not come onto Sacramento City Unified School District campuses without prior permission.)

If you have any questions, please contact the principal at your student's school of attendance. Additional information can be attained by calling the Communications Office at (916) 643-9042.

INSTRUCTION

CURRICULUM AND INSTRUCTIONAL MATERIALS

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, tapes and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent or guardian in a reasonable time frame or in accordance with district or county office policies or procedures. (Education Code §§ 49091.10; 51101) You have a right to review instructional materials and discuss the curriculum of your student's course. (Education Code §§ 49063(k) and 49091.14; No Child Left Behind Act 20 U. S. C. 1232h (c) and (d))

DAMAGED OR LOST INSTRUCTIONAL MATERIALS/WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

Parents/guardians and the students are held responsible for all willfully damaged or lost properties. If properties are lost or damaged, students or parents/guardians shall be responsible for restitution equal to the current replacement cost of the materials. (BP 6161.2)

If payment is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts. (AR 5125.2)

OBSERVATION

Upon written request, a parent or guardian has the right to observe instruction that involves his or her child or for the purpose of selecting a school in accordance with board policies on inter-district and intra-district transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. (Education Code §§ 49091.10(b); 51101)

BELIEFS

A pupil may not be compelled to affirm or disavow any particular personally or privately held worldview, religious doctrine or political opinion. This section does not relieve pupils of any obligation to complete regular classroom assignments. (Education Code § 49091.12(a))

EXCUSE FROM HEALTH INSTRUCTION ON RELIGIOUS (MORAL) GROUNDS

Parents may request in writing that their student be excused from any part of a school's instruction in health which conflicts with religious training and beliefs. (Education Code § 51240)

CURRICULUM

The curriculum, including titles, descriptions and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. (Education Code § 49091.14; 49063)

ANIMAL DISSECTION

A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative education project. A pupil's moral objection must be substantiated by a note from his/her parent or guardian. (Education Code §§ 32255-32255.6)

SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION

Written and audiovisual educational materials used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection by parents or guardians. District personnel and/or outside consultants may teach these courses. The district may also hold an assembly to deliver comprehensive sexual health or HIV/AIDS prevention education by guest speakers. If the district elects to use outside consultants or hold an assembly with guest speakers, written notice shall be given to parents or guardians no fewer than 14 days before the instruction is delivered. Parents or guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education, and may also request a copy of Chapter 5 and 6, California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act. (Education Code § 51930-51939)

MINIMUM DAYS AND STAFF DEVELOPMENT

The calendar for the school year indicating the current schedule of any minimum days or pupil-free staff development days shall be provided by each school. A parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days. (Education Code § 48980)

ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE EXAMINATION FEE PAYMENT PROGRAM

Low-income students who are enrolled in an Advanced Placement (AP) class at the high school level and plan to take the end-of-course AP exam OR the International Baccalaureate exam are eligible to participate in the Fee Payment Program. The program is funded by the federal Trio Program under (Education Code 52244) Parents may inquire about the fee payment program at their student's high school. Counselors will also provide students and parents with information about the fee payment program.

CAREER COUNSELING

Parents will be notified, at least once, in advance of career counseling and course selection commencing with course selection for grade 7 so that they may participate in the counseling sessions and decisions. (Education Code 221.5 (d))

ACCOUNTABILITY REPORT CARD

A copy of the school district's accountability report card may be obtained from the school upon request. (Education Code §§ 35256, 51101)

PARENT OR GUARDIAN MEETING WITH TEACHER AND PRINCIPAL

Upon reasonable notice, a parent or guardian has the right to meet with their child's teacher and principal. (Education Code § 51101)

ACADEMIC ACHIEVEMENT AND SCHOOL RULES

A parent or guardian has the right to be notified concerning their child's classroom, standardized and statewide test performances and to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. (Education Code § 51101) You have the right to be notified when a teacher has determined that your child is in danger of failing a course. (Education Code §§ 49063 and 49067)

PROMOTION OR RETENTION

A parent or guardian has the right to be informed in advance about retention and promotion policies. A parent or guardian shall be notified as early in the school year as possible if their child is identified as being at risk of retention, and has the right to consult with school personnel responsible for a decision to retain or promote their child and to appeal a decision to retain or promote their child. (Education Code §§ 48070.5, 51101)

ACADEMIC EXPECTATIONS

A parent or guardian has the right to be informed of the academic expectations of their child. (Education Code § 51101)

Students entering high school in the fall with fewer credits than listed below are considered to be “credit deficient.”

- Sophomore: 50 credits
- Junior: 110 credits
- Senior: 160 credits

Students who are deficient in credits must enroll in extra classes to graduate. Additional credits may be earned by accessing one or more of the options listed below:

1. ROP Classes
2. Online Credit Recovery
3. Community College
4. Summer School (students needing summer school after their senior year will not be eligible to participate in graduation ceremony)
5. Alternative High School

It is the student’s responsibility to see that these credits are transferred to the high school registrar.

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

Commencing with the 2006 school year, each pupil completing the 12th grade will be required to successfully pass the state high school exit exam as a condition of graduation. Students will have the first opportunity to take the exam in their sophomore year. (Education Code § 60850 et seq.)

In order to pass the exit exam, a pupil will be required to demonstrate mastery of statewide, academically rigorous content standards in language arts and mathematics. A pupil who fails to pass all parts of the exam by the completion of 12th grade shall not receive a diploma since passing the exam is a condition of graduation. (Education Code § 48980(e)) Students who fail to pass one or both parts of the exam by the end of their 12th grade year have the

option to receive intensive instruction and services for up to two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. English learners who fail to pass the exam by the end of 12th grade may also receive assistance with English proficiency as needed based on the results of the diagnostic assessment and previous results on the exam. (Education Code §§ 1240, 351860, 37254, 52378, and 52380)

RULES FOR USE OF COMPUTERS AND COMPUTER NETWORKS

When you use school computers you agree to:

1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.
3. Obey the rules of any computer network you access.
4. Be considerate and respectful of other users.
5. Use school computers for school-related education and research only.
6. Not to use school computers and networks for personal or commercial activities.
7. Not change any software or documents (except documents you create).

USE OF SCHOOL COMPUTERS

If you do not follow the rules, you may be disciplined and lose your computer privileges.

Do Not Produce, Distribute, Access, Use Or Store Information That Is:

1. Unlawful.
2. Private or confidential.
3. Copyright protected.
4. Harmful, threatening, abusive or denigrates others.
5. Obscene, pornographic or contains inappropriate language.
6. Interferes with or disrupts the work of others.
7. Causes congestion or damage to systems.

Protect Your Password

Do not allow anyone else to use your password and do not use anyone else's password.

E-Mail Privacy Guidelines:

1. Use caution when giving your e-mail address to anyone.
2. Never give out personal information such as your home address or telephone number.
3. Protect the privacy of others; never give out personal information about yourself or anyone else.

GENERAL INFORMATION

INDIVIDUALS WITH DISABILITIES

In accordance with federal and state laws, the school district does not discriminate against individuals with disabilities in its programs and activities. If your child needs special accommodations, please contact the school or the county office.

SPECIAL EDUCATION

Parents and guardians have a right to be informed of district programs for students with exceptional needs and to be consulted about the assessment and appropriate placement of their child. Students with exceptional needs have a right to a free appropriate public education. (Education Code 56000 et seq.)

SECTION 504

If you suspect that your child has a disability (e.g., learning disabilities, chronic health problems, attention deficit/hyperactivity disorder, etc.) which may substantially limit a major life activity, such as learning, you may request that your child be evaluated under Section 504 of the Rehabilitation Act of 1973. A qualified educational team will evaluate your child to determine if he/she qualifies as a student with a disability. Qualified students will have an individualized 504 plan developed by an educational team that will include the school site 504 coordinator, your child's teacher(s), other support personnel as needed and you, the parent. This plan will be reviewed regularly and will address appropriate interventions to assist your child's educational program. For transfer students with current 504 plans, an educational team will review the plan to determine whether to continue it until the next review or to schedule a meeting to recommend revisions to the plan. For more information, contact your child's teacher, the school site 504 coordinator, or the District 504 coordinator at (916) 643-9144.

SEXUAL NON-DISCRIMINATION

The school district has a policy of nondiscrimination on the basis of sex. This policy applies to all students in any program and activity of the district. Under limited circumstances, separate arrangements may be made for students according to gender, such as separate locker room facilities, in accordance with federal law. Complaints alleging noncompliance with this policy should be directed to the school principal or the county office. Appeals may be made to the district superintendent.

STAFF QUALIFICATIONS

Parents may ask for the following information about their child's teacher: (20 USC 6311)

1. Whether your child's teacher has met state qualification and licensing standards for the grade levels and subject areas that they teach.
2. Whether your child's teacher is teaching with an emergency credential.
3. What the teacher's college majors and the types of college or graduate degree(s) they hold.
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

NON-DISCRIMINATION

Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin or sex in federally financed education programs or activities. The district does not discriminate in admission or access to its programs or activities. Discrimination is prohibited in any program which receives state financial assistance on the basis of gender (which includes sex and a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), gender expression, age, race (includes ancestry, color, ethnic group identification and ethnic background), national origin, religion (includes all aspects of religious belief, observance and practice and includes agnosticism and theism), mental or physical disability, sexual orientation (includes heterosexuality, homosexuality and bisexuality), or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics. Complaints may be filed with the Superintendent under the District's Uniform Complaint Procedure (attached). (Education Code §§ 200 and 220, Penal Code § 42.55; Gov. Code § 11135.5 CCR 4610 and 5 CCR 4622)

Married, Pregnant and Parenting

The SCUSD applies no rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The SCUSD does not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs. Pregnant/parenting students who voluntarily participate in alternative programs are given educational programs, activities, and courses equal to the regular program. The SCUSD treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner, and under the same policies as any other temporary disability.

TITLE IX POLICIES ON SEXUAL HARASSMENT 4119.11(A) AND 5145.7(A)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student or other person at school electronically or at any school-related activity. You have the right to receive the district's sexual harassment policy as it related to students. (Education Code §§ 231.5. 48980(g)) Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Report violations to your supervisor or site administrator for initial attempts at resolution or contact District Title IX Compliance Coordinators.

Employee Related Issues:

Assistant Superintendent of Human Resource Services at (916) 643-7400

Student Related Issues:

Director, Student Hearing and Placement Department at (916) 643-9425

TITLE V

The Title V Compliance Officer for SCUSD is the Director of Student Hearing and Placement.

SACRAMENTO CITY USD ADMINISTRATIVE REGULATION AR 1312.3 COMMUNITY RELATIONS

Uniform Complaint Procedures Compliance Officers

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Assistant Superintendent of Human Resource Services
5735 - 47th Avenue; Box 770
Sacramento, CA 95824
(916) 643-7400

Assistant Superintendent, Human Resource Services, shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (cf. 9124 - Attorney) For complaints concerning insufficiency of instructional materials, emergency or urgent facilities conditions, and/or teacher vacancy or mis-assignment issues, the complaint shall be filed with the school principal or his/her designee at the school site where the complaint arises as provided in Administrative Regulation 1312.4.

Notifications

Assistant Superintendent, Human Resource Services, shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Assistant Superintendent, Human Resource Services, shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. (cf. 5145.6 - Parental Notifications) The local agency is primarily responsible for compliance with federal and state laws and regulations. [T5CCR 4620] The local education agency complaint procedures shall be available free of charge. [T5CCR4622]

Procedures

The following procedures shall be used to address all complaints, which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the 5 CCR 4632. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

FILING OF COMPLAINT

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. Complaints alleging unlawful discrimination may be filed by a person who alleges

that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

Step 1: Filing

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer shall make all reasonable efforts to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (5 CCR 4631)

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631.) The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member of the complainants choosing will interpret it for the complainant.

This Report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. (5 CCR 4631; Education Code 262.3)

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

A complainant not satisfied with the resolution of his or her complaint may also describe the complaint to the District Governing Board during a regularly scheduled meeting. (5 CCR 4686)

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (5 CCR 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies outside of the district'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. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation approved: November 16, 1998
Sacramento, California
reviewed: June 11, 2002
revised: February 3, 2005

DISTRICT AR 5144

District AR5144 provides that "The principal of each school shall ensure that students and parents/guardians are notified in writing of all Board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year. The notice shall state that these rules and regulations are available on request at the principal's office in all district schools."

REFERENCE TO BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

Please note that this booklet is a summary that reflects general guidelines aligned with District Board policies.

For More Detailed Information:

- Conduct 5131 BP
- Bus Conduct 5131.1 BP and AR
- Vandalism, Theft and Graffiti 5131.5 BP
- Positive School Climate 5137 BP
- Discipline 5144 BP and AR
- Suspension and Expulsion/Due Process 5144.1 BP and AR
- Suspension and Expulsion/Due Process (Students with Disabilities) 5144.2 AR
- Search and Seizure 5145.12 AR
- Sexual Harassment 5145.7 BP and AR
- Anti-Bullying 5145.4 AR

FEDERAL REGULATIONS AND ACTS

COMPLAINTS

You have the right to file a complaint with the principal or designee at the school site where the problem exists. Complaints may be filed anonymously, but in order to receive a written response, complainant will need to provide his or her name and contact information.

PARENT COMPLAINT PROCEDURE

Federal law requires the school district and county office to adopt and notify parents and guardians of the district's complaint procedures for state and federal educational programs, including the opportunity to appeal to the state department. The district must investigate and seek to resolve complaints at the local level and to follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination for failure to comply with the law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Governing Board has adopted a complaint procedure for programs and services covered by this act and a compliance officer has been appointed to process claims, investigate and ensure compliance with the law. Copies are also available at all schools and offices and may be obtained from the district office, Department of Human Resource Services at (916) 643-7400.

SAFE AND DRUG FREE SCHOOL PROGRAMS

As a recipient of federal funds for participation in the Safe and Drug-Free Program, under the No Child Left Behind Act, parents have the right to be informed of the district's efforts to prevent student violence and drug use by students in the district. Parents also have the right to information regarding the content of programs or activities undertaken by the district to deter violence and drug use and parents have the option to withdraw their student from participation in such programs or activities. Call (916) 643-7994 for more information. (20 U.S.C. § 7116 & § 7163)

FEDERAL TITLE I FUNDS

As a recipient of federal Title I funds, under the No Child Left Behind Act, parents of student participating in programs or activities supported by Title I funds have a right to participate in the development of parent involvement policies by the district and by individual schools that receive Title I funds.

For information about parent involvement policies, please contact: Department of State & Federal Programs at (916) 643-9051. (20 U.S.C. § 6318)

SCHOOL DIRECTORY

ELEMENTARY SCHOOLS

Abraham Lincoln 3324 Glenmoor Drive	228-5830
Bret Harte 2751 9th Avenue	277-6261
Caleb Greenwood 5457 Carlson Drive	277-6266
Camellia Basic 6600 Cougar Drive	382-5980
Caroline Wenzel 6870 Greenhaven Drive	433-5432
Cesar E. Chavez 7500 32nd Street	433-7397
Crocker/Riverside 2970 Riverside Boulevard	264-4183
David Lubin 3535 M Street	277-6271
Earl Warren 5420 Lowell Street	382-5930
Edward Kemble 7495 29th Street	433-5025
Elder Creek 7934 Lemon Hill Avenue	382-5970
Ethel I. Baker 5717 Laurine Way	433-5444
Ethel Phillips 2930 21st Avenue	277-6277
Golden Empire 9045 Canberra Drive	228-5890
H. W. Harkness 2147 54th Avenue	433-5042
Hollywood Park 4915 Harte Way	277-6290
Hubert H. Bancroft 2929 Belmar Street	382-5940
Isador Cohen 9025 Salmon Falls Drive	228-5840
James W. Marshall 9525 Goethe Road	228-5860
Leataata Floyd 401 McClatchy Way	264-4175
John Bidwell 1730 65th Avenue	433-5047
John Cabrillo 1141 Seamas Avenue	264-4171
John D. Sloat Basic 7525 Candlewood Way	433-5051
Mark Twain 4914 58th Street	277-6670
Matsuyama 7680 Windbridge Drive	433-5535
Nicholas 6601 Steiner Drive	433-5076
O. W. Erlewine 2441 Stansberry Way	228-5870
Oak Ridge 4501 Martin Luther King Jr. Blvd	277-6679
Pacific 6201 41st Street	433-5089
Parkway 4720 Forest Parkway	433-5082
Peter Burnett 6032 36th Avenue	277-6685
Phoebe A. Hearst Basic 1410 60th Street	277-6690
Pony Express 1250 56th Avenue	433-5350
Sequoia 3333 Rosemont Drive	228-5850
Susan B. Anthony 7864 Detroit Boulevard	433-5353

Sutterville 4967 Monterey Way	277-6693
Tahoe 3110 60th Street	277-6360
Theodore Judah 3919 McKinley Boulevard	277-6364
William Land 2120 12 th St.	264-4166
Woodbine 2500 52nd Avenue	433-5358

K-8 SCHOOLS

A. M. Winn Waldorf Inspired K-7 School 3351 Explorer Drive	228-5880
Alice Birney Waldorf Inspired K-8 School 6251 13 th Street	433-5544
Father Keith B. Kenny 3525 Martin L. King Jr. Boulevard	277-6500
Genevieve Didion 6490 Harmon Drive	433-5039
John Morse Therapeutic Center 1901 60 th Avenue	433-2972
John Still (K-5) 2250 John Still Drive	433-5191
(6-8) Leonardo da Vinci 4701 Joaquin Way	433-5375
Martin Luther King Jr. 480 Little River Way	277-6496
Rosa Parks 2250 68th Avenue	433-5062
	433-5400

MIDDLE SCHOOLS

Albert Einstein 9325 Mirandy Drive	228-5800
California 1600 Vallejo Way	264-4550
Fern Bacon 4140 Cuny Avenue	433-5000
Kit Carson 5301 N Street	277-6750
Sam Brannan 5301 Elmer Way	264-4350
Sutter Middle 3150 I Street	264-4150
Will C. Wood 6201 Lemon Hill Avenue	382-5900

MULTIPLE GRADE SCHOOLS

Capital City/Independent Study (Main Campus) 7222 24th Street	433-5187
6879 14 th Avenue	277-6240
10101 Systems Parkway	228-5754
School of Engineering & Sciences (7-12) 7345 Gloria Drive	433-2960
Success Academy 5601 47 th Avenue	643-2338

HIGH SCHOOLS

American Legion 3801 Broadway	277-6600
C.K. McClatchy 3066 Freepoint Boulevard	264-4400

Arthur Benjamin Health Professions 451 McClatchy Way	264-3262
Hiram W. Johnson 6879 14th Avenue	277-6300
John F. Kennedy 6715 Gloria Drive	433-5200
Luther Burbank 3500 Florin Road	433-5100
Rosemont 9594 Kiefer Boulevard	228-5844
Sacramento Accelerated Academy 5601 47 th Avenue	643-2341
School of Engineering & Sciences (7-12) 7345 Gloria Drive	433-2960
West Campus 5022 58th Street	277-6400

DEPENDENT CHARTER SCHOOLS

Bowling Green McCoy Academy 4211 Turnbridge Drive	433-5426
Bowling Green Chacon Language & Science 6807 Franklin Boulevard	433-7321
George Washington Carver School of Arts and Science 10101 Systems Parkway	228-5751
New Joseph Bonnheim Community Charter 7300 Marin Ave	277-6294
The Met Sacramento 810 V Street	264-4700
Sacramento New Technology 1400 Dickson Street	433-2839

ADULT SCHOOLS

A. Warren McClaskey 5241 J Street	277-6625
Charles A. Jones Business/Education Center 5451 Lemon Hill Avenue	433-2600



Sacramento City Unified School District
2015-2016

**Standards of Behavior
Parent and Student Commitment**

Please Read and Sign

We hereby acknowledge receipt of the 2015-2016 Standards of Behavior, as explained on pages 8 - 13 and have read and reviewed its contents.

We understand it is our obligation to meet these behavior standards.

Parent/Guardian (Print Name)

Student (Print Name)

Parent/Guardian (Signature)

Student (Signature)

Date

Date

School Name



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

INTRA-DISTRICT PERMIT REQUEST

I understand that this permit may be revoked if the pupil does not conform to Attendance, Academic, and Behavioral Expectations, and I understand the pupil may be returned to his/her school of residence.

REQUEST FOR ACADEMIC YEAR: _____ DATE: _____

STUDENT'S NAME _____ STUDENT'S I.D. NUMBER _____ GRADE _____ BIRTHDATE _____

PARENT'S/GUARDIAN'S NAME _____ HOME PHONE _____ WORK PHONE _____

ADDRESS (STREET) _____ CITY, STATE _____ ZIP CODE _____

RESIDENT SCHOOL _____ REQUESTED SCHOOL _____

IS THE STUDENT ENROLLED IN A SPECIAL EDUCATION PROGRAM: YES NO

REASON FOR REQUEST: _____

Under this agreement parents/guardians assume responsibility for transporting their child to and from school.

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

9-12 Intra-district Transfer Only: Athletic Eligibility

Does your child plan to participate in any high school sports? YES NO Sport(s) _____

According to California Interscholastic Federation (CIF) policy, the granting of an Intra-district Transfer does not guarantee eligibility to participate in interscholastic athletics at the requested school.

If you would like to request a waiver of California Interscholastic Federation (CIF) eligibility restrictions, please check the box here and complete and return the attached waiver request.

For School Use Only

Approved Denied _____
Receiving School Principal's Signature Date

Approved Denied _____
Enrollment Center Signature Date

Principal's Reason for Denial _____



SCHOOL DISTRICT
Application for Interdistrict Transfer Permit (ITP)
 (Grades TK-12)

New ITP Application ITP Renewal **Must attach current report card/transcript, discipline, & attendance records from last school of attendance.**

(One student per app.)
 Student Name _____ Current School Year _____ ITP Requested School Year(s) _____

Date of Birth _____ Current Grade _____ ITP Requested Grade(s) _____

Legal Parent/Guardian _____ Email Address _____

Cell # _____ Home # _____ Work # _____

Home Address _____ City _____ Zip _____

Last School Attended _____ District _____

School of Residence _____ District _____

Requested School * _____ District _____

(*Enrolling School District Shall Decide School of Enrollment)

Applicant must attach written documentation to justify each reason(s) for the transfer request. These reasons are further explained on page 2, section 4.

<input type="checkbox"/> Romero Open Enrollment Request	API of (Romero) School of Residence _____	<input type="checkbox"/> Child Care (TK-8)	(Letter and Proof of Residency from Provider)
<input type="checkbox"/> Parent Employment	(Proof of Employment with Work Address)	<input type="checkbox"/> Academic Program Outside of District	(Acceptance Letter)
<input type="checkbox"/> Health and Safety	(Letter of Explanation and/or Doctor's Note)	<input type="checkbox"/> Sibling on Current Approved ITP	(Proof of Sibling Attendance)
<input type="checkbox"/> Complete Current School Year	<input type="checkbox"/> Complete Final Two Years at Current School	<input type="checkbox"/> SARB/Probation/CPS Ordered Placement	(Court Documents)
<input type="checkbox"/> Planned Relocation to Requested District within 60 Days	(Lease/Loan Docs)	<input type="checkbox"/> Other	(Letter of Explanation)

Is the student currently pending disciplinary action or under an expulsion order? Yes No **Is student a foster youth?** Yes No

Special Services? (check all that apply) <input type="checkbox"/> GATE (Proof of Enrollment) <input type="checkbox"/> Section 504 Plan (Copy of 504 Plan) <input type="checkbox"/> English Learner (Proof of Enrollment)	Special Education Services? <input type="checkbox"/> Yes <input type="checkbox"/> No Currently Receives Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pending Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must Attach Most Recent IEP)
--	--	--

PARTICIPATION IN SPORTS – If the pupil participates in any athletic program governed by the California Interscholastic Foundation (CIF), he/she may not be eligible to participate at the new school. The parent/guardian should check the CIF rules before submitting an application.

BY MY SIGNATURE BELOW, I certify that to the best of my knowledge the information provided in this application is true and correct. I understand that issuance of a permit does not guarantee initial enrollment at the requested school site, and the district of attendance has discretion to determine the appropriate school site. I am agreeing to the Terms of Agreement on Page 2 of this document. I attest that I am the legal parent/guardian with custodial and educational rights.

Legal Parent/Guardian's Signature _____ Date _____

This application for Interdistrict Transfer and attendance and any approved Interdistrict Transfer Permit (ITP) are governed by the Terms of the Interdistrict Transfer and Attendance Agreement on page 2 of this document.

INTERDISTRICT ATTENDANCE PERMIT (GRADES TK-12) FOR SCHOOL YEARS 20 ____ - 20 ____ *

(*ITP Term to be completed by enrolling district in consultation with district of residence. ITP Term is not to exceed 5 school years or the date the pupil is expected to transition from one school to another within the enrolling district.)

RESIDENT SCHOOL DISTRICT: <input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	
Reason(s) for denial: _____	
Authorized Signature _____	Date _____
Special Education Only:	
Authorized Special Education Signature _____	Date _____

REQUESTED / ENROLLING DISTRICT: <input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	
Reason(s) for denial: _____	
Authorized Signature _____	Date _____
Special Education Only:	
Authorized Special Education Signature _____	Date _____



PLEASE RETURN THIS PAGE TO YOUR STUDENT'S SCHOOL.

Sacramento City Unified School District
2015-2016

Parent/Student Acknowledgement of Receipt of Annual Parent and Student Rights Notification

This form is to be returned back to your school principal.

Parent and/or student may request a copy for your own record.

Authorization for Release of Student Information & Other Health Coverage Inquiries (Page 1)

This information is necessary for the school district to participate in the LEA Medi-Cal Billing Option.

Yes No

Student's Name: _____ Date of Birth: ____/____/____

Student's Health Insurance Coverage is Provided by: _____

Student's Health Insurance Policy Number: _____ Group Number: _____

Student's Health Insurance Carrier Claims Address: _____

Name of Policy Holder: _____

Healthy Schools Act Annual Notification Pesticide Products (Page 1)

This notification identifies the active ingredients in each pesticide product that will be used this school year.

I wish to be notified during this school year whenever a pesticide is going to be applied.

Yes No

California Healthy Kids Survey: 5th Grade Students Only (Page 14)

To gather information on behaviors from fifth grade students such as physical activity and nutritional habits, alcohol, tobacco and other drug use; school safety; environmental and individual strengths and assets.

Yes No

Release of Directory Information to Outside Agencies Including Military Recruiters (Page 17)

The purpose of this document is to inform you of your rights regarding release of student directory information.

Please **do not** release my child's directory information to the following entities:

Military Recruiter (high school students only) Institutions of Higher Learning News Media

Parent Groups (PTA, School Site Council, etc.) Prospective Employers

District Use of Student Images and Student Work (Page 17)

By checking this box, I do **NOT** give permission for the district to use the image of my child or their classroom work in any official district or school publication or website.

No

Student Use of Technology/Internet and Electronic Communication (Page 19)

To access Internet privileges while in a school environment.

Yes No

I hereby acknowledge receipt of the Annual Parent and Student Rights Notification 2015-2016 which is information required by Education Code Section 48980. My signature is acknowledgement that I have been informed of my rights.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

