



ANNUAL PARENT AND STUDENT  
RIGHTS NOTIFICATION  
AND  
STANDARDS OF BEHAVIOR

2018-2019

TO LEARN MORE ABOUT OUR SCHOOLS AND PROGRAMS PLEASE VISIT  
[SCUSD.EDU](http://SCUSD.EDU)

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# Welcome to the 2018-2019 School Year

*Message from the Sacramento  
City Unified School District*



Dear SCUSD Students and Families:

It is my honor and privilege as the Superintendent of the Sacramento City Unified School District to welcome you to the 2018-2019 school year.

This is an exciting time for Sacramento city schools. We are a district on the move, working harder than ever to ensure our students receive a high quality education. Our commitment to you is that we will utilize the vast experience of our talented teachers and staff to meet the needs of your student(s) so that she or he graduates from our district with the greatest number of postsecondary choices from the widest array of options.

Families are our most important partners. That is why I ask you to please join us to instill in each and every student a lifelong passion for learning. You can help by making sure your student attends school every day, by meeting with and communicating with your students' teacher, and by sharing how our administration can better serve you.

Thank you for entrusting our district to provide your student with a quality education. I look forward to seeing you at our schools and making sure our team of dedicated and experienced educators provides your student with the highest level of service.

Sincerely,

Jorge A. Aguilar  
Superintendent

## **Sacramento City Unified School District**

### **Board of Education**

Jessie Ryan, President, Area 7  
Darrel Woo, Vice President, Area 6  
Michael Minnick, 2<sup>nd</sup> Vice President Area 4  
Jay Hansen, Area 1  
Ellen Cochrane, Area 2  
Christina Pritchett, Area 3  
Mai Vang, Area 5  
Rachel Halbo, Student Board Member

### **Cabinet**

Jorge A. Aguilar, Superintendent  
Cathy Allen, Chief Operations Officer  
Lisa Allen, Deputy Superintendent  
Alex Barrios, Chief Communications Officer  
Vacant, Chief Business Officer  
Vincent Harris, Chief Continuous Improvement and  
Accountability Officer  
Elliot Lopez, Chief Information Officer  
Cancy McArn, Chief Human Resource Officer  
Iris Taylor, Ed.D., Chief Academic Officer

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### **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, nationality, ancestry, religious creed, age, marital status, physical or mental disability, medical condition, veteran status, gender, gender expression or sexual orientation.

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<b>Foster Youth Services</b>	643-9409
<b>GATE</b>	643-2348
<b>Homeless Services Office</b>	277-6892
<b>Library Services</b>	643-7447
<b>Multilingual Literacy</b>	643-9446
<b>Matriculation and Orientation Center</b>	643-2374
<b>Nutrition Services</b>	643-6715
<b>Open Enrollment</b>	643-9075
<b>Parent Resource Center</b>	643-7897
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• Title IX Compliance Officer	
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<b>Student Support &amp; Health Services</b>	643-9144
<b>Superintendent's Office</b>	643-9000
<b>Transportation</b>	277-6475





## **STUDENT SUPPORT AND HEALTH SERVICES**

Student Support and Health Services offers a wide range of social, emotional, and health resources for our students and families.

### **HEALTH SERVICES**

Health Services provides school health programs which assist students, families and the community with reaching optimal physical, mental and social health in order to succeed in school and life. For further information, please contact the Health Services Office at (916) 643-9412.

### **THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES AND EDUCATION**

The Medicaid Program allows 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 programs 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 to this questionnaire (back page). School health services will be available to students attending school and parents will never be billed for these services. For further information regarding this policy, call your 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:

<b>Name of Pesticide</b>	<b>Active Ingredient</b>
Microcare, ProControl Plus, ULD-100, Drione	Pyrethrins
Max Force FC	Fipronil
Max Force Insect	Hydramethylnon
Fluoguard	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

<b>Name of Pesticide</b>	<b>Active Ingredient</b>
	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](http://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 a medical exemption has been provided by a medical doctor. 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) Please visit the SCUSD Health Services webpage at [www.scusd.edu/health-services](http://www.scusd.edu/health-services) for further information.

### **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. (Education Code § 49451)

A child's vision and hearing will be checked by an authorized person during kindergarten, upon first entry into a California school, and in grades 2, 5, and 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief.

The district may perform additional screenings, which may include, but not be limited to, assessments, screenings and examinations as determined by a healthcare professional. (Education Code § 49452, § 49452.5)



## **ENTRANCE HEALTH SCREENING**

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)

## **ORAL HEALTH ASSESSMENT**

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year. (Education Code § 49452.8)

## **EMERGENCY TREATMENT FOR ANAPHYLAXIS**

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

## **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)

## **TYPE 2 DIABETES INFORMATION**

Type 2 diabetes is the most common form of diabetes in adults. Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease. Pursuant to California Education Code Section 49452.7, type 2 diabetes information is provided to parents and guardians of incoming seventh grade students each year. To learn more about type 2 diabetes, visit [www.scusd.edu/health-services](http://www.scusd.edu/health-services).

## **WELLNESS POLICY**

Student Wellness Board Policy 5030 was revised to comply with new federal and state regulations that restrict the sale of food to students on campuses during the school day to only those items that meet nutritional guidelines. For preK-8th grade schools, regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later). For high schools, regulations are effective from midnight to a half hour after the school day. SCUSD employees, parent organizations, and outside organizations will not use any food or beverage as a reward, incentive, or punishment for academic performance or good behavior. To learn more visit [www.scusd.edu/district-wellness-committee](http://www.scusd.edu/district-wellness-committee).

**STUDENT SUPPORT SERVICES  
BULLYING PREVENTION & INTERVENTION**

SCUSD has a comprehensive bullying prevention program focused on reducing bullying and harassment of students district-wide. The program is designed to address the issue of bullying systemically and follows the district’s strategic plan on bullying prevention. For further information, please contact Jessica Wharton at (916) 643-9076 or [scusd.edu/school-climate-and-bully-prevention](http://scusd.edu/school-climate-and-bully-prevention). You may also refer to the sections on non-discrimination and Title IX in this booklet

**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

The Connect Center is located at 5601 47th Avenue. For further information please contact Nichole C. Wofford at (916) 643-2354 or [scuds.edu/overview/connect-center](http://scuds.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. For further information, please contact us at (916) 643-2361 or [scusd.edu/lgbtq-support-services](http://scusd.edu/lgbtq-support-services).

**HEALTH INSURANCE ENROLLMENT**

SCUSD is committed to ensuring that all students have access to affordable health care. For further information please contact (916) 643-2360 or [scuds.edu/health-access-and-advocacy](http://scuds.edu/health-access-and-advocacy).

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

**HOMELESS SERVICES**

The Parker Family Resource Center & Homeless Services program supports the enrollment, attendance, and achievement of homeless students to ensure they receive equal access to educational opportunities. Per McKinney-Vento Homeless Assistance Act, Subtitle B of Title VII, Education for Homeless Children and Youths (U.S.C 11431 et seq.), homeless students lack a fixed, regular, and adequate night-time residence. They have the right to remain in their school of origin or be immediately enrolled in their school of residence (per their best interest), as well as other rights and protections.

To receive more information and to sign a student up for homeless student rights and protections, contact the district’s Homeless Program Coordinator, Monica McRho at (916) 277-6892. [www.scusd.edu/homeless-services](http://www.scusd.edu/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
American Legion HS 3801 Broadway 95817	Michael White	277-6600
Bowling Green Chacon ES 4211 Turnbridge Dr. 95823	Marcella Rodriguez	433-7321
Bowling Green McCoy ES 4211 Turnbridge Dr. 95823	Marcella Rodriguez	433-5426
Bret Harte ES 2751 9 <sup>th</sup> Ave. 95818	Liz Sterba	277-7070
C.K. McClatchy HS 3066 Freeport Blvd. 95818	Geral Lowe	395-5050 Ext 503428
Caroline Wenzel ES 6870 Greenhaven Dr. 95828	Pam Cajucom	433-5280
David Lubin 3535 M Street 95820	Bethany Coburn	277-6522
Earl Warren ES 5420 Lowell St. 95820	Evelyn Tisdell-Koroma	395-4545
Edward Kemble ES 7495 29 <sup>th</sup> St. 95824	Evelyn Tisdell-Koroma	395-4276
Elder Creek ES 7934 Lemon Hill 95824	TBD	382-5615
Ethel Phillips ES 2930 24St Ave. 95820	Liz Sterba	277-6228
H.W. Harkness ES 2147 54 <sup>th</sup> Ave. 95822	Misha Parker	433-5042
Hiram Johnson HS 6879 14 <sup>th</sup> Ave. 95820	Mary Struhs	395-5070 Ext 505712
Isador Cohen ES 9025 Salmon Falls Dr. 95826	Julie Kauffman	228-5727
John Bidwell ES 1730 65 <sup>th</sup> Ave 95822	Pam Cajucom	433-5285
John Sloat ES 7525 Candlewood Way 95822	Pam Cajucom	433-5051
John Still K-8 2118 Meadowview Dr.95832	Josephine Jones-Pugh	433-2925
Leataata Floyd ES 401 McClatchy Way. 95818	Rachel Webb	264-4175
Oak Ridge ES 4501 M.L.King Blvd. 95820	TBD	395-4668
Pacific ES 6201 41 <sup>st</sup> St. 95824	Nailah Kokayi	433-2803
Parkway ES 4720 Forest Parkway	Jamie Gomez	433-5082
Rosa Parks K-8 2250 68 <sup>th</sup> Ave. 95822	Norma Hernandez	433-5369
S.B. Anthony ES 7864 Detroit Blvd. 95826	Christina Borgman	433-5353
Will C. Wood MS 6201 Lemon Hill Ave 95824	Mary Struhs	395-5383
Woodbine ES2500 52 <sup>nd</sup> Ave. 95822	Adriana Rodriguez	433-5358

## **ENROLLMENT**

Each Child has the right to a free public education regardless of immigration status or religious beliefs.

### **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 3:00 p.m.**

**Thursday**

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

**Friday**

**8:00 a.m. to 11:00 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 47<sup>th</sup> 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](http://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 OR parent/guardian affidavit.
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 duly attested baptism certificate, OR passport for each child OR parent/guardian affidavit

### **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 (B4))

### **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) (5))

### **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)

## **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 district 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)
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. A pupil absent from school under section EC 48205 shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
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.

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

### 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 her/his 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 her/his 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, she/he shall be subject to item #5 below.

4. Upon her/his 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 officer, 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 her/his 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 Enrollment Center at (916) 643-2400. (Education Code § 48980(h))

## **MAKE-UP ASSIGNMENTS**

Students whose absences are excused are given an opportunity to make-up missed assignments. 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. On a case by case basis the site administrator may develop an appropriate plan based on the legitimate needs of an individual student.

## **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 math 1, math 2 and math 3); 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** – 1 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](http://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](http://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. Programs, courses and career technical education options available for pupils needed for satisfactory completion of high school.
2. Cumulative records and transcripts of the pupil.
3. Performance on standardized and diagnostic assessments for the pupil.
4. Remediation strategies, high school courses and alternative education options available to the pupil.
5. 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](http://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 may 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 contents of the device consistent with legal standards.

## **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. You may also refer to the sections on non-discrimination and Title IX in this booklet

### **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
- Modified Schedule
- 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
- 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 (Ed. Code 48902)
<b>Mandatory Expulsion [E.C. 48915(c)]</b>				
c1 Sale, possession or furnishing of a firearm.	no	yes - 5 days	yes	Yes Must Report
c2 Brandishing a knife (3.5 inches) at another person.	no	yes - 5 days	yes	yes
c3 Selling a controlled substance.	no	yes - 5 days	yes	yes
c4 Committing or attempting to commit Sexual assault or sexual battery.	no	yes - 5 days	yes	yes
c5 Possession of Explosives. (explosive means “destructive device” as described in Section 921 of Title 18 of the U.S. Code)	no	yes - 5 days	yes	Yes Must Report
<b>Mandatory Recommendation for Expulsion”unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:” [E.C. 48915(a)]</b>	no	yes	May	(For potential Penal Code 245 assault with deadly weapon)
a.1A Causing serious physical injury to another person, except in self-defense.				
a.1B Possession of any knife, (3.5 inches) or other dangerous object of no reasonable use to the pupil.	no	yes	May	May
a.1C Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	no	yes	May	yes
a.1D Robbery or extortion.	no	yes	May	May
a.1E Assault or battery upon a school employee.	no	yes	May	(For potential Penal Code 245)

## California Education Code 48900

**Education Code 48900.5 limits situations warranting suspension for a first offense to when the violation involves Education Code 48900(a)-(e) or the student’s presence causes a danger to persons. For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)**

	Alternative to Suspension – See AR 5144 and Guiding Principles For Restorative Discipline Guide	May Suspend	May Recommend Expulsion	Contact Law Enforcement within one day following suspension or expulsion (Ed. Code 48902)
<b>1. Acts of Violence [E.C. 48900(a)]</b>				
a.1 Caused, attempted to cause, or threatened to cause physical injury to another person.	Must be considered	yes 3-5 days	yes	(for potential Penal Code 245, assault with deadly weapon)
a.2 Willfully used force or violence upon another person, except in self-defense.	Must be considered	yes 5 days	yes	(For potential Penal Code 245)
<b>2. Weapons and Dangerous Objects [E.C. 48900(b)]</b>				
Possession, sale or furnishing of weapons (knife, gun, sharp object, club or an object that could inflict injury) or explosive.	Must be considered except for explosives – see Mandatory 48915(c)(5) above	yes 3-5 days	yes	May
<b>3. Drugs and Alcohol [E.C. 48900(c)]</b>				
Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.	Must be considered except for sale – see Mandatory offense above	yes	yes	yes
<b>4. Sale of “look-alike” Drugs and Alcohol [E.C. 48900(d)]</b>				
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.	Must be considered	yes	yes	yes
<b>5. Robbery or Extortion [E.C. 48900(e)]</b>				
Committed or attempted to commit robbery or extortion.	Must be considered see Mandatory Recommendation above	yes	yes	May

<b>6. Damage of Property [E.C. 48900(f)]</b> Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	yes	yes	May
<b>7. Theft or Stealing [E.C. 48900(g)]</b> Stealing or attempting to steal school or private property including electronic files and databases.	Must be considered	yes	yes	May
<b>8. Tobacco [E.C. 48900(h)]</b> Possession or use of tobacco or nicotine products.	Must be considered	yes	yes	May
<b>9. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]</b> 1. Directed at peers. 2. Directed at school personnel.	Must be considered	yes	yes	yes
<b>10. Drug Paraphernalia [E.C. 48900(j)]</b> Possessed, offered, arranged or negotiated to sell any drug paraphernalia.	Must be considered	yes	yes	yes
<b>11. Willful Defiance or Disruption of School Activities [E.C. 48900(k)]</b> Failure to follow school rules.	Must be considered	Grades K-3 no Grades 4-12 yes	no	no
Failure to follow directive or instruction of staff or teachers.	Must be considered	Grades K-3 no Grades 4-12 yes	no	no
Failure to follow conduct code for school bus passengers.	Must be considered	Grades K-3 no Grades 4-12 yes	no	no
<b>California Ed. Code 48900 – Continued</b>				<b>Contact Law Enforcement within one day following suspension or expulsion(Ed. Code 48902)</b>
	<b>Alternative to Suspension</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	
<b>12. Possession of Stolen Property [E.C. 48900(l)]</b> Knowingly receive stolen school property or private property.	Must be considered	yes	yes	may
<b>13. Imitation Firearm [E.C. 48900(m)]</b> 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.	Must be considered	yes	yes	may
<b>14. Sexual Assault or Sexual Battery [E.C. 48900(n)]</b> Committed or attempted to commit sexual assault or battery.	no	yes	Shall See 48915 offenses above – Shall recommend for expulsion under 48915(c)(4)	yes
<b>15. Harassment of a Student Witness [E.C. 48900(o)]</b> 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.	Must be considered	yes	yes	may
<b>16. Unlawful Drug Soma [E.C. 48900(p)]</b> Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.	Must be considered	yes	yes	may
<b>17. Hazing [E.C. 48900 (q)]</b> Engaged in or attempted to engage in hazing.	Must be considered	yes	yes	may
<b>18. Bullying [E.C. 48900(r)]</b> 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.	Must be considered	yes	yes	may

<p><b>19. Aids or Abets [E.C. 48900(s)]</b> The infliction or attempted infliction of physical injury to another person.</p>	Must 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	may
<p><b>20. Sexual Harassment [E.C. 48900.2]</b> 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.</p>	Must be considered	Yes	yes	may
<p><b>21. Acts of Hate Violence [E.C. 48900.3]</b> 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</p>	Must be considered	yes	yes	may
<p><b>22. Created Intimidating or Hostile Environment [E.C. 48900.4]</b> 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.</p>	Must be considered	yes	yes	may
<p><b>23. Terrorist Threats [E.C. 48900.7]</b> Making terrorist threats against school officials and/or school property.</p>	Must be considered	yes	yes	may
<p><b>24. Attendance Truant [E.C. 48260]</b> (Warning letter #1) Absent from school without a valid excuse.</p>	Must be considered	No	no	no
<p><b>Repeat Truant [E.C. 48261]</b> (Warning letter #2).</p>	Must be considered	No	no	no
<p><b>Habitual Truant [E.C. 48262]</b> (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.</p>	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 Career & 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 47<sup>th</sup> Avenue, 95824  
(916) 643-2341

- Grades: 11<sup>th</sup> and 12<sup>th</sup>
- 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)**

2221 Matson Dr. 95824  
(916) 395-4990

- 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 Department.

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

## **STUDENT AFFAIRS**

### **California Healthy Kids Survey**

**5<sup>th</sup> 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.

**7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> 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](http://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 these surveys, or about your rights, contact the Youth Development Office at (916) 643-7994.

**All students in grades K-12 will be asked to take part in an Annual School Climate Survey**

## **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](http://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, 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.

Directory Information does not include citizenship status, immigration status, place of birth or national origin. Such information shall not be released without parental consent or a court order.

### **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)

### **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.

**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)

**COMPREHENSIVE SEXUAL HEALTH EDUCATION**

California law mandates comprehensive sexual health education once in middle and once in high school – this instruction will generally happen in 7<sup>th</sup> grade life science and high school biology. Written and audiovisual educational materials used in comprehensive sexual health education are available for inspection by parents or guardians on the district's website ([www.scusd.edu/chya](http://www.scusd.edu/chya)) or at the school site upon request. District personnel and/or health educators may teach this curriculum. If not using the district's adopted curriculum, health educators must make their curriculum available to parents for preview at least 14 days prior to instruction. Parents or guardians may request in writing or via opt-out form that their child not receive comprehensive sexual health education, and may also request a copy of Chapter 5 and 6, California Healthy Youth 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 52242) 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. Online Credit Recovery
2. Summer School (students needing summer school after their senior year will not be eligible to participate in graduation ceremony)
3. Alternative High School

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

## **PARTICIPATION IN STATE ASSESSMENTS EC 60615, 5 CCR 852**

Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil’s records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

## **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.

## **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.

## **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.

Under California law 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), immigration status, 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 a site administrator or department supervisor for initial attempts at resolution under the District's Uniform Complaint Procedure (Education Code §§ 200 and 220, Penal Code § 42.55; Gov. Code § 11135.5 CCR 4610 and 5 CCR 4622)

## **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 District office. Appeals may be made to the District's Title IX Officer.

## **MARRIED, PREGNANT AND PARENTING**

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. 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. 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 AND 5145.7**

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. Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school

environment for the complainant or victim of the conduct. 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. Complaints may be filed with site administrator or department supervisor for initial attempts at resolution.

**District Title IX Officers**

Employee Related Issues: Cancy McArn  
Chief Human Resources Officer at  
(916) 643-7474

Student Related Issues: Stephan Brown  
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.

**UNIFORM COMPLAINT PROCEDURES (UCP)  
AR1312.3**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Sacramento City Unified School District (SCUSD) has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation and/or bullying complaints alleging violation of state or federal laws governing educational programs.

SCUSD shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board to address unlawful discrimination, harassment, intimidation, and/or bullying regarding or based on, actual or perceived characteristics such as, age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin,

immigration status, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education and Career Technical and Technical Training Programs, Career Technical Education, Course Periods Without Educational Content, Economic Impact Aid, Education of Pupils in Foster Care and Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, English Learner Programs, Regional Occupational Centers and Programs, School Safety Plans, State Preschool, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, Federal Safety Planning Requirements, After School Education and Safety, Compensatory Education, Every Student Succeeds Act/No Child Left Behind, Local Control Accountability Plans (including Charter Schools as describe in EC§47606.5 and §47607.3), Tobacco-Use Prevention Education, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, Physical Education Instructional Minutes and pertaining to prohibitive requirements to pay pupil fees for participation in an educational activity. The UCP shall also be used to resolve complaints of noncompliance with requirements related to reasonable accommodations for lactating students or pupils, educational rights of foster youth and homeless students, and children of military families. In addition the UCP can be used to resolve assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed, and physical education instructional minutes in elementary schools.

Complaints must be filed in writing with the following compliance officer(s):

**Employee Related:**  
Human Resource Services  
Jake Hansen  
Jake\_hansen@scusd.edu  
Personnel Specialist  
Phone: 916-643-7492  
Fax: 916-399-2016

Complaints alleging discrimination, harassment, intimidation and/or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation and/or bullying complaint occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and/or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. SCUSD's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5 Code of Regulations (T5CCR) sections 4680-4687 and in accordance with local procedures adopted under section 4621 (T5CCR).

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

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

### **PUPIL FEES**

A pupil enrolled in a District school shall not be required to pay a pupil fee for participation in an educational activity. Complaints alleging pupil fees shall be filed no later than one year from the date the alleged violation occurred. (5 CCR §4630(c) (2))

All of the following requirements apply to the prohibition identified above:

- All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

- A fee waiver policy shall not make a pupil fee permissible.
- The District shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
- The District shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

The District shall not be prohibited from soliciting for voluntary donations of funds or property, voluntary participation in fundraising activities, or from providing pupils with prizes or other recognition for voluntarily participating in fundraising activities.

This is declarative of existing law and shall not be interpreted to prohibit the imposition of a fee, deposit, or other charge otherwise allowed by law.

A complaint of noncompliance with the requirements of this pupil fee law may be filed with the principal of a school under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

If the District finds merit in a complaint regarding Pupil fees, LCAPs, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades nine through twelve), the Physical Education Instructional Minutes (grades one through eight), the District shall provide remedy.

In the case of complaints regarding: Course Periods without Educational Content, Reasonable Accommodations to a Lactating Pupil, and Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, the remedy shall go to the affected pupil.

In the case of complaints regarding: Pupil Fees, Physical Education Instructional Minutes and LCAP, the remedy shall go to all affected pupils and parents/guardians.

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

The District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance.

**A COMPLAINANT NOT SATISFIED WITH THE DECISION OF THE DISTRICT REGARDING SPECIFIC PROGRAMS HAS A RIGHT TO APPEAL THE DECISION TO THE CALIFORNIA DEPARTMENT OF EDUCATION BY FILING A WRITTEN APPEAL WITHIN 15 DAYS OF RECEIVING SCUSD'S DECISION. THE APPEAL MUST INCLUDE A COPY OF THE COMPLAINT FILED WITH SCUSD AND A COPY OF SCUSD'S DECISION.**

Civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code Section 262.3. (EC §§234.1, 262.3, 49013; 5 CCR §4622)

If the District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the District shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the District to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

Information regarding the requirements of this pupil fee law shall be included in the annual notification distributed to pupils, parents and guardians, employees, and other interested parties pursuant to Section 4622 of Title 5 of the California Code of Regulations.

The District shall establish local policies and procedures to implement the provisions of this law. (cf. Education Code 49011—49013)

The District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, children of military families, and former juvenile court pupils now enrolled in a school district as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

A copy of SCUSD's UCP policy and complaint procedures shall be available free of charge and via the District website [www.scusd.edu](http://www.scusd.edu).

#### **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 5142.4 AR

## **FEDERAL REGULATIONS AND ACTS**

### **CONSTITUENT SERVICES OFFICES**

The Board created the Constituent Services Office at the beginning of the 2017-18 school year, and the main responsibilities are:

- To provide an efficient pathway for families, community members and staff to resolve concerns
- Meet with parents, community members, and advocates to problem solve and facilitate resolution
- Provide constituents with requests for district information and or other services
- Ensure that constituents receive a timely response for requests for information and services
- Report on regular basis to the Superintendent and the Board regarding the services provided to constituents

Constituent Services can be reached at (916) 643-9000.

It is the district's goal to resolve most parents/guardians concerns or complaints informally and/or at the level closest to the concern/ complaint as possible with the assistance of the school site administrators and a District Ombudsperson, who is part of the Constituent Services Office. If this is not possible, or if parents/guardians wish to file a written complaint about, an employee, or unlawful discrimination, discriminatory harassment, intimidation, or bullying in district program and activities, or alleged violations of federal or state laws/regulations, or deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, a teacher vacancy or missed assignment, or requiring students to pay fees, deposits for participating in educational activities; parents/ guardians may initiate the formal complaint process.

1. Complaint forms are specific to the type of complaint (i.e., employee, program, discrimination, Williams Act, Uniform Complaints, etc.). Complaint forms are available at any school site and the Serna Center.
2. The process begins by completing a complaint form and returning it to the site administrator, department head, or the district person/department identified to receive the complaint.
3. The complaint process is handled in a confidential manner. Retaliation for filing a complaint is prohibited by law and Board policy.

### **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. For a list of federal programs that are within the uniform complaints procedures and how to file a complaint, please see page 22 of this Handbook.

### **FEDERAL TITLE I FUNDS**

As a recipient of federal Title I funds, under the Every Student Succeeds Act, parents of student participating in programs or activities supported by Title I funds have a right to participate in the development of parent and family engagement policies by the district and by individual schools that receive Title I funds.

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

### **PARENT ENGAGEMENT BOARD POLICY**

The Governing Board believes that family and community engagement is a fundamental component to student success and achievement. When families are engaged at home and at school, children increase student achievement. The engagement of families and community members in the education of our children create a positive bond between the home and the school.

The Board also believes that strong, ongoing family and community engagement, in all aspects of school programs and activities, provides support for measurable improvement in student 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.

In order to establish the framework and responsibilities for the implementation of strategies to increase family and community engagement in student achievement in schools, the district shall ensure that:

1. The district commits to building engagement capacity in developing parenting skills, communication, home learning, volunteering at school, classroom support roles, decision making, advocacy, and collaboration.
2. The district will provide awareness of the importance of family and community engagement, academic goals and assessment of their student and of the resources and programs available to support their student's learning and post secondary preparation.



3. The district will support upon available fiscal resources the volunteer Teacher-Parent Home Visitation program.
4. The district will develop and implement district-wide and school-based strategies and programs based on the California Strategic Plan for Parental Involvement in Education.
5. Schools will create and communicate participation opportunities for parents/guardians and other community members to partner with schools to participate in and support students' education at the elementary, middle, and high school levels.
6. Parent/guardians shall be notified annually of their rights to be informed about and to participate in their children's education and the parent and family engagement opportunities available to them.
7. Teachers and administrators will receive training including all Title I and non-Title I schools that fosters effective and culturally sensitive communication with parents/guardians. This includes training on how to communicate with non-English speakers and how to give parents/guardians opportunities to participate in the decision-making process and to support their student's instruction both at school and at home.
8. The district welcomes and creates opportunities for parent/guardians to participate in leadership and school site councils, advisory councils, and in other activities in which they may undertake governance, advisory and advocacy roles as well as volunteer in the schools.
9. The district will encourage school-family-community partnerships that reflect the ethnic and cultural diversity of the District
10. The district will encourage a School-Family-Community Partnership Plan to provide support and technical assistance to schools in order to help them integrate family involvement practices.
11. Family engagement programs and activities in schools will recognize the diversity of family structure, circumstances and cultural backgrounds and respect families as important decision makers for their children's education.

12. The district will regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including but not limited to input from parents/guardians and school staff on the adequacy of parent involvement opportunities.

13. The district shall develop and implement strategies, including Title 1 and non-Title 1 schools, to involve and support parents/guardians in the education of their students, describe how the district and schools will address the purposes and goals described in Education Code 11502.

#### **Title 1 Schools**

1. Each year the district shall ensure that the district's parent involvement strategies are jointly developed with the parent/guardians of students participating in Title 1 programs. These strategies, to establish greater expectations for parent involvement will address how the district shall carry out each activity listed in 20 USC 6318.
2. The district will consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities and regulations. The district shall also involve parents/guardians of participating students in decisions regarding how district's Title 1 funds will be allocated for parent involvement activities.
3. The district will ensure that each school receiving Title 1 funds develop a school-level parent involvement policy.
4. The district shall coordinate Title 1 funded programs for the purpose of coordinating and integrating parent involvement programs and activities. The district shall also promote parent resource centers in district schools that encourage and support parents/guardians.

# SCHOOL DIRECTORY

## ELEMENTARY SCHOOLS

<b>Abraham Lincoln</b>	228-5830
3324 Glenmoor Drive	
<b>Bret Harte</b>	277-6261
2751 9th Avenue	
<b>Caleb Greenwood</b>	277-6266
5457 Carlson Drive	
<b>Camellia Basic</b>	395-4520
6600 Cougar Drive	
<b>Caroline Wenzel</b>	433-5432
6870 Greenhaven Drive	
<b>Cesar E. Chavez</b>	395-4530
7500 32nd Street	
<b>Crocker/Riverside</b>	395-4535
2970 Riverside Boulevard	
<b>David Lubin</b>	277-6271
3535 M Street	
<b>Earl Warren</b>	395-4545
5420 Lowell Street	
<b>Edward Kemble</b>	395-4550
7495 29th Street	
<b>Elder Creek</b>	382-5970
7934 Lemon Hill Avenue	
<b>Ethel I. Baker</b>	395-4560
5717 Laurine Way	
<b>Ethel Phillips</b>	277-6277
2930 21st Avenue	
<b>Golden Empire</b>	395-4580
9045 Canberra Drive	
<b>H. W. Harkness</b>	433-5042
2147 54th Avenue	
<b>Hollywood Park</b>	395-4590
4915 Harte Way	
<b>Hubert H. Bancroft</b>	395-4595
2929 Belmar Street	
<b>Isador Cohen</b>	228-5840
9025 Salmon Falls Drive	
<b>James W. Marshall</b>	395-4605
9525 Goethe Road	
<b>John Bidwell</b>	433-5047
1730 65th Avenue	
<b>John Cabrillo</b>	395-4615
1141 Seamas Avenue	
<b>John D. Sloat</b>	433-5051
7525 Candlewood Way	
<b>Leataata Floyd</b>	395-4630
401 McClatchy Way	
<b>Mark Twain</b>	395-4640
4914 58th Street	
<b>Matsuyama</b>	395-4650
7680 Windbridge Drive	
<b>Nicholas</b>	433-5076
6601 Steiner Drive	
<b>O. W. Erlewine</b>	395-4660
2441 Stansberry Way	
<b>Oak Ridge</b>	395-4665
4501 Martin Luther King Jr. Blvd	
<b>Pacific</b>	433-5089
6201 41st Street	
<b>Parkway</b>	433-5082
4720 Forest Parkway	
<b>Peter Burnett</b>	277-6685
6032 36th Avenue	
<b>Phoebe A. Hearst Basic</b>	277-6690
1410 60th Street	
<b>Pony Express</b>	395-4690
1250 56th Avenue	
<b>Sequoia</b>	228-5850
3333 Rosemont Drive	
<b>Susan B. Anthony</b>	433-5353
7864 Detroit Boulevard	
<b>Sutterville</b>	277-6693
4967 Monterey Way	
<b>Tahoe</b>	277-6360

<b>Theodore Judah</b>	395-4790
3919 McKinley Boulevard	
<b>Washington</b>	264-4160
520 18 <sup>th</sup> Street	
<b>William Land</b>	264-4166
2120 12 <sup>th</sup> Street	
<b>Woodbine</b>	433-5358
2500 52nd Avenue	

## K-8 SCHOOLS

<b>A. M. Winn Waldorf</b>	228-5880
<b>Inspired K-8 School</b>	
3351 Explorer Drive	
<b>Alice Birney Public Waldorf</b>	395-4510
<b>EK-8 School</b>	
6251 13 <sup>th</sup> Street	
<b>Father Keith B. Kenny</b>	395-4570
3525 Martin L. King Jr. Boulevard	
<b>Genevieve Didion</b>	433-5039
6490 Harmon Drive	
<b>John Morse Therapeutic Center</b>	433-2972
1901 60 <sup>th</sup> Avenue	
<b>John Still 2200 John Still Dr</b>	(K-5) 433-5191
2250 John Still Drive	(6-8) 433-5375
<b>Leonardo da Vinci</b>	395-4635
4701 Joaquin Way	
<b>Martin Luther King Jr.</b>	395-4645
480 Little River Way	
<b>Rosa Parks</b>	395-5327
2250 68th Avenue	

## MIDDLE SCHOOLS

<b>Albert Einstein</b>	395-5310
9325 Mirandy Drive	
<b>California</b>	395-5302
1600 Vallejo Way	
<b>Fern Bacon</b>	395-5340
4140 Cuny Avenue	
<b>Sam Brannan</b>	395-5360
5301 Elmer Way	
<b>Sutter Middle</b>	395-5370
3150 I Street	
<b>Will C. Wood</b>	395-5380
6201 Lemon Hill Avenue	

## MULTIPLE GRADE SCHOOLS

<b>Capital City/Independent Study</b>	
7222 24th Street	433-5187
<b>Kit Carson</b>	277-6750
5301 N Street	
<b>School of Engineering &amp; Sciences (7-12)</b>	395-5040
<b>Success Academy</b>	395-4990
2221 Matson Dr.	

## HIGH SCHOOLS

<b>American Legion</b>	277-6600
3801 Broadway	
<b>Arthur A. Benjamin Health Professions</b>	395-5010
451 McClatchy Way	
<b>C.K. McClatchy</b>	395-5050
3066 Freeport Boulevard	
<b>Hiram W. Johnson</b>	395-5070
6879 14th Avenue	
<b>John F. Kennedy</b>	395-5090
6715 Gloria Drive	
<b>Luther Burbank</b>	433-5100
3500 Florin Road	
<b>Rosemont</b>	395-5130

<b>Sacramento Accelerated Academy</b>	643-2341
5601 47 <sup>th</sup> Avenue	
<b>West Campus</b>	277-6400
5022 58th Street	

## DEPENDENT CHARTER SCHOOLS

<b>Bowling Green</b>	433-7321
<b>Chacon Language &amp; Science</b>	
6807 Franklin Boulevard	
<b>Bowling Green</b>	433-5426
<b>McCoy Academy for Excellence</b>	
4211 Turnbridge Drive	
<b>George Washington Carver</b>	395-5266
<b>School of Arts and Science</b>	
10101 Systems Parkway	
<b>New Joseph Bonnheim</b>	277-6294
<b>Community Charter</b>	
7300 Marin Ave	
<b>Sacramento New Technology</b>	395-5254
1400 Dickson Street	
<b>The Met Sacramento</b>	395-5417
810 V Street	

## ADULT SCHOOLS

<b>A. Warren McClaskey</b>	277-6625
5241 J Street	
<b>Charles A. Jones Career and Education Center</b>	433-2600
5451 Lemon Hill Avenue	





\_\_\_\_\_ SCHOOL DISTRICT  
**Application for Inter-district 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)
- GATE    (Proof of Enrollment)
- Section 504 Plan    (Copy of 504 Plan)
- English Learner    (Proof of Enrollment)

- Special Education Services?**     Yes     No    Pending Assessment?     Yes     No
- Currently Receives Services?     Yes     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 Inter-district Transfer and attendance and any approved Inter-district Transfer Permit (ITP) are governed by the Terms of the Inter-district Transfer and Attendance Agreement on page 2 of this document.

**INTER-DISTRICT 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 _____
<b>Special Education Only:</b>	
Authorized Special Education Signature _____	Date _____

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



Sacramento City Unified School District  
2018-2019

**Standards of Behavior  
Parent and Student Commitment**

Please Read and Sign

We hereby acknowledge receipt of the 2018-2019 Standards of Behavior, as explained on pages 8 - 14 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

PLEASE RETURN THIS PAGE TO YOUR STUDENT'S SCHOOL.

Sacramento City Unified School District  
2018-2019

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: 5<sup>th</sup> Grade Students Only (Page 15)**

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 18)**

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 20)**

To access Internet privileges while in a school environment.

Yes  No

I hereby acknowledge receipt of the Annual Parent and Student Rights Notification 2018-2019 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: \_\_\_\_\_