

Alternative Education Department Community Schools

Sunol Community School
Odyssey Community School/Advent
Snell Community School
Stonegate Park Community School
Terra Bella Academy School

Student Handbook 2011-2012

Administrators:

Todd Farr
Carey Johnson

Angela Haick, Ed.D.
David Wong

Student Services Branch
Director III, Alternative Education Department
Deborah Keys, Ed.D

County Board of Education

Leon F. Beauchman
Michael Chang
Joseph Di Salvo
Julia Hover-Smoot
Grace H. Mah
Craig Mann
Anna Song

County Superintendent of Schools
Charles Weis, Ph.D.



Santa Clara County
Office of Education
1290 Ridder Park Drive, MC225
San Jose, CA 95131-2304
www.sccoe.org

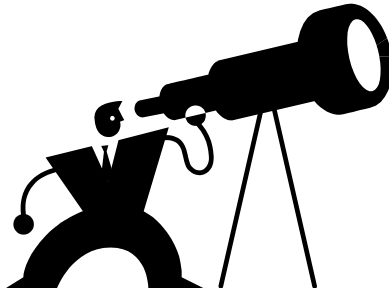
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Includes:

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| ○ Harmful or destructive use of animals | ○ education due to religious beliefs |
| ○ School accountability Report Card | ○ Sex education |
| ○ Required Parental Attendance | ○ Rights related to Special Education |
| ○ Absence for Confidential Medical Services | ○ Section 504 |
| ○ Student Records | ○ Complaint Procedures |
| ○ Immunization for Communicable Disease | ○ Questionnaires and surveys |
| ○ Sun Protective Clothing/Use of Sunscreen | ○ Student photos |
| ○ Refusal to Consent to Physical Examination | ○ Notification to teacher of disruptive pupil |
| ○ HIV/AIDS prevention instruction | ○ Notice of compliance |
| ○ Excuse from health/sex | ○ Prospectus of school curriculum |
| | ○ English Language Education |
| | ○ No Child Left Behind Act of 2001 |
| | ○ Megan’s Law Notification |

INSERT CALENDAR HERE



AED Vision...

To be “models of excellence in student learning and well-being” we are committed to instruct, inspire and support our students by providing opportunities for them to discover their potential, develop their character, and maximize learning so they may become independent, life-long learners and productive citizens.

Our Mission...

Our students will learn in a personalized environment that fosters human dignity and promotes academic, social, emotional and personal success.

School Contact Information

SITE	ADMINISTRATOR	PHONE (all 408 area code)	FAX
Alternative Placement Academy	Carey Johnson	573-3250	294-5553
Blue Ridge @ James Ranch	Todd Farr	573-3030	779-4650
EDGE Program	Carey Johnson	573-3250	294-5553
Independent Studies	Angela Haick	573-3320	573-3205
Muriel Wright	Todd Farr	573-3040	629-1410
Sunol Community School	Carey Johnson	573-3250	294-5553
Odyssey Community School/Advent	Todd Farr	573-3065	683-4883
Osborne @ Juvenile Hall	David Wong	573-3071	971-1762
Snell Community School	Angela Haick, Ed.D.	573-3200	573-3205
Stonegate Park Community School	David Wong	573-3260	225-4655
Terra Bella Academy School	John Canizzaro	573-3015	650-968-8229

Staff email: firstname_lastname@sccoe.org

Santa Clara County Office of Education/ Alternative Education Department

Superintendent: Charles Weis, Ph.D.	(408) 453-6511
Deputy Superintendent Cary Dritz, Ed.D	(408) 453-6870
Chief Schools Officer: Linda Aceves.	(408) 453-6560
Director III of Alternative Education: Deborah Keys, Ed.D.	(408)453-6968
Administrative Assistant: Rebecca Slattery	(408) 453-6968
Transition Coordinator: Nancy Gallo	(408) 573-3322

All About the Alternative Education Department

The Alternative Education Department provides educational programs for students who are under court supervision, or who are not attending regular school for a variety of reasons. School sites include Juvenile Hall, two ranch programs, independent study and numerous community schools throughout the county. Our educational program at all sites emphasizes academic competencies, as well as behavior and attitude change.

COMMUNITY SCHOOLS

Educational programs (grades 7-12) for youth who are status-offenders, truant, or who have other reasons for being unsuccessful in the traditional schools. The programs also are offered to youth who may have committed serious crimes, but have not been fully adjudicated and have been placed under probation jurisdiction. These programs serve as a transition from institutions to district schools for students who have been expelled or referred from the district's Student Attendance Review Board or other student study teams. Approximately 750 students are enrolled in Community School programs at any given time.

ENROLLMENT PROCESS

The following steps must be completed prior to enrollment at any Community School in the Alternative Education Department of the Santa Clara County Office of Education:

1. Presentation of a statement verifying referral from the district of attendance and a certification of release from that district.
2. Presentation of an appropriate document indicating that the student falls under the provisions of Sections 300, 601 or

602 of the California Welfare and Institutions Code.

3. Presentation of an immunization record consistent with current California law.
4. Presentation of the most recent transcript of high school course work and attendance, the student's IEP, if one is currently in effect, and Section 504 accommodations documentation if any.
5. Meeting with Alternative Education Department staff at the Transition Center (3550 Snell Ave, San Jose) to fill out forms contained in the enrollment packet.
6. Referral to the appropriate Principal for the Intake Process—student and parent will complete and bring “The Community School Student Admission Packet” to the scheduled meeting.

INTAKE PROCESS

Upon completion of the Enrollment Process, a meeting is scheduled between the student, parent and Principal (or designee) of the assigned Community School. At this time the following items will be reviewed:

- Enrollment Packet from the Transition Center
- The Community School Student Admission Packet
- Transcripts

During the meeting, the Principal (or designee) will discuss the responses provided by the student and parent on the Admission Packet. An interview will be conducted to determine the appropriateness of and commitment to placement at the assigned Community School. If after the interview it is determined that placement is appropriate then “The Community School Agreement” will be signed by the student, parent and staff member conducting the interview. A schedule will be developed for the student and a start date for attendance will be determined. Within 10 school days of enrollment, a Student Achievement Plan (SAP) will be developed for the student and reviewed at least each six months thereafter.

SCHOOL OFFICE PROCEDURES

School Office Hours

The school office is open Monday through Friday from 7:30 a.m. to 4:00 p.m.

Change of Address/Other Info

Parents/Guardians should immediately notify the school office of any changes of address, home telephone, parent/guardian work telephone, or other contact information. This is important so that the school can communicate effectively with parents and guardians, particularly in the case of an emergency.

Absences

All absences, illnesses or otherwise, must be verified in writing or by phone from a parent or guardian within 48 hours.

In addition, since the 2010-2011 school year, the AED schools has been utilizing the Blackboard Connect system, which uses an automated calling system to contact parents/guardians to inform them that their students are not present at school. For this reason, it is critical that the schools are given updated contact information whenever changes happen.

Illnesses and Injuries

Students should not come to school when ill. If a student becomes ill or injured while at school, s/he needs to ask for a pass from a teacher and report to the school office. **Students may never leave the school grounds to go home because of illness or injury without checking through the school office. No student will be allowed to leave campus due to illness or injury without parent permission. Students who choose to leave without school/parent permission will receive an unexcused absence.**

Medical Appointments

Students are to bring a signed note from home stating the time, date and doctor's name. This note should be taken to the school office before school or during break to secure an off campus pass. No student may leave campus without an authorized off campus pass. Parents and doctors may be called to verify off campus passes. **Every effort should be made to have medical appointments after school hours.**

Dispensing Aspirin and Other Medications

California law prohibits school employees from dispensing aspirin or any other medications not authorized by parents or doctors in writing; this includes 18 year old students. Parents whose children are required to take medication on a regular basis may request in writing that medication be dispensed through the school office coordinator. A form must be requested through the child's doctor and kept on file in the school office.

Office Phone

Use of the office phone is allowed only with the permission of the school office coordinator or principal.

Closed Campus

All schools in the Alternative Education Departments are closed campuses. A student may not leave during school hours unless s/he has an off campus pass. No passes will be issued without permission from a student's parent/guardian. Students violating the closed campus policy will be held accountable according to the progressive discipline policies.

Lost and Found

The school office serves as the location for Lost and Found. If an article is found, it should be turned into the school office coordinator. If a student has lost an item, s/he should inquire at the office. Students must be aware that all items that are brought to school are bought at their own risk, and that the school is not responsible for the loss of personal items.

ATTENDANCE

The need for consistent school attendance is stressed at each of the schools in the Alternative Education Department. The student agreement with the school dictates that students will attend regularly and that students will not receive credit for any class in which they do not attend regularly. For the purpose of receiving class credit, no distinction is made between excused and unexcused absences; however, teachers may wish to use their discretion in assigning grades to students who have missed too many days under extraordinary circumstances. In some cases, students may be allowed to make up class time following serious injuries, accidents or other unavoidable situations. Students should understand that they are not allowed to miss school for frivolous reasons and that their continued participation in the Alternative Education programs can be severely jeopardized by unexcused absences. Supplemental contracts may be drawn up to address truanancies, habitual absences or tardies.

Students missing more than 10 periods of school during a school year will be referred to the School Attendance Review Board (SARB). The School Attendance Review Board may find a student or parent in violation of mandatory attendance laws and subject to fines by the courts, imprisonment, or other penalty. In addition, families receiving Temporary Assistance to Needy Families (TANF) may have their benefits reduced or cut off if a student misses 10 periods of school in a year. Absences will be acknowledged as excused or unexcused according to the criteria set by the state of California.

Reporting Your Child's Absence

State law requires that absence verification be made by a parent/guardian. This verification must be done by calling the school office within 48 hours of the absence. See page 4 for phone numbers for individual schools. A parent/guardian must leave a message with the school office coordinator or voicemail. Students who are 18 years of age or older may excuse their own absences. **However, adult students who abuse the attendance policy may be transferred to Adult Education.**

The following are the only excusable absences as per the California State law:

- Doctor appointments
- Dental/Orthodontist appointments
- Illness
- Funerals
- Court appearances (must be verified by court documents)
- Observation of a holiday or ceremony of his/her religion, or attendance at religious retreats
- At an employment conference
- When the pupil is the custodial parent of a child who is ill or has a medical appointment during school hours (EC 48205)

All other absences that do not meet the listed conditions are acknowledged as UNEXCUSED.

A parent/guardian should telephone the school before 8:30 a.m. each day an absence occurs:

1. Parent/guardian should contact the school to verify and explain the absence by telephone.
2. Written verification should be received on the day the student returns to school.

Students who are ill should stay at home and recover. Students who come to school sick or who become sick at school will be sent home. Missing the bus, oversleeping, visiting with a relative, staying home to babysit a sibling, etc, are not excusable absence. Please remind students of appointments in the morning before they leave for school. This will help reduce classroom interruptions. Unexcused absences may affect a student's grades. A student who has three or more unexcused absences in a single semester will be declared a truant. A truancy notice will be sent to you and forwarded to the District Attorney's office.

Tardies

Education Code defines a tardy as an absence from the time the school day starts (8:30 a.m.) until up to 30 minutes of a class period. There is no such thing as an excused tardy. Students who are habitually tardy will be held accountable utilizing progressive discipline, which may include consequences ranging from detentions to community service hours to schedule or placement changes.

Consequences

As a consequence of tardiness or unexcused absences, school personnel may assign any of the following consequences as appropriate:

- After school detention for up to one hour
- In-house suspension/Saturday School /School During Vacation
- Request for Parent/Guardian drop-off or pick-up at the classroom or school
- Request Parent/Guardian to accompany student during class time

Our attendance procedures are designed:

- To help students be aware that information and instruction given in class is an important part of their educational experience.
- To help students understand that participation in class is important for both the student's own educational experience and the educational experience of his/her classmates.
- To allow teachers to have a full period to teach, free from interruptions and distractions caused by a student's partial or full day absenteeism.
- To instill in students the awareness of the socially appropriate behavior that is considerate of others.
- To better prepare and educate students of the behavior expectations common in the workplace.

STUDENT USE OF TECHNOLOGY

The Santa Clara County Board of Education intends that technological resources provided by the SCCOE be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized uses of SCCOE computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with SCCOE regulations and the SCCOE's Acceptable Use Agreement.

Before a student is authorized to use the SCCOE's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities, which is provided during the student's intake. In that agreement, the student and his/her parent/guardian shall agree not to hold the SCCOE or any SCCOE staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless SCCOE personnel for any damages or costs incurred. The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the SCCOE's technological resources and to help ensure that the SCCOE adapts to changing technologies and circumstances.

The Superintendent or designee shall ensure that all SCCOE computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication. The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of SCCOE computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on SCCOE computers with Internet access.

ALTERNATIVE SCHOOL DEPARTMENT GRADUATION REQUIREMENTS

SUBJECT	Credits Required for Students Graduating 2010-2012	Credits Required for Students Graduating 2013 and beyond
English	40	40
Mathematics	10	10
Algebra	10	10
World History	10	10
U.S. History	10	10
Government/Econ	10	10
Visual/Performing Fine Arts	10	10
Career Tech Education	0	10
Life Science	10	10
Physical Science	10	10
Physical Education	20	20
Service Learning	0	10
Life skills	0	10
Computer Applications	0	10
Service Project	0	10
Electives	60	30
TOTAL	200	220

In addition to earning all credits towards graduation, all students must pass both the English/Language Arts and Math portions of the California High School Exit Examination. Students are given multiple opportunities to take the exam in grades 10-12.

EARNING SCHOOL CREDIT FOR GRADUATION

It is the Alternative Education Department policy to calculate credits based on clock hours of instructional time. One semester credit is earned for each twelve hours of instructional time. If an instructional period is less than one hour in duration, it will take more than twelve instructional periods to earn a semester credit. The chart below is offered for ease in calculation from time to credits:

<u>Class Period- Instructional Minutes</u>	<u>Instructional Periods Needed Per Subject</u>
60	12 periods = 1 credit
55	13 periods = 1 credit
50	15 periods = 1 credit
45	16 periods = 1 credit
40	18 periods = 1 credit

Reference: California Administrative Code, Title 5, Chapter 7 § 1600a(2)

However, students do not automatically earn credit simply by being enrolled. Students must earn a passing grade in a class in order to earn the credits determined by this formula. A passing grade is determined based on a combination of the days attended, the quality of student work, and the amount of effort put into the work by the student.

PROGRESS AND GRADE REPORTING

Progress reports will be sent out at the end of the first quarter (October 15) and the third quarter (March 18). Semester grades will be available soon after the semesters end in December and in June. Parents/guardians whose students are in danger of receiving a "D" or an "F" will be contacted no later than six weeks prior to the end of the semester.

RETURN TO TRADITIONAL CAMPUS

Students who are referred to the Alternative Education Department due to expulsion will remain on our campuses for a period of time determined by the referring district's expulsion or rehabilitation plan/order. Additionally, the districts will also often have supplementary conditions which a student must meet in order to return to the traditional campus. These often include, but are not limited to: community service, counseling, improved discipline record, improved attendance, staying off of district campuses, and restitution.

For students who are referred to ASD by administrative placement or self-referral, an evaluation date will be determined by the district. This is usually at the semester change or the end of the school year. In order for a student to be recommended for return, s/he must have a good attendance and behavior record, as well as making adequate academic progress

ADDITIONAL OPPORTUNITIES FOR CREDIT RECOVERY

In addition to earning traditional credits in the classroom, students may opt to participate in additional programs in an attempt to recover credits. These include, but are not limited to:

Cyber-High: Cyber High is a comprehensive "electronic high school" that is available to students on all ASD campuses. Accessible via the internet, the Cyber High curriculum is aligned with the California content standards, meets the admission requirements for the UC/CSU system, and is accredited through the Fresno Unified School District.

Central County Occupational Center (C.C.O.C): CCOC is a Regional Occupational Center located at 760 Hillsdale Ave in San Jose which offers training opportunities to high school juniors and seniors in more than 30 specialty areas from 13 career clusters. Students are bused to CCOC from select ASD campuses for afternoon classes.

Community College Classes: Students may take courses at the local community colleges for double credit. Students should make sure that appointments and classes are after 2:30 p.m., so as not to conflict with regular ASD school hours.

Community Service: Students who perform volunteer community service may earn credit toward graduation. All community service projects must be pre-approved by the administrator or counselor. PLEASE NOTE- For the graduating classes of 2013 and beyond, this will be a part of the Service Project requirement.

Independent Contracts: Students can participate in individualized independent study contracts on their current campuses. These are set up with input from the counselor and at least one staff member.

Independent Study: Some students participate in Independent Study where their majority of their learning program is done in the home setting. This program relies heavily on daily adult supervision. Independent Study is not for everyone. Students must be highly motivated, self disciplined, and be reading and comprehending at grade level. They must have the aptitude to pass California High School Exit Exam in LA and math. All placements are discretionary and dependent upon a student's demonstration of skills needed for success. Students earn credit based on work completed not seat time. Students must arrive prepared with completed work in hand to scheduled appointments. While attending appointments, students must be in uniform and compliant of all school rules.

Greenfield: Students can take classes on line if they have internet access at home or attend open hours in the drop-in center.

Work Experience: We are in the process of instituting a Work Experience Education Program (WEEP) on our community school campuses. Students who work for more than 10 hours a week will be able to earn up to 10 credits per semester by attending the WEEP class and completing additional requirements.

PLEASE NOTE: These programs and opportunities are generally open only to those students who have good attendance, positive behavior, and have established a pattern of productive work in regular classes. Interested students should consult their counselor and principal to make sure that they are eligible.

ALTERNATIVES TO A TRADITIONAL HIGH SCHOOL DIPLOMA

Adult Education/Metro Ed: Students near or over 18 years of age and not able to graduate from their high school may choose to complete their studies at an Adult Education facility. Students interested in pursuing this avenue should contact the district from which s/he was referred for more details.

California High School Proficiency Exam (CHSPE): An alternative to the high school diploma for students 16 and 17 years of age. Passing this test allows a student to leave high school, with parent permission, prior to graduation. Unlike the GED (see below), the CHSPE is **not** equivalent to a diploma. Ask the site administrator or counselor for more details or an application.

Graduation Equivalency Diploma (GED): A test given as an alternative to the traditional high school diploma for 18 year old students. Students who are 17.5 years of age may begin formal preparation for this equivalency test, which may be taken after the student turns 18. See your site administrator or counselor for more information.

STUDENT AND FAMILY SUPPORT SERVICES*

*some qualifications may apply

Personal Counseling: Therapeutic counseling services are provided to students from Advent Group Ministries. There is no charge for these services. Individual and group counseling services are available to interested students. Release forms are filled out as part of the intake process and are required for participation.

California Youth Outreach: This organization offers mediation services to address any gang-related issues that occur.

Independent Study: For students with special personal or school needs who need to work from home rather than attending school regularly. This program has limited availability and students must show dedication and participation to remain enrolled.

Academic Counseling: All students will have the opportunity to work with an Academic Counselor to set academic goals and create educational programs schedules to help them reach their goals.

Drug Intervention Support: Community Day School students will have the opportunity to receive drug intervention support as part of their daily program. Students can choose to opt in for credit. Students wishing to opt in for credit have the option of meeting with their principal monthly to discuss their progress or do an independent writing activity around their learnings, progress and growth.

Mental Health Support: Students and families have the opportunity to work with a trained therapist for intervention, counseling and support services.

Special Education: Special education programs and services are available to all eligible students. Parents who have reason to believe that a student needs special education services may contact the school counselor or site administrator.

Health Van: Monthly, a fully-functioning “doctor’s office on wheels” arrives on each of our community school campuses, providing confidential health services for all students, regardless of insurance status.

Breakfast and Lunch: Based on family income, some students may qualify to receive breakfast and lunch for free or at a reduced price. Students who do not qualify are able to purchase both meals at a reasonable price.

Bus Passes: Are a privilege that is earned. Community schools have a very limited number of youth bus passes available each month. To help us determine which students have the greatest need for assistance, each student wishing to obtain a bus pass must complete an application with information about family income and current aid being accessed. Daily tokens will not be available, and students must turn in the previous month’s pass in order to receive the next month’s replacement. Students must maintain 90% attendance in order to qualify for the free bus pass program.

Work Permits: Work permit applications are available from the School Office Coordinator and are required of any Alternative Education Student working at a job. Students applying for a work permit must show proof of age (such as a Birth Certificate, Drivers License, or a DMV Identification card). The permit is valid for one specific job, one school, and one school year. It must be renewed each time any of the above information changes. Work permits can be revoked if the student does not maintain acceptable attendance or satisfactorily complete his/her schoolwork.

Parent Project: Contact School sites for schedules. It's a nationally acclaimed parent program specifically designed for the parent. Parent learn and practice prevention and intervention strategies for specific behaviors, truancy, alcohol and drug usage, gangs, run away, violence and suicide. Additional information available at www.parentproject.com

Identification Cards: All students, upon enrolling in the Community Schools, will have their picture taken. These pictures will be used to create identification (ID) cards, which will be provided to students at no charge. Students are encouraged to have these cards in their possession at all times. Replacement cards will be available for a fee.

CONFIDENTIALITY

Confidentiality is an important component of the Community Schools program. Students are encouraged to seek solutions to their problems, to avoid harmful behaviors, and to develop their strengths. Weekly staff meetings are held in which staff members keep one another informed of the progress of students in the program and share ideas concerning students. Students should expect that information concerning them will be treated with respect for their privacy. However, certificated staff members have a duty to report information concerning students who intend to hurt themselves or others, or who are suspected victims or child abuse, to appropriate persons or agencies.

PARENT INVOLVEMENT

The Santa Clara County Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in SCCOE and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home. Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the SCCOE's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Each year the Superintendent or designee shall identify specific objectives of the SCCOE's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the SCCOE's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the COE will carry out each activity listed in Federal Law.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the COE's Title I funds will be allotted for parent involvement activities.

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with Federal Law.

PARENT/GUARDIAN DUTIES

The parent/guardian is expected to:

1. Monitor your student's dress/attire for appropriateness for school, ensuring that it abides by the school dress code.
2. Send your child to school on time every day except when s/he is clearly ill.
3. Telephone the school as soon as you know that your child will be late or is not coming to school.
4. Make regular attendance at school your student's **primary** job.
5. Send a written note to school with your child on the first day of attendance following an absence.
6. Require regular sleep hours. Students need 8-10 hours of sleep each night to be properly rested.
7. Be responsible for your child's transportation needs.
8. Have your student eat before leaving for school.
9. Be aware of your child's appearance, grooming, and behavior.
10. Schedule **all appointments**, including medical and dental, **before or after** school hours. When it is possible, have your child bring proof of the appointment from the doctor, dentist or court. **Students appearing in court must check in with their teacher before or after their appointment**
11. Maintain contact with your child's teacher and attend parent/teacher meetings.
12. Make arrangements for childcare outside of community school.
13. Monitor homework to make sure it is being completed and your child understands his/her lessons.
14. **Inform the school within five working days of any change in your address, phone number, or emergency contacts.**
15. Be prepared to attend school with your child when asked, in order to address disruptive behavior in the classroom.

STUDENT DRESS CODE

Personal safety for students and staff is a high priority in the Alternative Education Department. Students who do not comply with the dress code will be sent home to change into appropriate clothing. The attendance consequences for missing school will apply.

Uniform/Common Dress:

Clothing:

Pants Khaki

Shirts – Solid black with collar, no logos

Sweatshirts/Jackets – black no hoodies no logos

Belts – Solid black or brown web or leather belts with only plain buckles

Socks – White or black

Shoes – Solid black or white, no cortex

Shoe laces – Solid black or white

Gloves – Solid black

Backpacks/Purses- Not allowed

Not Allowed Clothing:

No shorts or mini skirts

No halter tops, bare midriffs, tube tops, low cut, or spaghetti straps

No Cortex, slippers, soft sole

Hats, beanies, rags, bandannas, skullcaps, hairnets and visors

No inappropriate gang or sports insignias, logos, drug emblems and labels on any articles of clothing

Red, blue, maroon hair ties and sweatbands

Sagging/inappropriate length of pants

Any clothing or jewelry judged by school personnel to be gang related or otherwise inappropriate for school and/or function. Gang related clothing may be reported to the appropriate authorities.

SMOKING AND USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products are prohibited at all sites operated by the County Office of Education. Additionally, students may not smoke or use tobacco products while attending school sponsored activities or while under supervision and control of school staff.

STUDENT CELL PHONES & ELECTRONIC DEVICES

No student shall cell phones or electronic devices while on school premises. Staff will confiscate cell phones and return them to parent/Guardian or Guardian. We suggest students leave all electronic devices at home. School staff is not responsible for lost or stolen articles. Classes will not be interrupted to assist students in searching for lost or stolen devices.

LOITERING

Students need to proceed directly onto the community school campus in the mornings upon arrival. Students may not loiter (hang out) in front of the schools, on the corner, or in the neighborhood. Additionally, when students arrive or are dropped off on campus in the morning, they are to **remain** on campus. Leaving campus, even before classes officially start, can be considered a cut and disciplinary actions may occur.

LANGUAGE/PROFANITY/SLURS

Students will not use language that is abusive or offensive to others through words, writings, or actions. Disciplinary actions include, but are not limited to: warnings, send to principal, parent contact, detention, suspension.

PUBLIC DISPLAYS OF AFFECTION

Socializing with others is an important component of school life. However, excessive displays of affection are inappropriate in a school community and are not permitted at any time during the school day or at any school related events.

GRAFFITI/TAGGING

Any students engaging in graffiti or tagging that leaves damage on a surface or object resulting in a need to be replaced, sandblasted, painted, chemically treated, or otherwise removed in order to restore the surface to its previous condition, regardless of the cost or the damage, will be subject to the following disciplinary consequences:

First Offense: Students will be financially responsible for any damage caused. Three to five day suspension, school/community service, and/or consideration for expulsion (depending on severity) and referral to law enforcement.

Second Offense: Five day suspension, change of placement/refer back to district, referral to law enforcement.

IF CONVICTED by law enforcement of a graffiti/tagging based crime, students are subject to the following:

- Graffiti damage up to \$400.00 is punishable by up to 1 year in jail, a \$10,000.00 fine, or both
- Graffiti damage of \$400.00 or more can be punished as a FELONY– even if the vandal is a minor– by up to 3 years in state prison and a fine of up to \$50,000.00.
- Graffiti with acid or caustic substances can be punished by up to 3 years in state prison and a fine of up to \$50,000.00.

PARENTS AND GUARDIANS OF MINORS WHO COMMIT GRAFFITI:

- May be prosecuted for failing to supervise their children and sentenced to 1 year in jail and/or \$2,500.00
- Are responsible for damage caused by willful misconduct of their children including repairs and attorney fees up to \$10,000.00
- Are liable for up to \$25,000.00 in damages when a minor's willful misconduct results in injury to the property of another
- Can be ordered to maintain specific property graffiti free for up to 240 days

IF A STUDENT IS CONVICTED OF GRAFFITI VANDALISM, S/HE WILL LOSE HIS/HER DRIVER'S LICENSE FOR ONE YEAR. IF S/HE DOESN'T HAVE A LICENSE, ISSUANCE WILL BE DELAYED FOR 1 YEAR AFTER S/HE IS ELIGIBLE, UP TO THE AGE OF 21 YEARS OLD

OFF LIMITS AREAS

Students referred to the Alternative Education Department of the Santa Clara County Office of Education must remain off of all other school sites between the hours of 7:00 AM and 4:00 PM unless they have been given written permission to be on one of these campuses. This includes all Alternative Education campuses and all campuses from the referring districts. Violators may be cited for trespassing.

VISITORS

All visitors must register in the school office. Parents and legal guardians are welcome on all Community School campuses. The staff asks that appointments be made to see a teacher or to visit classes so that personnel will be available and so that the educational process will not be disrupted. Requests for social visits by non-students will be denied. Trespassers may be cited.

SEARCHES ON SCHOOL/CENTER PREMISES

BP 5321 References: Education Code 44807 (Re Donaldson, 269 Cal. App. 2d509, 512); AR 5321 Approved: 05/06/81

It is the policy of the Board that searches on school and center premises shall be conducted only in order to protect the safety and security of persons and to preserve discipline and good order. The right to inspect a student's locker or person and to seize property is inherent in the authority granted the Board and those who administer its programs. That right, however, must be balanced by the rights of privacy of person as well as freedom from unreasonable search and seizure of property, as guaranteed by the Fourth Amendment to the U.S. Constitution.

SCCOE maintains the right to search personal property of a student, including clothing, when there is reasonable suspicion that school rules are being violated and/or a threat to the health and safety of students and staff exists. Students involved shall be informed, if possible, prior to the search and, when applicable, be present when the search takes place. **Information leading school officials to conduct a search and/or to seize property may be independent of law enforcement officials.**

However, searches involving law enforcement officials on school grounds shall require notification of a school official who may be present during the search. In instances where firearms and any controlled substances (drugs) are confiscated, the confiscated property shall be turned over to law enforcement officials. School personnel will be guided by policy and education code provisions in pursuing searches and legal action against students in possession of items such as weapons, explosives, drugs, and drug paraphernalia.

DISCIPLINE

Every attempt is made to create and maintain a positive atmosphere in all schools in the Alternative Education Department. Since traditional disciplinary tactics have been generally unsuccessful with students in this program, a different approach is used. Students and parents are required to sign a student agreement before they are enrolled in the program. With this document, students agree: (1) not to use or possess tobacco, alcohol, illicit drugs, or any other harmful substance on school property or while participating in school-related activities and not come to school while under the influence of these substances, (2) not to participate in violence or threats of violence or to use or possess any type of weapon on school property or while participating in school-related activities, (3) to attend school regularly and be in class on time, (4) to participate in classroom activities as the teachers ask, and (5) to respect classmates, school employees and school property. Supplemental contracts may be created to address individual situations. Through this system, students understand that they may remain at the Community School to which they have been assigned only as long as they are willing to obey these rules. A progressive discipline policy addresses students who violate the school rules.

The following chart demonstrates the progressive discipline that may be utilized for a variety of offenses. This list is not meant to be complete or all-inclusive, but just to give a general idea of what consequences may be set in place for which offenses.

EMERGENCY INFORMATION

The County's Emergency Preparedness Handbook is available online at <http://www.sccoe.org/depts/comserv/preparednessplan/>, as well as at all school sites and at the County Office at 1290 Ridder Park.

During an emergency, parents/guardians are expected to support the staff by directing students to stay at school until they are released. School officials will determine when it is safe to release students to return home.

Emergency Phone Numbers

Fire Department	911 or 277-4444
California Highway Patrol	911
Paramedics and Ambulance	911
San Jose Police Department	911 or 311
Santa Clara County Sheriff	911 or 299-3233
Office of Emergency Services	
City of San Jose	911 or 277-4595
Santa Clara County	911 or 299-3751
Santa Clara County Communications	911 or 299-2711
CalTrans (Highway Conditions)	(800) 427-7623
Pacific Gas and Electric Company	(800) 743-5000
San Jose Water Company	279-7900
Pacific Bell (Telephone Service)	(800) 750-2355
Honeywell Security (Alarm Service)	283-4140
Acufacts Security	286-5880
RADIO STATIONS	
KCBS	740 AM
KGO	810 AM
KSJO	92.3 FM
KLIV	1590 AM

COMMUNITY RESOURCES

CRISIS RESOURCE NUMBERS

1. **Eastfield Ming Quong (EMQ) 24 hour Emergency Crisis Line (408) 379 9085**
2. **Child Abuse Hotline**
 - a. **CAN Center** Child Abuse Reporting **(408) 299-2071**
 - b. **Nationwide** (800) 422-4453
3. **PARENTAL STRESS HOTLINE (408) 279-8228**
4. **MENTAL HEALTH YOUTH SERVICES**, Spanish, English, & Vietnamese **1-800-704-0900**
5. **24 HOUR DOMESTIC VIOLENCE CRISIS LINE**
 - Next Door (408) 279-2962 a 24-hr. hotline (Spanish & English)
 - Asian Americans for Community Involvement (AACI) (408) 975-2739
 - Community Solutions (South County) (408) 683-4118
 - Support Network for Battered Women, Spanish & English 1-800-572-2782
6. **SUBSTANCE ABUSE CRISIS LINE:**
 - a. **Gateway** 1-800-488-9919
 - b. 800-662-HELP
7. **SUICIDE AND CRISIS LINE**
 - a. 279 3312, North County
 - b. 494 8420, South County
 - c. 1-800-784-3422 (nationwide)
8. **CA Youth Crisis Line (800) 843-5000**
9. **AIDS National Hotline (800) 342-AIDS**
10. **Homeless and Runaway Youth (408) 243-0222**
11. **Rape Crisis Hotline**
 - a. **(408) 287-3000**
 - b. **(650) 493-RAPE**
12. **STD National Hotline (800) 342-2437**

BASIC NEED RESOURCES

1. **Child Health and Disability Prevention (CHDP) Program** 408-494-7800
Provides free well child screenings to low income children (ages 0-20)
2. **Healthy Kids – Healthy Families – Medical** (888) 244-5222
Provides free or low cost health, vision & dental to children (0-18) from low or middle-income families.
3. **Immunizations** 408-792-5200
Provides free or low cost immunizations to prevent diseases; e.g. measles, whooping cough, chicken pox & meningitis (ages 0-21)
4. **Oral Health** (408) 283-6200
Provides comprehensive dental care to low income children (ages 0-18)
5. **Supplemental Security Income (SSI)** 800-772-1213
Provides cash assistance and Medi-cal to low income disabled individuals (all ages).
6. **WIC** Women's, Infants & Children's Supplemental Food Program 888-942-9675
Provides nutrition education and coupons for free food to low-income women (pregnant or nursing), infants, and children with special health care needs (ages 0-5)
7. **Valley Connection** 1888 334 1000, Health information/ resources especially Medi-cal families.

SELF HELP RESOURCES

These groups offer persons with similar concerns an opportunity to share experiences and problems with each other and to support each other. These groups are usually nonprofit, nonaffiliated, confidential, and charge no fees for their services.

- **NARCOTICS ANONYMOUS** **650- 802-5950** www.sfng.org
 - Narcotics Anonymous' 24-hour help line offers referral services for persons with any kind of drug problem.
- **ALCOHOLICS ANONYMOUS** **408- 374-8511**
 - Alcoholics Anonymous offers peer discussion and support groups.
- **ALANON and ALATEEN** **1-888-425-2666** www.al-anon-anon-alateen.org
 - Alanon and Alateen offer discussion and support groups for family members of alcoholics. Alanon is for entire families and Alateen is specially designed for 13 to 19-year-olds.
- **Family & Children Services of Santa Clara Valley** 55 E. Empire St., San Jose **408- 288-6200**
- **Social Advocates for Youth** **650- 961-2622**
- **Family and Children Services Crisis Line** **408- 379-9085**
- **SafeRide** **1- 877- 753-7433**
- **Quetzal House (Bill Wilson Cnt)** **408-243-0222** 509 View St. Mountain View, 94041

REQUIRED ANNUAL NOTIFICATIONS

The Santa Clara County Board of Education recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notification s/he believes will promote parental understanding and involvement.

The Superintendent or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school (Education Code 48981, 48982).

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communications.

Below are selections from these notifications. The rest can be found on our website at www.sccoe.org (BP 5145).

Harmful or destructive use of animals (EC 32255-32255.6) Students have the right to refuse or refrain from participation in activities they feel would constitute "harmful and destructive use of animals." Students' rights extend to subject areas including, but not limited to, biology, physiology, home economics, and outdoor biology programs. If the student chooses to refrain from participation, and if the teacher believes an adequate alternative education project is possible, then the teacher may work to develop and agree upon an alternate avenue for helping the student obtain the knowledge, information, or experience.

School Accountability Report Card (BP0510) The School Accountability Report Card is prepared each year assessing such matters as student achievement, estimated per student expenditures, class size, and availability of qualified instructional personnel. A copy of the School Accountability Report Card is available on the county website. (EC 35256)

Required parental attendance EC §48900.1, BP 5736 -authorize teachers to request that the parent or guardian of a student who has been suspended from class by the teacher for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying authority, attend a portion of the school day in his or her child's classroom.

Absence for confidential medical services. (BP5113(a)) Students should not be absent from school without their parents'/guardians' knowledge or consent except in cases of medical emergencies or confidential medical appointments. School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (EC 46010.1)

Student records (BP/5410) The "Family Educational and Privacy Act of 1974" (PL93-380) requires that parents, legal guardians, and eligible 18-year-old students have the right to inspect and review any and all official records, files, and data directly related to the student. These include all material that is incorporated into each student's cumulative record folder—specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement, attendance data, scores on standardized and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Maintenance of records. A log shall be maintained for each pupil's record that lists all persons or organizations requesting or receiving information from said record. (EC 49065)

Charge for records. The school district may make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any pupil record. (EC 49065)

Grades. The grade given to each pupil shall be the grade determined by the teacher and, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. (EC 49066)

Pupil's progress. Each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period. (EC 49067)

Inspection of records. Pupil records are available for review during regular school hours. Requests for access should be directed to the site administrator and must be granted within five days following the date of the request. (EC 49069)

Written request for removal of records. Following inspection and review of a pupil's record, the parent may file a written request with the superintendent of the district to remove any information which the parent alleges to be inaccurate, misleading, or inappropriate. The superintendent or governing board may convene a hearing panel to analyze the parental request for the removal of pupil-related information provided. (EC 49070)

Release of records. A school district may permit access to pupil records to any person for whom the parent of the pupil has executed written consent specifying the records to be released and identifying the party to whom the records may be released. The recipient must be notified that transmission of the information to others is prohibited. The consent notice shall be permanently kept with the pupil's file. (EC 49075)

Parent's statement regarding disciplinary action. Whenever information concerning any disciplinary action is included in a pupil's record, the school district shall allow the pupil's parent to include a written statement or response concerning the disciplinary action. (EC 49072)

Access without written consent. School personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, and those who provide financial aid are entitled to access pupil records without parental consent. Access may also be obtained without parental consent pursuant to court order. (EC 49076-8)

Release of statistical data. A school district may release statistical data when such action would be in the best educational interests of pupils and provided that no pupil may be identified. (EC 49074)

Directory information. (BP 5411) Directory information includes one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. This information may be released according to local policy for any pupil or former pupil, provided that notice is given annually of the categories of information to be released and of the recipients. Directory information shall not be released regarding any student when a parent has notified the school district in writing that such information shall not be released. The district will minimize the release of phone numbers. (EC 49073)

Immunization for communicable disease (BP/AR5522) must be consented to in writing by a parent for a licensed physician (or a registered nurse acting under the supervising physician) to administer an immunizing agent. (EC 49403)

Sun Protective Clothing/Use of Sunscreen. School sites must allow for outdoor use of sun-protective clothing and must provide for the use of sunscreen by students during the school day by an established policy. (EC 35183.5)

Refusal to consent to physical examination. A parent/guardian may annually file a statement with the principal withholding consent to any examination of his/her child. The child shall be exempt, but shall be subject to exclusion due to a suspected contagious or infectious disease. (EC 49451)

HIV/AIDS prevention instruction. (BP/AR6142.2) At least once in high school, students will receive AIDS prevention instruction. Students may be exempted from receiving such instruction upon written request from the student's parent/guardian. Parents/guardians have the right to examine all instructional materials related to HIV/AIDS instruction. To do so you must contact the principal or your child's health education teacher. (EC 51201.5)

Excuse from health/sex education due to religious beliefs. (BP/AR6141.2) Upon written request of the parent/guardian, a student may be excused from any part of health, family life or sex education which conflicts with the religious training, beliefs, or personal moral convictions of the parent/guardian or student. (EC 51240)

Sex education. (AR6142.1) The district's sex education program encourages students to be abstinent and to understand sexual behavior in the ethical and moral context of marriage. As part of the instruction received in Health Education, students learn about human reproductive organs and their functions. Parents/guardians have the right to request in writing that their child not attend such a class or to be excused from any part of family life/sex education instruction. (EC 51240)

Rights related to Special Education. (BP6164) Students may be referred for assessment for Special Education by a parent/guardian or staff members. Within 15 days of a referral for assessment, the student's parent/guardian shall receive a notice of parental rights and a written proposed assessment plan explaining the types of assessments to be conducted and stating that no individualized education program will result from the assessment without parental consent. (EC 56321)

Physically or mentally handicapped minors for whom an appropriate educational program is not available in this district or neighboring districts or special schools of the county may be placed in non-public schools at district expense. (EC 56031)

Special Education (IDEA). State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental right and procedural safeguards are available upon request.

Special Education; Child Find System. Any parent suspecting that a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC 56300. (EC 56301)

Special Education Complaints. State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal. (5 CCR 3080)

Section 504. The Santa Clara County Office of Education is committed to full compliance with Section 504 of the Rehabilitation Act of 1973. As part of its implementation of this law, the district will provide reasonable accommodations for students with disabilities who have been assessed and found eligible for services so they can participate fully in educational programs. A student with a disability includes anyone who has a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Complaint procedure. (BP/AR1312.3)

a) Complaints regarding school procedures, practices and personnel. Complainants are encouraged to resolve complaints against school personnel through informal means by talking directly with the school person involved. If this is not successful, a written complaint may be directed to the employee's administrative supervisor or principal. Appeals of administrative determinations or decisions may be taken up with the Deputy Superintendent, Dr. Cary Dritz, who will make decisions on these matters. After consultation with the Superintendent, any patron may address the Board of Trustees at a regular meeting.

b) Title IX Violations, Discrimination and Harassment. District programs and activities are free from discrimination and harassment, with respect to ethnic group, religion, gender, age, color, race, ancestry, national origin, sexual orientation, marital or parental status and physical or mental disability. The board desires to maintain an environment in which all students and adults are treated with dignity and respect. No student shall be subjected to sexual overtures or conduct either verbal, visual, or physical, which are intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable and will not be tolerated by the school district. (EC 48980)

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. (BP 5145.3)

The Board ensures equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. However, separate provisions may be made for students according to sex with respect to such matters as protection of modesty, family life and sex education, grading standards in physical education, and other groups.

The district follows uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability. All complaints will be handled in a professional manner, and complainants are assured of non-retaliation and non-retribution.

Any person who wishes to discuss or file a complaint based on discrimination or harassment should first seek remedy through the office of the school's principal. If the issue cannot be resolved at the level of the principal, a formal complaint should be filed with the Deputy Superintendent, Dr. Cary Dritz. After a complaint has been duly investigated and if the complainant is dissatisfied with the District's decision, the complainant may file a written appeal with the Board of Trustees or the California Department of Education within 15 days of receiving the District's decision.

If the complainant is unable to put a complaint in writing due to conditions such as illiteracy, language barriers, or other handicap, district staff shall help him/her to file the complaint.

Complainants may pursue other remedies, including actions before civil courts or other public agencies. Complainants may seek assistance from agencies such as legal assistance, local mediation centers or from private attorneys.

Any individual, public agency or organization may file a written complaint of alleged noncompliance with state and federal law. The complaint must be initiated no later than six months from the date when the discrimination is alleged to have occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Questionnaires and surveys. No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents' or guardians' beliefs and practices in sex, family life, morality and religion shall be administered to any pupil in kindergarten or grade 1 through grade 12, inclusive, unless the parent or guardian of the pupil is notified in writing that such test, questionnaire, survey or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey, or examination. (EC 60650)

Student photos. The district routinely uses photos of students participating in athletic events, academic programs and other school activities, for newspaper articles, brochures and other school publications. If a parent does not wish to have his or her student's photo used for any such purposes, the parent must submit the Denial of Consent to Release Pupil Information form included in the intake packet.

Notification to teacher of disruptive pupil. Consistent with State law, the district shall inform the teacher(s) of any pupil who has engaged in an act which is subject to suspension or expulsion. The information shall be based upon any records that the district maintains in the ordinary course of business or receives from a law enforcement agency. The information provided shall cover the previous three school years. (EC 49079)

Notice of Compliance. The District is required to notify the State Department of Education by October 15th of schools that are not in compliance with school safety plan laws. (EC 35294.95)

Prospectus of School Curriculum. The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (EC 49091.14)

English Language Education. State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information. (EC 310)

No Child Left Behind Act of 2001 (20 USC 6301 and following): Under the NCLB, parents have the following rights:

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Information Regarding Individual Students Reports on Statewide Assessment: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Limited English Proficient Students: The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.

Program Improvement Schools: Parents shall be notified when their child's school is identified as a "program improvement" school and the opportunities for school choice and supplemental instruction.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required in the No Child Left Behind Act shall be sent separately.

Megan's Law Notification. Parents and members of the public have the ability to review information regarding registered sex offenders at the school office of the local law enforcement agency for this school district. (Penal Code 290.4)