



**ANNUAL PARENT AND STUDENT  
RIGHTS NOTIFICATION  
AND  
STANDARDS OF BEHAVIOR  
2024-2025**

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

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# When to Keep Your Child Home from School

## Guidance for Common Signs and Symptoms of Illness

**Children should attend school every day and may attend school with mild or improving symptoms. This guidance, based on new CDPH recommendations, will help you decide whether your child is too sick to attend school.**

### Overall not feeling well

Stay home if any new illness or symptom prevents your child from doing routine activities. They may return when feeling better and can participate in school. Call your medical provider/doctor if your child needs medical care, but a doctor's note is generally not required to return to school.

If your child has been diagnosed by a doctor with a specific illness, or develops similar symptoms after an exposure to a communicable disease, follow instructions from your doctor or the health department for when your child may return to school (for example, Strep Throat or COVID-19.) Please report diagnosed illnesses to your school office

### Is it COVID-19? (follow COVID-19 reporting requirements)

Test using an OTC test when there are symptoms of COVID-19. If the test is positive, keep your child at home and report the positive to your school. A SCUSD Contact Tracer will contact you to provide return guidance.



#### Abdominal pain/stomachache

##### May attend school unless the child has one of the following:

- Pain is severe enough that child has difficulty participating in routine activities
- Pain starts after an injury - get medical attention
- Bloody or black stools - get medical attention
- With diarrhea (see Diarrhea) or vomiting (see Vomiting)



#### Cough and cold symptoms

##### May attend school unless the child has one of the following:

- Cough is severe or child cannot catch breath after coughing
- If cough is suspected to be associated with asthma and cannot be controlled by the medications that the school has been instructed to use

*Note: Recommend wearing a mask if returning to school with mild symptoms.*



#### Diarrhea

##### May attend school unless the child has one of the following:

- Stool not contained in the diaper or toilet
- Stool looks bloody or black - get medical attention.

*Note: Encourage frequent handwashing. If there is concern for an outbreak (more persons with diarrhea than would be expected in the setting for that time of year), Health Services will contact the local health department for guidance.*



#### Difficult or noisy breathing

##### May attend school unless the child has one of the following:

- Wheezing that is new for the child or cannot be controlled by medications the school has been instructed to use for known conditions (e.g., asthma plan)
- Skin or lips seem purple, blue, or grey - call 9-1-1.
- Rapid breathing or increased effort to breathe, difficulty speaking - get medical attention

*Note: Seek medical attention for any of these if new symptoms.*



## Earache

**May attend school unless the child has one of the following:**

- Pain prevents participation in routine activities

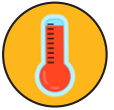


## Eye irritation, pink eye, or drainage

**May attend school unless the child has one of the following:**

- Problems seeing (vision changes)
- Injury to the eye - seek medical attention
- Pain or discomfort the child cannot tolerate

*Note: Encourage frequent handwashing. Pink eye is most often caused by a virus, and children with viral pink eye typically get better without treatment. Eye irritation can also result from allergies or chemical exposures (e.g., air pollution, smoke, or swimming in chlorinated pool water). Staying home from school is not necessary.*



## Fever

**Stay home if fever over 100.4 degrees F or higher**

Return when: At least 24 hours have passed since a fever of 100.4 degrees F or higher has resolved without the use of fever-reducing medication e.g., Tylenol®, Advil®, Motrin® (acetaminophen or ibuprofen), other symptoms are improving, and the child can participate comfortably in routine activities.



## Headache, stiff or painful neck

**May attend school unless the child has one of the following:**

- Concussion symptoms: after injury to the head and is severe or associated with vomiting, vision changes, behavior change, or confusion - seek medical attention
- Possible infection: Stiff neck, headache and fever can be symptoms of meningitis, a potentially serious infection - seek medical attention.



## Rash or itching

**May attend school unless the child has one of the following:**

- Oozing, open wounds, open blisters, or infection that cannot be covered.
- Rapidly spreading dark red or purple rash - get medical attention
- Tender, red area of skin, rapidly increasing in size or tenderness.
- Possible chickenpox or measles - see a healthcare provider for diagnosis

*Note: For diagnosed conditions, follow the advice of the healthcare provider. For conditions such as, impetigo, ringworm, scabies, and pinworms, may return after starting appropriate treatment.*



## Sore throat and/or mouth sores

**May attend school unless the child has one of the following:**

- Fever
- Inability to swallow, excessive drooling, muffled voice - get medical attention
- Breathing difficulties - get medical attention

*Note: Recommend a mask if returning with mild symptoms. Most sore throats are viral infections. If diagnosed with strep throat (bacterial), they should take antibiotics for at least 12 hours before returning.*



## Vomiting

**May attend school unless the child has one of the following:**

- Vomiting has occurred 2 or more times in 24 hours.
- Vomit appears green or bloody - get medical attention
- Recent head injury - get medical attention or call 911

**For more information see the SCUSD Health Services website at:**

[www.scusd.edu/when-keep-your-child-home-school](http://www.scusd.edu/when-keep-your-child-home-school)

Guidance updated 7/18/24 based on CDPH Public Health Guidance for TK–12 Schools and Child Care Settings <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Schools/SymptomGuidance.aspx>

# Welcome to the 2024-2025 School Year



Dear Sacramento City Unified Students and Families:

On behalf of the faculty and staff of the Sacramento City Unified School District, I welcome you to the 2024-25 academic year!

Students, I want to emphasize that providing you with a high-quality education is the District's most important mission. Your teachers and staff will ensure that you graduate with the greatest number of postsecondary choices from the widest array of options. I encourage you to take advantage of everything the District offers: a rigorous academic program, many exciting and unique clubs, a diverse roster of athletic possibilities, and for our older students, rewarding volunteer and intern opportunities with the District's many community partners. Remember, get active and get involved!

Families, you are our vital partners in your student's education. Please support us by instilling a lifelong passion for learning into every student. Help us by making sure your student attends and participates in school every day, communicate regularly with your student's teacher and share with us how the District can better serve you. I encourage you to read this handbook carefully and hope you find it useful as you engage with your student's school and the District.

One more thing: current contact information is crucial! We want to keep you informed every step of the way and will update you on your student's progress and send news about your school and the District. Accurate contact information will also allow us to reach you in the event of an emergency. No priority is higher than the health and safety of the District's students, families, teachers and staff. Visit [scusd.edu/family-communications](https://scusd.edu/family-communications) to learn how to update your contact information.

Thank you for your confidence and trust. I look forward to seeing you at school and ensuring that the Sacramento City Unified team of dedicated and experienced educators provides your student and you with the highest levels of service and care.

In Partnership,

Lisa Allen, Superintendent  
Sacramento City Unified School District

## Sacramento City Unified School District

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## **NONDISCRIMINATION STATEMENT**

The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

For questions or complaints, contact the Equity Compliance Officer and Title IX Coordinator:  
Melinda Iremonger, 5735 47th Avenue,  
Sacramento CA, 95824; (916) 643-7446;  
[melinda-iremonger@scusd.edu](mailto:melinda-iremonger@scusd.edu).

For employment-related questions or complaints, contact the Chief Human Resources Officer:  
Cancy McArn, 5735 47th Avenue, Sacramento CA,  
95824; (916) 643-7474; [cancy-mcarn@scusd.edu](mailto:cancy-mcarn@scusd.edu).

Section 504 Coordinator: Noel Estacio,  
(916) 643-7807; [noel-estacio@scusd.edu](mailto:noel-estacio@scusd.edu)

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GATE . . . . .	.916-643-2348
Homeless Services . . . . .	.916-277-6892
Library Services . . . . .	.916-643-7447
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# **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 staff engage students, families, and the community with programs and services that support physical, mental, and social health in order to succeed in school and life. Credentialed school nurses, teachers, and staff provide health-related interventions, assessments, screenings, education, procedures, and referrals. We are health advocates for children by assisting families and communities to manage health problems and enable students to access learning. For more information about Health Services, visit <https://www.scusd.edu/health-services>. For a full listing of School Nurses, visit <https://www.scusd.edu/pod/contact-your-schools-nurse>.

## **COVID-19 RETURN TO HEALTH PLAN**

Health Services staff continue to work closely with the California Department of Public Health and Sacramento County Public Health to ensure our communicable disease policies are in alignment with current mandates and recommendations. SCUSD remains committed to ensuring our students may attend school, while doing all we can to stop the spread of COVID-19 and other communicable diseases. To read the most current guidance, visit our website: <https://www.scusd.edu/covid-health-safety-plan>

## **STUDENT IMMUNIZATIONS**

Children must be immunized against certain diseases before being admitted to school unless a medical exemption has been provided by a medical doctor and approved through the CAIR-ME system at California Department of Public Health. The school district may offer immunizations to prevent communicable disease to students with parent or guardian consent. (Education Code § 49403, § 48216) For further information please visit the SCUSD Health Services Immunization webpage at <https://www.scusd.edu/post/get-vaccinated> or call the Health Services Office at (916) 643-9412.

## **CONFIDENTIAL MEDICAL SERVICES**

Students age 12 and older may be excused from school for the purpose of obtaining confidential medical services (sexual health, mental health, and drug and alcohol counseling) without the consent of the student's parent or guardian. (Education Code § 46010.1)

## **PHYSICAL EXAMINATION**

A child may be excluded from physical examination whenever the parent/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 screened by a credentialed school nurse during kindergarten, upon first entry into a California school, and in grades 2, 5, and 8, unless parents/guardians present a certificate from their physician verifying prior testing or a letter declining the screening.

The district may perform additional screenings, which may include physical assessments, screenings, and examinations as determined by a healthcare professional. (Education Code § 49452, § 49452.5)

## **FIRST GRADE HEALTH EXAMINATION**

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**

A 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 student's first school year.

If a school or school district hosts a free oral health assessment event at which dental health professionals conduct the assessments, a student's oral health will be assessed unless the parent or legal guardian has opted out in writing. (Education Code § 49452.8)

## **EMERGENCY TREATMENTS**

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/or dizziness. It is estimated that approximately 25% of 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)

AEDs are devices designed to administer an electric shock to the heart of a Sudden Cardiac Arrest victim. This "electric medicine" stops a fatal rhythm called Ventricular Fibrillation

and allows the patient's heart to begin beating on its own. The shock can only be delivered after the device has verified the patient is in Cardiac Arrest; delivery of an inappropriate shock is not possible. Under Education Code §35179.6, at least one AED must be present in each California school with an interscholastic athletic program. The AED must be tested and maintained on an ongoing basis, and any expected users (such as coaches) must undergo CPR and AED training. Contact the school site Administrator for AED locations or Health Services at (916) 643-9412 for more information.

Naloxone is a life-saving medication that reverses an opioid overdose while having little to no effect on an individual if opioids are not present in their system. Naloxone works by blocking the opioid receptor sites, reversing the toxic effects of the overdose. Naloxone requires a prescription but is not a controlled substance. It has few known adverse effects, and no potential for abuse. Naloxone is administered when a patient is showing signs of opioid overdose. Cal. Educ. Code § 49414.3 and Cal. Bus. & Prof. Code § 4119.8 allow for the provision of Naloxone in schools. Contact the school site Administrator or Health Services at (916) 643-9412 for more information.

## **STUDENT MEDICATION AT SCHOOL**

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 parents/guardians indicating their desire to have the school assist in administering the physician's instructions. (Education Code § 49480)

It is the responsibility of the parent/guardian to provide medications in properly labeled, original containers along with a medication administration authorization signed by both the doctor and the parent/guardian. 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 carries and self-administers prescription auto-injectable epinephrine, inhaled asthma medication, or insulin 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 that (1) consents to the self-administration; (2) provides 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) releases 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)

## **MEDICATIONS GIVEN AT HOME**

A parent or guardian is required to inform the school if a student 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**

If you have Type 2 diabetes, your body's cells can't properly take up sugar (glucose) from the food. If left untreated, Type 2 diabetes can cause such health problems as heart disease, kidney disease, and/or stroke. 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 § 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).

## **TYPE 1 DIABETES INFORMATION**

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated. Pursuant to California Education Code 49452.6, diabetes information for parents and guardians can be found on our website. Please visit [www.scusd.edu/health-services](http://www.scusd.edu/health-services) to learn more.

## **HOME AND HOSPITAL INSTRUCTION – TEMPORARY DISABILITY**

Parents/guardians have the right to have their child receive individual instruction if attendance at school is impossible or inadvisable due to a temporary disability. Parents must inform the district if their child is hospitalized or unable to attend school. Individual instruction may be provided at the child's home, in a hospital, or other residential health facility. If the hospital or facility is located in another school district, that district will provide individual instruction. (Education Code § 48206.3 et seq and § 48208) Find more information about the Home/Hospital program at: <https://www.scusd.edu/general-education-home-hospital-instruction>.

## **MEDICAID REIMBURSEMENT FOR HEALTH SERVICES**

The Medicaid Program allows SCUSD to be reimbursed for health services provided at school to Medi-Cal eligible students. These services include but are not limited to hearing and vision screenings, speech and occupational therapy, health assessments, and anticipatory guidance/health teaching.

To receive the Medicaid programs federal dollars, the school district must have parent/guardian consent to disclose personally identifiable information (PII) for the purpose of processing claims for reimbursement: name, birthdate, gender and medical service (including the type, date, duration, and the name of the service provider). **To consent to disclosure of PII for the purpose of billing Medi-Cal for eligible services, please mark the applicable box on the last page of this notification.**

Consent or lack of consent to disclose PII (back page) will not

affect school health services provided to students nor will parents/guardians ever be billed for these services. For further information regarding this policy, please email [medi-cal@scusd.edu](mailto:medi-cal@scusd.edu).

## WELLNESS POLICY

### Food Sales

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 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.

### Special Dietary Needs and food allergies:

Students with a food allergy or intolerance that substantially limits one or more major life activity is eligible for necessary food substitutions with appropriate documentation. See BP 5141.27.

Under Section 504, a student with a food allergy can be a student with a disability for purposes of Section 504 if the student's food allergy substantially limits one or more of the student's major life activities. 34 C.F.R. § 104.3(j)(1)(i).

To learn more visit [www.scusd.edu/district-wellness-committee](http://www.scusd.edu/district-wellness-committee).

## PREGNANT/PARENTING PROGRAM

SSHS pregnant/parenting program supports the well-being of SCUSD student parents and their babies. Our goal is to maintain students' academic success and support life skills to enter the world, college or career ready. Once a student is identified as pregnant or parenting, a referral form will be sent to the SSHS Coordinator, who will meet with the student to conduct a needs assessment and provide them a welcome packet. The packet contains resources for health care, family planning, lactation rights, and their student rights and protection under Title IX. Title IX protects students who are pregnant, parenting, or who have been pregnant from being excluded from or participating in any part of an educational program. SSHS collaborates with community agencies to refer students for comprehensive services and support. With strategic partnerships, our goal is to improve the knowledge and skills of student parents to be advocates in their own education, to become successful parents, and to have healthy transitions into adulthood.

<https://www.scusd.edu/pregnant-parenting-students>

## STUDENT SUPPORT CENTERS

Student Support Centers (SSC) provide a continuum of integrated supports that span the areas of youth development, family services, academic enrichment, physical health, and

mental health. Student Support staff provide supports and services to remove barriers to learning and promote student academic achievement and overall well-being. Services provided include:

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

In the 2023-24 school year, SCUSD will continue to expand SSC services to additional schools. Visit the Student Support Center website <https://www.scusd.edu/supportcentersites> for further information about Student Support Center staff and school-based resources.

## LGBTQ+ SUPPORT SERVICES

SCUSD's LGBTQ+ Support Services Program aims to provide school sites the resources and district support to meet the needs of gay, lesbian, bisexual, transgender, and queer youth and families. Through advocacy, community building, and education, the support services program seeks to create an environment for all students to feel safe and affirmed. For further information, please call (916) 643-7997 or visit [www.scusd.edu/lgbtq-support-services](http://www.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 email [ConnectCenter@scusd.edu](mailto:ConnectCenter@scusd.edu). Information can also be found at [www.scusd.edu/health-access-and-advocacy](http://www.scusd.edu/health-access-and-advocacy).

The following health insurance enrollment occurs on-site at 5601 47th Avenue on a weekly basis:

- Prescreening to determine eligibility
- Health insurance outreach and enrollment
- Health navigation support
- Spanish assistance: (916) 643-2351

## STUDENT ACCIDENT INSURANCE

For information regarding Student Accident Insurance, please visit the Risk & Disability Management Department webpage, <https://www.scusd.edu/post/student-insurance>, or visit the Student Insurance application webpage directly at: <https://studentinsuranceusa.com/>.

Student Insurance information and applications are available ONLINE at <https://studentinsuranceusa.com/>. Click on "Enroll Now." The applications are also accessible on the district's website under the Risk & Disability Management page: <https://www.scusd.edu/post/student-insurance>.

For more information or help with enrollment in the Student Insurance program, contact Student Insurance at (800) 367-5830.

## UNHOUSED/HOMELESS SERVICES

SCUSD will be surveying all families and students upon enrollment and twice a year about their housing status in order



to readily identify students and families that may qualify for additional supports and services. Per the McKinney-Vento Homeless Assistance Act, Subtitle B of Title VII, Education for Homeless Children and Youths (U.S.C § 11431 et seq.), homeless students are those who lack a fixed, regular, and adequate night-time residence.

The Unhoused/Homeless Services program supports the enrollment, attendance, and achievement of homeless students to ensure they receive equal access to educational opportunities. Unhoused/Homeless students 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 unhoused/homeless rights and services, call the district's Unhoused/Homeless Services Office at (916) 643-2450; email [homeless-services@scusd.edu](mailto:homeless-services@scusd.edu); or visit <https://www.scusd.edu/homeless-services>.

## SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers, school districts and other public agencies that receive financial assistance from any federal department or agency.

Section 504 forbids organizations from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services. In the school setting, Section 504 guarantees disabled students a right to a free appropriate public education.

The Student Support and Health Services Department provides district oversight of Section 504 accommodations. <https://www.scusd.edu/section-504-accommodations>

## SUICIDE PREVENTION

Suicide rates are increasing, and suicide is the second leading cause of death for youth ages 10-24 (CDC, 2018). SCUSD takes concerns about our students seriously and has standardized procedures to follow for supporting students who express thoughts of self-harm.

The best way to prevent suicide is to talk about it directly. We encourage caregivers to start this conversation with their students early and be aware of potential warning signs:

- Talking about wanting to die (including social media posts)
- Feeling hopeless, worried, sad, angry or agitated
- Displaying changes in mood, behavior, sleeping, or eating habits
- Being withdrawn or isolating from friends and family
- Giving away valued items such as clothes, mementos, toys, etc.

How to help your student:

- Take any expression of suicide seriously, no matter how minor it may seem including verbal statements, artistic expression, social media postings, etc.
- Listen to your child with empathy and provide emotional support.
- Don't keep suicide a secret. Talk about these feelings and express to your child the importance of seeking help. ([www.suicideispreventable.org](http://www.suicideispreventable.org))

We are here to help and provide families with resources. For concerns or questions, parents can contact their student's school or reach out to any one of Student Support Coordinators via the information below:

Chanise Hendrix: (916) 826-2928

Julie Kauffman: (916) 826-3857

Jamie Bateman: (916) 826-3615

Support is also available 24/7 by contacting:

- Crisis Text Line: Text "HOME" to 741-741
- Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
- The Source Sacramento: Call/Text (916) 787-7678 (Support for youth/caregivers 24/7)
- Care Solace provides help finding community-based mental health or substance use treatment. Call 888-515-0595. Available 24/7/365 in all languages. Visit [www.caresolace.com/saccityusd](http://www.caresolace.com/saccityusd) and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

## ANNUAL NOTIFICATION FORM

The Healthy Schools Act requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We expect to use the following pesticides in your school this year:

Name of Pesticide (Common Name)	Active Ingredient(s)
Ace-jet EPA# 74578-2	Acephate
Advance Dual Choice Bait EPA# 499-496	Abamectin
Advion Ant Gel EPA# 100-1498	Indoxacarb
Advion Cockroach Gel. EPA# 100-1484	Indoxacarb
Alpine Cockroach Gel Bait 1 EPA# 499-507	Dinotefuran
Alpine Cockroach Gel Bait 2 EPA# 499-507	Dinotefuran
Alpine WSG EPA# 499-561	Dinotefuran
Answer Bait Blocks (J.T. Eaton) EPA # 56-57	Diaphacione
Avert EPA# 499-294	Abamectin
BorActin EPA# 73079-4.	Orthoboric Acid
CB-80 Extra EPA# 9444-175	Pyrethrins, Piperonyl Butoxide
Cheetah Pro EPA# 228-743	Glufosinate-ammonium
Demand CS EPA# 100-1066	Lamba-cyhalothrin
Ditrac Blox EPA# 12455-80	Diphacinone
Ditrac Ground Squirrel EPA# 12455-145	Diphacinone
ECO PCO ACU EPA# 89459-59	2-Phenethyl Propionate (Exempt per Section 17610.5)
Essentria IC3 EPA# FIFRA 25(b)	Peppermint oil, Geraniol, Rosemary oil, Wintergreen oil

Name of Pesticide (Common Name)	Active Ingredient(s)
Essentria Wasp & Hornet EPA# FIFRA 25(b)	Peppermint oil
Essentria G EPA# FIFRA 25(b)	Thyme Oil, Eugenol
ExciteR EPA# 89459-41	Pyrethrins + Piperonyl Butoxide
Fastrac All-weather Blox EPA# 12455-95	Bromethalin
Gentrol IGR EPA# 2724-351	Hydroprene
Gentrol Point Source EPA# 2724-469	Hydroprene
Gopher Getter Type 2 Bait (Wilco Dist) EPA # 36029-24	Diaphacione
IMA-jet EPA# 74578-1	Imidacloprid
Maxforce Ant Gel Bait EPA# 432-1264	Fipronil
Maxforce FC EPA# 432-1259	Fipronil
Maxforce Impact Cockroach Gel Bait EPA# 432-1531	Clothianidin
Maxforce Quantum EPA# 432-1506	Imidacloprid
Nyguard Plus EPA# 1021-2580	d-Phenothrin, n-Octyl bicycloheptene, Pyriproxyfen
Onslaught FastCap EPA# 1021-2574	Esfenvalerate + Prallethrin
Optigard Ant Gel Bait EPA# 100-1260	Thiamethoxam
Optigard Cockroach Gel Bait EPA# 100-1290	Emamectin Benzoate
Pentra-Bark EPA# 83416	Alkylphenol ethoxylate, polyether copolymer, propyleneglycol
Precor 2000 Plus EPA#2724-490	S Methoprene, Permethrin, Phenothrin
PT Wasp-Free II EPA# 499-550	Parallethrin
Safari 20 SG EPA# 86203-11-59639	Dinotefuran
Sumari Ant Gel Bait EPA# 1021-2809	Clothianidin
Sluggo EPA# 64402-3-34704	Iron Phosphate
Speedzone Southern 2217-835	2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid, Carfentrazone-ethyl
Suspend Polyzone EPA# 432-1514	Deltamethrin
Termidor Foam EPA# 499-563	Fipronil
Termidor SC EPA# 769-210	Fipronil
Vendetta Nitro Cockroach Gel Bait EPA# 1021-2593	Abamectin B1 + Pyriproxyfen

You can find more information regarding these pesticides and pesticide-use reduction at the Department of Pesticide Regulation’s website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

You may view a copy of the district’s integrated pest management plan in the school site office, or online at: [www.scusd.edu/post/integrated-pest-management](http://www.scusd.edu/post/integrated-pest-management).

If you have any questions, please call the Office of Risk & Disability Management (916) 643-9421 or email [RiskM@scusd.edu](mailto:RiskM@scusd.edu).

On the last page of this book, parents may request prior notice of individual pesticide applications at the school. If parents wish to be notified every time a pesticide is going to be applied, they complete the form on the last page and return it. (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) Sacramento City USD conducts the requisite inspections and conducts the necessary response actions. Aurora Environmental Services, Inc recently conducted a

3-year Re-inspection in April 2022. This environmental consulting firm has certified asbestos consultants, as required by AHERA. The inspectors locate, sample, and rate the condition and hazard potential of all suspected asbestos materials. The records of the previous inspections and the laboratory analyses were used to update the Asbestos Management Plan. Per the Management Plan we will update education and training of our facility employees, plans and procedures to minimize the disturbance of asbestos containing materials, and plans for the removal, repair, and surveillance of asbestos containing material.

## 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, which is a one-stop resource, to complete the registration and enrollment process. Families can 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.

Online Registration link: <https://www.scusd.edu/enroll-your-student>.

### Enrollment Center Hours

#### In-person front desk support:

**Monday through Thursday . . . . . 8:00 a.m. - 3:30 p.m.**  
(Closed 11:30 - 12:00 for lunch)

**Friday . . . . . 8:00 a.m. - 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, Vietnamese, Dari, Pashto, and Farsi.

### MOC Hours

**Monday through Thursday . . . . . 8:00 a.m. - 3:30 p.m.**  
(Closed 11:30 - 12:00 for lunch)

**Friday . . . . . 8:00 a.m. - 11:00 a.m.**

The Enrollment Center and the MOC are located next to the

Serna Center at 5601 47th Avenue, Sacramento, CA 95824. For more information, contact the Enrollment Center or MOC at (916) 643-2400 or visit [www.scusd.edu/enrollmentcenter](http://www.scusd.edu/enrollmentcenter).

## PROOF OF IDENTITY/RESIDENCE

Please be advised for the safety and security of all children, only biological parents, legal guardians or educational rights holders may enroll a child into our school district. The person enrolling any child will be required to present the following documentation:

1. **Photo Identification** – State-issued I.D. or other photo identification of the parent, legal guardian(s), or educational rights holder (work badge, passport, student I.D., Costco card)
2. **Address Verification** – Name on I.D. must match name on a bill issued within 30 days. Bring **ONE** of the following or other options listed under Ed. Code 48204.1: (a) utility service contract, statement (SMUD, PG&E or Water); (b) rental/lease agreement with tenant & landlord's information & signatures (if lease is older than 1-year OR is month-to-month, the current month's rental receipt is required); (c) current property tax bill; (d) voter registration (voter election guide/ballots NOT accepted); (e) correspondence from a Government agency on official letterhead; (f) pay stub
3. **Proof of Birth** – County-issued birth certificate, duly-attested baptism certificate, or a non-expired passport. Other appropriate means of proving the age of the child can be provided when none of the foregoing is obtainable. (Education Code § 48002)
4. **Immunization Record** – Current for each child (California Health & Safety Code, Sections 120325-120375). T-Dap Booster shot is required for grades 7-12. Both full name and date of birth must be on the immunization record.
5. **Individual Education Plan (IEP)** – If your child is receiving Special Education Services.
6. **Current withdrawal grades and transcripts** – Needed for grades 9-12 only.

## UNHOUSED/HOMELESS STUDENT ENROLLMENT

Unhoused/Homeless students have the right to remain in their school of origin or be immediately enrolled in their school of residence (per their best interest), even if missing the documents normally required for enrollment. They have other rights and protections as well. To receive more information and to sign a student up for homeless rights and services, contact the district's Homeless Services Office, at (916) 643-2450; [homeless-services@scusd.edu](mailto:homeless-services@scusd.edu); or visit [www.scusd.edu/homeless-services](http://www.scusd.edu/homeless-services).

## EMANCIPATION

An emancipated minor is 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 parents to enroll a child in the district in which they are employed if they are not residents of the district. [Education Code § 48201 (b)]

## CAREGIVER

A pupil may reside 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, attendance, 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

This determination is for pupils who are 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 § 48850-48855.5) To receive more information about foster youth and the services available, contact the district's FYS Coordinator, Aliya Holmes, at (916) 643-7991 (office) or (916) 752-3579 (cell), or visit [www.scusd.edu/foster-youth-services](http://www.scusd.edu/foster-youth-services).

## 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:



## ATTENDANCE & ENGAGEMENT

### STUDENT ATTENDANCE & ENGAGEMENT OFFICE: CARE TEAM

Visit: [care.scusd.edu](https://care.scusd.edu)

(<https://care.scusd.edu/student-attendance-engagement/>)

The SCUSD team responsible for student attendance and engagement is known as the CARE team. CARE stands for Connect, Ask, Relate, Engage. The Student Attendance & Engagement Office uses the Multi-Tiered System of Supports (MTSS) framework to support schools and educate students, families, and the SCUSD community on the negative impacts of chronic absenteeism and the importance of positive school engagement in long-term student success.

**Vision Statement: Authentic relationships with students, families and the community are at the core of our work to reduce chronic absenteeism, increase student engagement, and ensure academic success for ALL students, especially our least well-served.**

### SEPTEMBER IS ATTENDANCE AWARENESS MONTH

SCUSD has officially declared September as Attendance Awareness Month. During this month, the district supports a wide range of activities, incentives, and educational opportunities to improve student, family, and community engagement while promoting good school attendance. Please discuss the importance of attending school each day, on time and ready to learn. For more information and resources to help support school attendance visit: <https://www.attendanceworks.org/>

### IMPORTANCE OF SCHOOL ATTENDANCE

California law requires that children between the ages of 6 and 18 attend school every day. While the law does not currently apply to children below the age of six, research shows that early education (pre-school and kindergarten) is essential for future academic success. It is the parents'/guardians'/caregivers' responsibility to ensure that their child gets to school every day. For support in keeping your child in school, or if you have any questions about District Attendance Policy, please contact the Student Attendance & Engagement CARE Team at (916) 643-2121 or visit: [care.scusd.edu](https://care.scusd.edu).

#### Tips for Parents/Caregivers: Getting to School on Time:

- Make sure your child goes to bed early and gets a good night's sleep.
- Develop a morning routine (get dressed, eat breakfast, brush teeth) and stick with it.
- Talk with your child about the importance of attending school every day for academic success.
- Arrange a time every night without interruptions for your child to do homework.

Regular attendance is key to academic success.

National and local research has shown that students with

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

In the event any parent, 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 their 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 TRANSFER PERMIT (ITP)

An inter-district transfer permit is used to transfer in and out of the Sacramento City Unified School District. An inter-district transfer permit 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. Permits into SCUSD are approved based on space availability at the requested school or specialty program. For more information, contact the Enrollment Center at (916) 643-2400. For a more complete description of the inter-district permit statute, please review Education Code § 46600.

### INTRA-DISTRICT PERMIT REQUEST POLICY

An intra-district permit request is established between the student's neighborhood school (school of residence) and other schools within the Sacramento City Unified School District. Permits into SCUSD are approved based on space availability at the requested school or specialty program. For more information, contact the Enrollment Center at (916) 643-2400. [Education Code § 35160.5 (b)]

All permit requests are submitted online via the SchoolMint Portal. For additional information please visit: <https://www.scusd.edu/permit-requests>

frequent absences, whether excused or unexcused, have lower reading levels, lower grades, and higher drop-out rates than students who attend school regularly. All SCUSD students have a goal of attending 96% of the school year, which means missing only 7 days.

The SCUSD Governing Board believes that regular attendance plays an important role in student achievement. The Board will work with parents/guardians and students to ensure their compliance with all state attendance laws and may, as a last resort use tier III interventions, including appropriate legal means, to help correct problems of chronic absence and/or truancy. Students are determined to be chronically absent when they miss 10% or more of enrolled school days, which is only 2 days per month, for any reason including excused absences, unexcused absences, or suspensions. [Education Code § 60901(c)(1)]

## ATTENDANCE NOTIFICATIONS

Families will receive official notification of excessive absences, chronic absenteeism (including both excused and unexcused absences) and truancy notifications. (SCUSD AR 5113) In addition, they will receive absence reports and other notices ensuring attendance data is available to families regularly and can also be found on the Infinite Campus Parent Portal.

## OFFICIAL SCUSD ABSENCE PROCESS

The following outlines SCUSD's process for handling all absences (excused, unexcused and truant). These actions are completed in conjunction with appropriate interventions to support the student and assist the family in removing barriers to good school attendance. The following process will be initiated after the first FULL DAY absence in a quarter/ trimester for students at all grade levels for both excused and unexcused absences:

- **Step 1: All Absences**  
Automated Call/Text and Email home
- **Step 2: Third Absence**  
School staff will call home to discuss absences and how we can help
- **Step 3: Fifth Absence**  
Chronic Absence Letter mailed home
- **Step 4: Seventh Absence**  
Engagement Support Meeting scheduled  
Engagement Support Plan (ESP) created with family  
Conduct Home Visit
- **Step 5: Subsequent Absence and/or violation of ESP**  
Restorative SARB Meeting scheduled

## WHAT TO DO WHEN A STUDENT MUST BE ABSENT

All students have five (5) school days to verify their absence(s), for the school's attendance records, beginning on the day they return to school. Students who do not verify their absence(s) within the five (5) days will receive an UNEXCUSED absence.

If a student needs to remain at home, the parent/guardian must do one of the following:

1. Call, speak to staff in person, or email the Attendance staff at the school, identifying themselves as the parent/guardian of the student.
2. Write a note explaining the reason for the absence and send it with the student when they return to school.
3. Submit **Report an Absence** web-form, found on the school's website.

All of the methods above must include the following information:

- Name of student
- Name of parent/guardian
- Date(s) of absence
- Reason for absence

Other verification methods include, but are not limited to:

- A visit to the student's home by SCUSD employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
- Physician's verification including the above information.

When a student has had ten (10) absences in the school year for illness verified by parent or guardian, any further absences for illness must be verified by a physician.

Verification of student absences is accepted only from parents/guardians/caregivers, or the student if they are 18 years old or older.

## EXCUSED ABSENCES (AR 5113)

48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health. The state board shall update its illness verification regulations, as necessary, to account for including a pupil's absence for the benefit of the pupil's mental or behavioral health within the scope of this paragraph.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than five (5) days.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service,

observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
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. For the purpose of participating in a cultural ceremony or event.
12. Authorized at the discretion of a school administrator.

Lastly, if a student is the custodial parent of a child, their absence shall be excused when the child is ill or has a medical appointment during school hours.

Verification of student absences is accepted only from parents/guardians/caregivers, or the student if they are 18 years old or older.

## **MAKE-UP WORK**

A student who is absent from school for an excused reason shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given earned credit. The teacher of any class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to the tests and assignments that the student missed during the absence.

Students are expected to fulfill long-term assignments as originally scheduled. 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.

## **CHRONIC ABSENTEEISM**

California Education Code (EC) Section 60901(c)(1) defines "chronic absentee" as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in

the regular day schools of the district, exclusive of Saturdays and Sundays."

## **UNEXCUSED ABSENCES**

An unexcused absence is defined as missing a full day of school or being tardy or absent for 30 minutes or more without a valid excuse.

Unexcused absences include:

- Missing class or school without an excused or approved reason, whether the absence is student or parent/guardian/caregiver-initiated (e.g., for childcare or household shopping)
- Absences for which advance approval is necessary and was not obtained before the absence

## **TRUANCY**

We are legally obligated to send families a letter notifying parents or guardians that their student has unexcused absences, and the state defines them as a truant. While this punitive practice is counter to our positive attendance policy, we must meet the requirements or receive financial penalties which would further harm our students.

Notice #1: When a student has at least three (3) unexcused absences

Notice #2: Two more (+2) additional unexcused absences after the first notice (5 days total)

Notice #3: Two more (+2) additional unexcused absences after the second notice (7 days total). This letter informs them that the student has been classified as a truant.

Unexcused absences taken into account are: Entire days, periods, or tardies greater than 30 minutes.

## **ENGAGEMENT SUPPORT PLAN (ESP)**

The Engagement Support Plan (ESP) meeting provides an opportunity for schools to partner with families of chronically absent students to discuss the student's attendance and how it has impacted their success in school. In the meeting the group determines the reasons attendance has been a challenge, identifies strengths and resources within the family and reaches an agreement on how to improve the student's school attendance.

The Engagement Support Plan (ESP) is co-created between the school and family proactively, before the student's attendance becomes a significant concern.

The ESP meeting occurs on the SCUSD **Absence Process Step 5**, after multiple attempts with less intensive outreach, when a student has more than 6 absences and all previous efforts have failed to improve attendance.

## **RESTORATIVE STUDENT ATTENDANCE REVIEW BOARD (SARB)**

The purpose of a Restorative SARB meeting is to utilize a

restorative practice approach to improving attendance for students who are identified as chronically absent (missing 10% or more for any reason) and/or truant (unexcused only). Research shows that students who miss just two days per month have a difficult time keeping up with their peers, do not meet critical milestones, and suffer more frequently from mental health conditions like anxiety and depression. These absences can negatively impact a student's academic success in school and without intervention can hinder future success in life.

The goals of the Restorative SARB meeting are to strengthen school/family communication to provide families with the opportunity to identify issues and concerns while also acknowledging their strengths, and to improve conditions that allow for good school attendance. Our sites, community partners, and families work together to determine possible solutions to the current concerns and create a plan that supports positive changes that result in improved attendance and lead to positive academic achievement.

Although accountability is still part of the Restorative SARB process, the new restorative approach is one of working "with" youth and families as opposed to doing things "to" them in order to incite change.

A student is referred to a Restorative SARB when all of the outreach and interventions outlined in the Absence Process have been implemented and the student's attendance has failed to improve.

Families will have a Pre-SARB Home visit with the SARB family advocate.

During Restorative SARB meetings, all participants convene in roundtable format, allowing equity as a restorative practice method amongst all the participants. This format alleviates the punitive "courtroom" feeling for the family, as they might feel overwhelmed and anxious about the reason for the meeting. The Restorative SARB facilitator will outline the meeting, allow for introductions, and facilitate the meeting.

The school principal will share student's attendance record and interventions completed, then the Restorative SARB facilitator will ask restorative questions to the family. The panel listens then asks questions. Solutions are discussed and agreed upon by Restorative SARB panel.

The family, school and district sign a Restorative SARB attendance contract; A SARB Summary for Families and copy of Restorative SARB Contract will be completed and given to the parents/guardians. However, the Panel does have the power, when necessary, to refer students and their parents or guardians to truancy court.

The SARB panel may involve various community-based organizations, parent advocates, and district supports such as the Connect Center and Student Support Centers, Sacramento County Department of Human Assistance and the Department of Child, Family and Adult Services or La Familia and Sacramento Children's Home in a student's case if appropriate.

For more information regarding the SARB process, please call (916) 643-2121 or email [Andrea-Torres@scusd.edu](mailto:Andrea-Torres@scusd.edu).

## **INACCURATE ATTENDANCE RECORD**

49070. If a parent/guardian disagrees with their student's attendance record they may request a correction.

The parent or guardian of a pupil may file a written request with the superintendent of the school district to correct or remove any information recorded in the pupil's written records that the parent or guardian alleges to be any of the following:

1. Inaccurate.
2. An unsubstantiated personal conclusion or inference.
3. A conclusion or inference outside of the observer's area of competence.
4. Not based on the personal observation of a named person with the time and place of the observation noted.
5. Misleading.
6. In violation of the privacy or other rights of the pupil.

Upon receipt of the request, SCUSD will have 30 days to investigate the attendance record and make the correction if deemed necessary.

## **CONFIDENTIAL MEDICAL SERVICES**

When excusing students for confidential medical services (CMS) or verifying such appointments, staff shall not ask the purpose of such appointment but may contact a medical office to confirm the time of the appointment and that the student did in fact attend. Staff cannot provide information of CMS to a student's parent, guardian, or caretaker at any time.

A student absent from school under this section 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 earned credit. The teacher of any class from which a student is absent shall determine the tests and assignments which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

## **COLLEGE ADMISSION REQUIREMENTS**

Students applying for admission to a California State University (CSU) or University of California (UC) campus must complete a minimum of 15 A-G approved courses in specific content areas. Both CSU and UC campuses have qualifying eligibility requirements based on grade point average (GPA). Applicants may still submit Scholastic Assessment Test (SAT) / American College Test (ACT) scores; however, they will not be used for admission purposes. If admitted, these scores may be used for first year course placement.

For details on CSU admission please visit:

<https://www2.calstate.edu/apply>

For details on UC admission please visit:

<http://admission.universityofcalifornia.edu/>



For details on HBCU admission please visit:

<https://hbculifestyle.com/category/parents/>

For details on Independent Colleges and Universities admission please visit: <https://www.aiccu.edu/>

<b>A-G Requirements</b>		
A	History/Social Science	2 years required
B	English	4 years required
C	Mathematics	3 years required, 4 recommended
D	Laboratory Science	2 years required, 3 recommended
E	Language other than English	2 years required, 3 recommended
F	Visual & Performing Arts	1 year required
G	College Preparatory Elective	1 year required

**For additional details about the A-G requirements visit:**








































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.” Students can learn more about CDE at [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 student and their parent/guardian of:

- Programs, courses, and career technical education options available for satisfactory completion of high school;
- Student’s cumulative records and transcripts;
- Student’s performance on standardized and diagnostic assessments;
- Remediation strategies, high school courses, and alternative education options available to the student;
- Information on postsecondary education and training.



# College Entrance & Graduation Requirements

UC/CSU A-G Requirements			SCUSD Graduation Requirements	
Area	Subject	Years of Study	Subject	Years of Study
<b>A</b>	<b>HISTORY/SOCIAL SCIENCE</b> 2 years Required 1 year of U.S. History 1 year of World History	 	<b>HISTORY/SOCIAL SCIENCE</b> 4 years Required 1 semester of Ethnic Studies 1 semester of Geography 1 year of World History 1 year of US History 1 semester of Government 1 semester of Economics	   
<b>B</b>	<b>ENGLISH</b> 4 years required	   	<b>ENGLISH</b> 4 years required	   
<b>C</b>	<b>MATHEMATICS</b> 3 years required 4 years recommended	  	<b>MATHEMATICS</b> 2 years required 1 year Integrated Math 1 1 year Integrated Math 2	   
<b>D</b>	<b>LAB SCIENCE</b> 2 years required 3 years recommended	 	<b>SCIENCE</b> 2 years required 1 year Biological/Life 1 year Physical	 
<b>E</b>	<b>LANGUAGE OTHER THAN ENGLISH</b> 2 years required in the same language 3 years recommended	 	<b>LANGUAGE OTHER THAN ENGLISH</b> 1 year required	
<b>F</b>	<b>VISUAL AND PERFORMING ARTS</b> 1 year required		<b>VISUAL AND PERFORMING ARTS</b> 1 year required	
<b>G</b>	<b>COLLEGE PREPATORY ELECTIVES</b> 1 year required 1 year in any A-G coursework		<b>ELECTIVES</b> Sixty-five credits	     
			<b>Other Requirements:</b> Physical Education 2 years Proficiency in technology literacy Service learning or senior project	 



# ***STANDARDS OF BEHAVIOR AND ACADEMIC HONESTY***

## **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

## **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 § 35291)

## **STUDENT RIGHTS**

Students have the right to:

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

## **PARENT RIGHTS**

Parents/guardians have the right to receive:

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

## **SCHOOL ADMINISTRATOR RESPONSIBILITIES**

As representatives of Sacramento City Unified 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 the child’s school. Parents/guardians share in this responsibility when they:

- Make certain their child arrives at school on time and 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 the district’s rules.
- Review the school’s Student Behavior Guidelines and this Standards of Behavior Manual with their child.
- Provide the study materials their child needs. If they are uncertain what materials may be necessary, contact their 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 their child’s scholastic achievement and progress. Review each Progress Report and Report Card with their child. Children learn more when their parents or guardians are involved in monitoring their progress. Parents/guardians should participate regularly in their child’s educational program.
- Maintain consistent communication with their child’s teachers, school administrators, and other school staff.

## **TEACHER AND SUPPORT STAFF RESPONSIBILITIES**

The teachers and support staff of Sacramento City Unified School 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 the goal of SCUSD for each school to:

- Communicate regularly and in a timely manner with students and their families about their student’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 the district's and school's standards of behavior.
- Communicate the 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, 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 students' 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 <https://www.scusd.edu/reportbullying>.

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. Parents/guardians may also refer to the sections on non-discrimination and Title IX in this booklet.

## **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, school, or section 48900 of the California Education Code.

## **WEAPONS DETECTION POLICY**

The Sacramento City Unified School District ("District") utilizes metal detectors and other types of weapon detection technology as a resource and part of a program to ensure safety and deter the presence of weapons at school. Any person can be subject to a scan with a metal detector or the use of weapons detection technology when on District property or attending athletic or extracurricular events. Weapons detection technology is designed to alert school staff to the presence of firearms, knives or other equipment that could present a danger to students, staff, or the community. The District's general procedures follow:

- Before initial walk-through, students shall be asked to empty their pockets of all metal objects
- Should an activation occur, the student shall be scanned a second time
- If a second activation occurs, a handheld metal detector will be utilized
- Should the activation occur without explanation, the student will be escorted by a staff member to a private screening area
- In the private screening area, an expanded search will be conducted by a staff member who shall be the same sex as the student
- The search will be limited only to the detection of weapons

## **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:

- **Out-of-School Suspension** means that students are 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 a school employee.

- **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.
- **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 their 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:

- Sale, possession or furnishing of a firearm
- Brandishing a knife at another person
- Selling a controlled substance
- Sexual assault or sexual battery
- Possession of explosives

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

- Causing serious physical injury to another person except in self-defense
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any drug except for the first-time offense of possession of not more than one ounce of marijuana
- Robbery or extortion
- 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 school or a school-sponsored activity

## **STUDENT SUPPORT STRATEGIES**

(may not be available at all sites)

### **Supports Available at ALL schools:**

#### **Universal supports:**

- Extended Day/Expanded Learning Enrichment Support
- Social and Emotional Learning Skills Development
- Restorative Practices
- Extracurricular Club Participation
- Community Service
- Student/ Parent Conferences

#### **Targeted supports:**

- Daily Check-in with staff
- Home Visits
- Modified Schedule
- Referral to Student Attendance Review Team (SART)
- Referral to School Attendance Review Board (SARB)
- Referral to Tobacco Use Prevention Education (TUPE) Supports
- Saturday School
- Student Study/Success Meetings
- Referral to Connect Center for connection to community resources, etc.

#### **Intensive supports:**

- Site-Level Behavior Contract
- Transfer Classes
- No Contact Order
- Voluntary Short-Term Independent Study
- Alternative Placement

### **Supports Available at SOME schools:**

- Men's & Women's Leadership Academy
- Group Counseling/Support Group
- Conflict Resolution/ Peer Mentorship
- Mentoring
- Peer Mediation
- Referral to School-Based Student Support Center
- Saturday School
- Individual Counseling

## 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> (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.	Must be considered	yes	yes	(for potential Penal Code 245 violation)
(a2) Willfully used force or violence upon another person, except in self-defense.	Must be considered	yes	yes	(for potential Penal Code 245 violation)
<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)	yes	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	yes	yes	may
<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	may
<b>5. Robbery or Extortion [E.C. 48900(e)]</b> Committed or attempted to commit robbery or extortion.	Must be considered	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	no
<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	may
<b>10. Drug Paraphernalia [E.C. 48900(j)]</b> Possessed, offered, arranged or negotiated to sell any drug paraphernalia.	Must be considered	yes	yes	may
<b>11. Willful Defiance or Disruption of School Activities [E.C. 48900(k)]</b> 1. Failure to follow school rules. 2. Failure to follow directives or instructions of staff or teachers. 3. Failure to follow conduct code for school bus passengers.	Must be considered	Grades 9-12 only	no	no
<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)	may

**California Education Code 48900  
(Continued)**

	<b>Alternative to Suspension – See AR 5144 and Guiding Principles For Restorative Discipline Guide</b>	<b>May Suspend</b>	<b>May Recommend Expulsion</b>	<b>Contact Law Enforcement within one day following suspension or expulsion (Ed. Code 48902)</b>
<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
<b>19. Aids or Abets [E.C. 48900(s)]</b> The infliction or attempted infliction of physical injury to another person.	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
<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.	Must be considered	yes	yes	no
<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.	Must be considered	yes	yes	may
<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.	Must be considered	yes	yes	may
<b>23. Terrorist Threats [E.C. 48900.7]</b> Making terrorist threats against school officials and/or school property.	Must be considered	yes	no	may
<b>24. Attendance Truant [E.C. 48260]</b> (Warning letter #1) Absent from school without a valid excuse.	Must be considered	no	no	no
<b>25. Repeat Truant [E.C. 48261]</b> (Warning letter #2).	Must be considered	no	no	no



<b>California Education Code 48915</b>	<b>Alternative to Suspension</b>	<b>Shall Suspend</b>	<b>Shall Expel</b>	<b>Contact Law Enforcement (Ed. Code 48902)</b>
<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> a.1(A) Causing serious physical injury to another person, except in self-defense.	no	yes	may	(For potential Penal Code 245 violation)
a.1(B) Possession of any knife, (3.5 inches) or other dangerous object of no reasonable use to the pupil.	no	yes	may	may
a.1(C) 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.1(D) Robbery or extortion.	no	yes	may	may
a.1(E) Assault or battery upon a school employee.	no	yes	may	(For potential Penal Code 245 violation)
<b>Mandatory Expulsion [E.C. 48915(c)]</b> (c)(1) Sale, possession or furnishing of a firearm.	no	yes	yes	yes – Must Report
(c)(2) Brandishing a knife (3.5 inches) at another person.	no	yes	yes	yes
(c)(3) Selling a controlled substance.	no	yes	yes	yes
(c)(4) Committing or attempting to commit Sexual assault or sexual battery.	no	yes	yes	yes
(c)(5) Possession of Explosives. (explosive means “destructive device” as described in Section 921 of Title 18 of the U.S. Code)	no	yes	yes	yes – Must Report

**Other Grounds for Expulsion  
[EC 48915 (b), (e)]**

Upon recommendation by the principal, the Board of Education may order a student expelled for any other acts listed in Education Code 48900, as listed on page 16.

A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or
- Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.





## **TITLE IX POLICY ON SEXUAL HARASSMENT (BP 5145.7)**

Sacramento City Unified School District recognizes:

- That sexual and other gender identity-based harassment has a detrimental impact on all students' ability to learn, and all students are entitled to a harassment-free educational environment;
- That sexual harassment and other gender identity-based discrimination has a disproportionately negative effect on students of color, immigrant students, students who identify as LGBTQI+ or gender non-conforming or non-binary, and students with disabilities;
- That the District takes all complaints of gender identity-based discrimination seriously, will investigate all reports, and will appropriately discipline students and employees found to have violated its anti-discrimination policies;
- That reporting of sexual harassment which encompasses sexual violence and includes discrimination on the basis of sexual orientation or gender identity is strongly encouraged, retaliation prohibited; and
- That the District is collaborating with Equal Rights Advocates to continue to improve its policies and practices to ensure a safe and discrimination-free educational environment for its students.

As such, 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 or any school-related activity. Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities, including in an electronic or virtual/on-line medium, 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. Parents/guardians have the right to receive the district's sexual harassment policy as it relates 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 appropriate disciplinary action.

### **Board Policy 5145.7**

The Governing Board is committed to maintaining a safe learning environment free of harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by any person. The Board also prohibits retaliatory behavior or action against anyone who submits a complaint,

testifies about, or otherwise supports a complainant in alleging sexual harassment.

The District strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult or who has experienced off-campus sexual harassment, including cyber harassment/online/social media activity and/or sexual violence that has a continuing effect on campus, to immediately contact their teacher, the principal, or any other available school employee. Any district employee who receives a report or observes an incident of sexual harassment shall notify the principal, Site Designated Title IX Administrator, or a District Title IX Compliance Officer. Once notified, the Site Designated Title IX Administrator or District Title IX Compliance Officer shall take the steps to promptly investigate and address the allegation, as specified in the accompanying administrative regulation. District and site personnel shall take immediate steps to intervene when safe to do so when they witness an act of discrimination, harassment, intimidation, retaliation, and/or bullying. While the district has promulgated a written complaint form, there is no requirement that the reporting student provide their complaint in writing in order for an investigation to occur.

(cf. 0410 – Nondiscrimination in District Programs and Activities)  
(cf. 1312.1 – Complaints Concerning District Employees)

(cf. 5131 – Conduct) (cf. 5131.2 – Bullying) (cf. 5137 – Positive School Climate) (cf. 5141.4 – Child Abuse Prevention and Reporting) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)

Students shall be informed that they should immediately contact a staff member if they feel a fellow student, staff member, or other person is harassing them. District and site staff shall promptly report complaints of sexual harassment to the Site Designated Title IX Administrator or the District Title IX Compliance Officer designated in AR 5145.7 and AR 1312.3. District and site staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The superintendent, through the District Title IX Compliance Officer, shall take appropriate actions to reinforce the District's sexual harassment policy.

Prohibited sexual harassment includes, but is not limited to, sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code § 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative

impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity.

(cf. 5131 – Conduct) (cf. 5131.2 – Bullying) (cf. 5137 – Positive School Climate) (cf. 5145.3 – Nondiscrimination/Harassment) (cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)

Types of conduct that are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions;
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body, or overly personal conversation;
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures or obscene gestures, or computer-generated images of a sexual nature;
5. Spreading sexual rumors;
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
7. Massaging, grabbing, fondling, stroking, or brushing the body;
8. Touching an individual's body or clothes in a sexual way;
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex or gender identity or expression;
10. Displaying sexually suggestive objects;
11. Sexual assault, sexual battery, sexual violence, or sexual coercion;
12. Electronic communications containing comments, words, or images described above.

Any prohibited conduct that occurs off campus and 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.

#### **Instruction/Information**

The superintendent and District Title IX Compliance Officer shall ensure that students receive age-appropriate information related to sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment,

including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence;

2. A clear message that students do not have to endure sexual harassment under any circumstance;
3. That any and all students are encouraged to immediately report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained;
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved;
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements of a uniform complaint, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students;
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made;
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint is ongoing; and
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

The District Title IX Compliance Officer shall receive training and oversee appropriate training for district staff, including management, certificated and non-certificated staff. Each site-designated Title IX Administrator shall receive initial and ongoing training, as appropriate, to carry out their duties.

(cf. 5131.5 – Vandalism, Theft and Graffiti) (cf. 5137 – Positive School Climate) (cf. 5141.41 – Child Abuse Prevention) (cf. 5145.3 – Nondiscrimination/Harassment) (cf. 6142.1 – Family Life/Sex Education)

#### **Complaint Process and Disciplinary Actions**

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law, this policy, Administrative Regulation 5145.7, and the District's Uniform Complaint Procedures specified in BP and AR 1312.3. Principals and Site Designated Title IX Administrators are responsible for notifying students and parents/guardians that

complaints of sexual harassment can be filed under BP/AR 1312.3, and where to obtain a copy of the procedures.

(cf. 1312.3 – Uniform Complaint Procedures)

The Site Designated Title IX Administrator shall promptly investigate any report of the sexual harassment of a student pursuant to the processes outlined in AR 5145.7. Upon verifying that sexual harassment occurred, they shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the District's Title IX Compliance Officer in accordance with the District's Uniform Complaint Procedures.

(cf. 1312.3 – Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to appropriate disciplinary and/or other corrective action or interventions. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Students in grades K-3 may not be suspended or recommended for expulsion pursuant to Education Code § 48900.2; however appropriate restorative discipline and/or other corrective actions will be provided based upon the totality of the circumstances involved.

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

Upon investigation of a sexual harassment complaint, any employee who engages in, permits, or fails to report sexual harassment or sexual violence toward any student shall be subject to appropriate disciplinary action up to and including dismissal in accordance with law and the applicable collective bargaining agreement. District personnel shall take immediate steps to intervene when safe to do so when she or he witnesses an act of discrimination, harassment, intimidation, retaliation, or bullying. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

(cf. 4118 – Suspension/Disciplinary Action) (cf. 4218 – Dismissal/ Suspension/Disciplinary Action) (cf. 4119.11/4219.11/4319.11 – Sexual Harassment) (cf. 5141.4 – Child Abuse Reporting Procedures) (cf. 1312.3 – Uniform Complaint Procedures)

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/ Privileged Information)

### **Record-Keeping**

The district's Title IX Compliance Officer shall maintain a record of all reported cases of sexual harassment for seven

years to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 – District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex\

212.5 Sexual harassment

212.6 Sexual harassment policy

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, 1972 Education Act Amendments

UNITED STATES CODE, TITLE 42

2000d & 2000e et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended

Franklin v. Gwinnet County Schools (1992) 112 S. Ct. 1028

Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona R.-S. etc. v. Santa Rosa City Schools et al (N.D. Cal. 1995) 890 F.Supp. 1452

Patricia H. v. Berkeley Unified School District (N.D. Cal. 1993) 830 F.Supp. 1288

Davis v. Monroe County Board of Education (1999) 526 U.S.

629CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

### **Administrative Regulation 5145.7**

Under Title IX, sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the district conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10),



“domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Outside of the Title IX context, sexual harassment is defined as unwelcome attention of a sexual nature that interferes with the educational performance, learning environment and/or full participation in a district program or activity by any individual. Sexual harassment may, for example, be physical (including but not limited to pinching, touching, patting, or blocking movements), visual (including but not limited to posters, cartoons, sketches, gestures or other visual displays of a clearly sexual nature), or verbal (including but not limited to spoken or written comments of a clearly sexual nature) and may be used to intimidate or to coerce.

(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Under Title IX, the District must have jurisdiction over the complaint satisfying all of the following:

1. The alleged conduct occurred in the United States;
2. The alleged conduct occurred in an education program or activity over which the district exercised substantial control over both (a) the respondent and (b) the context in which the sexual harassment allegedly occurred; and
3. The complainant was participating or attempting to participate in an educational program or school-sponsored activity at the time the complaint was filed.

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under this administrative regulation and AR 1312.3 - Uniform Complaint Procedures. The district’s Title IX Coordinator/Compliance officer(s) may be contacted at: (916) 643-7446

Email Direct to report Title IX Complaints  
[www.scusd.edu/post/title-ix-harassment-complaint-forms](http://www.scusd.edu/post/title-ix-harassment-complaint-forms)

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions;
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
3. Graphic verbal comments about an individual’s body or overly personal conversation;
4. Sexual jokes, derogatory posters, notes, stories, cartoons,

drawings, pictures or obscene gestures, or computer-generated images of a sexual nature;

5. Spreading sexual rumors;
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
7. Massaging, grabbing, fondling, stroking, or brushing the body;
8. Touching an individual's body or clothes in a sexual way;
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex;
10. Displaying sexually suggestive objects;
11. Sexual assault, sexual battery, or sexual coercion; and
12. Electronic communications containing comments, words, or images described above.

Conduct that occurs off campus or outside of school-related or school-sponsored programs or activities generally will not be regarded as sexual harassment in violation of district policy or Education Code. However, if the conduct has a continuing effect on or creates a hostile environment for the complainant or victim, the district will offer support services and institute interim measures to ensure the safety of all parties and may further investigate the conduct as the district determines necessary.

### Notifications

A copy of the district’s sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code § 48980; 5 CCR 4917) (cf. 5145.6 - Parental Notifications)
2. Be displayed in a prominent location in the main administrative building or other areas where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code § 231.5)  
A copy of the district’s sexual harassment policy and regulation shall be posted in a conspicuous and/or easily and intuitively accessible place on district and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students. (Education Code § 231.5)
4. Be provided as part of any orientation program conducted for new ninth grade students.
5. Appear in any school or district publication that sets forth the school’s or district’s comprehensive rules, regulations, procedures and standards of conduct. (Education Code 231.5)
6. Be provided to employees and employee organizations.
7. Be included in the student handbook.

Administrative Regulation 5145.71 can be found at <https://www.scusd.edu/pod/board-policy-admin-regulation-51457>

## **Reporting Process and Investigation of Complaints and Resolution**

Any student who believes that they have been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to immediately submit a complaint or otherwise report the incident to their teacher, the principal, or any other available school employee. Within two school days or whenever reasonably practical, the school employee shall forward the report to the principal or the Site Designated Title IX Specialist, or the district's Title IX Compliance Officer, the district's Title IX Investigator, or the Instructional Assistant superintendent responsible for the site identified in this administrative regulation and AR 1312.3 - Uniform Complaint Procedures. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within two school days or whenever reasonably practical, report their observation to the principal or Site Designated Title IX Specialist. The employee shall take these actions, whether or not the alleged victim files a complaint.

In matters involving complaints of harassment of a student by a district employee, the Human Resource Department shall lead the investigation and be responsible for all reporting. The district's Title IX Coordinator can assist with the investigation as needed.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator or Site Title IX Specialist shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures. All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If a complaint of sexual harassment is initially submitted to the principal or Site Designated Title IX Specialist, they shall, within two school days, forward the report to the district's Title IX Coordinator. The district's Title IX Coordinator shall maintain documentation of the report and consult as needed with the Site Title IX Specialist in order to provide guidance for resolving the complaint in accordance with these procedures. In complex matters and as required on a case-by-case basis, the district Title IX Coordinator may take over the investigation directly.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's and respondent's prior relationship with one another concerning established methods of communicating consent.

In any case of alleged sexual harassment involving the principal, Site Title IX Specialist, the district's Title IX Coordinator, or any other person to whom the incident would

ordinarily be reported or filed, the report may instead be submitted to the superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

## **Confidentiality**

All complaints and allegations of sexual harassment shall be kept confidential to the extent permitted by law and except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

When a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the district's Title IX Coordinator shall inform them that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)

## **Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or Site Title IX Specialist, in consultation with the district's Title IX Coordinator, shall determine whether interim measures or supports are necessary pending the results of the investigation. The principal or Site Title IX Specialist shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. Such actions and supports shall be considered even when a student chooses not to file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

(cf. 1312.3 - Uniform Complaint Procedures)

## **Site Level Investigation Steps**

1. The principal or Site Title IX Specialist shall promptly investigate initial reports or complaints of sexual harassment with the oversight of the district's Title IX Coordinator. As appropriate and based on the nature of the complaint and those involved in the allegations, certain matters may be directly through the district's Title IX Coordinator.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put their complaint in writing.



3. In conducting their investigation, the principal or Site Title IX Specialist shall endeavor to make individual contact with the following person:
  - a. The student who is reporting;
  - b. The victim student if different from the student who is reporting;
  - c. The person accused of harassment;
  - d. Any person who may have seen or heard the harassment take place;
  - e. Any person mentioned as having related information.
4. The principal or Site Title IX Specialist all discuss the complaint only with the individuals described above. When necessary to carry out their investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
  - a. The superintendent or designee;
  - b. The parent/guardian of the student who reported;
  - c. The parent/guardian of the victim student if different from the student who reported;
  - d. The parent/guardian of the person accused of harassing someone;
  - e. A teacher or staff member whose knowledge of the students involved may help in determining what happened;
  - f. Child protective agencies responsible for investigating child abuse reports;
  - g. Legal counsel for the district.  
(cf. 5141.41 - Child Abuse Prevention)
5. The principal or Site Title IX Specialist shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures. All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with California law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX and fall within the district's jurisdiction shall be investigated and resolved. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.
6. In reaching a decision about the complaint, the principal or Site Title IX Specialist shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.
7. In reaching a decision about the complaint, the principal or Site Title IX Specialist may take into account:
  - a. Statements made by the persons identified above;
  - b. The details and consistency of each person's account;
  - c. Evidence of how the complaining student reacted to the incident;
  - d. Evidence of past instances of harassment by the accused person; and/or
  - e. Evidence of past harassment complaints that were found to be untrue.
8. To judge the severity of the harassment, the principal or Site Title IX Specialist may take into consideration:
  - a. How the misconduct affected one or more students' education and/or access to an educational program or activity offered by their school or district;
  - b. The type, frequency and duration of the misconduct;
  - c. The number of persons involved;
  - d. The age and sex of the person accused of harassment;
  - e. The subject(s) of harassment;
  - f. The place and situation where the incident occurred; and/or
  - g. Other incidents at the school, including incidents of harassment that were not related to sex.
9. The principal or Site Title IX Specialist shall write a report of their findings, decision, and reasons for the decision, present the report findings to the complainant and respondent, and present a copy to the district's Title IX Coordinator.
10. The principal or Site Title IX Specialist shall give the district's Title IX Coordinator the written report of the complaint, investigation, findings, and resolutions. If they verify that sexual harassment occurred, this report shall describe the actions they took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment. Records of complaints, investigations, findings and resolutions may be audited by the district's Title IX Coordinator or designee on an annual basis.
11. In consultation with district legal counsel, information about the relevant part of the written report of the decision on a complaint may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected. Notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.
12. The principal or Site Title IX Specialist shall determine whether or not the student who complained has been further harassed. The principal or Site Title IX Specialist shall keep a record of this information and shall continue this follow-up, including assessment of the need for any ongoing student support services such as counseling.
13. The principal or Site Title IX Specialist shall inform the complainant and respondent that if the complainant or respondent disagrees with the outcome of the investigation they may appeal the outcome by requesting the complaint be reviewed as a formal complaint under district BP/AR 1312.3 – Uniform Complaint Procedures.

## Enforcement

The superintendent or district Title IX Coordinator shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti;
2. Providing staff in-service and student instruction or counseling;
3. Notifying parents/guardians;
4. Notifying child protective services; and
5. Taking appropriate disciplinary action. In addition, the principal and/or Site Title IX Specialist may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which they clearly knew was not true.

## SCUSD Title IX Coordinator:

Melinda Iremonger (916) 643-7446

5735 47th Avenue, Sacramento, CA 95824

Web page for reporting Title IX Complaints:

[www.scusd.edu/post/title-ix-harassment-complaint-forms](http://www.scusd.edu/post/title-ix-harassment-complaint-forms)

## TITLE V

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

## ALTERNATIVE EDUCATION PROGRAMS

### AMERICAN LEGION

### CONTINUATION HIGH SCHOOL

3801 Broadway, 95817 (916) 395-5000

- Voluntary/involuntary entry and exit procedures
- Special Education: RSP only
- Program Information: Diploma

### CAPITAL CITY SCHOOL (Independent Study)

#### Verification form must be completed

7222 24th Street, 95822 (916) 395-5020

- Grades K-12
- Voluntary only
- Program: Same district and state curriculum. One hour per week with teacher, 20 hours/week independent study
- Special Education: NO

### CHARLES A. JONES

### CAREER & EDUCATION CENTER

5451 Lemon Hill Avenue, 95824 (916) 395-5800

- Age 18 or older, open enrollment
- Special Education: if IEP designates
- Hours: Monday-Friday 7:30 a.m.- 4:30 p.m.  
Monday-Thursday 5:30 p.m.- 9:30 p.m.  
Saturday 9:00 a.m.- 3:30 p.m.

## SACRAMENTO ACCELERATED ACADEMY

5601 47th Avenue, 95824 (916) 643-2341

- Grades: 11-12
- Special Education: RSP only
- Program: Sacramento Accelerated Academy (SAA) is the district's online credit recovery program, located on the Genesis Campus. SAA students do coursework in a computer lab setting and have the assistance of onsite teachers and online teachers.

## SUCCESS ACADEMY

2221 Matson Drive, 95824 (916) 395-4990

- Grades: 4-8
- Special Education: RSP only
- Program: Academic, behavioral, and social/emotional support for at promise students
- On a case-by-case basis, Success Academy can enroll expelled students in grades 4-8
- All Success Academy referrals come from the Student Hearing and Placement Department.

## STUDENT / PARENT AFFAIRS

### 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 ensure student safety, **ALL** volunteers must go through the fingerprint screening process (Education Code § 32390), complete a TB test, and participate in SCUSD Volunteer Training available at:

<https://mandatedreporter.ca.com/training/school-personnel>.

For more information and to complete a volunteer application, check the SCUSD volunteer website at:

<https://www.scusd.edu/volunteer> or call the Serna Parent Resource Center at (916) 643-7924. To schedule an appointment for fingerprinting services call (916) 643- 9050.

### CALIFORNIA HEALTHY KIDS SURVEY

#### 6th Grade Students

The California Healthy Kids Survey (CHKS) integral in providing the district with the data needed to implement quality programs to students that improve school climate and students' social/emotional wellbeing while addressing issues such as school safety, alcohol, tobacco, and other drug usage, and violence. The survey is voluntary and anonymous. No names will be recorded or attached to the survey forms or data.

Written permission from a parent/guardian is required for students to complete the survey. Sixth grade students will receive the Elementary School Survey.

### **7th, 9th and 11th Grade Students**

Students may be asked to participate in order to gather information regarding their 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. Parents/guardians 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.

Contact the Foster Youth Services & Tobacco Use Prevention Education (TUPE) office at (916) 643-9409 for any questions about these surveys or about parent/guardian/student rights.

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

### **KELVIN WELL-BEING PULSE SURVEYS**

This year SCUSD will collect ongoing feedback from students via a short online survey to help build healthier, happier places to learn. A positive learning environment, strong adult-to-student and peer-to-peer relationships, and social and emotional learning have been shown to have a measurable impact on student outcomes. This tool will help provide insight outside of grades, attendance, and behavior and create a picture of the whole child so SCUSD can best meet their needs. The survey will measure aspects of school culture and social and emotional learning from students' perspective. Students respond to the Pulse while using their devices.

There is no need to have students log in to a website or portal, so there's no fussing with forgotten passwords and usernames. They will be able to answer the survey from any web page. Students will see an animated dog in the bottom right corner of their school devices while browsing in Chrome. Their answers are confidential. For more information or a copy of the survey questions please contact [Kelvin@scusd.edu](mailto:Kelvin@scusd.edu) or [please use this link to opt out.](#)

### **PSYCHOLOGICAL TESTING**

Parents/guardians have 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 risks, 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/guardians will be notified in writing if a test, questionnaire, survey, or examination is to be administered to their children containing questions about their own (or their parents') 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 they (or their parents) 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 and/or vaping 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. For more information, contact the district's Tobacco Use Prevention Education Office at (916) 643-9409.

### **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. Parents/guardians may obtain further information regarding availability of pupil accident insurance by contacting the school principal. (Education Code § 49472)

## **FREE AND REDUCED-PRICE MEALS**

SCUSD Nutrition Services offers students a high-quality, nutritious breakfast and lunch (and supper in the extended learning programs) every school day.

Enrollment at a Community Eligibility Provision (CEP) school automatically qualifies a student for breakfast and lunch at no cost. There is no need to apply for a program.

All non-CEP schools offer the School Breakfast Program and National School Lunch Program. Parents of students at these schools can apply for free or reduced-price meals at [www.scusd.edu/applyformeals](http://www.scusd.edu/applyformeals).

Breakfast is free at every SCUSD school for every student.

For a complete list of CEP and non-CEP schools, meal prices, payment options, or to learn more about our meal program, visit [www.thecentralkitchen.org](http://www.thecentralkitchen.org).

## **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 who 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 appear inaccurate, misleading, or that invade 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, and the challenge of the content of records are 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 Education 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.

Parents/guardians who believe the school district is not in compliance with federal regulations regarding privacy 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 Ave SW, Washington, DC 20202-5920.

The school district also allows certain student directory information available in accordance with state and federal



## **INSTRUCTION**

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 recent 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 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 last page of the book to request in writing not to release a student's information.

Directory information may not be provided to any private, profit-making entity other than employers, prospective employers, or 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/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. Parents/guardians who have an objection to their child's image or student work appearing in any district or school official publication or website need to check the "no" box and sign the permission form on the back of this notification. Parents/guardians who do not have an objection 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.)

Parents/guardians who have any questions should contact the principal at their student's school of attendance. Additional information can be attained by calling the Communications Office at (916) 643-9042.

### **MULTI-TIERED SYSTEM OF SUPPORTS**

SCUSD is committed to providing high-quality instruction and support to promote the highest achievement of all students. At the school level, the Multi-Tiered System of Supports (MTSS) is a framework used to deliver high quality core instruction to all students and maximize their success by providing instruction and interventions matched to student need. Combined with assessments, MTSS helps educators by providing them with information to identify students needing additional support (academic, attendance, and behavioral). For more information on MTSS contact MTSS Director Matt Callman at [callman@scusd.edu](mailto:callman@scusd.edu).

### **CURRICULUM AND INSTRUCTIONAL MATERIALS**

All primary and supplemental instructional materials and assessments, including student and teacher textbooks and printed resources, digital media, and instructional platforms 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)

Parents/guardians have a right to review instructional materials and discuss the curriculum in their student's course. [Education Code § 49063(k), § 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 Right to Request Information on Teacher Qualifications**

At the beginning of each school year, local education agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications. To request this information, please contact:

Christina Villegas 916-643-7496 / [ChrisVi@scusd.edu](mailto:ChrisVi@scusd.edu)  
5735 47th Avenue, Sacramento CA 95824

## **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 their 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 7th 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)

Opt out form direct link (also hyperlinked in paragraph above)  
[https://www.scusd.edu/sites/main/files/file-attachments/sexual\\_health\\_letter\\_and\\_opt-out.pdf?1703185316](https://www.scusd.edu/sites/main/files/file-attachments/sexual_health_letter_and_opt-out.pdf?1703185316)

## **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 REDUCTION**

Participation in AP/IB exams is a vital component of these college preparation courses. Students enrolled in AP Courses at any SCUSD high school are automatically registered to take the AP end-of-course exam. To ensure that all SCUSD students participate in exams, all SCUSD students who are enrolled in an Advanced Placement (AP) OR International Baccalaureate (IB) course are eligible to take the end-of-course exam at no cost. Information about registering for AP Courses or AP Exams is available through the school site. SCUSD students can participate in AP Exams without AP Course enrollment; they can learn more about this process and available support through their school site. Additional information about AP Courses and Exams is available through the College Board or the SCUSD GATE & AP Programs Office.

## **CAREER COUNSELING**

Educational counseling shall include academic counseling, in which pupils receive counseling in the following areas:

- Development and implementation, with parental involvement, of the pupil's immediate and long-range educational plans
- Optimizing progress towards achievement of proficiency standards
- Completion of the required curriculum in accordance with the pupil's needs, abilities, interests, and aptitudes
- Academic planning for access and success in higher education programs, including advisement on courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid

- Career and vocational counseling, in which pupils are assisted in doing all of the following:
  - Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition
  - Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success
  - Developing realistic perceptions of work, the changing work environment, and the effect of work on lifestyle
  - Understanding the relationship between academic achievement and career success, and the importance of maximizing career options
  - Understanding the value of participating in career technical education and work-based learning activities and programs, including but not limited to, service learning, regional occupational centers and programs, partnership programs, job shadowing, and mentoring experiences
  - Understanding the need to develop essential employable skills and work habits
  - Understanding the variety of four-year colleges and universities and community college vocational and technical preparation programs, as well as admission criteria and enrollment procedures (Education Code § 49600)

### **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) Parents/guardians have the right to be notified when a teacher has determined that their child is in danger of failing a course. (Education Code § 49063, § 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:

- Online Credit Recovery
- Summer School (students needing summer school after their senior year will not be eligible to participate in graduation ceremony)
- 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 their 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.

### **USE OF SCHOOL COMPUTERS, NETWORKS, TECHNOLOGY, AND LEARNING PLATFORMS**

#### **Introduction**

Sacramento City Unified School District (SCUSD) recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills.

To that end, we provide access to technologies for student use. This Acceptable Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students’ safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert school staff immediately of any concerns for safety or security.

### Definitions

SCUSD technology includes, but is not limited to, computers, the district’s computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephone, cellular telephones, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether access on or off site or through district-owned or personally owned equipment or devices.

### Technologies Covered

SCUSD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online curriculum, online collaboration capabilities, learning management systems, email, and more.

As new technologies emerge, SCUSD will attempt to provide guidance and access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### Usage Policies

All technologies provided by SCUSD are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

### Training

Students will receive training about appropriate online behavior referred to as digital citizenship, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. In addition, students will learn how to use technology safely and responsibly.

### Web Access

SCUSD provides its users with access to the Internet, including web sites, resources, content, and online tools. Internet access is restricted in compliance with the Children’s Internet Protection Act (CIPA) regulations and school policies. In order to comply with both CIPA and SCUSD policies, the District will make a reasonable effort to filter out material and pictures that constitute: (a) obscenity; (b) pornography; or (c) material harmful to minors, for district computers.

These efforts include the following precautions:

- blocking access to inappropriate or harmful material on the Internet;
- preventing access to so-called “hacking” sites and other inappropriate activities;
- preventing unauthorized disclosure, use, and dissemination of personal information regarding minors.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web.

### No Expectation of Privacy

Users have no expectation of privacy while using District information technology. District staff may monitor or examine all system activities to ensure proper use of the system.

### Email

SCUSD has created Google email accounts for all students in grades PK-12 to allow for collaborative sharing. These accounts will be used at school for school related projects.

This email address will be considered the student’s official SCUSD email address until the student is no longer enrolled in SCUSD. The student will protect their account by not giving out their password, report any suspected misuse to their teacher or administrator, and use their email responsibly.

Email accounts should be used with care. Users should not:

- send personal information;
- attempt to open files or follow links from unknown or untrusted origin;
- use inappropriate language;
- communicate with people not allowed by District policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. In addition, in the normal course of system administration, system administrators may have to examine activities, files, and email to gather sufficient information to diagnose and correct problems within system software or hardware.

Users of student email are strictly prohibited from accessing files and information other than their own. Like all District technologies, the use of student email is considered a privilege given at the discretion of SCUSD. The District reserves the right to access student email accounts, including current and

archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and resolution.

### **Social / Web 2.0 / Collaborative Content**

Recognizing that collaboration is essential to education, SCUSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. (See also the section on Social Media Responsible Use Guidelines, below.)

Users are expected to:

- communicate with the same appropriate, safe, mindful, courteous conduct online as offline;
- not to share personally identifiable information online.

### **Mobile Devices Policy**

SCUSD may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to school staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, will be monitored.

### **Personally-Owned Devices**

If a student uses a personally owned device to access SCUSD technology, he/she shall abide by all applicable board policies, administrative regulations, and this Acceptable Use Agreement.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert a school staff member.

In order to maintain security for District technology resources, students must abide by the following:

- notify the classroom teacher or site administrator at once if a security problem is identified;
- never demonstrate a security problem to other users;
- never use another individual's account without written

permission from that person;

- only use your own account on the SCUSD network;
- never circumvent any District security device or software including, but not limited to, proxy sites, firewalls, and/or filtering or blocking programs;
- never add hardware or download software, attachments, graphics, photos, documents or any other files to District computers unless otherwise authorized by a teacher or administrator;
- never use the SCUSD network or devices for commercial purposes;
- never use the SCUSD network or devices for political lobbying;
- SCUSD Internet access is expressly prohibited for any of the following: access to pornographic or sexually explicit materials, access to information promoting or instructing in acts of terrorism or treason, access to information instructing or promoting armed rebellion or hate crimes, access to information pertaining to the design, purchase, acquisition or construction of any type of weapon or explosive device or other instrument capable of causing physical harm or death.
- only download image files including videos from reputable sites and only for educational purposes.

### **Network Etiquette**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should understand that some online content is unverified, incorrect, or inappropriate.
- Users should use trusted sources when conducting research via the Internet.
- Users should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online it can be shared and spread in ways you never intended.

### **Plagiarism**

Plagiarism involves presenting someone else's work, ideas, or words as your own without giving them proper credit. Users should reference the original creator of any content, including words or images from the Internet or Artificial Intelligence (AI), if not their own.

### **Use of Artificial Intelligence**

Artificial Intelligence (AI) has become increasingly prevalent in many areas, including the education sector. Students are not permitted to access AI for assistance with assignments or research unless done under the guidance and approval of a teacher. Unpermitted use of AI may lead to penalties for academic misconduct.

### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you feel uncomfortable or concerned for your personal safety, bring it to the attention of an adult (teacher or



staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including passwords, phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Staff will closely supervise students while using online services and may ask instructional assistants and student aides to assist this supervision.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean or send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime [California Penal Code Section 653.2]. Remember that your activities are monitored and retained.

### **Social Media Responsible Use Guidelines**

While social networking is valuable, there are some risks involved in its use. In the social media world, the lines are blurred between what is public or private, personal or professional. The following guidelines are specific to social networking/media. You must follow them any time you utilize social networking/media for SCUSD or school-related purposes. These must be applied in conjunction with the acceptable use rules contained in this document, and all acceptable use rules apply to social networking/media.

When using social networking:

#### Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow all District policies, regulations, and procedures regarding use of technology, as well as all applicable disciplinary policies.
- Regardless of your privacy settings, ***assume that all the information you have shared on your social network is public information, and treat it as such.***
- Users are responsible for their own behavior and will be subject to discipline for violations of these guidelines where appropriate, including violations of District policies regarding cyberbullying and related misconduct.
- Be respectful.

- Always treat others in a respectful, positive, and considerate manner.
- Social networking/media should not be utilized during school hours unless allowed by the teacher or other authorized adult.

#### Don't share confidential information:

- Do not publish, post, or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.
- Private and personal information.
- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or school staff.
- Don't take information you may receive through social networking (such as email addresses, customer names, or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of SCUSD and school community members.

#### Use of images:

- Respect brand, trademark, copyright information and/or images of SCUSD or school (if applicable).
- You may use photos and videos (products, etc.) that are available on SCUSD or a school's website.
- Do not post pictures of others without their permission.

### **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy district technology equipment, or even the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer access, disciplinary action, potential restitution for damages/repair, and possible legal referrals.

### **Limitation of Liability**

SCUSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. SCUSD will not be responsible for damage or harm to persons, files, data, or hardware. Damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. While SCUSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. SCUSD specifically disclaims any responsibility for the accuracy of information obtained through its services. In addition, SCUSD will not be responsible, financially or otherwise, for unauthorized or personal transactions conducted over the school network.



## Violations of this Acceptable Use Agreement

Students accept responsibility for compliance with this agreement and for reporting any misuse of the SCUSD network to the classroom teacher or site administrator. Misuse is defined as any violation of this agreement. The site administrator will decide what constitutes appropriate use. Their decision is final. The system administrator may deny access at any time deemed necessary to protect district resources.

Use of the information technology system is a privilege and not a right. Violations of this agreement may have disciplinary repercussions, including:

- notification to parents;
- suspension of network, technology, or computer privileges;
- detention or suspension from school and school-related activities;
- legal action and/or prosecution.

## AMERICAN INDIAN EDUCATION PROGRAM

The American Indian Education Program (AIEP) at SCUSD serves American Indian/Alaska Native students in grades K-12. The services provided include academic tutoring, family and community engagement, cultural enrichment programs, field trips, summer learning opportunities, volunteer opportunities, and participation in the AIEP graduation recognition event.

The program serves American Indian students in grades K-12, which includes all SCUSD schools. Students are enrolled throughout the year and there are two recruitment periods – one in the Fall and one in early Spring. Students are enrolled by completing a 506 Indian Student Eligibility Certification form.

For more information, please contact:

Manpreet Kaur (916) 643-9262 / [Manpreet-Kaur@scusd.edu](mailto:Manpreet-Kaur@scusd.edu),  
Christina Prairie Chicken Narvaez (916) 643-9364 /  
[Christina-Prairie-Chicken@scusd.edu](mailto:Christina-Prairie-Chicken@scusd.edu) or Michael Veirs (916)  
643-9414 / [Michael-Veirs@scusd.edu](mailto:Michael-Veirs@scusd.edu)

## AVAILABLE LANGUAGE PROGRAMS AND LANGUAGE ACQUISITION PROGRAMS

Sacramento City Unified School District offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child. [EC § 310 (a)]

- **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which provides English learners all or most of their instruction in English. SEI classes focus on teaching students the English language with vocabulary, syntax (English word order rules), and content adapted to students' comprehension level. All students have access to the core curriculum. In Elementary, teachers dedicate designated English Language Development time and integrated English Language Development to support all levels of English learners. In Secondary, students receive integrated English Language Development

support throughout the day. In addition, ELD designated courses are also available to support high school students. Instructional staff are not required to speak a language other than English. In some cases, teachers and/or bilingual aides may offer students support in their native language. [EC § 305(a)(2), 306(c)(3)]

- **Dual-Language Immersion (DLI) Program** (English/ Spanish, Mandarin, Cantonese, and Hmong). A language acquisition program for English learners and native English speakers in which a percentage of the primary language is taught in conjunction with English. [EC § 306(c)(1)]
- **Transitional Bilingual Program** (English/ Spanish): A language acquisition program for English learners in which students receive academic instruction in an English learner's home language as the students learn English. The primary goals of the Transitional Bilingual Program are to ensure mastery of grade-appropriate academic skills and knowledge and to facilitate and speed up the process of learning English. [EC § 306(c)(2)]

## How to Enroll Your Child in a Language Acquisition Program:

Submit a verbal or written request to the office at your local school.\*

## How to Request the Establishment of a New Program at a School:

Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. [EC § 310(a)]

When the parents of 30 pupils or more enrolled in a school, or when the parents of 20 pupils or more in the same grade enrolled in a school, request the same or substantially similar type of a language acquisition or language program, the school responds by notifying the LEA immediately and taking the following *three* actions:

1. Within 10 school days of reaching a threshold described above, the LEA notifies the parents of pupils attending the school, the school's teachers, administrators, and the LEA's English learner parent advisory committee and parent advisory committee, in writing, of the parents' requests for a language acquisition program.
2. The LEA then identifies costs and resources necessary to implement any new language acquisition or language program, including but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials; pertinent professional development for the proposed program; opportunities for parent and community engagement to support the proposed program goals.
3. Having completed the costs and resource analysis, the LEA determines, within 60 calendar days of reaching the threshold described above, whether it is possible to implement the requested language acquisition or language program. At that time, the LEA provides notice,

in writing, to parents of pupils attending the school, the school's teachers, and administrators of its determination.

\*Waivers are no longer required.

**About Language Acquisition Programs and Language Programs**

Program Type	Characteristics
Language Acquisition Program (English Learners)	<p>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</p> <ul style="list-style-type: none"> <li>• Be designed using evidence-based research and include both Designated and Integrated English Language Development;</li> <li>• Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals;</li> <li>• Within a reasonable period of time, lead to grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language;</li> <li>• Within a reasonable period of time, lead to achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state adopted academic content standards in that other language.</li> </ul>
Language Program (non-English Learners)	<ul style="list-style-type: none"> <li>• Language programs offer students who are not English learners opportunities to be instructed in languages other than English</li> <li>• May lead to proficiency in languages other than English</li> </ul>

**PARENT AND COMMUNITY ENGAGEMENT**

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan (EC Section 52062.) If interested in a different program from those listed above, please contact the Multilingual Literacy Office at (916) 643-9446 to ask about the process.

**EXPANDED LEARNING PROGRAM**

ELEMENTARY SITES	SERVING AGENCY	CONTACT
Abraham Lincoln ES 3324 Glenmoor Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Alice Birney Public Waldorf 6251 13th St.	Sacramento Chinese Community Service Center	(916) 442-4228

American Legion 3801 Broadway	Sacramento Chinese Community Service Center	(916) 442-4228
Bowling Green McCoy 4211 Turnbridge Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Bret Harte 2751 9th Ave.	Empowering Possibilities Unlimited	(916) 420-1886
Caleb Greenwood 5457 Carlson Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Camellia Basic 6600 Cougar Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Caroline Wenzel 6870 Greenhaven Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Cesar E. Chavez 7500 32nd St.	Sacramento Chinese Community Service Center	(916) 442-4228
David Lubin 3535 M St.	Sacramento Chinese Community Service Center	(916) 442-4228
Earl Warren 5420 Lowell St.	Sacramento Chinese Community Service Center	(916) 442-4228
Edward Kemble 7495 29th St.	Boys and Girls Club	(916) 281-7208
Elder Creek 7934 Lemon Hill Av.	Sacramento Chinese Community Service Center	(916) 442-4228
Ethel I. Baker 5717 Laurine Way	Boys and Girls Club	(916) 392-2582
Ethel Phillips 2930 21st Ave.	Sacramento Chinese Community Service Center	(916) 442-4228
Father Keith B. Kenny 3525 Martin L. King	Leaders of Tomorrow	(916) 254-2570
Genevieve F. Didion 6490 Harmon Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Golden Empire 9045 Canberra Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
H. W. Harkness 2147 54th Av.	Center for Fathers and Families	(916) 286-9625
Hollywood Park 4915 Harte Way	New Hope Community Development Corporation	(916) 896-6221
Hubert H. Bancroft 2929 Belmar St.	Sacramento Chinese Community Service Center	(916) 442-4228
Isador Cohen 9025 Salmon Falls Dr.	Leaders of Tomorrow	(916) 494-4308
James Marshall 9525 Goethe Rd.	Empowering Possibilities Unlimited	(916) 420-1886
John Bidwell 1730 65th Ave.	Sacramento Chinese Community Service Center	(916) 442-4228
John Cabrillo 1141 Seamas Av.	Sacramento Chinese Community Service Center	(916) 442-4228
John D. Sloat 7525 Candlewood Wy.	Leaders of Tomorrow	(916) 272-5060
Leataata Floyd 401 McClatchy Way	YMCA of Superior California	(916) 646-6631
Leonardo da Vinci 4701 Joaquin Wy.	Sacramento Chinese Community Service Center	(916) 442-4228
Mark Twain 4914 58th St.	Empowering Possibilities Unlimited	(916) 420-1886
Matsuyama 7680 Windbridge Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
New Joseph Bonnheim 7300 Marin Av.	Center for Fathers and Families	(916) 890-5179
Nicholas 6601 Steiner Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
O. W. Erlewine 2441 Stansberry Way	Sacramento Chinese Community Service Center	(916) 442-4228

Oak Ridge 4501 Martin L. King	Center for Fathers and Families	(916) 738-5316
Pacific 6201 41st St.	Sacramento Chinese Community Service Center	(916) 442-4228
Parkway 4720 Forest Pkwy.	Rose Family Creative Empowerment Center	(916) 376-7916
Phoebe A. Hearst 1410 60th St.	Sacramento Chinese Community Service Center	(916) 442-4228
Phoenix Park Community Center 400 Shining Star Drive	Rose Family Creative Empowerment Center	(916) 376-7916
Pony Express 1250 56th Av.	Sacramento Chinese Community Service Center	(916) 442-4228
Sequoia 3333 Rosemont Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Susan B. Anthony 7864 Detroit Blvd.	Rose Family Creative Empowerment Center	(916) 376-7916
Suy:u 6032 36th Av.	Sacramento Chinese Community Service Center	(916) 442-4228
Tahoe 3110 60th St.	Sacramento Chinese Community Service Center	(916) 442-4228
Theodore Judah 3919 McKinley Bl.	Sacramento Chinese Community Service Center	(916) 442-4228
Washington 520 18th St.	Sacramento Chinese Community Service Center	(916) 442-4228
William Land 2120 12th St.	Sacramento Chinese Community Service Center	(916) 442-4228
Woodbine 2500 52nd Ave.	Sacramento Chinese Community Service Center	(916) 442-4228
<b>MIDDLE / K-8 SITES</b>	<b>SERVING AGENCY</b>	<b>CONTACT</b>
A. M. Winn Waldorf 3351 Explorer Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Albert Einstein 9325 Mirandy Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
California 1600 Vallejo Way	Sacramento Chinese Community Service Center	(916) 442-4228
Fern Bacon 4140 Cuny Av.	Sacramento Chinese Community Service Center	(916) 442-4228
John H. Still 2200 John Still Dr.	Rose Family Creative Empowerment Center	(916) 376-7916
Martin Luther King, Jr. 480 Little River Way	Sacramento Chinese Community Service Center	(916) 442-4228
Rosa Parks 2250 68th Av.	Empowering Possibilities Unlimited	(916) 420-1886
Sam Brannan 5301 Elmer Way	City of Sacramento	(916) 384-8114
School of Engineering & Sciences 7345 Gloria Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Sutterville 4967 Monterey Wy.	Sacramento Chinese Community Service Center	(916) 442-4228
Umoja Int'l Acad. 5301 N St.	Sacramento Chinese Community Service Center	(916) 442-4228
Will C. Wood 6201 Lemon Hill Av.	Sacramento Chinese Community Service Center	(916) 442-4228
<b>HIGH SCHOOL SITES</b>	<b>SERVING AGENCY</b>	<b>CONTACT</b>
American Legion 3801 Broadway	Sacramento Chinese Community Service Center	(916) 442-4228
Arthur A. Benjamin Health Professions 451 McClatchy Way	Sacramento Chinese Community Service Center	(916) 442-4228
C.K. McClatchy 3066 Freeport Bl.	Sacramento Chinese Community Service Center	(916) 442-4228

Hiram Johnson 6879 14th Av.	Sacramento Chinese Community Service Center	(916) 442-4228
John F. Kennedy 6715 Gloria Dr.	Sacramento Chinese Community Service Center	(916) 442-4228
Luther Burbank 3500 Florin Rd.	Rose Family Creative Empowerment Center	(916) 376-7916
Rosemont 9594 Kiefer Bl.	Sacramento Chinese Community Service Center	(916) 442-4228
The Met 810 V St.	Sacramento Chinese Community Service Center	(916) 442-4228
George Washington Carver School of Arts and Science 10101 Systems Pkwy.	YMCA of Superior California	(916) 646-6631

## 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. For special accommodations, parents should contact the school or the county office.

## SPECIAL EDUCATION

Eligibility & Services 34 CFR 300.111; EC § 56026, 56300, 56301;

Special education programs and services are provided to students with identified disabilities which adversely impact the students' educational program. The Individuals with Disabilities Education Act (IDEA) defines "children with disabilities" to mean children with intellectual disabilities, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities, and who by reason thereof, need special education and related services. Eligible students are provided a free and appropriate public education (FAPE) in the "least restrictive environment" (LRE).

## CHILD FIND

The SCUSD actively seeks out and evaluates district residents from birth through the age of 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law. Additionally, a parent, teachers, and appropriate professionals may refer a student who is believed to have a disabling condition that may require special education programs or services by contacting the SCUSD's Special Education Department at (916) 643-9163.

Before the initial provision of special education and related services to a student with a disability, the district will conduct, with the consent of the parent, a full and individual initial evaluation of the student. The evaluation will be conducted by qualified personnel who are competent to perform the assessment and will not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. If a determination is made that a student has a disability and needs special education and related services, an individualized education

program (IEP) will be developed.

## SECTION 504

If parents/guardians suspect that their child has a physical or mental disability which may substantially limit a major life activity, such as learning, they may request that their child be evaluated under Section 504 of the Rehabilitation Act of 1973. This ensures that all individuals, no matter their disability, should live free of discrimination. A qualified educational team will evaluate the child to determine if they qualify 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, the child's teacher(s), other support personnel as needed, the student if appropriate, and the parent. This plan will be reviewed regularly and will address appropriate interventions and accommodations to assist the 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 parents/guardians should contact their child's teacher, the school site 504 coordinator, or the district 504 coordinator at (916) 643-9144, or visit: <https://www.scusd.edu/section-504-accommodations>

### Eligibility

A disabled student eligible for services under Section 504 is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning, (b) has a record of such an impairment, or (c) is regarded as having such an impairment. (Code of Federal Regulations, Title 34, Part 104.3)

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Examples of students with such impairments include, but are not limited to:

1. Students with a normal ability to learn but who have a mobility impairment;
2. Students with emotional disabilities manifested by behavior problems which result in exclusion from classes or school.

Indications of a possible disability that significantly interferes with learning include, but are not limited to:

1. Medical conditions such as severe asthma, diabetes or heart disease;
2. Temporary medical condition due to illness or accident;
3. Poor or failing grades over a lengthy period of time.

### Referral and Identification Procedures

1. Any student may be referred by a parent/guardian, teacher, other school employee or community agency for consideration of eligibility as a disabled student under Section 504. This referral should be made to the school site principal.
2. The school site committee shall promptly consider the

referral and determine whether an evaluation under this procedure is appropriate. This determination shall be based on a review of the student's school records (including academic, social and behavioral records, observations) and the student's needs. Students requiring evaluation shall be referred to appropriate evaluation specialists.

3. If a request for evaluation is denied, the school site committee shall inform the parents/guardians of this decision in writing and of their procedural rights as described below.

### Accommodation Plan

1. When a student is identified as disabled within the meaning of Section 504, the school site committee shall determine what services are necessary to ensure that the student's individual education needs are met as adequately as the needs of nondisabled students.
2. In making this determination, the school site committee shall consider all significant factors relating to the learning process for the student, including his/her adaptive behavior and cultural and language background. The evaluation may include, but is not limited to, classroom and playground observation, performance-based testing, academic assessment information, and data offered by the parent/guardian.
3. The parents/guardians shall be invited to participate in the school site committee meeting where services for the student will be determined and shall be given an opportunity to examine all relevant records.
4. The school site committee shall develop a written plan describing the disability and specifying the services needed by the student. A copy of this plan shall be kept in the student's cumulative file and uploaded into Infinite Campus. The student's teacher and any other staff who provide services to the student shall be informed of the services necessary for the student, to the extent that they need to be informed in order to provide for the student in the school setting.
5. If the school site committee determines that no services are necessary for the student, the record of the committee's meeting shall reflect the identification of the student as a disabled person under Section 504 and shall state the basis for the decision that no special services are presently needed. (Eligibility Determination Form)
6. The disabled student shall be placed in the regular educational environment unless the district demonstrates that a more restrictive placement is required in order to meet the student's needs. The disabled student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs.
7. The parents/guardians shall be notified in writing of the final decision concerning services to be provided, if any, and of the Section 504 procedural safeguards, including the right to an impartial hearing to challenge the decision.
8. The district shall complete the identification, evaluation and placement process within a reasonable time frame.



9. The student's plan shall include a schedule for periodic review of the student's needs and indicate that this review may occur sooner at the request of the parent/guardian or school staff.

### **Review of the Student's Progress**

1. The school site committee shall monitor the progress of the disabled student and the effectiveness of the student's plan. The committee shall periodically determine whether the services are appropriate and necessary and whether the disabled student's needs are being met as adequately as the needs of nondisabled students.
2. A reevaluation of the student's needs will be conducted before any subsequent significant change in placement. At a minimum the plan should be reviewed annually to ensure accommodations are appropriate and meet the individual needs of the student's disability.

### **Behavior/Discipline**

Different rules and limitations apply to disciplinary actions taken against students with disabilities than apply to actions against nondisabled students. As a general rule, the procedural protections available to students classified as disabled under the IDEA are available to students classified as disabled under Section 504.

1. Manifest Determination – after a student with a disability has been removed from his or her current placement for ten (6) school days in the same school year, during any subsequent days of removal, child is entitled to a manifestation determination meeting within ten (6) school days of the District's decision to change the student's placement. The student's parent/guardian must be invited to participate as a member of this manifestation determination meeting. At this meeting, the team will determine (based upon a review of all relevant information in the student's cumulative and Section 504 Service Plan files, the Student's Section 504 Service Plan, any teacher observations, and any relevant information provided by the parent/guardian) whether the student's alleged behavior was a manifestation of his/her disability by answering the inquiry required by the IDEA. 1) Whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or, 2) Whether the conduct in question was the direct result of District's failure to implement the student's current Section 504 Service Plan.
2. If the team answers yes to either question, the alleged misconduct shall be determined to be a manifestation of the student's disability. However, if the team answers no to both questions, the alleged misconduct shall be determined not to be a manifestation of the student's disability and the District may take disciplinary action against the student, such as expulsion, in the same manner as it would with a child without disabilities.

### **Procedural Safeguards**

Parents/guardians shall be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of students with disabilities or

suspected disabilities. Notifications shall include a statement of their rights to: (Code of Federal Regulations, Title 34, Part 104.36)

1. Examine relevant records;
2. Have an impartial hearing with an opportunity for participation by the parents/guardians and their counsel;
3. Have a review procedure.

(cf. 5145.6 - Parental Notifications)

Notifications shall also set forth the procedures for requesting a hearing, the name, address and telephone number of the person with whom the request should be made, and the fact that reimbursement for attorney's fees is available only as authorized by law. The superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any capacity other than that of hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

If a parent/guardian disagrees with the identification, evaluation or educational placement of a student with disabilities under Section 504, he/she may initiate the following procedures:

1. Within 30 days of receiving the student's accommodation plan, set forth in writing his/her disagreement and request that the school principal and school site committee review the plan in an attempt to resolve the disagreement. This review shall be held within 14 days of receiving the parent/guardian's request, and the parent/guardian shall be invited to attend the meeting at which the review is conducted.
2. If disagreement continues, request in writing that the Superintendent or designee review the plan. This review shall be held within 14 days of receiving the parent/guardian's request, and the parent/guardian shall be invited to meet with the Superintendent or designee to discuss the review.
3. If disagreement continues, request in writing a Section 504 due process hearing. The request shall include:
  - a. The specific nature of the decision with which the parent/guardian disagrees;
  - b. The specific relief the parent/guardian seeks;
  - c. Any other information the parent/guardian believes pertinent.

Within 20 days of receiving the parent/guardian's request, the superintendent or designee shall select an impartial hearing officer. This 20-day period may be extended for good cause or by mutual agreement of the parties.

Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day-period may be extended for good cause or by mutual agreement of the

parties. The superintendent or designee shall represent the district at this hearing.

Any party to the hearing shall be afforded the right to:

1. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of students who are qualified as disabled under Section 504;
2. Have an impartial hearing with an opportunity for participation by the parents/guardians and their counsel;
3. Have a review procedure.

Any party to the hearing shall be afforded the right to:

1. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of students who are qualified as disabled under Section 504;
2. Present written and oral evidence;
3. Question and cross-examine witnesses;
4. Receive written findings by the hearing officer.

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

File a complaint with the Office for Civil Rights at: Office for Civil Rights, San Francisco Office, U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105. Telephone: (415) 486-5555; Fax: (415) 486-5570

## **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, asexuality, 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, § 220, Penal Code § 42.55; Gov. Code § 11135.5 CCR 4610 and 5 CCR 4622)

## **SEXUAL AND GENDER NON-DISCRIMINATION**

The school district has a policy of nondiscrimination on the basis of sex and gender identity. 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 identity, 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/PARENTING STUDENTS (BP 5145)**

The governing board recognizes that responsibilities related to marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

(cf. 5113.1 - chronic absence and truancy) (cf. 5147 - dropout prevention) (cf. 6011 - academic standards) (cf. 6164.5 - student success teams)

The district shall not discriminate against, exclude, or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Education Code 221.51, 230; 5 ccr 4950; 34 cfr 106.40)

(cf. 0410 - nondiscrimination in district programs and activities)

The superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

(cf. 5145.6 - parental notifications)

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 - uniform complaint procedures.

(cf. 1312.3 – uniform complaint procedures)

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family code 7002)

## **Education and Support Services for Pregnant and Parenting Students**

Pregnant and parenting students shall retain the right to

participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

(cf. 6158 - independent study)

(cf. 6181 - alternative schools/programs of choice) (cf. 6184 - continuation education) (cf. 6200 - adult education)

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code § 221.51; 5 ccr 4950)

If required for students with any other temporary disabling condition, the superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (Education Code § 221.51; 5 ccr 4950; 34 cfr 106.40)

(cf. 6142.7 - physical education and activity) (cf. 6145 - extracurricular and curricular activities) (cf. 6183 - home and hospital instruction)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities; (cf. 5148 - child care and development)
2. Parenting education and life skills instruction;
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 usc 1786, and 7 cfr 246.1-246.28; (cf. 3550 - food service/child nutrition program) (cf. 5030 - student wellness)
4. Health care services, including prenatal care; (cf. 5141.6 - school health services)
5. Tobacco, alcohol, and/or drug prevention and intervention services; (cf. 5131.6 - alcohol and other drugs) (cf. 5131.62 - tobacco)
6. Academic and personal counseling; (cf. 6164.2 - guidance/counseling services)
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation. (cf. 6179 - supplemental instruction)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

(cf. 4131 - staff development) (cf. 4231 - staff development) (cf. 4331

- staff development)

## **Absences**

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - absences and excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence.

(Education Code § 48205)

(cf. 5113 - absences and excuses)

## **Parental Leave**

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 cfr 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code § 46015)

(cf. 5113.11 - attendance supervision)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

(cf. 6146.1 - high school graduation requirements) (cf. 6146.11 - alternative credits toward graduation) (cf. 6146.2 - certificate of proficiency/high school equivalency)

## **Accommodations**

When necessary, the district shall provide accommodations to

enable a pregnant or parenting student to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 cfr 106.40)

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

### Complaints

Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4670 and BP/AR 1312.3 - uniform complaint procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California department of education (cde). If the district or CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 ccr 4600- 4670)

(cf. 1312.3 - Uniform Complaint Procedures)

### Program Evaluation

The superintendent or designee shall periodically report to the board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

(cf. 0500 - Accountability) (cf. 6162.5 - Student Assessment) (cf. 6190 - Evaluation of The Instructional Program)

Legal Reference:

EDUCATION CODE

221.51 Nondiscrimination; Married, Pregnant, and Parenting Students  
222 Reasonable Accommodations; Lactating Students  
222.5 Pregnant and Parenting Students, Notification of Rights  
230 Sex Discrimination

8200-8498 Child Care and Development Services Act

46015 Parental Leave

48205 Excused Absences

48206.3 Temporary Disability, Definition

48220 Compulsory Education Requirement

48410 Persons Exempted From Continuation Classes

48980 Parental Notifications

49553 Nutrition Supplements for Pregnant/Lactating Students

51220.5 Parenting Skills and Education

51745 Independent Study

52610.5 Enrollment of Pregnant and Parenting Students in Adult Education

CIVIL CODE

51 Unruh Civil Rights Act

FAMILY CODE

7002 Description of Emancipated Minor

Health and Safety Code:

104460 Tobacco Prevention Services for Pregnant and Parenting Students

Code of Regulations, Title 5

4600-4670 Uniform Complaint Procedures

4950 Nondiscrimination, Marital And Parental Status

Code of Regulations, Title 22

101151-101239.2 General Licensing Requirements for Child Care Centers

101351-101439.1 Infant Care Centers

United States Code, Title 20

1681-1688 Title IX, Education Act Amendments

United States Code, Title 42

1786 Special Supplemental Nutrition Program for Women, Infants, and Children

Code of Federal Regulations, Title 7

246.1-246.28 Special Supplemental Nutrition Program for Women, Infants, and Children

Code of Federal Regulations, Title 34

106.40 Marital or Parental Status

ATTORNEY GENERAL OPINIONS

87 ops.cal.atty.gen. 168 (2004)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 cal.4th 307

MANAGEMENT RESOURCES

California women's law center publications

pregnant students and confidential medical services, 2013

educational rights of pregnant and parenting teens: Title IX and

California state law requirements, 2012

The civil rights of pregnant and parenting teens in California schools, 2002

U.S. Department of Education Publications supporting the academic success of pregnant and parenting students under title IX of the education amendments of 1972, rev. June 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Women's Law Center: <http://www.cwlc.org>

U.S. Department Of Agriculture, Women, Infants, and Children Program: <http://www.fns.usda.gov/wic>

U.S. Department of Education: <http://www.ed.gov>

### BP & AR 1312.3

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the



uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, consolidated categorical aid programs, compensatory education, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and programs, school safety plans, special education programs, state preschool programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a).  
(cf. 3553 - Free and Reduced Price Meals) (cf. 3555 - Nutrition Program Compliance) (cf. 5148 - Child Care and Development) (cf. 5148.2 - Before/After School Programs) (cf. 6159 - Individualized Education Program) (cf. 6171 - Title I Programs) (cf. 6174 - Education for English Language Learners) (cf. 6175 - Migrant Education Program) (cf. 6178 - Career Technical Education) (cf. 6178.1 - Work-Based Learning) (cf. 6178.2 - Regional Occupational Center/Program) (cf. 6200 - Adult Education)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)  
(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222)  
(cf. 5146 - Married/Pregnant/Parenting Students)
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610)  
(cf. 3260 - Fees and Charges) (cf. 3320 - Claims and Actions Against the District)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan. (Education Code 52075)  
If the district finds merit in pupil fees, LCAP, and/or a Course Period without Educational Content complaint, the district shall provide a remedy. Specifically, in Course Period without Education Content the remedy shall go to the affected pupil. In LCAP and pupil fee complaints, the remedy shall go to all affected pupils, parents and guardians, which in the case of pupil fees, also 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 Board.  
(cf. 0460 - Local Control and Accountability Plan)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)  
(cf. 6173.1 - Education for Foster Youth)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements. (EC § 51225.1, 51225.2)  
(cf. 6173 - Education for Homeless Children)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (EC § 51228.3)
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school. (EC § 51210, 51223)  
(cf. 6142.7 - Physical Education and Activity)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
11. Any other complaint as specified in a district policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records) (cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

The superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency;
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator;
3. Any complaint alleging fraud shall be referred to the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, and former

juvenile court school students, and military-connected students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

7301-7372 Title V rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age  
Management Resources:  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Sample UCP Board Policies and Procedures  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Dear Colleague Letter: Title IX Coordinators, April 2015  
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013  
Dear Colleague Letter: Harassment and Bullying, October 2010  
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
adopted: November 16, 1998 Sacramento, California  
revised: June 7, 2007  
revised: October 6, 2011  
revised: May 2, 2013  
revised: June 19, 2014  
revised: November 20, 2014  
revised: November 3, 2016  
Revised: June 15, 2017  
Revised: November 15, 2018

### **Compliance Officers**

The Board designates the following compliance officers to receive and investigate complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination.

The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 – Nondiscrimination/Harassment)  
(cf. 5145.7 – Sexual Harassment)

### **Lead Compliance Officer**

Cancy McArn, Chief Human Resources Officer

5735 47th Avenue, Sacramento, CA 95824 (916) 643-7474

### **Compliance Officer for Claims of Student-to-Student Discrimination or Harassment**

Melinda Iremonger, Title IX Coordinator  
5735 47th Avenue, Sacramento, CA 95824 (916) 643-7446

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the superintendent or designee.

For complaints concerning insufficiency of instructional materials, emergency or urgent facilities conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or his/her designee at the school site where the complaint arises as provided in Administrative Regulation 1312.4.

The superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 – Staff Development)(cf. 9124 – Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the superintendent, the superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

### **Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Ed Code 234.1)

The superintendent or designee, shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members,



appropriate private school officials or representatives, and other interested parties. The notification shall include, information regarding the prohibition of discrimination, harassment, intimidation, and bullying, unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students former juvenile court school students, and children of military families (Education Code 262.3, 49013, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 – School Plans/Site Councils)(cf. 1220 – Citizen Advisory Committees)(cf. 3260 – Fees and Charges)(cf. 4112.9/4212.9/4312.9 – Employee Notifications)(cf. 5145.6 – Parental Notifications) (cf. 6173 – Education for Homeless Children)(cf. 6173.1 – Education for Foster Youth)

The superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district’s policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district’s policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code § 234.1 and § 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints;
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable;
3. Advise the complainant of the appeal process, including, if applicable, the complainant’s right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education’s Office for Civil Rights (OCR) in cases involving unlawful discrimination;
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days

by the superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

- d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
- e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district’s educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP. (cf. 0460 – Local Control and Accountability Plan)
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth homeless student, former juvenile court school student, or child of a military family who transfers into a district high school or between district high schools shall be notified of the district’s responsibility to:
  - (1) Accept any coursework or partial coursework the student has satisfactorily completed in another public school, juvenile court school, or nonpublic, nonsectarian school or agency, and issue full or partial credit for the coursework completed
  - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
  - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted



coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

- j. The complainant has a right to appeal the district's decision to CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- k. The appeal to CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- l. Copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

### **District Responsibilities**

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

All complainants shall be protected from retaliation.

### **Filing of Complaint**

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

All complaints shall be filed in accordance with the following:

A written complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees,

deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code § 49013, § 52075)

A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

### **Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of a sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines

for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631) If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation and shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place.

To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in

favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

### **Response**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

### **Final Written Decision**

The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians and students with limited English proficiency.

For all complaints, the decision shall include:  
(5 CCR 4631)

The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

- Statements made by any witnesses;
- The relative credibility of the individuals involved;
- How the complaining individual reacted to the incident;
- Any documentary or other evidence relating to the alleged conduct;
- Past instances of similar conduct by any alleged offenders;

- Past false allegations made by the complainant;
- The conclusion(s) of law;
- Disposition of the complaint;
- Rationale for such disposition.

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred. The determination of whether a hostile environment exists may involve consideration of the following:

- How the misconduct affected one or more students' education;
- The type, frequency, and duration of the misconduct;
- The relationship between the alleged victim(s) and offender(s);
- The number of persons engaged in the conduct and at whom the conduct was directed;
- The size of the school, location of the incidents, and context in which they occurred;
- Other incidents at the school involving different individuals.

Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600.

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint;
- Individual remedies offered or provided to the subject of the complaint;
- Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence;
- Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice to the complainant that:

- He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code § 262.3)

- The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code § 262.3)
- Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

- Counseling;
- Academic support;
- Health services;
- Assignment of an escort to allow the victim to move safely about campus;
- Information regarding available resources and how to report similar incidents or retaliation;
- Separation of the victim from any other individuals involved, provided the separation does not penalize the victim;
- Restorative justice;
- Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation;
- Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

- Transfer from a class or school as permitted by law;
- Parent/guardian conference;
- Education regarding the impact of the conduct on others;
- Positive behavior support;
- Referral to a student success team;
- Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law;
- Disciplinary action, such as suspension or expulsion, as permitted by law.

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate

disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code § 49013, § 51223, § 52075)

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person. The remedy shall go to the affected pupil in the case of complaints regarding: course periods without Educational Content, Reasonable accommodations to a Lactating Pupil, and/or Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district, and pupils in military families.

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code § 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code § 49013, § 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with by a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

Upon notification by CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

- A copy of the original complaint;

- A copy of the decision;
- A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision;
- A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator;
- A report of any action taken to resolve the complaint;
- A copy of the district's uniform complaint procedures;
- Other relevant information requested by CDE.

### **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); and/or 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/or 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/or 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.

Pupil fee or LCAP complaints 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 § 200 and 220 and Government Code § 11135, including any actual or perceived characteristics as set forth in Penal Code § 422.55 or on the basis or 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 § 48853, § 48853.5, § 49069.5, § 51225.1, § 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).

## **FEDERAL REGULATIONS AND ACTS**

### **FEDERAL TITLE I FUNDS**

As a recipient of federal Title I funds, under the Every Student Succeeds Act, parents of students 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)

### **TITLE I SCHOOLS**

- Each year the district shall ensure that its parent involvement strategies are jointly developed with the parent/guardians of students participating in Title I 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.
- 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 the district's Title I funds will be allocated for parent involvement activities.
- The district will ensure that each school receiving Title I funds develop a school-level parent involvement policy.

The district shall coordinate Title I 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.

### **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, student achievement increases. The engagement of families and community members in the education of students creates 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 SCUSD 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:

- 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.
- 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.
- The district will support upon available fiscal resources the volunteer Teacher-Parent Home Visitation program.
- 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.
- 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.
- 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.
- 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.
- The district welcomes and creates opportunities for parents/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.

- The district will encourage school-family-community partnerships that reflect the ethnic and cultural diversity of the district.
- The district will encourage a school-family-community partnership to provide support and technical assistance to schools in order to help them integrate family involvement practices. 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. 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. The district shall develop and implement strategies, for both Title I and non-Title I schools, to involve and support parents/guardians in the education of their students, as well as to describe how the district and schools will address the purposes and goals described in Education Code 11502.

## CONSTITUENT SERVICES OFFICES

The Board created the Constituent Services Office (CSO) 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 a regular basis to the Superintendent and the Board regarding the services provided to constituents.

CSO can be reached through our CSO Request Form or (916) 643-9000.

It is the district's goal is to resolve most concerns or complaints from parents/guardians informally and at the lowest level possible.

The lowest level possible is requesting assistance from the school site administrators and a CSO Ombudsperson. Such complaints can be lodged through our CSO Website, in person, or by telephone. 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 decencies related to instructional materials; or the condition of a facility that is not maintained in a clean or safe manner or in good repair; or 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.

- Complaint forms are specific to the type of complaint (i.e., employee, program, discrimination, Williams Act, Uniform Complaints, etc.). Complaint forms are available online, by request at any school site to print and the Serna Center.
- 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.
- 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 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 Complaint Procedures and how to file a complaint, please see page 35 of this Handbook.

# SCHOOL DIRECTORY

## ELEMENTARY SCHOOLS

<b>Abraham Lincoln</b>	395-4500
3324 Glenmoor Drive	
<b>Bret Harte</b>	395-5190
2751 9th Avenue	
<b>Caleb Greenwood</b>	395-4515
5457 Carlson Drive	
<b>Camellia Basic</b>	395-4520
6600 Cougar Drive	
<b>Caroline Wenzel</b>	395-4525
6870 Greenhaven Drive	
<b>Cesar E. Chavez</b>	395-4530
1250 56th Avenue	
<b>Crocker/Riverside</b>	395-4535
2970 Riverside Boulevard	
<b>David Lubin</b>	395-4540
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>	395-4555
7934 Lemon Hill Avenue	
<b>Ethel I. Baker</b>	395-4560
5717 Laurine Way	
<b>Ethel Phillips</b>	395-4565
2930 21st Avenue	
<b>Father Keith B. Kenny</b>	395-4570
3525 Martin L. King Jr. Boulevard	
<b>Golden Empire</b>	395-4580
9045 Canberra Drive	
<b>H. W. Harkness</b>	395-4585
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>	395-4600
9025 Salmon Falls Drive	
<b>James W. Marshall</b>	395-4605
9525 Goethe Road	
<b>John Bidwell</b>	395-4610
1730 65th Avenue	
<b>John Cabrillo</b>	395-4615
1141 Seamas Avenue	
<b>John D. Sloat</b>	395-4620
7525 Candlewood Way	
<b>Leataata Floyd</b>	395-4630
401 McClatchy Way	
<b>Mark Twain</b>	395-4640
4914 58th Street	
<b>Martin Luther King, Jr.</b>	395-4645
480 Little River Way	
<b>Matsuyama</b>	395-4650
7680 Windbridge Drive	
<b>Nicholas</b>	395-4655
5100 El Paraiso Ave	
<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>	395-4670
6201 41st Street	
<b>Parkway</b>	395-4675
4720 Forest Parkway	
<b>Phoebe A. Hearst</b>	395-4685
1410 60th Street	
<b>Pony Express</b>	395-4690
1250 56th Avenue	
<b>Sequoia</b>	395-4695
3333 Rosemont Drive	
<b>Susan B. Anthony</b>	395-4710
7864 Detroit Boulevard	
<b>Sutterville</b>	395-4730
4967 Monterey Way	
<b>Suyu</b>	395-4680
6032 36th Avenue	
<b>Tahoe</b>	395-4750
3110 60th Street	
<b>Theodore Judah</b>	395-4790
3919 McKinley Boulevard	
<b>Washington</b>	395-4760
520 18th Street	
<b>William Land</b>	395-4890
2120 12th Street	
<b>Woodbine</b>	395-4910
2500 52nd Avenue	

## K-8 SCHOOLS

<b>A. M. Winn Waldorf</b>	395-4505
<b>Public eK-8</b>	
3351 Explorer Drive	
<b>Alice Birney Public Waldorf eK-8</b>	395-4510
6251 13th Street	
<b>Genevieve F. Didion</b>	395-4575
6490 Harmon Drive	
<b>John Morse Therapeutic Center</b>	395-4774
1901 60th Avenue	
<b>John Still K-8</b>	
2200 John Still Drive	(K-5) 395-4625
2250 John Still Drive	(6-8) 395-5335
<b>Leonardo da Vinci eK-8</b>	395-4635
4701 Joaquin 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>Miwok</b>	395-5370
3150 I Street	
<b>Sam Brannan</b>	395-5360
5301 Elmer Way	
<b>Will C. Wood</b>	395-5380
6201 Lemon Hill Avenue	

## MULTIPLE GRADE SCHOOLS

<b>Capital City School</b>	395-5020
<b>Independent Study</b>	
7222 24th Street	
<b>School of Engineering &amp; Sciences</b>	395-5040
7345 Gloria Drive	
<b>Success Academy</b>	395-4990
2221 Matson Drive	
<b>Umoja International</b>	395-5350
<b>Academy, an I.B. World School</b>	
5301 N Street	

## HIGH SCHOOLS

<b>American Legion</b>	395-5000
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 Johnson</b>	395-5070
6879 14th Avenue	
<b>John F. Kennedy</b>	395-5090
6715 Gloria Drive	
<b>Luther Burbank</b>	395-5110
3500 Florin Road	
<b>Rosemont</b>	395-5130
9594 Kiefer Boulevard	
<b>Sacramento Accelerated Academy</b>	643-2341
5601 47th Avenue	
<b>West Campus</b>	395-5170
5022 58th Street	

## DEPENDENT CHARTER SCHOOLS

<b>Bowling Green Chacon Language &amp; Science Academy</b>	395-5215
6807 Franklin Boulevard	
<b>Bowling Green McCoy Academy for Excellence</b>	395-5210
4211 Turnbridge Drive	
<b>George Washington Carver School of Arts and Science</b>	395-5266
10101 Systems Parkway	
<b>New Joseph Bonnheim</b>	395-5240
7300 Marin Avenue	
<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>	395-5780
5241 J Street	
<b>Charles A. Jones Career and Education Center</b>	395-5800
5451 Lemon Hill Avenue	



**Dear SCUSD Families,**

To comply with recently passed state legislation, [AB 452](#) and [SB 906](#), we are notifying you of the California Law Regarding Safe Storage of Firearms.

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### **Firearms Safety Memorandum**

**To:** Parents and Guardians of Students in the Sacramento City Unified School District

**From:** Sacramento City Unified School District

**Subject:** California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Sacramento City Unified School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.<sup>[1]</sup>
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.<sup>[2]</sup>
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>[3]</sup>

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>[4]</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

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<sup>[1]</sup> See California Penal Code sections 25100 through 25125 and 25200 through 25220.

<sup>[2]</sup> See California Penal Code section 25100(c).

<sup>[3]</sup> See California Civil Code Section 29805.

<sup>[4]</sup> See California Civil Code Section 1714.3.

# Important Back-to-School Annual Update

We encourage families to complete the Annual Student Information Update in Infinite Campus, our student information system, as soon as possible.

The Annual Student Information Update asks families to update emergency contact information, review and sign the 2024-2025 Parent and Student Rights Notification and Standards of Behavior Handbook and review demographic information to help schools prepare for the new school year. It only takes a few minutes to complete, and it is critical that we have your most up-to-date contact information so that you receive communications from SCUSD and your school site.

Visit [scusd.edu](http://scusd.edu) and click “Infinite Campus” at the top of the homepage to complete the Annual Student Information Update by August 31. If you don’t have an Infinite Campus parent/guardian portal set up already, visit your school site office to request your activation key.



**Scan this QR code to log into Infinite Campus**

[https://sacramentocityca.infinitecampus.org/campus/portal/parents/sacramento\\_city.jsp](https://sacramentocityca.infinitecampus.org/campus/portal/parents/sacramento_city.jsp)



**Scan this QR code to access instructions on how to access your Infinite Campus portal.**

<https://www.scusd.edu/family-communications>

Escanee este código QR para leer nuestras traducciones en línea  
Scan tus QR code no los nyeem peb cov ntaub ntawv txhais rau hauv online  
Quét mã QR này để đọc các bản dịch trực tuyến của chúng tôi.  
請掃描這二維碼以閱讀我們的在線翻譯。

