



District Informational Guide and Parents' Rights

LODI UNIFIED SCHOOL DISTRICT

2020 - 2021

ENGLISH VERSION

LODI UNIFIED SCHOOL DISTRICT

Board of Education

Mr. Joe Nava, *President*
Mr. Ron Freitas, *Vice President*
Mrs. Susan Macfarlane, *Clerk*
Mr. Ron Heberle
Mr. Gary Knackstedt
Mr. George Neely
Mr. Courtney Porter

District Office

James Areida Educational Support Center
1305 E. Vine Street
Lodi, CA 95240

Information

331-7000/953-8111
www.lodiUSD.net (i.e. policies, rules, exhibits)

Administration

Dr. Cathy Nichols-Washer
Superintendent

Mr. Leonard Kahn
Chief Business Officer

Mr. Mike McKilligan
Assistant Superintendent, Personnel

Mr. Robert Sahli
Assistant Superintendent, Curriculum and Instruction

Mr. Scott McGregor
Assistant Superintendent, Elementary Education

Mr. Jeff Palmquist
Assistant Superintendent, Secondary Education

Mission Statement

Lodi Unified School District will provide the best education for all students to be successful in life.

District Vision

Lodi Unified School District, in partnership with our community, provides a world class student-centered safe learning environment that cultivates character, fosters academic excellence, embraces diversity, and empowers all students to achieve their full potential.

District Goals

- Prepare students with the integrity and skills required to adapt and succeed as responsible citizens in an ever-changing world.
- Be the employer of choice for highly qualified and creative people who reflect, value, and celebrate the rich diversity of the district.
- Provide curriculum and instruction that educates, challenges, and inspires all students.
- Create and support a school environment in which all students, staff, and parents feel safe, secure and valued.
- Ensure all students read at grade level by the end of third grade and maintain strong literacy skills throughout their educational career.
- Support a broad course of study that offers students the opportunity to develop and enhance interests, talents, and skills in core academic, career preparation, and elective fields.

Adopted by the Board of Education December 4, 2018

Schools...

Elementary Schools	
Ansel Adams	9275 Glacier Point Dr., Stkn. 95212
Beckman	2201 Scarborough Dr., Lodi, 95240
Clairmont	8282 Lemans Ave., Stkn. 95210
Clyde Needham	420 S. Pleasant Ave., Lodi 95240
Creekside	2515 Estate Dr., Stkn. 95209
Davis	5224 Morada Ln., Stkn. 95212
Elkhorn (4-8)	10505 N. Davis Rd., Stkn. 95209
Ellerth E. Larson	2375 Giannoni Way, Lodi 95242
Erma B. Reese	1800 W. Elm St., Lodi 95242
George L. Mosher	3220 Buddy Holly Dr., Stkn. 95212
George Washington	831 W. Lockeford St., Lodi 95240
Heritage	509 E. Eden St., Lodi 95240
Houston (K-8)	4600 Acampo Rd., Acampo 95220
Joe Serna, Jr. Charter	4600 Acampo Rd., Acampo 95220
John Muir	2303 Whistler Way, Stkn. 95209
Julia Morgan	3777 A. G. Spanos Blvd., Stkn. 95209
Lakewood	1100 N. Ham Ln., Lodi 95240
Lawrence	721 Calaveras St., Lodi 95240
Leroy Nichols	1301 S. Crescent Ave., Lodi 95240
Live Oak	5099 E. Bear Creek Rd., Lodi 95240
Lockeford (K-8)	19456 N. Tully Rd., Lockeford 95237
Lois E. Borchardt	375 Culbertson Dr., Lodi 95240
Manlio Silva	6250 Scott Creek Dr., Stkn. 95219
Oakwood	1315 Woodcreek Way, Stkn. 95209
Parklane	8405 Tam O'Shanter Dr., Stkn. 95210
Podesta Ranch	9950 Windmill Park Dr., Stkn. 95209
Sutherland	550 Spring River Cr., Stkn. 95210
Victor	17670 N. Bruella Rd., Victor 95253
Vinewood	1600 W. Tokay St., Lodi 95242
Wagner-Holt	8778 Brattle Pl., Stkn., 95209
Westwood	9444 Caywood Dr., Stkn. 95210
Woodbridge	1290 Lilac St., Lodi 95242

Middle Schools	
Christa McAuliffe	3880 Iron Canyon Cr, Stkn. 95209
Delta Sierra	2255 Wagner Heights Rd., Stkn. 95209
Henderson	13451 N. Extension Rd., Lodi 95242
Lodi Middle	945 S. Ham Ln., Lodi 95240
Millswood Middle	233 N. Mills Ave., Lodi 95242
Morada Middle	5001 E. Eastview Dr., Stkn. 95212

High Schools	
Bear Creek	10555 Thornton Rd., Stkn. 95209
Liberty	660 W. Walnut St., Lodi 95240
Lodi High	3 S. Pacific Ave., Lodi 95242
Middle College	5151 Pacific Ave., Stkn. 95207
Plaza Robles	9434 Thornton Rd., Stkn. 95209
Ronald E. McNair	9550 Robert E. McNair Wy., Stkn. 95210
Tokay High	1111 Century Blvd., Lodi 95240

Other Schools	
Adult Education	542 E. Pine St., Lodi 95240
Lincoln Tech Academy	542 E. Pine St., Lodi 95240
Lodi Career Ed.	421 S. Pleasant St., Lodi 95240
Horizon School	9434 Thornton Rd., Stkn. 95209
Sutherland/LOC	550 Spring River Cr., Stkn. 95210
Valley Robotics Academy	13451 N. Extension Rd., Lodi 95242
Walter J. Katnich	13451 N. Extension Rd., Lodi 95242

Early Intervention/Child Development	
Preschool Services	701 Calaveras St., Lodi 95240

LUSD Alternative Learning Center	
Independence	13451 N. Extension Rd., Lodi 95242

Special Education	
Dorothy Mahin	5080 Armstrong Rd., Lodi 95240
Needham West	421 S. Pleasant Ave., Lodi 95240
Turner Academy	13520 E. Live Oak Rd., Lodi 95240

School Rules...

ATTENDANCE/ABSENCES

The Board of Education believes that regular attendance plays a key role in the success a student achieves in school. Maximum classroom attendance and participation are essential to the student's achievement and success. The Board of Education encourages parents/guardians to schedule student's non-school activities and vacations during non-instructional time. The Board of Education recognizes its responsibility under the law to ensure that students attend school on a regular basis. Parents/guardians of children between the ages of six and eighteen are obligated to send their children to school unless otherwise provided by law.

Residency Retention for Migratory Children (Ed. Code 48204.7)

In accordance with State law, the District permits a pupil who is a migratory child, to continue attending their school of origin or a school within the school district of origin, regardless of any change of residence of the pupil.

Absences for Personal Reasons (Ed. Code §48205)

Absences for justifiable personal reasons, as determined by Board policy, shall be excused. Such reasons shall include, but are not limited to, an appearance in court, or an employment conference when the parent/guardian has requested this absence in writing to the school principal and it is

approved. Students absent for these reasons shall be allowed to complete all assignments and tests that can reasonably be provided.

Home/Hospital-Bound Students (Ed. Code §48206.3-48208)

Students who are expected to be unable to attend school due to serious injury or illness for a period of two weeks or more may apply for home instruction. A physician must verify each student's condition. Students with mental health conditions must present authorization from a physician and a treatment plan from their therapist. A student with a temporary physical, mental or emotional disability, who is hospitalized or receiving care in a residential health facility, excluding state hospitals, may receive individual instruction from the school district in which the facility is located. Home instruction applications are available in the school office.

Responsibility lies with the parent/guardian to notify the school district regarding the student's presence in the district.

Confidential Medical Services (Ed. Code §46010.1)

By law, a student may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian. Otherwise, it is the practice of Lodi Unified School District (LUSD) not to release students without parental consent.

Observation of Religious Holidays (Ed. Code §48205; District Policy 5113)

The Board of Education shall allow students to be absent for the observance of a holiday or ceremony of his/her religion or attendance at religious retreats. Such absences shall be considered excused, subject to administrative regulations. Upon written request by a student's parent/guardian and with the principal's or designee's approval, a student may be excused from school for up to four (4) hours per semester in order to attend a religious retreat.

BEHAVIOR AND DISCIPLINE **School Rules and Discipline**

School rules are intended to protect the rights of all students and to promote a safe learning environment. Students are accountable for their behavior during school and school activities, as well on their way to and from school and school activities. Students are expected to follow school rules and the directions of all school staff. From the beginning to the end of the class, students must be free to learn. Students are expected to show respect for all school staff and for other students at all times. Students are required to come to class prepared to work and to stay on task for the class period.

Additionally, students must comply with the classroom rules as described by each teacher.

When a student displays disruptive behavior in the classroom, the teacher will first work with the student to alter that behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to other school authorities, administrators or counselors for appropriate discipline or corrective measures.

The school will notify parents, who will be expected to aid in correcting the behavior.

In general, students **may not**:

- have any weapon or dangerous object;
- have or sell drugs or drug paraphernalia, tobacco, alcohol or other controlled substances;
- fight, harm, threaten, harass, bully, or intimidate anyone;
- damage or take property of others;
- defy school authorities;
- leave campus without permission;
- falsify documents;
- disrupt a class or school activity;
- participate in any gambling activity;
- skip school or be late to class.

Students are required to meet academic and citizenship standards in order to participate in extracurricular activities.

A copy of school rules and discipline policies is available to parents at each school. If a student's behavior violates school rules, the school may make recommendations, including:

- counseling;

- a parent conference;
- evaluation for placement in another school or program;
- a written contract describing conditions for improvement;
- referral to a community or law enforcement agency;
- discipline, which may include: restriction from participation in school activities, including recess and graduation /promotion; detention; Friday/Saturday School (students bring school work to do); removal from class and assignment to another school program; suspension; and expulsion.

Student Conduct Code

The District has developed a Student Conduct Code, which more specifically lists the grounds for discipline and the range of consequences that may be imposed. This Student Conduct Code is annually reviewed by district staff and is available to all parents and students each school year.

When a student has been involved in one fight or the second fight of a high school career, the administration shall initiate significant interventions by inviting parents and student to a school conference to review and sign the No Fighting Contract, referring the student to conflict management and/or counseling, etc.

A student who is in possession or under the influence of a controlled substance, alcohol or tobacco may

be automatically placed for 45 school days on social probation as stated in Policy/Rule 6145 – Extra-Curricular, Co-Curricular Activities. A student placed on a No Fighting Contract may also be automatically placed on a 45 school day social probation.

A student who physically blocks school staff from breaking up a fight, fails to disperse when directed by staff to do so, runs to observe a fight, crowds around a fight or interferes with any safety procedures at the scene of a fight MAY be recommended for expulsion if the principal finds that other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or that due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

Suspension and Due Process (*Ed. Code §48900; District Policy 5144.1*)

Suspension is temporary removal of a pupil from regular classroom instruction or from school by a teacher or administrator for adjustment purposes. Pupils may be suspended from school in accordance with law for a limited period of time in an effort to correct behavior. The grounds for suspension shall be those specified in Ed. Code 48900, and no others.

In accordance with the positive concept of discipline in this district, the suspension of pupils is to be educational in nature and for the purpose of improving the pupil's adjustment and achievement in school. It should

usually be imposed only when other means of correction fail to bring about proper conduct.

Students have the right to due process of law. Parents have the right to appeal. The Board of Education wishes to provide all of the protection implicit in due process, and if after exhaustion of all administrative appeals, the Superintendent or Superintendent's designee upholds the suspension by the Principal, there will be no further appeal.

The Superintendent shall develop regulations for the use and control of pupil suspension, which shall be in compliance with Ed. Code Sections 48900-48925.

Expulsion

(Ed. Code §48900; District Policy 5144.1)

Expulsion is removal of a pupil from the immediate supervision and control or the general supervision of school personnel. Expulsion is action taken by the Board of Education for severe or prolonged breaches of discipline by a pupil. Expulsion, except for single acts of a grave nature, is usually reserved for application where there is a history of misconduct and where other forms of discipline, including suspension, have failed.

The grounds for expulsion shall be those specified in Ed. Code Section 48900 and no others.

In accordance with the CA Ed. Code, students will be expelled for committing serious crimes that are related to school attendance or activities. The Superintendent

shall develop regulations for pupil expulsion that shall be in compliance with Ed. Code Sections 48900-48925.

Truancy

(District Policy 5113)

LUSD shall participate in a county School Attendance Review Board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems.

Possession of Weapons/ Dangerous Objects

(20 USC 7151; Ed. Code §48900 & 48915; 49050-51)

State and federal laws require expulsion for not less than one year of any student who is determined to have brought a firearm to school or to have possessed a firearm at school. Students in possession of any knife, explosive or other dangerous object will be suspended and possibly recommended for expulsion. State law mandates expulsion for students who knowingly possess a firearm or brandish a knife to another person. At the secondary level, the Board of Education has authorized a metal detector scanning and extended search program to deter the presence of weapons and other dangerous devices. Such searches will take place at school or school related activities such as:

- a. Upon entrance into the campus or school buildings.
- b. Upon entrance into a special event or athletic contest.

- c. Upon reasonable suspicion that a student or individual is in possession of a weapon or dangerous device.

Use of Tobacco Products

(Ed. Code §48901)

The district prohibits the use of tobacco products at all times on District property and in District vehicles. This applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the District.

Controlled Substances

(Ed. Code §48900-48924; District Policy 5131.6)

All cases of possession and/or use of controlled substances or alcohol on school premises, or during school related activities, shall result in suspension procedures. Pupils found selling controlled substances will be recommended for expulsion.

If You Use, You Lose

(Ed. Code §48902)

School authorities are required to refer students suspended for drug/alcohol offenses to law enforcement. A student convicted in juvenile court of drug/alcohol offenses may either lose his or her driver's license for one year or have his or her driving privilege delayed for one year.

Teacher Notification

(Ed. Code §49079)

The California Education Code requires school administrators to notify teachers of any student who has been suspended or expelled for any reason except tobacco use during the current or prior three years.

Parental Class Attendance (Ed. Code §48900.1)

The law allows teachers who suspend a student for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities and/or defiance of school authorities to request the pupil's parent or guardian to attend the class(es) from which the student was suspended.

FREEDOM FROM DISCRIMINATION

Anti-discrimination, Anti-harassment, Anti-bullying, and Suicide Prevention (Ed. Code §231.5, §221.8 District Policy/Rule 5145.3)

The Lodi Unified School posts specific information in a prominent location on the District's website in a manner that is easily accessible to parents/guardians and students.

The links can be found at:
<https://www.lodiusd.net>

<https://www.lodiusd.net/board-of-education/board-policies>

The linked information includes:

- The District's policy on student suicide prevention: *BP/BR 5141.2*
- The District's definition of harassment and

discrimination based on sex: *BR/BR 5145.7*

- Student's Title IX rights: <https://www.lodiusd.net/district/educational-services/secondary-education/positive-school-climate>
- A link to CDE's Title IX website: <https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>
- The District's student sexual harassment policy: *BP/BR 5145.7*
- The District's hate violence prevention policy: *BP/BR 5137.1*
BP/BR 5145.9
- The District's anti-discrimination, anti-harassment policy: *BP/BR 5145.3*
- The District's policies and procedures on preventing bullying and cyberbullying: *BO/BR 5131.3*
- A section on social medial bullying with references to all of the following possible forums for social media bullying:
 - Websites with free registration and ease of registration: *Mylo!*
 - Websites offering peer-to-peer instant messaging: *GroupMe*
Kik Messenger
WhatsApp

Discord

- Websites offering comment forums or sections:
Snapchat
Whisper
Monkey
MeetMe
Omegele
Yubo
Amino
- Websites offering image or video platforms:
Instagram
Tik Tok
Tumblr
Twitter
Housepart
Live.me
YouNow
Snapchat
- A link to the CDE's state-wide anti-discrimination, anti-harassment and anti-bullying resources:

CDE Anti-Bullying:
<https://www.cde.ca.gov/ls/ss/se/bullyres.asp>
CDE Equal Opportunity & Access:
<https://www.cde.ca.gov/re/di/eo/>

Transgender Nondiscrimination Policy (Board Policy/Rule 5145.3)

The district will uphold the rights of transgender students by allowing transgender students to participate in sex-segregated school programs or activities based on their gender identification. The district will not notify parents of individual instances of transgender students participating in a program or activity.

Parents may inform the school if they feel such participation would be against their student's religious beliefs and/or practices or a violation of his/her privacy. A determination of how best to accommodate the student will be made.

STUDENT PROPERTY

LUSD is not responsible for the loss, through acts of vandalism or theft, of students' personal property stored in lockers or vehicles left at the school site. This includes but is not limited to personal equipment, bicycles, backpacks, helmets, and skateboards. Some campuses have video cameras for the purpose of detection and investigation.

Radios, boom boxes, iPods, iPads, eReaders, tablets, smart phones, Cellular phones, other technological devices, and other items of a disruptive nature, are not allowed. These items are subject to confiscation and may be held until a parent or guardian picks up the confiscated item or until the end of the year.

HOMEWORK

Homework is an important part of the students' educational program. Homework practices are encouraged at all grade levels to fit the needs of the student. Homework policies are available from each school. Check with your school to see if they have a homework hotline. Support and encouragement from parents and guardians helps students succeed. Encourage your student to understand homework assignments before leaving school.

These guidelines may help you help your student:

- Make homework and studying a priority, and praise good homework habits.
- Help your student solve problems.
- Take an active interest in your students' work.
- Keep in touch with the teacher and/or principal.
- Provide a quiet place with good light for students to do homework.

TEXTBOOKS

Parental liability (Ed. Code §48904)

Textbooks issued to students are the property of LUSD. All textbooks must be kept clean and handled carefully. Students will be required to pay for damaged or lost textbooks. The District may withhold the grades, diplomas, participation in graduation ceremonies or transcripts of students responsible for damage or loss of books or other property until the student or his/her parents or guardians have paid for the damages or loss.

STUDENT WELLNESS

Physical Activity and Nutrition Policy (District Policy 5030)

School Wellness Policy, Section 204 of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 mandates that all local educational agencies participating in a federal meal reimbursement program establish a Local School

Wellness Policy that, at a minimum:

- Includes goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.
- Includes nutrition guidelines for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity.
- Establishes a plan for measuring implementation of the wellness policy.

HEALTH

Immunization Requirements (Health & Safety Code §120335; District Policy 5141.31)

State law requires that for unconditional admission to school, all pupils under 18 shall be fully immunized according to requirements of the State Department of Health Services.

Admission to kindergarten requires protection against measles/mumps/rubella (MMR), diphtheria/tetanus/pertussis (whooping cough) (DTP, DTaP, or Tdap), polio, Hepatitis B, and Varicella (chicken pox).

All students entering into 7th grade (only) will need proof of a Tdap shot to start school.

All other entering pupils must be up to date with immunization according to district policy and the schedule provided by the State

Department of Health Services. Students may be exempted only for medical reasons outlined in SB 277.

A medical exemption requires a written statement from a licensed physician, including the specific nature and probable duration of medical condition and circumstances. In the event of an outbreak of a disease for which the child has **not** been immunized, he or she will be excluded from school for the period of communicability. Pupils who do not comply with the requirements shall be excluded from school. If you have questions about your child's immunization record and/or admission status, please contact your child's school.

Health Examination Requirements

(Health & Safety Code §124085)

State law requires parents of first grade students, upon enrollment, to provide a certificate of health examination or sign a waiver for a health examination. The health examination may be given up to 18 (eighteen) months before entering first grade. Parents are encouraged to obtain the health examination during their child's kindergarten year. Kindergarteners are required to have an "oral health exam" by a dentist.

Eyesight

(Ed. Code §49455)

Visual acuity screening is done with parent/guardian permission upon first enrollment and at least every third year thereafter until the student has completed the 8th grade. The evaluation may be

waived upon presentation of an appropriate certificate from a physician or optometrist. School nurses also administer color vision tests once to male students.

Physical Examination Refusal

(Ed. Code §49451)

A parent or guardian may file annually with the school principal a statement noting that he/she will not consent to a physical examination of his/her child. However, if there is good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and not permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

Medication

(Ed. Code §49423, §49423.1)

Prescribed medication and over the counter medication may be given to your child at school or your child may self-medicate provided that:

1. It is prescribed by a physician (or other medical professional allowed by law) with detailed instructions and has the physician's signature; and
2. Current written request by the parent/guardian is on file. You may request an Administration of Medication form from your school site. You are required to bring your child's medication to his/her school of attendance.

Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a qualified medical professional may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements, including a written statement from the medical professional detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, the school district shall obtain both a written statement from a qualified medical professional detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any

questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

The District will accept a written statement provided by a physician or surgeon relating to a pupil carrying and self-administering inhaled asthma medication, from a physician or surgeon who is contracted with a prepaid health plan operating lawfully under the laws of Mexico that is licensed as a health care service plan in this state. The written statement must be provided in both English and Spanish and to include the name and contact information for the physician or surgeon. Statement from such a physician or surgeon.

Continuing Program of Medication (Ed. Code §49480)

State law requires that parents/guardians notify the school when their child is on continuing medication for a non-episodic condition (such as asthma, hay fever, hyperactivity, diabetes, or epilepsy).

Medical and Hospital Services (Ed. Code §49472)

Special voluntary medical insurance is available which will cover pupils injured at school, at school-sponsored events, or while being transported. The school

district does not maintain coverage for individual students.

Hearing (CAC Title 5, 2950-2951, Title 5, 3027)

Hearing screening is annually mandated for each pupil in kindergarten or 1st grade, 2nd, 5th, 8th and 10th or 11th grade. This is done with your permission upon first enrollment and at least every third year thereafter. The evaluation may be waived upon presentation of an appropriate certificate from a physician or audiometrist.

Contagious or Infectious Disease

A child may be sent home, if for a good reason, he or she is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

If a student has any of the problems described below, they must stay out of school until the symptoms have been completely gone for a minimum of 24 hours:

- Elevated temperature of 100 degrees or higher
- Vomiting
- Loose or runny bowel movements
- Coughing and/or sneezing in the extreme and has a nasal discharge of a yellow-green to green color
- Student has sores such as impetigo/ringworm that are open and oozing and the student will not tolerate having a bandage on for cover

Head Lice (Pediculosis)

(Ed. Code §48213; District Policy 5141.33)

The Board of Education believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. Therefore, students having evidence of this condition shall be excluded from school until they have been treated and determined to be free of live head lice.

Resuscitation Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the student's physician and an order from an appropriate court.

Your Rights and Responsibilities...

PARENTS RIGHTS

Under the Elementary Secondary Education Act (ESEA) (Section 111(h)(6)(a)), parents of students attending Title I schools may request and receive information on the professional qualifications of the student's classroom teachers and paraprofessionals. To request this information, please contact the site principal.

STUDENT RIGHTS

Students have rights, as do all citizens, under the Constitution, as well as state law and district policy. Their rights include:

- The right to be heard. Students are encouraged to voice constructive criticism through appropriate channels, such as student government, student advisory committees, school newspapers, administrators, teachers, counselors, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school. (Ed. Code §48907)
- The right to an education in a safe, clean environment.
- The right to full use of class time for receiving instruction and for learning.

- The right to fair, consistent and respectful treatment by staff members and other students.
- The right to a hearing before a penalty is imposed. When a student has been referred for some wrongdoing, that student should be afforded the opportunity to offer his or her version of the incident to school authorities.
- The right to seek redress of grievances through the district grievance procedure.

CONSENT PROCEDURES

Emergency Cards (Ed. Code §49408)

Your child's school must have information on file to assist them in contacting the appropriate persons in an emergency. Parents must fill in the cards completely on both sides, including all pertinent health information and telephone numbers to call in an emergency. Please fill out and return the cards to your child's school as soon as possible. If there is a change of address or phone number for any person listed on the card during the school year, please notify the school immediately. California law allows students to leave school to seek confidential medical services without parental consent.

Health Instruction Which Conflicts With Religious or Moral Beliefs (Ed. Code §51240-51246)

The education program in some classes at some grade levels may include instruction about health. If such instruction conflicts with your religious or moral beliefs, you may advise the principal of your school, in writing, not to include your child in this phase of the instructional program.

Students' Right to Refrain from Harmful or Destructive Use of Animals (Ed. Code §32255)

Students may, with written parental consent, ask to be excused from participation in activities they feel would constitute the harmful and destructive use of animals. If possible, the teacher will develop an alternate way for the student to obtain the same knowledge, information or experience.

Unsafe School Option; Students Right to Intradistrict Transfer (USC7912; Ed. Code §5116.1)

The Unsafe School Option states that any student attending a "persistently dangerous" school or who becomes a victim of a violent crime while in or on the school grounds must be allowed to attend a safe public elementary school or secondary school within the LEA.

Sex Education, Venereal Disease & HIV/AIDS

(Ed. Code §51550-51551 & 51820)

Family life education programs may be provided in grades Kindergarten through 12. Venereal disease instruction may be provided in grades 7 through 12, and instruction about AIDS may be provided in grades 6 through 12. If instruction about human reproductive organs and their functions, processes, and diseases is included in your child's class, you will be notified in advance, and have an opportunity to inspect, review and evaluate the written or audiovisual materials to be used. You will also be asked to inform the principal of your school in writing whether or not you wish your child to participate in this instruction.

Safe Arms for Newborns Law

(Health & Safety Code §1255.7; Penal Code §271.5)

Health and Safety Code 1255.7 and Penal Code 271.5 provide that a parent may voluntarily surrender physical custody of a minor child 72 hours old or younger at a hospital emergency room or other designated location without being subject to prosecution for a violation of certain crimes, such as child abandonment.

Parental Consent Requirements and the California Healthy Kids Survey (CHKS)

(Ed. Code §51938(b))

Effective January 1, 2004, districts have the option of administering the CHKS in grades 7 through 12 using either active or passive parental consent. However, the option for passive consent applies

only to grades 7 through 12; LEAs must continue to obtain written parental permission prior to administration of the required fifth grade module of the CHKS. Where prior written permission is not required, SB 71's provision for passive consent requires parental notification, opportunity for inspection, and the ability to opt their child out of participation.

FINANCIAL LIABILITY

Parents are responsible and financially liable for acts of vandalism by their children. Students known to be involved may be suspended and/or expelled and subject to criminal charges. In addition, the district may withhold a student's grades, diploma, participation in graduation ceremonies and transcript until restoration for fines, fees and damages is made.

Students may choose to participate in our meal programs but have a responsibility for all financial obligations. With the exception of students who are eligible to receive meals under the free/reduced meal program, students shall pay on a per-meal basis or submit payments in advance. Students and their parents/guardians shall be notified whenever their account has reached a negative balance by letter, phone and/or notices sent home. A student is allowed a maximum charge up to three lunches. A reimbursable courtesy meal with a choice of fruit, vegetable and milk may be provided by the cafeteria under certain circumstances of nonpayment for a full price meal.

LUSD Nutrition Service Department is not obligated to provide a free lunch to any student unless the student is eligible for the free/reduced meal program under the National School Lunch Program. New students, including kindergartners, are considered to be full price status until an application is approved. A new application must be filled out each year.

INFORMATION & RECORDS

Privacy and Access

(Ed. Code §460-4979, 49408; District Policy/Rule 5125)

Federal and state laws grant rights of privacy and access to students and to their parents. Absolute access to all personally identifiable written records maintained by the school district must be granted to:

- Parents/guardians of students younger than age 18, including the parent who is not the student's custodial parent
- An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records
- Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law

The following persons or agencies shall have access to those particular records that are

relevant to their legitimate educational interest or other legally authorized purpose:

- Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152
- Students who are age 16 or older or who have completed the 10th grade
- School officials and employees with a legitimate educational interest
- Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student
- Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer
- The Student Aid Commission, for the purpose of providing the grade point average (GPA) of all district students in grade 12 to the Cal Grant postsecondary financial

aid program, except when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA

- Federal, state and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.8
- Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program
- Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena
- Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition
- A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws
- Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards

to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701

- Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681
- Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district
- A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a
- An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school
- A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing

assistance to address the student's educational needs

- Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245
- Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency or organization that is permitted to receive such records.

Parents or eligible students may review their individual records by making a request to the principal. Requests should be made in

writing by the person(s) authorized to have access to the pupil record. Access will be provided not later than five (5) business days following the date of the request. The principal will see that explanations and interpretations are provided, if requested.

Parents or eligible students may seek to challenge any part of an individual record they believe is inaccurate or inappropriate. They may receive a copy of the records at a reasonable cost per page. District policies and procedures relating to types of records, directory information, persons and organizations permitted access to student information, and procedures to challenge records are available through the principal or from the district's Coordinator of Child Welfare & Attendance at (209) 331-7055.

When a student moves to a new district, records must be forwarded upon the request of the new school district. At the time of transfer to a California district, the parent (or eligible student) will be notified by the receiving school district and may review/receive a copy (at a reasonable fee) and/or challenge the records. If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Health and Human Services, Washington D.C. 20202.

Student Information *(District Policy/Rule 5125.1)*

Student directory information may be released, as permitted by law. This includes release to

organizations such as: the news media; law enforcement; military recruiters; colleges/universities; and companies that manufacture class rings, publish yearbooks or provide photographs. In addition, photographs of students may be taken occasionally by the news media and by the district for publicity including print and social media venues. Student information which is released may include the following:

- Name
- Grade level
- Address
- Telephone number
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent school attended

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the second week following the start of the school year.

No directory information of a student identified as a homeless child or youth as defined in 42 USC 11434a shall be released, unless the parent/guardian, or a student if he/she is 18 years old, has provided written consent that directory information may be released.

EQUAL ACCESS

Nondiscrimination/Harassment Policy

*(Federal Regulation Title IX;
District Policy/Rule 5145.3)*

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint. Inquiries regarding the equal

opportunity policies and the filing of grievances, or requests for copies of the district's grievance procedures, may be directed to: Positive School Climate Coordinator, Enrique Avalos, 1305 E. Vine Street, Lodi, CA 95240. <https://www.lodiUSD.net/district/educational-services/secondary-education/positive-school-climate>

LUSD recognizes its obligation to provide overall program accessibility throughout the district for disabled persons. Contact the Positive School Climate Coordinator, Enrique Avalos at (209) 331-7976 to obtain information about the existences and location of services, activities and facilities that are accessible to and useable by disabled persons.

Inquiries regarding federal laws and regulations concerning non-discrimination or the district's compliance may also be directed to: U.S. Department of Education Office for Civil Rights, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102 (415) 556-7000; TTY (415) 556-6806. https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Nondiscrimination Policy on Disability *(Rehabilitation Act §504)*

The Rehabilitation Act (Section 504) is a federal law that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The law defines a person with a disability as anyone who:

- Has a physical or mental impairment that substantially limits one or

more major life activity (these include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes, but is not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions);

- Has a record of such impairment; or
- Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, LUSD recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Rehabilitation Act, which include the responsibility to identify and evaluate students, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parents or guardians disagree with the determination made by the professional staff of the school district, there are specific steps identified as part of the appeal process, with the final

step being a hearing with an impartial hearing officer. If there are questions on these policies, please contact the district's Administrative Director of Special Services/SELPA at (209) 331-7061.

Uniform Complaint Procedure (UCP)

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

The Lodi Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Lodi Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (UCP) adopted by our local Board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult

education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, Federal Safety Planning Requirements, and as it relates to the Local Control Funding Formula (LCFF) and the Local Control and Accountability Plan (LCAP).

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

Name and/or title of Compliance Officer: Enrique Avalos,
Coordinator of Positive School Climate

Address: 1305 E. Vine Street, Lodi, CA 95240

Telephone: (209) 331-7976
<https://www.lodiusd.net/district/educational-services/secondary-education/positive-school-climate>

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

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the

receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680 – 4687 and in accordance with local procedures adopted under section 4621.

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

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

A copy of the Lodi Unified School District UCP policy and complaint procedures is attached to this document as Exhibit A and shall be available free of charge at the district office.

Uniform Complaint/Williams Settlement Procedures
(District Policy/Rule 1312.3/1312.4/3555)

Board Policies 1312.3 and 3555 contains information regarding the district's uniform complaint procedures (as required by Title 5 of the California Code of Regulations). The uniform complaint procedures have been adopted to ensure that the district complies with state and federal law in specific programs, including assurance that sufficient textbooks must be available to all students, and school facilities must be clean, safe, and in good repair, along with allegations of discrimination and sexual harassment.

The district's uniform complaint procedure describes the appeal and review processes. The Coordinator of Positive School Climate has been designated as the person who is responsible for receipt and processing of complaints, and following the guidelines of the Williams Act (SD550 & AB33301). Copies of the Uniform Complaint Form or Williams Complaint Form may be obtained at the school office, at the district office, or downloaded from the district's website at lodi.usd.net. You may also download a copy of the California Department of Education complaint form from the following website:

<http://www.cde.ca.gov/re/cp/uc>.

The person filing the complaint may pursue action in civil court or, in some instances, a complaint of discrimination with a federal civil rights agency. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly, equitably, and in a way that respects the privacy of all parties concerned.

STUDENT PROGRESS REPORTING

(District Policy 5124)

Student academic achievement and citizenship shall be evaluated, recorded, and reported to parents/guardians each marking period. The assessment of a student's achievement shall be used to determine immediate and future guidance, development and academic growth of the student. Students, parents/guardians and appropriate school personnel will be informed of the student's progress.

The first formal step in the reporting procedure is **Back-to-School-Night**. The purpose of this meeting is to introduce parents to: the teacher, class, and school rules, policies and procedures, school programs and personnel. Parents are given grade level student expectations at this meeting.

Elementary School Reporting

Quarterly report cards are a vehicle for teachers to communicate a student's academic performance to parents. All schools in California have been aligning teaching, learning, and assessments with the Common Core State Standards.

Academic performance levels will be reported in the areas of reading, writing, listening and speaking, English Language Development (for English Learners only), mathematics, social science, and science. Students will receive an academic performance level for each subject, which indicates achievement of the standards in that content area. Academic

performance level is reported in terms of:

1. Standard Not Met
2. Standard Nearly Met
3. Standard Met
4. Standard Exceeded

Our goal is that all students achieve a level of 3 or 4. Information about skills related to responsibility and issues of attendance are also included.

Individual parent conferences are used to report student progress to parents. During these conferences, tests and examples of student work and the student's report card are discussed, as well as each child's individual strengths, weaknesses and needs. There is time to develop a cooperative assistance plan for the child, discuss homework, minimum competencies, discipline issues, and answer parent questions and concerns. In addition, parents are encouraged to communicate with teachers through personal notes and/or telephone calls.

1st Reporting Period

Back-to-School-Night
Individual Parent Conferences
Student Report Card

2nd – 4th Reporting Periods

Parent conference if:

- ❖ Student is working below grade level.
- ❖ Quality of work is unsatisfactory.
- ❖ Student did not meet minimum competency criteria.

Middle School Reporting

Parents are encouraged to help students keep up to date by reviewing homework and checking progress reports, which are issued in the fifth week of each quarter. Approximately four weeks later, the final report card for that quarter will be mailed home. There are four progress reports and four report cards per school year.

High School Reporting

Report Cards are mailed home after each quarter. Progress reports are issued in the fifth week of each quarter to inform parents of student achievement.

LUSD Policy 5124 requires the parent to be notified each marking period whenever it becomes evident to the teacher that the pupil is in danger of failing a course. This notification shall be made via a progress report, phone conference, in person conference, or a written report.

Parents may also request an interim progress report any time during the quarter by contacting their student's counselor.

Promotion & Retention

(District Rule 5123)

District-wide promotion and retention criteria have been implemented. Promotion to the next grade requires:

Proficiency in reading, English Language Arts and mathematics. Proficiency at each grade level shall be based on district-wide criteria.

Students at risk of retention will be identified through multiple measures and referred for

interventions to assist them in successfully meeting academic standards. Students who are not meeting standards are at risk of being retained and parents will be notified of that possibility.

In grades 1-8, the retention criteria focuses on students meeting academic standards. Proficiency in reading, English Language Arts, and mathematics shall be the basis for identifying students at risk of being retained. Proficiency at each grade level shall be based on district-wide criteria. If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention, per Board Rule 5123.

Students in grades 9-12 must meet high school credit and other requirements to progress.

STUDENT ASSESSMENTS

Throughout the school year, students at all grade levels take a variety of district assessments. The results of these assessments are used to help teachers and administrators plan a student's educational program and assist parents in understanding how their student is progressing and performing in school. Additional assessment information is available from the district's

Coordinator of Assessment, Research, and Evaluation at (209) 331-7024.

Results from district and state assessments are used to report individual student progress to parents, evaluate program effectiveness, and as part of the district's multiple measures process. Results from the annual state assessments (CAASPP, ELPAC, and PFT) are made available to parents and an electronic copy is kept at the district level.

California Assessment of Student Performance and Progress (CAASPP)

The CAASPP program, administered annually, was authorized in 2013 by state law (Assembly Bill 484). The purpose of the CAASPP program is to help measure how well students are both learning and applying academic skills. Students in grades 3-8, and 11 will participate in the CAASPP program unless their parents submit a written request for exemption through the school, per Education Code sections 60615 and 60640. Students whose special education Individual Education Plan (IEP) or Section 504 Plan - state a need, will receive accommodations and accessibility supports as listed in these documents.

Smarter Balanced Assessments (SBA)

All students in grades 3-8 and 11 will take the SBA English Language Arts and Mathematics Tests, which are aligned to the Common Core State Standards. These assessments will be administered

to students online utilizing technology provided by school sites. Included in these assessments will be performance based items requiring higher level thinking skills. Students' scores are reported in one of four performance levels: Standard Not Met, Standard Nearly Met, Standard Met, or Standard Exceeded. The state's goal is for all students to score in the Standard Met level.

California Science Test (CAST)

These new, online assessments were developed specifically for California public schools and are aligned with state adopted standards in science. All students in grades 5, 8 and 11 will participate in this assessment, as well as any grade 12 student not previously tested in High School. Students' scores are reported in one of four performance levels: Standard Not Met, Standard Nearly Met, Standard Met, or Standard Exceeded. The state's goal is for all students to score in the Standard Met level.

California Alternate Assessment (CAA)

Students with severe cognitive disabilities who are unable to take the SBA or CAST, even with accommodations or accessibility supports, when determined appropriate by an Individualized Education Plan (IEP), will participate in the CAA. The CAA assessments will be administered to students online, in a one-on-one setting, utilizing technology provided by school sites. Students are assessed in English Language Arts and Mathematics in grades 3-8 and 11, as well as science in

grades 5, 8 and 11, as well as any grade 12 students not previously tested in High School.

English Language Proficiency Assessments for California (ELPAC)

ELPAC is a state test administered to students whose primary language is not English, as identified on the Home Language Survey. The ELPAC Initial Assessment is used to measure English Language Proficiency for newly enrolled students in the areas of listening, speaking, reading, and writing. Annually, students will be administered the ELPAC Summative Assessment, in the spring. This assessment will measure student progress in the same areas as the ELPAC Initial Assessment. ELPAC performance will be used as one criterion for reclassification.

Physical Fitness Test (PFT)

The Physical Fitness Test is administered annually to students in grades 5, 7, and 9 between February and May. The test used for the PFT is the FITNESSGRAM, which is designated for this purpose by the State Board of Education. The FITNESSGRAM is a comprehensive test that assesses three broad components of fitness: 1) aerobic capacity 2) body composition and 3) muscular strength, endurance, and flexibility.

SPECIAL EDUCATION

Referral & Assessment (Ed. Code §56301-56303 & 56321)

The district has special education programs for any eligible child with special needs, from birth to

age 22. Anyone in the community who knows of any child with exceptional needs should call the Special Education Department at (209) 331-7080. The department will seek to determine if the district can be of service to the child. Parents of such children should consult the principal or resource specialist at the child's school of residence about special education and the referral process. A pupil shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized.

Other Rights and Protections:

The district provides specific rights and protections to students with disabilities and their parents. These rights and protections may modify or extend rights and procedures stated in this handbook. Parents of students with disabilities receive a copy of the Notice of Procedure Safeguards at least annually from their student's special education teacher or specialist. Parents may request a copy of the Notice of Procedural Safeguards at any time by calling the Special Education Office at 209-331-7080.

TECHNOLOGY

Important Information Regarding Student Use of Technology (Ed. Code §6163.4)

Students in Lodi Unified will be using a variety of technological devices and programs to help them learn subject material, prepare them for college and careers, and extend learning beyond the classroom. The

district's *Student Use of Technology Policy* contains pertinent information regarding your child's use of district computers, other devices, and associated networks, as well as devices brought from home for school use. Please take time to read this information carefully and discuss it with your child. The policy can be found at the following site – www.lodiUSD.net, Board of Education (left side), Policy/Exhibit 6163.4(a).

Your child will have access to the vast educational resources of the Internet and other tools to enhance and extend learning. Through the Internet, a vast amount of resources are available for research and other learning activities in all grades. In addition, LUSD will provide access to email for student use through Google Mail (Gmail), which will only allow students to communicate to members of the LUSD groups. There is no communication by students with people outside of Lodi Unified students or staff. This system is widely used by teachers to create groups for class projects and to provide a safe communication environment.

Technology is an essential learning tool and we appreciate your assistance in ensuring that our students utilize it appropriately. Misuse of these resources may result in disciplinary action. Please remember that work completed on district equipment is neither private nor protected. The use of the Internet and email from the district system does not create any expectation of privacy. The district reserves the right to search any information sent, received, or

stored in any format. Once again, thank you for your assistance in helping the district keep students safe as they access a vast array of electronic educational resources.

HIGH SCHOOL INFORMATION

Notice of the availability of state funds for costs of advanced placement examination fees

The State of California will use federal funds (subject to funding availability) to pay a portion of the examination fee for income-eligible public school students. Students who qualify for the Federal Free and/or Reduced Price Meal program are eligible for the estimated \$29 College Board fee reduction. For income-eligible students, the State of California will pay up to an estimated \$35 per AP exam, depending on availability of federal funds. Please contact the California Department of Education (CDE) for information about the availability of federal funds.

Career Technical Education Options

Hundreds of thousands of California's young people get their start each year in exciting and rewarding careers through secondary Career Technical Education (CTE) courses. Whether students plan to further their education in community colleges, technical schools, or four-year colleges and universities, receive on-the-job training, or pursue careers in the military, secondary CTE can be the first step in a pathway toward productive employment and citizenship. CTE

provides students with an opportunity to explore and/or develop a career. Courses offered provide career/technical skills training and/or on-the-job training with work-based learning.

Students must be 16 years old or enrolled in the 11th or 12th grades to be eligible for enrollment in CTE. Classes are generally two periods long. Job skills and successful work habits, including regular attendance, are emphasized. Students can earn up to 20 credits per year.

Internet Address Where Students Can Learn More About Career Technical Education

The internet address that can be accessed for more information about Career Technical Education is:

<http://www.cde.ca.gov/ci/ct/sf/ct/emcstandards.asp>.

High School Students Should Meet With Their School Counselors Before They Enroll in Courses

School Counselors work closely with students to provide a supportive, effective, and safe environment in which all students can succeed. Students and families are encouraged to contact their school counseling office. Telephone numbers and email addresses can be located in the school handbook/planner which is given to each student at the beginning of each school year or on the school website.

Students may meet with a school counselor at their school to discuss college admission

requirements and/or enroll in career technical education courses. Appointments with the school counselor are available throughout the school day. Students are highly encouraged to enroll in A-G courses that prepare them for college or university admission.

CONTINUING EDUCATION

College Admission Requirements

Upon entrance to high school and each year thereafter, students should consult with their school counselor to select their classes for the following year. Students will review graduation requirements as well as college admission requirements. All information is listed in the High School Course Catalog which is given to each student each year.

University of California and California State University Contact Information

Each of the four comprehensive high schools have Career Centers. In the Career Centers, all of the current University of California and California State University information is available. In the two Continuation High Schools and in the Adult Education School, current information about University of California and California State Universities can be found with the school counselor. Each of the high schools have information about the websites and the admission requirements for these universities.

PRESCHOOL PROGRAMS

Lodi Unified School District operates numerous preschool classrooms (Head Start & State Preschool) on a number of campuses throughout the district.

These programs are funded with grant funding and have eligibility requirements including an income limit based on the number of people in the family. These classes serve 3 and 4 year old children five days per week for 3, 3.5 or 6 hours daily, depending on the funding source. With a few exceptions, these preschools follow the district's Modified Traditional calendar. Both Head Start and State Preschool programs have a strong focus on family engagement and parent participation in the classrooms. There is also a home visiting component in both programs. All classrooms are licensed by the Department of Social Services. For more information or a Waiting List Application, please call the School Readiness and Preschool Department at 331-7252.

Exhibit A

LODI UNIFIED SCHOOL DISTRICT ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) 2018-2019

**For Pupils, Employees, Parents/Guardians, School and District Advisory Committee Members, Private School Officials,
and Other Interested Parties,**

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

The Lodi Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control Accountability Plan (LCAP).

The Lodi Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics set forth in Penal Code section 422.5 or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity by the Lodi Unified, which is funded directly by, or that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Education Content
- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- Economic Impact Aid
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plan (including Charter Schools as described in EC 47606.5 and 47607.3)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco – Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.

2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A complaint of noncompliance with laws relating to pupil fees may be filed no later than one year from the date the alleged violation occurred pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

Lodi Unified shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than complaints relating to pupil fees or LCAP must be filed in writing with the following compliance officer:

Enrique Avalos, Coordinator, Positive School Climate
1305 E. Vine St.
Lodi, CA 95240
(209) 331-7976 FAX (209) 331-7981

Complaints of noncompliance with laws relating to pupil fees or LCAP are filed with a principal of a school. A complaint regarding pupil fees or LCAP may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees or LCAP.

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

Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan.

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

The complainant has a right to appeal the LEA's Decision of complaints regarding specific programs, pupil fees, and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

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

A copy of the Lodi Unified School District's UCP policy and complaint procedures shall be available free of charge.