



2020-21

Newark Unified School District
www.newarkunified.org

STUDENT & PARENT/GUARDIAN HANDBOOK

SUPERINTENDENT'S LETTER

Welcome!

Newark Unified School District is committed to the success of all of our students. Our purpose is to improve student learning. We believe that is possible when school and home work together.

The purpose of the *Student & Parent/Guardian Handbook* is to communicate the procedures and policies of Newark Unified School District which will help support your student's educational goals and provide you with information to support your student's success.

I want to encourage you to be involved in your student's education and to contact the school with your questions.

Here are some practical ways to get involved and stay informed:

- Please read and encourage your students to read daily
- Carefully check your student's progress report and report card
- Request a conference with teachers as needed
- Contact a school administrator if you have questions about policies or practices
- Regularly access your school and district information at <http://www.newarkunified.org/>
- Be very engaged in your student's activities in an out of the home, and on social media.
- Be involved, even online and virtual!

Finally, thank you for partnering with us to ensure the educational success of our children. It's an honor and a privilege to serve the Newark community!

Sincerely,



Dr. Mark Triplett
Superintendent, Newark Unified School District

TABLE OF CONTENTS

SUPERINTENDENT'S LETTER	1
TABLE OF CONTENTS	2
A NOTE ON THIS HANDBOOK	7
QUICK REFERENCE	8
Contact Information	8
2020–21 School Year Important Dates	9
2020–21 NUSD School Calendar	10
ABOUT NEWARK UNIFIED SCHOOL DISTRICT	11
Mission Statement	11
Vision Statement	11
Newark Unified School District Board of Education	11
Board Members	11
Meetings of the Board of Education	11
Office of the Superintendent	12
Board–Adopted Strategic Imperatives	12
Guiding Documents for Newark Unified School District	12
Board Policies, Administrative Regulations, Exhibits, Board Bylaws	12
Local Control and Accountability Pla (LCAP)	13
Single Plan for Student Achievement (SPSA)	13
School Accountability Report Card (SARC)	14
District Budget	14
STEAM Education	14
STEAM Policy Resolution	15
NOTICES TO STUDENTS AND PARENTS/GUARDIANS	16
Education is a Right	16
Nondiscrimination in District Programs and Activities	16
NUSD's Commitment to Nondiscrimination	16
Immigration Status	17
Know Your Educational Rights	17
Nondiscrimination/Harassment	18
Bullying	18
Reporting	18
Discipline	19
Privacy Rights	19
Requesting Information About Beliefs and Practices	19
Exceptions to Collection of Personal Information	19
Physical Examinations	20
Surveillance in Public Areas	20
Locations	20
Ownership, Storage, Use and Access of Images	20

Law Enforcement	20
Transgender and Gender–Nonconforming Students	21
Uniform Complaint Procedures	21
Non–UCP Complaints	23
Filing of Complaints	23
UCP Compliance Officer	24
Investigation of Complaint	24
Report of Findings	24
Final Written Decision	24
Appeals	25
Williams Uniform Complaint Procedures	25
Filing of Complaint	25
Investigation and Response	26
STUDENT, PARENT/GUARDIAN RIGHTS & RESPONSIBILITIES	27
Student Responsibilities	27
Parent/Guardian Rights and Responsibilities	27
Parent/Guardian Liability	28
Parent/Guardian Involvement Policies	28
Volunteer Policy	28
Volunteer Application Procedure	29
Care and Return of Instructional Materials	29
Withholding of Grades, Diplomas, or Transcripts	29
Freedom of Speech	30
Dress Code	30
Student Use of Technology: Acceptable Use Agreement	30
District Technology	31
Student Obligations and Responsibilities	31
Privacy	31
Personally Owned Devices	31
Reporting	31
Consequences for Violation	32
Acknowledgment	32
Cell Phones and Other Electronic Signaling Devices	32
Student Use Of Bicycles	33
Absences for Confidential Medical Services	33
Dissecting, Harming or Destroying Animals	33
Code of Conduct for District Employees	33
Sexual Harassment Policy	34
Reporting	34
Confidentiality	35
Response Pending Investigation	35
Compliance Officer	35
Disciplinary Actions	35
Alcohol, Tobacco, Drug Use	35
Search And Seizure	36
Searches	36
Use of Metal Detectors	36

Use of Contraband Detection Dogs	36
Interview and/or Arrest of Student at School	36
Foster Youth Student Rights	37
Homeless Student Rights	37
Enrollment for Homeless Students	38
Transportation	38
Transfer of Coursework and Credits	38
Applicability of Graduations Requirements	39
Accident Insurance Coverage for Students	39
Megan's Law Notification	39
Rights	39
Referral	40
Initial Evaluation	40
Parent/Guardian Consent for Evaluations	41
Every Student Succeeds Act	41
STUDENT RECORDS & DIRECTORY INFORMATION	42
Student Records	42
Changes to the Student Records	42
Retention and Destruction of Student Records	42
Access to Student Records	42
Procedures for Access	43
Duplication of Student Records	43
Transfer of Student Records	43
Challenging Student Records	44
Photographs	44
Directory Information	44
Release of Directory Information	44
Withholding Directory Information	45
Federal Race and Ethnicity Data Collection Reporting	45
ENROLLMENT	46
District Residency	46
Failure to Verify Residency	46
Safe at Home/Confidential Address Programs	46
Minimum Age of Admission to Kindergarten & Transitional Kindergarten	46
Enrollment Transfers	47
Notice of Alternative Schools	47
Bridgepoint Continuation High School	48
Crossroads Independent Studies Program	48
Health Requirements for Enrollment	48
Oral Health Assessment	48
Health Examination for School Attendance	48
Immunizations	48
Exemptions From Compulsory Attendance	49
ATTENDANCE	50
Absences And Excuses	50
Absence Verification	50

Excused Absences	50
Truancy	51
Home/Hospital Instruction	51
INSTRUCTION	52
Retention of Students	52
Retention	52
Continuation of Kindergarten	52
Appeal Process	52
Homework Policy	53
Independent Study Program	53
Educational Counseling	53
Assessment	53
California Assessment of Student Performance and Progress (CAASPP)	54
Physical Fitness Testing	54
Results of Student Assessments	54
California School Dashboard	54
English Learner Notifications	55
Language Acquisition Programs	55
English Language Proficiency Assessments for California (ELPAC)	56
Excuse from Instruction Due to Religious Belief	56
Sexual Health and HIV/AIDS Prevention Instruction	56
Exemption from Requirements in Health Instruction	57
HIGH SCHOOL NOTIFICATIONS	58
Closed Campus	58
Advanced Placement Exam Fees	58
Cal Grant Program	58
Graduation Requirements	58
Foster Youth or Children of Military Families	59
High School Graduation Participation Policy	59
College, Career Readiness	59
University of California (UC) Minimum Admissions Requirements	59
California State University (CSU) Minimum Admission Requirements	60
Career Technical Education	61
Certificate of Proficiency	61
CONDUCT & DISCIPLINE	62
Discipline	62
Suspension and Expulsion	62
Grounds for Suspension and Expulsion, Grades K-12	62
Additional Grounds for Suspension and Expulsion, Grades 4-12	63
Mandatory Expulsions	63
Due Process	63
Suspension and Expulsion for Students with Disabilities	63
Notification to Law Enforcement Authorities	64
HEALTH & SAFETY	65
Common Irritants	65
Sun Protective Clothing/Use of Sunscreen	65

Outdoor Air Quality	65
Drinking Water	65
School Bus/Passenger Safety	65
Health Examinations	66
Vision Testing	66
Hearing Tests	66
Students with Temporary Disabilities in Hospitals	67
Medication on School Grounds	67
Asbestos Hazard Emergency Response Act Compliance	67
Pesticide Use on District Property	67
Request for Individual Pesticide Application Notification	69
FOOD SERVICES FOR STUDENTS	70
Child Nutrition Services	70
Cost of Breakfast and Lunch	70
Meal Payments: Online, Check, Cash System	70
Pricing Letter to Household and Instructions	71
Letter to Household for Free and Reduced-Price Meals Qualification	71
Applying for Benefits	71
Direct Certification	71
Verification	72
WIC Participants	72
Homeless, Migrant, Runaway, and Head Start	72
Foster Child	72
Fair Hearing	72
Eligibility Carryover	72
How to Apply for Free or Reduced-Price Meals	72
Optional – Children’s Ethnic and Racial Identities	73
Information Statement	73
Questions of Assistance	73
Submit	73
Earned Income Tax Credit Information Act Communication	74
Unpaid Meal Charges	74
Preventing Meal Charges	74
Collection of Unpaid Meal Charges	75
Nondiscrimination, Complaint Procedures	75
2020–21 STUDENT & PARENT/GUARDIAN ACKNOWLEDGMENT, EXCLUSION, RELEASE FORM	76

A NOTE ON THIS HANDBOOK

The mandate to provide this handbook comes from California Education Code 48980–48985 Notification of Parent or Guardian. NUSD Board Policy and Exhibit 5145.6 Parental Notifications affirm NUSD's responsibility and commitment to providing the mandated notifications, following the established legal guidelines and NUSD practice:

- The notice must be sent at the beginning of each academic year.
- No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification.
- The annual notification shall include a request that the parent/guardian sign the notice and return it to the school as an acknowledgment of receipt of the information.
 - The box to the left appears next to any item that is referenced on the Acknowledgment, Exclusion, Release Form.
- Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. (Educ. Code 48985)
- Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

**This item appears
on the Student &
Parent/Guardian
Acknowledgment,
Exclusion,
Release Form**

Please contact the main office of your student's school for any help regarding this handbook.

QUICK REFERENCE

Contact Information

Site	Main Phone	Address	Website
Birch Grove Primary Grades TK–2	(510) 818–3100	6071 Smith Ave. Newark, CA 94560	http://bge.newarkunified.org/
Birch Grove Intermediate Grades 3–6	(510) 818–3600	37490 Birch St. Newark, CA 94560	http://bge.newarkunified.org/
James A. Graham Elementary Grades K–6	(510) 818–3300	36270 Cherry St. Newark, CA 94560	http://graham.newarkunified.org/
John F. Kennedy Elementary Grades TK–6	(510) 818–3400	35430 Blackburn Dr. Newark, CA 94560	http://kennedy.newarkunified.org/
Lincoln Elementary School Grades TK–6	(510) 818–3500	36111 Bettencourt St. Newark, CA 94560	http://lincoln.newarkunified.org/
E. L. Musick Elementary Grades Preschool–6	(510) 818–4000	5735 Musick Ave. Newark, CA 94560	http://musick.newarkunified.org/
A. L. Schilling Elementary Grades TK–6	(510) 818–3800	36901 Spruce St. Newark, CA 94560	http://schilling.newarkunified.org/
H. A. Snow Elementary Grades K–6	(510) 818–3900	6580 Mirabeau Dr. Newark, CA 94560	http://snow.newarkunified.org/
Newark Junior High School Grades 7–8	(510) 818–3000	6201 Lafayette Ave. Newark, CA 94560	http://njhs.newarkunified.org/
Newark Memorial High School Grades 9–12	(510) 818–4300	39375 Cedar Blvd. Newark, CA 94560	http://nmhs.newarkunified.org/
Bridgepoint Continuation High Grades 10–12	(510) 818–3200	MacGregor Campus 35753 Cedar Blvd. Newark, CA 94560	http://macgregor.newarkunified.org/
Crossroads Independent Study Grades K–12	(510) 818–3720		
Newark Adult Education Center	(510) 818–3700		
District Office Superintendent's Office Educational Services Human Resources Business Services Special Education	(510) 818–4103	5715 Musick Ave. Newark, CA 94560	http://www.newarkunified.org/
Child Care Administrative Office	(510) 818–4159	5735 Musick Ave. 24 Newark, CA 94560	http://www.newarkunified.org/
Child Nutrition Services	(510) 818–4281	37370 Birch St. Bldg. A Newark, CA 94560	http://www.newarkunified.org/
Maintenance, Operations, Transportation	(510) 818–4271	37370 Birch St. Bldg. B Newark, CA 94560	http://www.newarkunified.org/

2020–21 School Year Important Dates

First Day of School

Thursday, August 13, 2020

Last Day of School

Wednesday, June 2, 2021

Schools Closed

September 7, 2020

November 11, 2020

November 23–27, 2020

December 17, 2020

Dec. 18, 2020–Jan. 1, 2021

January 18, 2021

February 8, 2021

February 15, 2021

March 1, 2021

April 2–9, 2021

May 31, 2021

Labor Day

Veterans' Day

Thanksgiving Break

Staff Development for K–6, Teacher Work Day for 7–12

Winter Break

Birthday of Martin Luther King, Jr.

Lincoln's Birthday

Presidents' Day

Staff Development for 7–12, Teacher Work Day for K–6

Spring Break

Memorial Day

Minimum Days*

Elementary Schools

Nov. 12, 16–19, 2020

ELEMENTARY ONLY Parent/Teacher Conferences

**Any additional minimum days will be announced at least one month in advance, per Educ. Code 48980*

Other Important Dates

October 9, 2020

November 6, 2020

December 16, 2020

December 16, 2020

February 26, 2021

March 12, 2021

June 2, 2021

June 2, 2021

June 2, 2021

End of 1st Quarter

End of 1st Trimester

End of 1st Semester

End of 2nd Quarter

End of 2nd Trimester

End of 3rd Quarter

End of 4th Quarter

End of 3rd Trimester

End of 2nd Semester

Each school site will inform students and parents/guardians of regular and modified daily schedules.

Visit <http://www.newarkunified.org/about/calendar-events/> to view the district and school calendars.

2020-21 NUSD School Calendar

NEWARK UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2020-2021 YEAR

JULY 2020

Mon	Tue	Wed	Thur	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

OCTOBER 2020

Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 2021

Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2021

Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST 2020

Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2020

Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

FEBRUARY 2021

Mon	Tue	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MAY 2021

Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2020

Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2020

Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MARCH 2021

Mon	Tue	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2021

Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Board Approved
6/19/2018



Holidays	
July 3: 4th of July	
Sept 7: Labor Day	
Nov 12, 16-19: Elementary Parent/ Teacher Conferences Minimum Days	
Nov 11: Veteran's Day	
Nov 23-27: Thanksgiving	
Dec 17-Jan 1: Winter Bk.	
Jan 18: MLK Holiday	
Feb 8: Lincoln's Bday	
Feb 15: Presidents Day	
Apr 2-9: Spring Break	
May 31: Memorial Day	

First day of school



Teacher Work Day No Students



Last day of School



Staff Development No Students



Elementary Parent/Teacher Conferences (minimum days)



December 17, 2020 - Staff Development for K-6

Teacher Work Day for 7-12

March 1, 2021 - Staff Development for 7-12

Teacher Work Day for K-6

End of 1st trimester: 11/06/20
End of 1st semester: 12/16/20
End of 1st quarter: 10/09/20
End of 2nd trimester: 02/26/21
End of 2nd quarter: 12/16/20
End of 3rd quarter: 03/12/21
End of 3rd trimester: 06/02/21
End of 2nd semester: 06/02/21
End of 4th quarter: 06/02/21

180 Student Instructional days

186 Teacher Work Days

ABOUT NEWARK UNIFIED SCHOOL DISTRICT

Mission Statement

The Newark Unified School District will inspire and educate all students to achieve their full potential and be responsible, respectful and productive citizens.

Vision Statement

The Newark Unified School District, in partnership with the community, will be a model of world-class education that develops the unique abilities of every student.

Newark Unified School District Board of Education

The Governing Board believes that public education is essential to a democracy. In order to have a populace that is literate, educated and productive, there must be an ongoing partnership between parents/guardians, students, educators, and the community. The Board ensures that the district's philosophy, goals and comprehensive plans are clearly articulated and regularly reviewed. (NUSD BP 0000 Concepts And Roles)

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. (NUSD BB 9000 Role Of The Board)

Board Members

Five Newark citizens are elected to serve overlapping terms. They are elected at-large by the registered voters in Newark. The Board functions as the legislative body of the school district and establishes policies by which the school district is operated. Programs and policies are governed according to laws and regulations as set by the Constitution of the State of California, State Education Code and California Administrative Code, Title 5. Board members can be contacted via e-mail or mail addressed to them c/o NUSD, 5715 Musick Ave., Newark, CA 94560.

Elisa Martinez
Ray J. Rodriguez
Bowen Zhang
Phuong Nguyen

elisamartinez@newarkunified.org
rrodriguez@newarkunified.org
bzhang@newarkunified.org
pnguyen@newarkunified.org

Term Ends 12/2022
Term Ends 12/2020
Term Ends 12/2020
Term Ends 12/2020

Meetings of the Board of Education

The Board holds regular meetings each month on Thursdays at 7:00 p.m., closed sessions begin between 5:00 and 7:00 p.m. Meetings of the Board of Education are posted at <http://www.newarkunified.org/board/board-meetings/> as scheduled. Agendas are posted 72 hours in advance of regular meetings, and at least 24 hours in advance of special meetings at the District Office and at <http://www.boarddocs.com/ca/nusd/Board.nsf/Public>.

All meetings are open to the public:
Newark Unified School District Boardroom
5715 Musick Ave.
Newark, CA 94560

Assistance to participate in Board meetings will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Accommodations must be requested at least 48 hours in advance of the meeting by contacting the Superintendent's Office at (510) 818-4112.

Office of the Superintendent

The work of the Superintendent is focused on student learning and achievement and the attainment of the district's vision and goals. As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the instructional and non instructional operations of the schools. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision making. (NUSD BP 2110 Superintendent Responsibilities And Duties)

Dr. Mark Triplett Ed.D	Superintendent	(510) 818-4112
Dr. Lucia Gutierrez	Exec Asst to Sup & Board	(510) 818-4112

The Superintendent also leads NUSD in implementation of Board directives and Board-adopted resolutions and guiding documents.

Board-Adopted Strategic Imperatives

As part of ongoing strategic planning, the Newark Unified School District Board of Education developed strategic imperatives during the 2015-2016 school year:

1. Newark Unified School District will provide academic excellence via equity and opportunities for all students.
2. Newark Unified School District will establish financial stability and fiscal solvency in order to drive continuous improvement.
3. Newark Unified School District will increase our enrollment.

The strategic imperatives guide the priorities of district leadership and are used as a framework for building Board of Education meeting agendas.

Guiding Documents for Newark Unified School District

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities. In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. (NUSD BP 0200 Goals For The School District)

Board Policies, Administrative Regulations, Exhibits, Board Bylaws

Board policies (abbreviated BP in references) are Board-adopted written policies that convey the Board's expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. (NUSD BB 9310 Board Policies)

Board policies may have attached Board-adopted administrative regulations (AR in references) which are developed under supervision of the Superintendent required by law or Board policy or when Board endorsement of district procedures is desired. (NUSD BB 9313 Administrative Regulations)

Some policies also have Board-adopted exhibits (abbreviated E in references) that provide a sample document to accompany a policy.

Finally, the Board also has Board bylaws (abbreviated BB in references) that are Board-adopted rules to govern the internal operations of the Board. (NUSD BB 9312 Board Bylaws)

All Board policies, administrative regulations, exhibits, and Board bylaws are posted at <http://www.gamutonline.net/district/newark/>.

Local Control and Accountability Plan (LCAP)

California uses the Local Control Funding Formula (LCFF) to determine how schools are funded. Districts determine how to spend funds to best meet students' needs in consultation with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils. The final plan for achieving goals and spending funds is the Local Control and Accountability Plan (LCAP).

The district is required to adopt a three-year LCAP and to update the LCAP on or before July 1 of each subsequent year. The current LCAP covers the 2020–2021, 2021–2022, and 2022 – 2023 school years; it can be found at <http://www.newarkunified.org/departments/educational-services/lcap/>.

The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. (Educ. Code 52060–52077)

The LCAP addresses the state priorities in Education Code 52060:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities
2. Implementation of and student access to state academic content and performance standards
3. Parent involvement and participation
4. Improving student achievement and outcomes along multiple measures
5. Supporting student engagement
6. Highlighting school climate and connectedness
7. Ensuring all students have access to a broad course of study
8. Measuring other important student outcomes related to required areas of study

The actions specified in the LCAP are designed for the continuous improvement of district practices and to ensure the most effective use of available funding to improve outcomes for students with emphasis on those who are "unduplicated students" and other underperforming students. Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Educ. Code 42238.02)

The Board of Education establishes a parent advisory committee (PAC) to provide advice to the Board of Education and the Superintendent regarding the LCAP, and solicits input from the District English Learner Advisory Committee (DELAC). PACs include parents of low income students, English learner students, and foster youth. Let your site principal know if you would like to be a part of this process.

The LCAP also incorporates the goals and actions from each Single Plan for Student Achievement to ensure that the plans and strategies in all plans are consistent. (Educ. Code 52062) The LCAP is also aligned with other district plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation. (NUSD BP 0460 Local Control And Accountability Plan)

Single Plan for Student Achievement (SPSA)

The Single Plan for Student Achievement (SPSA) is a plan of action to improve student academic performance by coordinating all educational services and resources. Schools that receive state and federal funds are required to consolidate all school plans into a SPSA. (Educ. Code 64001)

See the current SPSA for each school at <http://www.newarkunified.org/departments/educational-services/accountability/spsa/>.

School Accountability Report Card (SARC)

All public schools receiving state funding are required to prepare and distribute a School Accountability Report Card (SARC). The purpose of the report card is to provide information to parents/guardians and the community about the conditions, needs, and progress at each district school and to provide data by which parents/guardians can make meaningful comparisons between schools. The process of gathering and analyzing data also provides opportunities for school and district staff to review achievements and identify areas for improvement. (NUSD BP 0510 School Accountability Report Card)

State law requires that the SARC contain all of the following:

- Demographic data
- School safety plan (Educ. Code 32280)
 - A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.). (Educ. Code 32289)
- Climate for learning information
- Academic data
- School completion rates
- Class sizes
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data

Electronic versions of the SARC are available at the web address below; each site will provide a paper copy of its site SARC for you to view upon request. School report cards must be updated annually and published by February 1. (Educ. Code 35256) See the current SARC for each school at

<http://www.newarkunified.org/departments/educational-services/accountability/school-accountability-report-cards/>.

District Budget

Education Code 42127 requires the governing board of each school district to adopt a budget on or before July 1 of each year for the upcoming fiscal year. Find the current adopted budget at <http://www.newarkunified.org/departments/business/financial-reports/>.

STEAM Education

As a key component of our district's vision, NUSD aims to be a model of world-class education to prepare our students for the 21st century with the skills to succeed in college and career. NUSD has developed a framework that supports all content areas by focusing on a coherent curriculum in STEAM (science, technology, engineering, arts, math) disciplines.

STEAM Policy Resolution

STEAM Education Policy Resolution No. 2104 was unanimously passed and adopted on May 1, 2018, by the Newark Unified School District Board of Education. It notes that:

- STEAM education is both the mastery and integration of Science, Technology, Engineering, the Arts and Mathematics to embed STEAM concepts, methodologies and skills into the habits of mind and actions of daily life for all PK–12 students.
- STEAM education incorporates scientific inquiry and technological or engineering design through student–focused, Project–Based Learning curricula to develop skills of communication, teamwork/collaboration, creativity/innovation, critical thinking, and problem solving.
- STEAM, the Common Core standards, and specifically the Next Generation Science Standards (NGSS) go hand–in–hand. The NGSS integrate engagement in scientific and engineering practices, technology, mathematics, as well as human impact on the environment. The Common Core standards combined with authentic Standards Based Instruction are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. This work needs to be connected to collaborative partnerships within the City of Newark, partnerships with Ohlone College, University of California, Berkeley and other colleges, universities as well as with business and the technology industry.
- When students brainstorm solutions for an engineering problem, they generate creative and innovative thinking to solve problems. STEAM Programs naturally involve art as students apply design to products, graphics and stylized designs for presentations, and improve the appearance, design and usability of products.

Finally, it was resolved that Newark Unified School District wants all its schools to be STEAM schools, providing authentic learning experiences that integrate STEAM subjects and contribute to students' fuller understanding and enrichment of the world as responsible, respectful and productive citizens.

NOTICES TO STUDENTS AND PARENTS/GUARDIANS

Education is a Right

Students have the right to a free public education under California law, regardless of immigration status or religious belief, and NUSD believes that every school site should be a welcoming place for all students and their families. (Educ. Code 234.7)

Nondiscrimination in District Programs and Activities

The district does not discriminate on the basis of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, immigration status, or the perception of one or more of such characteristics.

In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; Educ. Code 200 et seq.)

NUSD's Commitment to Nondiscrimination

On June 19, 2018, the NUSD Board of Education unanimously approved Board Policy 0410 Nondiscrimination In District Programs And Activities. It demonstrates NUSD's commitment to providing equal opportunity for all individuals in an environment that is free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The policy includes, but is not limited to, the following rights for individuals and guidelines for the district:

- All individuals shall be treated equitably in the receipt of district and school services.
- Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.
- District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.
- District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations.
- The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.
- The district's Uniform Complaint Coordinator receives and addresses complaints regarding access to district programs, services, activities, or facilities:
Executive Director of Human Resources
5715 Musick Ave.
Newark, CA 94560
(510) 818-4242

Immigration Status

Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>. (Educ. Code 234.7)

On March 7, 2017, NUSD's Board unanimously adopted Resolution No. 2041 Providing All Children Equal Access to Education, Regardless of Immigration Status. The resolution affirms our compliance with the U.S. Supreme Court finding in *Plyler v. Doe*, 457 U.S. 202 (1982), that local school districts have a constitutional mandate to educate all students residing within their jurisdictional boundaries, regardless of their immigration status.

Know Your Educational Rights

The following is information on educational rights issued by the California Attorney General, provided in compliance with Education Code 234.7:

- Your Child has the Right to a Free Public Education
 - All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
 - In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.
- Information Required for School Enrollment
 - When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
 - You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.
- Confidentiality of Personal Information
 - Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
 - Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.
- Family Safety Plans if You Are Detained or Deported
 - You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
 - You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

- **Right to File a Complaint**
 - Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

Nondiscrimination/Harassment

The Governing Board 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. (NUSD BP 5145.3 Nondiscrimination/Harassment)

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Bullying

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, visual or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in a complaint resolution process. (NUSD BP 5131.2 Bullying)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Reporting

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Educ. Code 234.1)

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

Any complaint of bullying, whether it is discriminatory or non discriminatory, shall be investigated and resolved in accordance with law and the district's Uniform Complaint Procedures.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Privacy Rights

The Governing Board believes that personal information concerning district students and their families should be kept private in accordance with law. The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information. (20 USC 123h) (NUSD BP, AR 5022 Student And Family Privacy Rights)

Requesting Information About Beliefs and Practices

A student's parent/guardian shall provide prior written consent before the student participates in a survey containing one or more of the following items: (20 USC 1232h; Educ. Code 51513) (NUSD AR 5022 Student And Family Privacy Rights)

1. Political affiliations or beliefs of the student or his/her family.
2. Mental or psychological problems of the student or his/her family.
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers.
7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian.
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program.

If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

Notwithstanding the above requirements, the district may administer to students in grades 7 – 12, anonymous, voluntary, and confidential research and evaluation tools such as the California Healthy Kids Survey to measure student health risks and behaviors, including tests and surveys about the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request that their child not participate. (Educ. Code 51938)

Exceptions to Collection of Personal Information

Any district restriction regarding collection of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions. (20 USC 1232h) (NUSD AR 5022 Student And Family Privacy Rights)

Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information, the student's parent/guardian may: (20 USC 1232h; Educ. Code 51938) (NUSD AR 5022 Student And Family Privacy Rights)

1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum. Within a reasonable period of time of receiving a request, the principal or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.
2. Refuse to allow his/her child to participate in the activity

Students whose parents/guardians exercise this option shall not be penalized by the district. (20 USC 1232h)

Physical Examinations

No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted, or required under California law. (20 USC 1232h) (NUSD AR 5022 Student And Family Privacy Rights)

Surveillance in Public Areas

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded. (NUSD BP and AR 3515 School Safety And Security)

Locations

Video surveillance cameras may be used to observe public areas, including outdoor facilities and grounds, indoor facilities, school buses, offices and work locations, and classrooms with the written consent of the principal and teacher. (Educ. Code 51512)

Video surveillance cameras shall not be used in locations where individuals have a reasonable expectation of privacy, including the interior of any restroom, toilet, bathroom, washroom, shower, locker room, changing area, or lavatory. Areas under video surveillance shall be identified by appropriate signage.

Ownership, Storage, Use and Access of Images

The images captured by video surveillance equipment are the sole property of the district and shall only be viewed by designated district administrators and those individuals specifically authorized by district administrators.

Information obtained through video monitoring will be used exclusively for security, safety and law enforcement purposes. Recorded analog videotape and collected digital images will be stored on site in a secure location. Tapes will not be duplicated or manipulated in any manner.

The images may be used in disciplinary or criminal proceedings instituted against students, employees, parents/guardians, and other individuals within the area being observed, subject to applicable state and federal law.

Video recordings may be made part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws with regard to record retention and maintenance.

Law Enforcement

This rule does not apply to surveillance cameras placed by any law enforcement agency including the district attorney, the sheriff's office, the highway patrol, the city police, or any state or federal law enforcement agency. These agencies are governed by laws and regulations pertaining to the activities of the agency.

Transgender and Gender–Nonconforming Students

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. (NUSD AR 5145.3 Nondiscrimination/Harassment)

The district's uniform complaint procedures shall be used to report and resolve complaints alleging discrimination against transgender and gender–nonconforming students.

To ensure that transgender and gender–nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the guidelines detailed in NUSD AR 5145.3

Nondiscrimination/Harassment, which include provisions for:

1. Right to Privacy
2. Determining a Student's Gender Identity
3. Addressing a Student's Transition Needs
4. Accessibility to Sex–segregated Facilities, Programs, and Activities
5. Student Records
6. Names and Pronouns
7. Uniforms/Dress Code

Uniform Complaint Procedures

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 the early, informal resolution of complaints whenever possible and appropriate. Uniform complaint procedures (UCP) are used to resolve complaints which cannot be resolved through such an informal process. The district's UCP shall be used to investigate and resolve the following complaints: (NUSD BP and AR 1312.3 Uniform Complaint Procedures)

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; compensatory education; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool Programs; and any other district–implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000
2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in 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, medical condition, 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 the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
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)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
5. 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). A pupil fees complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred.
6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060–52077 related to the implementation of the Local Control and Accountability Plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075). An LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000–64001, 65000–65001)
8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any 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, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)
10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. 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 (Education Code 51228.3)
12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement (Education Code 51210, 51222, 51223)

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)
14. 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
15. Any other complaint as specified in district policy

In order to identify appropriate subjects of state preschool health and safety issues pursuant to HSC section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in the district. The notice shall: (1) state the health and safety requirements under 5 CCR that apply to California state preschool programs pursuant to HSC section 1596.7925; and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC section 1596.7925.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained. Please be advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

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 the 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, including the right to file the complaint with the California Department of Fair Employment and Housing.

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, shall be investigated and resolved in accordance with the procedures in AR 1312.4 – Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

Filing of Complaints

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 NUSD BP 1312.3 Uniform Complaint Procedures.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

UCP Compliance Officer

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law. (NUSD AR 1312.3 Uniform Complaint Procedures):

Executive Director of Human Resources
5715 Musick Avenue
Newark, CA 94560
(510) 818-4242

Copies of the district's UCP are available free of charge by request to the UCP compliance officer.

Investigation of Complaint

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

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate in the investigation, or his/her 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/or 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)

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

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

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
 - g. The conclusion(s) of law

- h. Disposition of the complaint
- i. Rationale for such disposition

Appeals

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Educ. Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4633)

Williams Uniform Complaint Procedures

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following has occurred: (Educ. Code 35186; 5 CCR 4680, 4683) (NUSD AR 1312.4 Williams Uniform Complaint Procedures)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teachers vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency. (Educ. Code 35186; 5 CCR 4600)
3. Complaints regarding the condition of school facilities, including any complaint alleging that
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.
 - b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5

Filing of Complaint

A complaint alleging any condition(s) specified in items #1–3 in the section above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Educ. Code 35186; 5 CCR 4680)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint at the mailing address indicated on the complaint form, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Educ. Code 35186; 5 CCR 4680, 4685)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Educ. Code 35186; 5 CCR 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Educ. Code 35186)

If a complainant is not satisfied with a resolution of the complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Educ. Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 in the section above, a complainant who is not satisfied with the resolution proffered by the principal, or Superintendent, or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Educ. Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Educ. Code 35186; 5 CCR 4686)

STUDENT, PARENT/GUARDIAN RIGHTS & RESPONSIBILITIES

Student Responsibilities

Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language. (5 CCR 300) Pupils are accountable for their conduct on the way to and from school. (Educ. Code 44807)

Parent/Guardian Rights and Responsibilities

The parent/guardian rights and responsibilities are outlined below; the full text can be found in NUSD AR 5020 Parent Rights And Responsibilities.

The rights of parents/guardians of district students include, but are not limited to, the following: (Educ. Code 51101)

1. To observe, within a reasonable period of time after making a written request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled. Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations. (Educ. Code 49091.10)
 - o Visitors must register with the office before entering or remaining on school grounds during school hours (Penal Code 627.2)
2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal.
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's and the school's performance on standardized tests and statewide tests, including those for English learners. (Educ. Code 51101.1)
6. To request a particular school for their child and to receive a response from the district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of the class(es) in which their child is enrolled (20 USC 1232h, Educ. Code 49091.10)
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. For parents/guardians of English learners, to support their child's advancement toward literacy. (Educ. Code 51101.1)
11. To be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts (Educ. Code 51101.1)
12. To have access to the school records of their child.
13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish.
14. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes and procedures for visiting the school.
15. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision.
16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.

17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information (Educ. Code 49091.18; 20 USC 1232h)
18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations. For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Educ. Code 51101.1)
19. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
20. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation. (Educ. Code 49091.12)

Parent/Guardian Liability

The Governing Board shall seek reimbursement of damages and rewards from any individual or from the custodial parent/guardian of any minor who commits any act of theft or vandalism. (Educ. Code 48904) (NUSD BP 3515.4 Recovery For Property Loss Or Damage)

Parent/Guardian Involvement Policies

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The district-level parent/guardian involvement policy outlines the importance of developing meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Each school has a policy for parent/guardian involvement included in its annually-updated Single Plan for Student Achievement (SPSA). For a copy of the policy visit: <http://www.newarkunified.org/departments/educational-services/accountability/spsa/> or a school's main office to review the site's SPSA.

Volunteer Policy

Volunteers shall act in accordance with district policies, regulations and school rules. The District is under no obligation to accept, place, or continue the services of any volunteer. Site Administration may ask any volunteer who violates school rules, Board Policies or Administrative Regulations to leave the campus. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers. Parents will be informed by the site administration of their rights to appeal the decision using the Uniform Complaint process. (Educ. Code 200 & 220, Government Code 11135)

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance at his/her own expense through the Department of Justice and Federal Bureau of Investigation. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Educ. Code 49024) (NUSD AR 1240 Volunteer Assistance)

Upon initial volunteer assignment only for events that require fingerprinting/DOJ clearance, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment at the volunteer's expense and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. The Superintendent or designee may exempt from the tuberculosis risk assessment

and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Educ. Code 49406)

Volunteer Application Procedure

1. The school will provide each prospective volunteer with a volunteer form and confidentiality agreement that is to be completed by the volunteer and submitted to the principal or his or her designee of the school site where the person requests to volunteer.
2. Completed applications will be reviewed by the principal or his or her designee. If the principal is recommending the individual for volunteer services at their school site, the principal shall forward the volunteer form to the Office Manager for Megan's Law clearance or to the Human Resources department for fingerprinting. If fingerprinting is required, Human Resources will contact the volunteer to provide paperwork and instructions. The cost of fingerprinting and TB clearance will be at the expense of the volunteer.
3. Fingerprint results will be forwarded by the Department of Justice to the District's Human Resources Department. The Human Resources Department shall notify the principal or his or her designee when the fingerprints have cleared.
4. The principal or designee will notify the prospective volunteer to let them know the fingerprints have been cleared and instruct him/her to provide proof of TB clearance. No person shall be permitted to serve as a volunteer in the District until they are approved to provide volunteer service.
5. All volunteers, including parents, will be required to sign in and sign out in the visitor/volunteer log, located in the main office at each school site, and must wear a volunteer badge. Teachers and staff shall refer any person who did not sign in the visitor/volunteer log back to the office.

Care and Return of Instructional Materials

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.

When materials are lost or so damaged that they are no longer usable, the parent/guardian shall be responsible for the current replacement cost of the materials. (Educ. Code 48904)

When materials are damaged but still usable, the Superintendent or designee shall determine a lesser charge. If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student/ parent/guardian from payment of reparation.

Withholding Grades, Diplomas, or Transcripts

If reparation is not excused and not paid by the student or parent/guardian, the district may initiate due process procedures to withhold the student's grades, diploma and transcripts. If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diplomas or transcripts shall be released. (NUSD BP 6161.2 Damaged Or Lost Instructional Materials)

Freedom of Speech

The Governing Board believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular. (NUSD BP 5145.2 Freedom Of Speech/Expression: Publications Code)

Pupils of the public schools, shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. (Educ. Code 48907)

Dress Code

School sites establish a dress code that promotes a safe environment conducive to learning at the school. Students shall dress appropriately for school. The type and style of clothing and other attire is individual and personal. The administration shall be concerned only when the attire is extreme and could cause a distraction, disruption, or be unsafe.

Inappropriate attire (clothing, backpacks, buttons, etc.) would include items that: display obscene words or pictures; state ethnic or religious slurs; promote illegal, crude, or gang-related activities; promote the use of tobacco, alcohol, or illegal drugs; and/or display gang symbols.

In all matters related to dress and attire, the administration of the school retains the sole discretion to make the final determination whether clothing or appearance meets acceptable standards. The site administration may be more restrictive and prohibit other attire not named above.

Successive violation of the dress code will be dealt with using progressive discipline. (NUSD BP 5132 Dress And Grooming)

A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site. (NUSD AR 5145.3 Nondiscrimination/Harassment)

Student Use of Technology: Acceptable Use Agreement

The following section is in compliance with NUSD BP, AR, E 6163.4 Student Use of Technology.

The Newark Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

District Technology

District 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, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Acknowledgment

Each student who is authorized to use district technology and his/her parent/guardian shall sign an Acceptable Use Agreement as an indication that they have read and understand the agreement. The Student, Parent/Guardian Acknowledgment, Exclusion and Release Form that accompanies this handbook requires the signature of both the student and parent/guardian if the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

**This item appears
on the Student &
Parent/Guardian
Acknowledgment,
Exclusion,
Release Form**

The student's signature acknowledges:

- I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology.
- I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

The parent's/guardian's signature acknowledges:

- As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement.
- By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet.
- I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials
- I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district.
- Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Cell Phones and Other Electronic Signaling Devices

Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time is prohibited. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time as directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. (NUSD BP 5131 Conduct)

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time. Students who violate district or school rules and regulations may be subject to discipline or loss of privileges in accordance with Board policy and administrative regulation, with notification to local law enforcement as appropriate. (NUSD BP 5131 Conduct)

Student Use Of Bicycles

The Governing Board recognizes that bicycle helmets lessen the seriousness of head injuries. The Board expects that students who ride bicycles to and from school will consistently wear bicycle helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians. Students are encouraged to use bicycle locks. The district will not be responsible for bicycles which are lost, stolen or damaged. (NUSD BP 5142.3 Student Use Of Bicycles)

A person under 18 years of age shall not operate a bicycle, a non motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non motorized scooter, or a skateboard as a passenger, upon a street, bikeway or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle. The parent or legal guardian having control or custody of an unemancipated minor whose conduct violates this section shall be jointly and severally liable with the minor for the amount of the fine imposed pursuant to this subdivision. (Vehicle Code 21212 Obedience To And Effect Of Traffic Laws; Operation of Bicycles)

Absences for Confidential Medical Services

School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Educ. Code 46010.1)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment. (NUSD BP 5113 Absences And Excuses)

Dissecting, Harming or Destroying Animals

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. If the pupil chooses to refrain from participation in an education project or test involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project. The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter. Pupils choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian. (Educ. Code 32255-32255.6)

Code of Conduct for District Employees

The employee, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal education opportunity for all. The employee accepts the responsibility to adhere to the highest ethical standards.

The employee recognizes the magnitude of the responsibility inherent in our school district. The desire for the respect and confidence of one's colleagues, students, parents, and members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. This code indicates the aspiration of all employees and provides standards by which to judge conduct.

The employee strives to help each student realize his/her potential as a worthy and effective member of society. The employee, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of this obligation to the student, the employee:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
7. Exclude any student from participation in any program
8. Deny benefits to any student
9. Grant any advantage to any student
10. Shall not use professional relationships with students for private advantage.
11. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Sexual Harassment Policy

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. (NUSD BP, AR 5145.7 Sexual Harassment)

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student 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.

Reporting

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's UCP compliance officer. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint. In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the complaint incident would ordinarily be made reported or filed, the report may instead be submitted the Superintendent or designee. (NUSD AR 5145.7 Sexual Harassment)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964) (NUSD AR 5145.7 Sexual Harassment)

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. (NUSD AR 5145.7 Sexual Harassment)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities. (NUSD AR 5145.7 Sexual Harassment)

Compliance Officer

The district designates the following individual as the responsible employee 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 NUSD AR 1312.3 Uniform Complaint Procedures:

Executive Director of Human Resources
5715 Musick Avenue
Newark, CA 94560

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, 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. (NUSD AR 5145.7 Sexual Harassment)

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements. (NUSD AR 5145.7 Sexual Harassment)

Alcohol, Tobacco, Drug Use

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles and at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine and vaporized solutions. Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. (Educ. Code 48900, 48901) (Health and Safety Code 104420) (NUSD BP 5131.62 Tobacco)

Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics. (NUSD BP 5131.6 Alcohol And Other Drugs)

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use. (NUSD BP 5131.6 Alcohol And Other Drugs)

Search And Seizure

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation. (NUSD BP 5145.12 Search And Seizure)

Searches

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. (NUSD BP 5145.12 Search And Seizure)

Employees shall not conduct strip searches or body cavity searches of any student. (Educ. Code 49050)

Use of Metal Detectors

The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff. The Superintendent or designee may use metal detectors at district schools as necessary to help provide a safe learning environment. He/she shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner. (NUSD BP 5145.12 Search And Seizure)

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent. (NUSD BP 5145.12 Search And Seizure)

Interview and/or Arrest of Student at School

Law enforcement officers have the right to interview students on school premises, as suspects or witnesses. Except in cases of child abuse or neglect, the principal or designee shall notify the student's parent/guardian when a law enforcement officer requests an interview on school premises. If a site administrator releases a student into the custody of a law enforcement officer, he/she shall immediately notify the parent/guardian or responsible relative of the student's release and the place to which the student is reportedly taken, except in cases of suspected child abuse. Personnel responsible for releasing a student from school custody shall exercise extreme diligence to prevent such release to any unauthorized or unidentified person. (NUSD BP 5145.11 Questioning And Apprehension)

Foster Youth Student Rights

Foster youth have educational rights, including, but not limited to:

- If a foster child's residence changes, the LEA must let the child remain in his/her school of origin for as long as the court has jurisdiction over the child's placement. (Educ. Code 48853.5(g), 48853.5(f))
- Immediate enrollment in a new school, even if the foster child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to records or other proof of immunization history, proof of residency, other documentation, or school uniforms. (Educ. Code 48853.5(f)(8)(B))
- A child's grades may not be lowered due to absences caused by a change in placement, verified court appearance or related court ordered activity (Educ. Code 49069.5(h))
- A foster youth who transfers into a district high school has the right to transfer any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to receive full or partial credit for the coursework completed
- Foster youth are not required 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
- If a foster youth has completed his/her second year of high school before the transfer, there may be district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted (Educ. Code 51225.1)

The California Foster Youth Education Task Force offers a standardized notice of the educational rights of foster children, as specified in Education Code 48850–48859. Find the full text at http://www.cfyetaf.org/publications_19_421458854.pdf.

The NUSD liaison for foster youth is: (NUSD AR 1312.3 Uniform Complaint Procedures)

Coordinator of Pupil Services
5715 Musick Avenue
Newark, CA 94560
(510) 818-4226 or (510) 818-4103 (Reception Desk)

Homeless Student Rights

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students. (NUSD BP 6173 Education for Homeless Children)

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Educ. Code 48850)

The Superintendent designates a staff person as the district liaison for homeless students and to oversee the education and related services for homeless students: (Educ. Code 48852.5; 42 USC 11432)

Coordinator of Pupil Services
5715 Musick Avenue
Newark, CA 94560
(510) 818-4226 or (510) 818-4103 (Reception Desk)

Enrollment for Homeless Students

The district shall make placement decisions for homeless students based on the student's best interest. The student may continue attending his/her school of origin for the duration of the homelessness and until the end of any academic year in which he/she moves into permanent housing. (Educ. Code 48852.7; 42 USC 11432)

A homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Educ. Code 48853.5; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, including if the student or parent/guardian/caretaker are unable to provide the school with the records normally required for enrollment, or if the student: (42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness

A homeless student shall have the benefit of matriculating with his/her peers in accordance with the established feeder patterns. (Educ. Code 48852.7; 42 USC 11432)

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin minimally through the duration of the school year. (Educ. Code 48852.7)

Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. (42 USC 11432)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Educ. Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed and shall not require the student to retake the course. (Educ. Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Educ. Code 51225.2)

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Educ. Code 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. (Educ. Code 51225.1)

Accident Insurance Coverage for Students

The Board of Education provides an opportunity to purchase student accident insurance for students enrolled in NUSD. The district has no other student insurance covering your child.

Under state law school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling (510) 793-4567. (Educ. Code 32221.5)

If your children in junior high school or high school plan to take part in any athletic contest between two schools, there are two ways of meeting the insurance requirements: (a) through purchase of student accident insurance offered by the District or (b) by signing a waiver form indicating that the student's present insurance provides coverage in this amount for injuries incurred while participating in the interscholastic events.

Details about insurance plans (including application and payment information) are available at www.studentinsuranceusa.com or from Oliveira & Arnold (agents for Newark Unified School District): 6222 Thornton Avenue, Newark, CA 94560, (510) 793-4567.

Megan's Law Notification

Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district: (Penal Code 290.4)

Newark Police Department
37101 Newark Blvd.
Newark, CA 94560
Special Education Services

The Governing Board recognizes the need to actively and systematically seek out all individuals with exceptional needs from birth to age 21 residing and/or attending school within the district in order to provide them with appropriate educational opportunities in accordance with state and federal law. (Educ. Code 56300) (NUSD BP 6164.4 Identification And Evaluation Of Individuals For Special Education)

Rights

In addition to the information below, the Special Education Department can provide parents/guardians a copy of their rights and procedural safeguards in accordance with Section 1415(d)(1)(A) of Title 20 of the United States Code, and Section 300.504(a) of Title 34 of the Code of Federal Regulations.

Special Education Department
5715 Musick Avenue
Newark, CA 94560
(510) 818-4208

Referral

A student shall be referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, used. (Educ. Code 56303)

All referrals from school staff for special education and related services shall include a brief reason for the referral and a description of the regular program resources that were considered and/or modified for use with the student, and, when appropriate, the results of intervention.. (5 CCR 3021)

Initial Evaluation

Before the initial provision of special education and related services to a student with a disability, the district shall conduct a full and individual initial evaluation of the student. (Educ. Code 56320; 34 CFR 300.301)

Upon receipt of a referral of any student for special education and related services, a proposed evaluation plan, shall be developed within 15 days, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days, unless the parent/guardian agrees, in writing, to an extension. If the referral is made within 10 days or less prior to the end of the student's regular school year or term, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year, or term (Educ. Code 56043, 56321)

The proposed evaluation plan shall meet all of the following requirements: (Educ. Code 56321)

1. Be in a language easily understood by the general public
2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless to do so is clearly not feasible
3. Explain the types of assessments to be conducted
4. State that no individualized education program (IEP) will result from the evaluation without parent/guardian consent.

Before conducting an initial evaluation, the district shall provide the parent/guardian with prior written notice in accordance with 34 CFR 300.503

Upon completion of the administration of tests and other evaluation materials, an initial IEP team meeting that includes the parent/guardian or his/her representative shall be scheduled pursuant to Education Code 56341. At this meeting, the team shall determine whether or not the student is a student with exceptional needs as defined in Education Code 56026 and shall discuss the evaluation, the educational recommendations, and the reasons for the recommendations.

When making a determination of eligibility for special education, the district shall not determine that the student qualifies for special education services if the primary factor for such determination is lack of appropriate instruction in reading, including the essential components of reading instruction as defined in 20 USC 6368, lack of appropriate instruction in mathematics, or limited English proficiency.

A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent/guardian. If the parent/guardian disagrees with an evaluation obtained by the district he/she has the right to request, at public expense, an independent educational evaluation (IEE) of the student from qualified specialists, in accordance with 34 CFR 300.502. The parent/guardian is entitled to request only one such evaluation at public expense each time the district conducts an assessment with which the parent/guardian disagrees.

Parent/Guardian Consent for Evaluations

Upon receiving the proposed evaluation plan, the parent/guardian shall have at least 15 days to decide whether or not to consent to the initial evaluation. The district shall not interpret parent/guardian consent for initial evaluation as consent for initial placement or initial provision of special education services. (Educ. Code 56321; 34 CFR 300.300)

Informed parental consent means that the parent/guardian: (Educ. Code 56021.1; 34 CFR 300.9)

1. Has been fully informed, in his/her native language or other mode of communication of all information relevant to the activity for which consent is sought
2. Understands and agrees, in writing, to the carrying out of the activity for which his/her consent is sought and the consent describes that activity and lists the records (if any) that will be released and to whom
3. Understands that the granting of consent is voluntary on his/her part and may be revoked at any time an IEP required as a result of an assessment of a pupil shall be developed within a total time not to exceed 60 days, not counting days between the pupil's regular school sessions, terms, or days of school vacation in excess of five schooldays, from the date of receipt of the parent's written consent for assessment, unless the parent agrees, in writing, to an extension. However, an individualized education program required as a result of an assessment of a pupil shall be developed within 30 days after the commencement of the subsequent regular school year as determined by each local educational agency's school calendar for each pupil for whom a referral has been made 30 days or less prior to the end of the regular school year. In the case of pupil school vacations, the 60-day time shall recommence on the date that pupil schooldays reconvene. A meeting to develop an initial individualized education program for the pupil shall be conducted within 30 days of a determination that the pupil needs special education and related services pursuant to Section 300.323(c)(1) of Title 34 of the Code of Federal Regulations (Educ. Code 56344; 34 CFR 300.300, 300.301)

Every Student Succeeds Act

Under Every Student Succeeds Act (ESSA), parents have the following rights: (20 USC 6301 et seq.)

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects she/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether she/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. The district shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners.

More information about the above is available upon request from your child's school or the district office.

STUDENT RECORDS & DIRECTORY INFORMATION

Student Records

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall ensure that the district's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law. (NUSD BP 5125 Student Records)

Student records are any items of information gathered within or outside the district that are directly related to an identifiable student and maintained by the district. A student record may be recorded in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or by other means. Student records include the student's health record. (Educ. Code 49061, 49062; 5 CCR 430; 34 CFR 99.3) (NUSD AR 5125 Student Records)

The district custodian of records is: (5 CCR 431)
Coordinator of Pupil Services
5715 Musick Avenue
Newark, CA 94560

Changes to Student Records

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Educ. Code 49061)

Retention and Destruction of Student Records

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430) (NUSD AR 5125 Student Records)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430) (NUSD AR 5125 Student Records)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430) (NUSD AR 5125 Student Records) Permitted student records may be destroyed six months after the student completes or withdraws from the educational program.

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Access to Student Records

Persons, agencies, or organizations specifically granted access rights pursuant to law shall have access without prior written parental consent or judicial order. In addition, parental consent is not required when information is shared with other persons within educational institutions, agencies, or organizations obtaining access, as long as

those persons have a legitimate educational interest in the information. (Educ. Code 49076)

A legitimate educational interest is one held by officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. (NUSD AR 5125 Student Records)

The Superintendent or designee may release information from student records pursuant to Education Code 49069.3, 49076 and 49076.5, and Health and Safety Code 120440.

Persons, agencies, or organizations not afforded access rights pursuant to law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. Only a parent/guardian having legal custody of the student may consent to the release of records to others. (Educ. Code 49061, 49075, 34 CFR 99.30)

Procedures for Access

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. (Educ. Code 49069; 5 CCR 433)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records.

Authorized persons, organizations, or agencies from outside the school whose access requires consent from the parent/guardian or adult student shall submit their request, together with any required authorization, to the Superintendent or designee or the custodian of records. (5 CCR 435)

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Educ. Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of furnishing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Educ. Code 49065)

Transfer of Student Records

When a student transfers into this district from another, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Educ. Code 48201)

Challenging Student Records

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Educ. Code 49070) (NUSD AR 5125.3 Challenging Student Records)

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 student

If the parent/guardian's allegations are sustained, the Superintendent shall order the correction or removal and destruction of the information. (Educ. Code 49070)

The right to challenge a record becomes the sole right of the student when the student becomes 18 or attends a postsecondary institution. (Educ. Code 49061)

Photographs

Consistent with Education Code 49061, photographs of students are pupil records and cannot be released without parent/guardian consent.

We have included a section within the Acknowledgment, Exclusion, Release Form giving the district permission to publish photographs of students.

Directory Information

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, such as: (34 CFR 99.3; Education Code 49061) (NUSD AR 5125.1 Release Of Directory Information)

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation record in officially recognized activities and sports
7. Weight and height of athletic team members
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous school attended

Release of Directory Information

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation. (NUSD BP 5125.1 Release Of Directory Information)

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on his/her determination of the best interests of district students. (Educ. Code 49073)

Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student's name, address, and telephone number, unless the parent/guardian has specified that the information not be released in accordance with law and administrative regulation. (20 USC 7908; 10 USC 503; Education Code 49603)

**This item appears
on the Student &
Parent/Guardian
Acknowledgment,
Exclusion,
Release Form**

Withholding Directory Information

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that the district may not release the name, address, and telephone number of their child without prior written consent. (20 USC 1232g, 7908; Education Code 49073)

Federal Race and Ethnicity Data Collection Reporting

The U.S. Department of Education requires a two-part question to be used to collect data about students' or staff members' race and ethnicity for federal education eligibility and accountability reports. In addition, California Government Code 8310.5 also requires local educational agencies and schools to collect and report data consistent with these federal requirements and the detailed collection of Asian and Pacific Islander sub-populations.

The first part consists of a question about the respondent's ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

The second part asks respondents to select one or more races from the following categories:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Asian and Pacific Islander groups, including, but not limited to, Asian Indian, Cambodian, Chinese, Filipino, Guamanian, Hawaiian, Hmong, Japanese, Korean, Laotian, Samoan, Tahitian, and Vietnamese (California Government Code 8310.5)

ENROLLMENT

Pupil Services oversees enrollment for the district. Visit <http://www.newarkunified.org/departments/educational-services/pupil-services/> or call (510) 818-4202 for additional information.

District Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria: (NUSD AR 5111.1 District Residency)

1. The student's parents/guardian resides within district boundaries. (Educ. Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home or a family home pursuant to a court-ordered commitment or placement. (Educ. Code 42804)
3. The student has been admitted through an interdistrict attendance option. (Educ. Code 48204, 48356)
4. The student is an emancipated minor residing within district boundaries. (Educ. Code 48204)
5. The student lives with a caregiving adult within district boundaries. (Educ. Code 48204)
6. The student resides in a state hospital located within district boundaries. (Educ. Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Educ. Code 48207)

Reasonable evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district. Each student's district residency status shall be verified annually and schools will retain a copy of the verification in the student's mandatory permanent record. (Educ. Code 48204.1, 5 CCR 432) (NUSD AR 5111.1 District Residency)

Failure to Verify Residency

If the Superintendent or designee reasonably believes and, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she may deny or revoke the student's enrollment. (Educ. Code 48204.1) (NUSD AR 5111.1 District Residency)

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee shall use the substitute address. The district may request the actual residence address for the purpose of establishing district residency. (Government Code 6206, 6207)

Minimum Age of Admission to Kindergarten & Transitional Kindergarten

A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has his or her fifth birthday, on or before September 1. Any child who will have his/her birthday between September 1 for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and district policy. (Educ. Code 48000)

Enrollment Transfers

Priority for all elementary schools will be to enroll all students who reside within the school's attendance area first. (Education Code 35460.5(c)(2)(c)).

If your child was classified as an Overflow Student (a student placed in a school outside of their attendance area), your child will automatically be returned to their neighborhood attendance area school for the next school year. However, if you choose to have your child remain at the school to which they were overflowed, you will have to complete a new Open Enrollment (Intra-District) transfer request and wait until the new Open Enrollment (Intra-District) begins to see if there is space at the requested school.

If space is available, Open Enrollment (Intra-District) Transfer Requests will be approved. Open Enrollment (Intra-District) transfer requests are to be completed by parents/guardians residing in Newark and wanting their child to attend an elementary school different from their neighborhood elementary school. The decision to approve new Open Enrollment (Intra-District) transfer requests may not be made until after the new school year begins. Please remember that the law does not allow students enrolled on an Open Enrollment (Intra-District) transfer to take the place of a student residing in the school attendance area.

Any Interdistrict Transfer Requests will be approved last. Interdistrict transfer requests are for parents/guardians residing outside of Newark and wanting their child to attend an elementary school in Newark.

If an Interdistrict Attendance Permit is denied, the parent/guardian may then appeal the denial in writing, giving specific reasons and any extenuating circumstances as to why the permit should be granted. (NUSD AR 5117 Interdistrict Attendance)

If your child is receiving Special Education Services, there may need to be space in both the general education as well as the special education programs. Preferences for placement in a Special Education Resource Specialist Program will go to students currently enrolled at their neighborhood school, followed by overflow and Open Enrollment (Intra-District) students. If space still remains, then Inter-district students would be served. (NUSD BP 5116.1 Intradistrict Open Enrollment)

Notice of Alternative Schools

California state law authorizes all school districts to provide for 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:

- 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 the student learns because of his desire to learn.
- Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of 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 your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Educ. Code 58501)

Newark Unified School District's alternative education programs provide support for students who may need an alternative educational environment in order to thrive academically. Participation in these programs requires administrative Board approval.

Bridgepoint Continuation High School

The purpose of Bridgepoint High School and its vision is to meet the unique personal and educational needs of each student based on the belief that every student can be successful in an academic setting.

Crossroads Independent Studies Program

Crossroads Independent Study is an independent learning program for pupils who do not wish to, or would otherwise not be able to attend a traditional class setting. The school is designed to encourage pupils to continue their education and to return, if it is in their best interest, to a traditional school campus or graduate at Crossroads. Crossroads' Mission Statement is to prepare all students for success in college or career technical education.

Health Requirements for Enrollment

Standardized forms and specifications for health requirements for enrollment are part of the enrollment packet for incoming students.

Oral Health Assessment

An oral health assessment must be completed for any pupil enrolled in kindergarten or in first grade if the pupil was not previously enrolled in kindergarten in a public school. (Educ. Code 49452.8)

Health Examination Requirement for School Attendance

All kindergarten and first grade students admitted to Newark Unified School District must have proof of a health examination with tuberculosis risk assessment or negative tuberculin skin test (if the pupil had a negative tuberculin test prior to the health examination, re-testing is at the health examiner's discretion; if he/she waives this requirement, documentation must be provided) and dating of all immunizations. The physical examination must be within six months prior to their admission into kindergarten. (Health and Safety Code 323.5 and 324.2)

For students transferring in from districts which do not have similar requirements, there will be a grace period of 30 days.

All students not meeting the above requirements will be denied entry or excluded from school. (NUSD BP 5141.32 Child Health And Disability Prevention Program)

Immunizations

To be admitted to school, children must be fully immunized in accordance with law. Children shall be excluded from school or exempted from immunization requirements only as allowed by law. The student shall receive all required immunizations currently due before he/she is admitted to school. (NUSD BP 5141.31 Immunizations)

All students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician.

Exemptions From Compulsory Attendance

Each student between the ages of 6 and 18 shall be subject to compulsory full-time education. (Educ. Code 48200) However, the Superintendent or designee may grant exemptions from compulsory attendance to a student as allowed by law and in the best interest of the student. Exemptions shall not be used to remove a student from the school for disciplinary purposes. (NUSD BP 5112.1 Exemptions From Attendance)

ATTENDANCE

Absences And Excuses

Regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. (NUSD BP 5113 Absences And Excuses). In the period that students are in Distance Learning, please refer to the Distance Learning Parent & Student Handbook 2020–2021.

Absence Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences: (NUSD BP 5113 Absences And Excuses)

1. Written note from parent/guardian, parent representative, or student if 18 or older (Educ. Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.
3. Visit to the students home by the verifying employee
4. Physician's verification

When a student has 10 absences in the school year for illness, any further absences for illness must be verified by a physician.

Parents/Guardians will have three school days to clear an absence following the return of the student.

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administrative regulations. (Educ. 46010, 48216, 48205)

A pupil absent from school under the provisions of Education Code 48502 listed above shall be allowed to complete assignments and tests that are reasonably equivalent to, but not necessarily identical to, those missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor.

Per Education Code 48502, a student's absence shall be excused for the following reasons:

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Educ. Code 46010.1)
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 one day if the service is conducted in California and not more than three days if the service is conducted outside California.
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.

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 religious retreats, 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.
 - Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (Educ. Code 46014)
 - Attendance at religious retreats shall not exceed four hours per semester.
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.

Truancy

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Educ. Code 48260)

The parent/guardian is obligated to compel a truant student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290–48296.

A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Educ. Code 48263, 48264.5)

Home/Hospital Instruction

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Educ. Code 48206.3) (NUSD BP 6183 Home And Hospital Instruction)

A student of another district who is temporarily disabled within this district shall be eligible to receive individual instruction in this district. In such circumstances, it is the responsibility of the parent/guardian to notify the district. (Educ. Code 48207, 48208)

INSTRUCTION

Retention of Students

The Governing Board expects students to progress through each grade within one school year. Toward this end, instruction shall be designed to accommodate the varying ways that students learn and provide strategies for addressing academic deficiencies when needed.

Retention

Teachers shall identify students who should be retained or who are at risk of being retained at their current grade level as early as possible in the school year and as early in their school careers as practicable. Such students shall be identified at the following grade levels: (Educ. Code 48070.5) (NUSD BP 5123 Promotion/Acceleration/Retention)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between the end of the intermediate grades and the beginning of the middle school grades
5. Between the end of the middle school grades and the beginning of the high school grades

If a student is identified as performing below the minimum standards for promotion to the next grade level based on the indicators specified in Board policy, 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. (Educ. Code 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the summer school remediation program, and the decision to retain or promote the student shall be reevaluated at that time with the student's parents/guardians and the principal. (Educ. Code 48070.5)

When a student in grades 2–9 is retained or recommended for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. (Educ. Code 37252.2, 37252.8, 48070.5)

Continuation in Kindergarten

Whenever the Superintendent or designee and the parents/guardians agree that a student shall continue in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Educ. Code 46300, 48011)

Appeal Process

To appeal a teacher's decision, the parent/guardian shall submit a written request to the Superintendent or designee specifying the reasons why the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion. (NUSD AR 5123 Promotion/Acceleration/Retention)

Whenever a student's parent/guardian appeals the teacher's decision to promote or retain a student, the burden shall be on the parent/guardian to show why the teacher's decision should be overruled. (Educ. Code 48070.5)

Homework Policy

Within the Newark Unified School District, each school will establish homework expectations organized by grade level, course level, or department and follow the parameters established by NUSD BP 6154 Homework.

Independent Study Program

Independent study offers a means of individualizing the educational plan to serve students who desire a more challenging educational experience, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study. (NUSD BP 6158 Independent Study)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Educ. Code 51747; 5 CCR 11700)

Individual school sites have short-term independent study contracts for students who will be out for a minimum of five consecutive days and not past the end of the current school year. Parents/guardians of students who are interested in independent study should contact the principal of their student's school.

Educational Counseling

The district's academic counseling program shall be designed to assist students to establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans. (NUSD BP 6164.2 Guidance/Counseling Services)

Beginning in grade 7, parents/guardians may participate in career counseling and course selection so that they may participate in the counseling sessions and decisions. Please contact a school main office for more information. (Educ. Code 221.5)

Assessment

Assessment is aligned to the Common Core State Standards and assists teachers in determining instructional priorities and modifying the curriculum accordingly. Entry Level Assessments measure a student's prior knowledge so that a teacher can plan instruction to meet the needs of every student. Progress Monitoring Assessments measure student progress daily or weekly to determine if the instruction is supporting learning. And Summative Assessments, at the end of a unit or course, provide specific and detailed information about which Standards have, or have not, been achieved. Assessment data is collected and analyzed by the schools and the district to evaluate the overall effectiveness of the instructional program.

The state achievement tests shall be administered within the testing period established by the State Governing Board (SBE) pursuant to Educ. Code 60640. Students who are absent during testing shall be provided an opportunity to take the tests during the period of time established by the SBE for make-up testing.

California Assessment of Student Performance and Progress (CAASPP)

The district shall administer the following assessments in the California Assessment of Student Performance and Progress (CAASPP): (Educ. Code 60640)

1. The Smarter Balanced Summative Assessments for English language arts and mathematics, aligned with Common Core State Standards, in grades 3–8 and 11. All students at the applicable grade levels shall be administered these tests, except:
 - a. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law
 - b. Students with disabilities may be provided an alternate test in accordance with their individualized education program (IEP), as provided in item #3 below
2. California Science Tests (CAST) Students will be administered the CAST test in grades 5 and 8 and once in high school. The CAST is aligned with the California Next Generation Science Standards.
3. For students with disabilities who are unable to take the tests specified in items #1–2 above even with appropriate accommodations, the California Alternate Assessments (CAAs) for English language arts (ELA) and mathematics are given in grades 3–8 and grade 11. The CAA for Science is given in grades 5 and 8 and one time in high school.
4. For students in grade 11 on a voluntary basis, students may indicate if Smarter Balanced Assessments can be used in the Early Assessment Program (EAP) as a measure of students' readiness for college-level work in English and/or mathematics pursuant to Educ. Code 99300–99301

A parent/guardian may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. District employees shall not solicit or encourage any written exemption on behalf of any student or group of students. (5 CCR 852) (NUSD AR 6162.51 State Academic Achievement Tests)

Physical Fitness Testing (PFT)

Students in grades 5, 7 and 9 take a physical fitness test (PFT); in California that test is the FITNESSGRAM®. The main goal of the test is to help students in starting life-long habits of regular physical activity. The test results can be used by students, teachers, and parents.

Results of Student Assessments

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance. (NUSD BP 6162.5 Student Assessment)

California School Dashboard

The California School Dashboard (or the Dashboard) is an online tool that shows parents/guardians and communities how schools and districts are performing on test scores, graduation rates, and other measures of student success. Visit <https://www.caschooldashboard.org> for the Dashboard and resources.

English Learner Notifications

Under Education Code 440, parents/guardians will receive a notice when their child is assessed for English language proficiency, this will be sent no later than 30 days after the start of the school year. The notification will include the following: (Educ. Code 313.2)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student
 - c. The manner in which the program will help the student develop English proficiency and meet age-appropriate academic standards for grade promotion and graduation
 - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
 - e. When the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards
5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available
7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

A parents/guardian may submit a request that his/her child be exempted from placement in a structured English immersion program. (Educ. Code 310; 5 CCR 11309) (NUSD AR 6174 Education For English Language Learners) The request may be in the form of a verbal or written request and must be submitted to the office of the school the student is attending. The exemption will not preclude the student from receiving English language development instruction.

Language Acquisition Programs (Education Code 310)

NUSD offers the following two language acquisition programs:

- **Structured English Immersion (SEI):** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for students who are learning English. At minimum, students are offered Designated ELD and provided access to grade level academic subject matter content with Integrated ELD.
- **English Language Mainstream (ELM):** A language acquisition program in which all classroom instruction is provided in English and additional and appropriate services are provided. English Learners enrolled in ELM are students who met the District Criteria or whose parent or guardian requested such program. Students receive language instruction through Integrated ELD in English Language Arts as well as academic subject matter content courses.

In accordance with state law, students in NUSD who are learning English as a second language are enrolled in a SEI program and receive Designated English Language Development instruction until they achieve reclassification status. However, parents/guardians of such students have the right to refuse placement of their students in a SEI

program and opt for a transfer to a ELM program. It is the responsibility of NUSD to ensure such students continue to receive instruction as needed to acquire English language proficiency and meet the district's content and performance standards for their grade level. To opt into an ELM program, parents/guardians may submit a verbal or written request to the office of the school their child is assigned to attend.

Parents/guardians of enrolled students also have the right to request a different and new language acquisition program that is designed to provide language instruction. (Educ. Code 310; 5 CCR 11309) The request may be in the form of a verbal or written request and must be submitted to the office of the school the student is attending. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311; NUSD Board Policy (BP) 6174).

More information on the California Education for a Global Economy (Ed.G.E.) Initiative (Proposition 58) addressing language and language acquisition programs can be found at:
<https://www.cde.ca.gov/sp/el/er/caedge.asp>.

English Language Proficiency Assessments for California (ELPAC)

The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency that must be given to students whose primary language is a language other than English. The Initial ELPAC test is used to determine if a student is an English learner or is fluent in English. This required test will help identify students who need help learning English. This is important so they can get the support they need to do well in all school subjects. Students in kindergarten through grade 12, who are classified as English learners, will take the ELPAC Summative Assessment every year until they are reclassified as proficient in English. Students are tested on their skills in listening, speaking, reading, and writing.

To learn more about the ELPAC, please read the California Department of Education's *Parent Guide to Understanding the ELPAC* at <https://www.cde.ca.gov/ta/tg/ep/documents/elpacparentguide.pdf>.

Excuse from Instruction Due to Religious Belief

Instructional programs may include references to religion and may use religious literature, art, music or symbols to illustrate the subject matter being taught. Such instruction should be designed to broaden the students' understanding of social and cultural history and their tolerance for the multiple ways of life practiced by the peoples of the world. Instruction about religious holidays shall be carefully tied to these educational objectives.

Instruction which is contrary to a student's religious beliefs and teachings may be optional for that student, in accordance with the Education Code or at the discretion of the Superintendent or designee. (NUSD BP 6141.2 Recognition of Religious Beliefs and Customs)

Sexual Health and HIV/AIDS Prevention Instruction

The Governing Board recognizes that the purpose of the district's sexual health and HIV/AIDS prevention instruction is to provide students with the knowledge and skills necessary to protect them from unintended pregnancy and sexually transmitted diseases and to encourage students to develop healthy attitudes concerning adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family. (NUSD BP 6142.1 Sexual Health And HIV/AIDS Prevention Instruction)

HIV/AIDS prevention instruction shall be offered at least once in junior high and once in high school. (Educ.Code 51934) Instruction shall accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences. Comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel. (NUSD AR 6142.1 Sexual Health And HIV/AIDS Prevention Instruction)

Written and audiovisual educational materials to be used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection, and parents/guardians have a right to request a copy of Education Code 51930–51939.

A parent/guardian may request in writing that his/her child be excused from participating in HIV/AIDS prevention or sexual health education. Students so excused by their parents/guardians shall be given an alternative educational activity. A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Educ. Code 51240, 51938, 51939)

Parents/guardians shall be asked to sign and return to the school an acknowledgment that they have received the notification. If a parent/guardian wishes to excuse his/her child from instruction, he/she must provide a separate written request, as specified in Board policy.

**This item appears
on the Student &
Parent/Guardian
Acknowledgment,
Exclusion,
Release Form**

Other district courses that may include subject matter related to that which is presented in either HIV/AIDS prevention or comprehensive sexual health instruction, shall not be subject to the requirements of Education Code 51930–51939. (Educ. Code 51932) (NUSD AR 6142.1 Sexual Health And HIV/AIDS Prevention Instruction)

Exemption from Requirements in Health Instruction

If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a pupil, the pupil, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs. (Educ. Code 51240)

HIGH SCHOOL NOTIFICATIONS

Closed Campus

In order to keep our students in a supervised, safe, and orderly environment, all school sites are “closed” campuses. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose, e.g. a medical appointment. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action. (NUSD BP 5112.5 Closed Campus)

Advanced Placement Exam Fees

State funds may be available to help cover the costs of Advanced Placement (AP) examination fees pursuant to Education Code 52242. Contact your counselor for more information.

Cal Grant Program

Students enrolled in 11th grade will be deemed Cal Grant applicants unless the students opt out of being automatically deemed a Cal Grant applicant. Until a pupil turns 18 years of age, only a parent or guardian may opt the pupil out. Once a pupil turns 18, only the pupil may opt out. If 11th grade students do not opt out, their grade point average will be submitted electronically. Contact your school office to opt out; the school will send grade point averages to the commission by the submission deadline of October 1. (Educ. Code 69432.9)

Graduation Requirements

Students shall complete at least the following courses in grades 9–12, with each course being one year. Comprehensive High School graduation requirements meet the UC/CSU A–G requirements: (Educ. Code 51224.5, 51225.3) (NUSD BP 6146.1 High School Completion Requirements)

Subject Area	Comprehensive High School	Continuation High School
English	4 courses	4 courses
Mathematics At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9–12, shall meet or exceed state academic content standards for Algebra I	3 courses	2 courses
Science (3 courses highly recommended) Including biological and physical sciences	2 courses	2 courses
History/Social Studies Including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics	3 courses	3 courses
Physical Education	2 courses	2 courses

Visual or performing arts, world language, American Sign Language, career technical education	3 courses	1 course
Electives	6 courses	5 courses
TOTAL	23 courses	19 courses

Foster Youth or Children of Military Families

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

High School Graduation Participation Policy

In order to encourage high standards of student conduct and behavior, the principal may deny the privilege of participating in graduation ceremonies and/or activities in accordance with school rules. (NUSD BP 5127 Graduation)

College, Career Readiness

Pursuant to Education Code 51229, please see below the College Admission Requirements and information about Career Technical Education (CTE).

Meet with your counselor for help choosing courses that will meet college admission requirements and/or enrolling in CTE courses.

University of California (UC) Minimum Admission Requirements

This information from <http://admission.universityofcalifornia.edu/counselors/freshman/minimum-requirements/index.html> is current as of July 1, 2018.

Meeting the minimum requirements does not guarantee admission to a particular campus.

Freshman applicants will be required to complete a minimum of 15 yearlong "a-g" courses with a letter grade of C or better in grades 9–12. Seven of these courses must be taken in the last two years of high school. Students must complete:

- a. History 2 courses
- b. English 4 courses
(composition/literature in the language of instruction)
- c. Mathematics 3 courses
(including elementary algebra, geometry and intermediate algebra; or a series of integrated math course – including sufficient geometry content)
- d. Laboratory science 2 courses
(from two disciplines: biology, chemistry and/or physics; or one biology, chemistry or physics and one interdisciplinary or integrated or earth and space sciences course)
- e. Language other than English 2 courses
(foreign language)
- f. Visual and performing arts 1 course
(one yearlong course from the following disciplines: dance, drama/theater, music, visual art or interdisciplinary arts; or two one-semester courses from the same discipline)
- g. College-preparatory elective 1 course
(chosen from the fields above or another course approved by UC)

In order to be considered for admission, applicants must have earned a minimum GPA of 3.0 (3.4 for nonresidents) in all "a–g" courses completed in grades 10 and 11, with no grade lower than a C.

Freshman applicants must submit the ACT with Writing, or SAT with Essay test scores. Students applying for admission for the fall term must take these tests no later than December of their senior year, and preferably earlier. For students who take a gap year, exams must be completed by the time of their high school graduation.

The SAT Subject Tests are not required for admission. Competitive majors on some campuses may recommend particular SAT Subject Tests to demonstrate subject proficiency. Subject Tests may be used to fulfill "a–g" requirements.

If students do not have a high school diploma, we will accept the Certificate of Proficiency awarded by the State Board of Education upon successful completion of the California High School Proficiency Examination. We'll also accept proficiency examinations from other states, and the General Education Development (GED) Certificate, in place of a diploma.

Visit <http://admission.universityofcalifornia.edu/> for more information.

California State University (CSU) Minimum Admission Requirements

This information from https://www2.calstate.edu/apply/freshman/getting_into_the_csu/pages/admission-requirements.aspx is current as of July 1, 2018.

Admission offices at the 23 campuses use three factors to determine eligibility: specific high school courses (referred to as the "a–g" courses), grades in "a–g" courses and test scores, and graduation from high school. Test scores are required unless you have a grade point average above 3.00 and are a resident of California. Your high school grade point average is calculated using your grades in all your college prep "a–g" classes completed after the 9th grade.

Many CSU campuses have higher standards for particular majors or for students who live outside the local admission area, or higher standards for all applicants. Many CSU campuses use local admission policies for students who graduate or transfer from its region.

The CSU requires a minimum 15–unit pattern of courses for admission as a first–time freshman. Each unit is equal to a year of study in a subject area. A grade of C or better is required for each course you use to meet any subject requirement:

- a. History and Social Science 2 courses
(including 1 year of U.S. history or 1 semester of U.S. history and 1 semester of civics or American government AND 1 year of social science)
- b. English 4 courses
(4 years of college preparatory English composition and literature)
- c. Mathematics 3 courses
(4 years recommended) including Algebra I, Geometry, Algebra II, or higher mathematics (take one each year)
- d. Laboratory science 2 courses
(including 1 biological science and 1 physical science)
- e. Language other than English 2 courses
(2 years of the same language; American Sign Language is applicable; possible waiver of this requirement if you can demonstrate competency in a language other than English, contact the CSU campuses to which you are applying)
- f. Visual and performing arts 1 course
(dance, drama or theater, music, or visual art)
- g. College–preparatory elective 1 course
(additional year chosen from the University of California "a–g" list)

There are CTE courses that can be used to meet any of the subject area requirements listed above. Please refer to the University of California's Course List Search at <http://www.ucop.edu/agguide/>.

Career Technical Education

Career Technical Education (CTE) is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Visit <https://www.cde.ca.gov/ci/ct/> to learn more about CTE.

See your counselor for a complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the state public colleges, and which of the specific admission requirements these courses satisfy.

Certificate of Proficiency

The Governing Board desires that every student have the opportunity to earn a high school diploma through successful completion of class work and examination. However, when a student is unable to do so, the Board encourages completion of an alternative program that allows him/her to obtain an equivalent certificate. (NUSD BP 6146.2 Certificate Of Proficiency/High School Equivalency)

A person 16 years of age or older, or who has been enrolled in the 10th grade for one academic year or longer, or who will complete one academic year of enrollment in the 10th grade at the end of the semester during which the next regular examination will be conducted, may have his or her proficiency in basic skills taught in public high schools verified according to criteria established by the department. The state board shall award a "certificate of proficiency" to persons who demonstrate that proficiency. The certificate of proficiency shall be equivalent to a high school diploma. (Educ. Code 48412)

CONDUCT & DISCIPLINE

Discipline

Site-level rules shall be consistent with district policies and administrative regulations. It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Educ. Code 35291)

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. (NUSD AR 5144 Discipline)

Suspension and Expulsion

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies. (NUSD BP/AR 5144.1 Suspension And Expulsion/Due Process)

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs. (Educ. Code 48900(s))

Grounds for Suspension and Expulsion, Grades K-12

Acts for which a grade K-12 student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person (Educ. Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (Educ. Code 48900(b))
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind (Educ. Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Educ. Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Educ. Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Educ. Code 48900(f))
7. Stole or attempted to steal school property or private property (Educ. Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products (Educ. Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Educ. Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia (Educ. Code 48900(j))
11. Knowingly received stolen school property or private property (Educ. Code 48900(l))
12. Possessed an imitation firearm (a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm) (Educ. Code 48900(m))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Educ. Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding (Educ. Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Educ. Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Educ. Code 48900(q))
17. Engaged in an act of bullying (Educ. Code 48900(r))
18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Educ. Code 48900(t))
19. Made terrorist threats against school officials and/or school property. (Educ. Code 48900.7)

Additional Grounds for Suspension and Expulsion, Grades 4–12

A student in grades 4–12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined as conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Educ. Code 212.5, 48900.2)
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined as any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Educ. Code 233, 48900.3)
3. 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 (Educ. Code 48900.4)

Mandatory Expulsion

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Educ. Code 48915)

1. Possessing a firearm which is not an imitation firearm
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053–11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Educ. Code 48911, 48915, 48915.5, 48918)

Suspension and Expulsion for Students with Disabilities

A student identified as an individual with a disability is subject to the same grounds for suspension and expulsion that apply to students without disabilities. Depending upon the circumstances, such a student may have additional procedural safeguards applicable to students with disabilities.

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Educ. Code 48902)

HEALTH & SAFETY

Common Irritants

Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings. (NUSD AR 3514 Environmental Safety)

Sun Protective Clothing/Use Of Sunscreen

School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day. (Educ. Code 35183.5) Parents/guardians are encouraged to apply sunscreen before the start of the school day.

Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels. Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved. (NUSD AR 3514 Environmental Safety)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed. (NUSD AR 3514 Environmental Safety)

School Bus/Passenger Safety

The following rules apply at all times when pupils are riding a school bus, including when on school activity trips: (Educ. Code 39831.5) (NUSD AR 5131.1 Bus Conduct)

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling, throwing objects, or standing or changing seats is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.

9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the pupil to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited. (Educ. Code 39839; 13 CCR 1216)
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the pupil's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee, per 5 CCR 14103. Bus drivers shall not deny transportation services except as directed by the principal or designee.

Health Examinations

A parent/guardian may annually file with the principal a written statement withholding consent to the physical examination of his/her child. Any such student shall be exempt from any physical examination but shall be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected. (Educ. Code 49451; 20 USC 1232h) (NUSD AR 5141.3 Health Examinations)

Vision Testing

Each student's vision shall be appraised, by the school nurse or other personnel authorized under Education Code 49452.

The vision appraisal shall include tests for visual acuity, including near vision. Male students shall also be tested once for color vision in grade 1 or later and the results of the appraisal shall be entered in the student's health record. (Educ. Code 49455)

Appraisal of a student's vision may be waived under either of the following conditions: (Educ. Code 49455)

1. The student's parent/guardian requests a waiver and presents a certificate from a physician/surgeon, physician assistant, or optometrist showing the results of an examination of the student's vision, including visual acuity and, in male students, color vision.
2. The student's parents/guardians file with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. (Educ. Code 49456)

In addition to the vision appraisals described above, the school nurse and/or classroom teacher shall continually and regularly observe students' eyes, appearance, behavior, visual performance, and perception that may indicate vision difficulties. (Educ. Code 49455)

Hearing Tests

The Superintendent or designee shall provide for the administration of hearing tests to district students by personnel authorized to conduct such testing pursuant to Education Code 49452 and 49454 and in accordance with the procedures specified in 17 CCR 2951.

The Superintendent or designee shall provide written notification of test results to the parents/guardians of any student who fails the hearing tests. When the test results fall within the levels specified in 17 CCR 2951 or there is evidence of pathology, such as an infection of the outer ear, chronic drainage, or a chronic earache, the notification shall include a recommendation that a further medical and audiological evaluation be obtained. (17 CCR 2951)

Students with Temporary Disabilities in Hospitals

Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care if an individualized instruction program is desired. (Educ. Code 48206.3, 48207–48208)

Medication on School Grounds

Any student who must take prescribed medication at school and who desires assistance from school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine and prescription inhaled asthma medication upon the school's receipt of specified written confirmation with instructions for self-administration and authorization from the student's parent and physician or surgeon. The parent must release the school district and personnel from liability for any harm resulting from the self-administered medication, and provide a release for authorized school personnel to consult with the physician or surgeon. (Educ. Code 49423, 49423.1)

Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding 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 overdose. (Educ. Code 49480)

Speak with the main office of your student's school for more information on medications.

Asbestos Hazard Emergency Response Act Compliance

An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93) (NUSD AR 3514 Environmental Safety)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

Pesticide Use on District Property

The Healthy Schools Act of 2000 (AB 2260) and Education Code 17611.5, 17612 and 48980.3 require that notification be given to parents/guardians and staff regarding the use of pesticides in public schools. This bill also encourages an Integrated Pesticide Management (IPM) approach to be taken in dealing with "pests." IPM for the District means using less chemicals; when chemicals are used that they are the safest possible; establishing a level of pests that we will accept before chemicals are used; mechanical weed removal; non-chemical rodent abatement, etc.

A warning sign shall be visible to all persons entering any treated areas and shall be posted 24 hours before the application and remain posted until 72 hours after the application. In case of a pest control emergency, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the term “Warning/Pesticide Treated Area” and shall include the product name, manufacturer’s name, the United States Environmental Protection Agency’s product registration number, intended date and areas of application, and reason for the pesticide application.

If you have further questions, or want to see a digest of AB 2260, a product list, and Material Safety Data Sheets (MSDS) on the chemicals to be used at your school, please contact the Director of Maintenance, Operations and Transportation at (510) 818-4271.

More information on pesticides and their alternatives is available through the California Department of Pesticide Regulation at <http://www.cdpr.ca.gov>.

The following pesticides may be stocked and used at schools by authorized and trained employees:

Pesticide	Active Ingredient(s)
DuPont Advion (Cockroach gel Bait)	Indoxacarb (S)-methyl 7-chloro-2,5-dihydro-2-(methoxycarbonyl)[4(trifluoromethoxy)phenyl]amino]- carbonyl]indeno[1,2-e]1,3,4]oxadiazine-4a-(3H)-carboxylate 0.6%
Ranger Pro Pesticide	Isopropylamine salt of N- (phosphonomethyl) glycine: (Isopropylamine salt of glyphosate) Composition: Isopropylamine salt of glyphosate 41% by Weight; Other ingredients: 59%
Essentria™ IC3 Insecticide Concentrate	Rosemary Oil 10.0 Geraniol 5.0 Peppermint Oil 2.0 Ingredients not precisely identified are proprietary or non-hazardous.
DuPont Advion (Ant Gel)	Indoxacarb* (S)-methyl 7-chloro-2,5-dihydro-2-[[(methoxycarbonyl)[4(trifluoromethoxy)phenyl]amino]- carbonyl]indeno[1,2-e][1,3,4]oxadiazine-4a-(3H)-carboxylate 0.05%
Chlorophacinone	0.005% Chlorophacinone
Contrac AW Blox	0.005% Bromadiolone
Diphacinone 0.01%	0.01% Diphacinone
Fumitoxin Tablets	55.0% Aluminum Phosphide
Gopher Getter Type 2 AG Bait	0.005% Diphacinone
Martins Gopher Bait 50r	0.50% Strychnine Alkaloid
Omega Gopher Grain Bait	0.50% Strychnine Alkaloid
Talpid Mole Bait	0.025% Bromethalin
ZP Rodent Oat Bait AG	2% Zinc Phosphide

E.P.A. registered chemicals are applied by employees who currently possess a valid “Qualified Applicator Certificate” issued by the State of California or have completed the California E.P.A. Pesticide Safety Series N training.

If a pesticide product not included in the annual notification is subsequently intended for use at the school site, the school designee shall provide written notification of its intended use at least 72 hours before application. (Educ. Code 17612)

Request for Individual Pesticide Application Notification

Parents/guardians may register to receive notification of individual pesticide applications at a specified school site. Persons who register for notification shall be notified of individual pesticide applications at least 72 hours before the application. The notice shall include the product name, the active ingredient or ingredients in the product, and the intended date of application.

To register, send the following information via email to scondon@newarkunified.org with “Request for Individual Pesticide Application Notification” in the subject, or submit the information in writing to your site principal:

- Student’s school
- Student’s name
- Name of parent/guardian
- Date of request
- Preferred method of contact: mailing address or email address

FOOD SERVICES FOR STUDENTS

Child Nutrition Services

With current national attention being focused on children's health and wellness issues, Newark School District's Child Nutrition Department is excited to provide healthful, nutritious meals to students. Visit us at <http://www.schoolnutritionandfitness.com/index.php?sid=1487973450928>.

Cost of Breakfast and Lunch

The Newark Unified School District takes part in the National School Lunch Program and School Breakfast Program. Students may buy lunch for \$2.75 at all elementary sites; \$3.25 at Newark Junior High, and \$3.50 at all high schools; breakfast is \$1.75 at elementary sites, and \$2.00 at secondary sites. Eligible students may receive meals free for breakfast and lunch at all sites.

Meal Payments: Online, Check, Cash System

We offer parents/guardians a convenient, easy and secure online pre-payment service to deposit money into a student's school meal account at any time. Access these services at <https://www.myschoolbucks.com/>. Benefits of using this service include:

- Parents/guardians have the ability to view your child's account balance.
- By having money in each child's account prior to entering the cafeteria, lunch lines move along much faster so your child has more time to eat and be with friends.
- If you have more than one child in the District you can handle all online pre-payments from the same online account.
- Payments may be made with a major credit or debit card (processing is 1-2 days)
- You may also post to your students' account using an e-check which you may set up once you have created an account through <https://www.myschoolbucks.com/>.

In order to use the online pre-payment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$2.49 per deposit transaction. Parents/guardians placing money into multiple meal accounts will only be assessed the \$2.49 fee once per deposit transaction. Newark Unified School District will not profit from the use of this site.

If you choose not to take advantage of the online prepayment service you may continue to make advance payments via cash or check payable to the Café Fund. **Please write your child's full name on the check.** Personal checks are always welcome; we ask that they be for a minimum of 10 lunches.

Checks with insufficient funds will be charged a handling fee of \$25.00. New checks will not be accepted for bounced checks, only cash or money orders will be accepted to pay off unpaid balances.

If your child is allergic to any foods, please submit a doctor's note to your child's school and the Child Nutrition Department so that we can keep your child's special needs on file. (NUSD BP 5141.27 Food Allergies/Special Dietary Needs)

Pricing Letter to Household and Instructions

Dear Parent or Guardian:

The Newark Unified School District participates in the National School Lunch Program and School Breakfast Program by offering nutritious meals every school day. Eligible students may receive meals free of charge for breakfast and lunch. You or your children do not have to be United States citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at

www.myschoolapps.com.

Letter to Household for Free and Reduced-Price Meals Qualification

Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$23,606	\$1,967	\$984	\$908	\$454
2	\$31,894	\$2,658	\$1,329	\$1,227	\$614
3	\$40,182	\$3,349	\$1,675	\$1,546	\$773
4	\$48,470	\$4,040	\$2,020	\$1,865	\$933
5	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
6	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
7	\$73,334	\$6,802	\$3,401	\$3,140	\$1,570
8	\$81,622	\$6,802	\$3,401	\$3,140	\$1,570
For each additional family member add	\$8,288	\$691	\$346	\$319	\$160

Applying for Benefits

An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

Direct Certification

An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals. If you did not receive a letter, please complete an application.

Verification

School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits.

WIC Participants

Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application.

Homeless, Migrant, Runaway, and Head Start

Children who meet the definition of homeless, migrant, or runaway, and children participating in their school's Head Start program are eligible for free meals. Please contact school officials for assistance at 510-818-4202.

Foster Child

The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

Fair Hearing

If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing to the following: Mary Sayers, 37370 Birch St, Bldg A, Newark, CA 94560, 510-818-4281.

Eligibility Carryover

Your child's eligibility status from the previous school year will continue into the new school year for up to 30 operating days or until a new determination is made. When the carryover period ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send a reminder or expired eligibility notices.

How to Apply for Free or Reduced-Price Meals

If you want your child(ren) to participate in the current school year's meal program, you need to fill out a new application every year. Last year's application is only good for the first thirty (30) days of school, and after that your child will need to pay full price for their meals.

If we have notified you of your child receiving free or reduced meals, you do not need to fill out an application.

Complete one application per household, even if your children attend more than one school in Newark Unified School District. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

1. **STUDENT INFORMATION**—Include all students who attend Newark Unified School District. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the Foster box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable Homeless, Migrant, or Runaway box and complete all STEPS of the application.

2. **ASSISTANCE PROGRAMS**—If any household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.
3. **REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**—Must report gross income (before deductions) from all household members (children and adults) in whole dollars. Enter 0 for any household member that does not receive income.

Report the combined gross income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child's income if you are applying for foster and non-foster children on the same application.

Print the names (first and last) of all other household members not listed in STEP 1, including yourself. Report the total gross income from each source and enter the appropriate pay period.

Enter the total household size (children and adults). This number must equal the listed household members from STEP 1 and STEP 3.

Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the NO SSN box.

4. **CONTACT INFORMATION AND ADULT SIGNATURE**—The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today's date.

Optional – Children's Ethnic and Racial Identities

This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

Information Statement

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the SSN of the adult household member who signs the application. The last four digits of the SSN are not required when you list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have an SSN by selecting the checkbox. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

Questions or Assistance

Please contact Child Nutrition Services at 510-818-4281.

Submit

Please submit a complete application to your child's school or the nutrition office at 37370 Birch St. Bldg A, Newark, CA 94560. You will be notified if your application is approved or denied for free or reduced-price meals.

Earned Income Tax Credit Information Act Communication

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.

Unpaid Meal Charges

The purpose of this meal charge Standard Practice is to establish a consistent District process for charging meals when students do not have money to pay for school meals. This standard practice does not apply to children who are eligible for Free/Reduced-Price Meals as the Newark Unified School District does not charge students for their first meal within these categories. Students who choose to purchase a second meal during the meal serving period will be charged at the full price for the meal they are purchasing.

Preventing Meal Charges

Students may receive a reimbursable meal regardless of their unpaid meal status. Whenever there are insufficient funds in a child's cafeteria account, the meal will be charged. The ensuing negative balance is expected to be paid upon parent/guardian notification. Households with unpaid meal charges are encouraged to submit a Free/Reduced-Price Meal Application. Paper applications are available at school offices, the district office 5715 Musick Ave, Newark, and the Child Nutrition Services Office, 37370 Birch St, Newark. An online application may be accessed from the Child Nutrition Services webpage by clicking on the MySchoolApps link, or by browsing to: www.myschoolapps.com/Application.

If your child does not qualify for Free or Reduced-Price Meals, it is the responsibility of the parent/guardian to insure their child has sufficient funds on their account to cover all school meals and to keep their child's meal account up to date. Funds can be deposited to a child's meal account (1) online using MySchoolBucks.com or (2) at the school site. Go to: www.MySchoolBucks.com to set up and/or manage your child's meal account. Online payments are highly encouraged, but please be aware that it takes approximately 2-3 days for those funds to be available on your child's account. Even if you do not choose to make online meal pre-payments, you can still utilize the account to check the balance of your child's meal account, and see on what dates your child participated in the school meal programs. Online accounts also have a "low balance" or "automatic deposit at low balance" parent email alert feature.

Collection of Unpaid Meal Charges

Parents/Guardians will be notified, in writing, if a student's meal account has an unpaid balance. For families who have registered with MySchoolBucks, there will be weekly emails notifying you of the unpaid balance on your child's account. A letter will be mailed to the household once a month and at the end of the school year that indicates the amount owed. Unpaid balances are due within 10 days from the date of the notice. It is the responsibility of the parent/guardian to clear your child's negative meal account.

An unpaid meal charge debt is expected to be paid by the parent/guardian by the end of the school year. Any unrecovered debts remaining at the end of the fiscal year are converted to bad debts. Bad debts are an unallowable cost to federal programs and therefore, must be covered by nonfederal funding sources. The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5).

The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.75)

Nondiscrimination, Complaint Procedures

The Board designates a compliance officer in its Uniform Complaint Procedures as coordinator of the district's efforts to comply with the laws governing its nutrition programs and to investigate any related complaints. Any complaint concerning the district's nutrition programs shall be investigated using the process identified in the Uniform Complaint Procedures. (NUSD BP 3555 Nutrition Program Compliance) (NUSD AR 1312.3 Uniform Complaint Procedures):

Executive Director of Human Resources
5715 Musick Avenue
Newark, CA 94560
(510) 818-4242

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: 202-690-7442; or (3) email: program.intake@usda.gov.

2020-21 STUDENT & PARENT/GUARDIAN ACKNOWLEDGMENT, EXCLUSION, RELEASE FORM

This page is your copy; please complete the attached duplicate form and return it to your student's school immediately.

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. The box to the left appears next to any item in this handbook that is referenced on this form.

**This item appears
on the Student &
Parent/Guardian
Acknowledgment,
Exclusion,
Release Form**

Parent/Guardian Acknowledgment

Education Code 48982 requires that a copy of this form be signed and returned to the school. A signature acknowledges receipt of the information regarding rights, responsibilities, and protections.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Exclusion

The following serves as my written notification to exclude my student from the following (**ONLY SELECT THE ITEMS FROM WHICH YOU WANT YOUR STUDENT EXCLUDED**):

- ☐ HIV/AIDS prevention instruction or sexual health education. (Educ. Code 51240, 51938, 51939)
- ☐ Release of directory information. (20 USC 1232g, 7908; Education Code 49073) If selected, ensure receipt of this form by the school office within the next 30 days. This will prohibit the district from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Release

Photographs of students cannot be released without parent/guardian consent. (Educ. Code 49061)

- ☐ Yes, I grant the district permission to publish photographs of my student in district publications.
- ☐ No, I do NOT grant the district permission to publish photographs of my student.

Parent/Guardian Signature: _____ Date: _____

Technology Acceptable Use Agreement (SEE PAGES 30-31)

I have received, read, understand, and agree to abide by the Technology Acceptable Use Agreement.

Student

Parent/Guardian

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____