



# Cambrian School District

*Exploring Infinite Possibilities for Learning*

[www.cambriansd.org](http://www.cambriansd.org)

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San Jose, CA 95124  
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## **BOARD OF TRUSTEES**

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## **SUPERINTENDENT**

Ms. Kristi Schwiebert

## 2024-25

# Parent and Legal Guardian Rights and Responsibilities

## *Annual Notification*

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Bagby Elementary School  
1840 Harris Avenue  
San Jose, CA 95124  
(408) 377-3882

Price Middle School  
2650 New Jersey Avenue  
San Jose, CA 95124  
(408) 377-2532

Fammatre Elementary School  
2800 New Jersey Avenue  
San Jose, CA 95124  
(408) 377-5480

Sartorette Elementary School  
3850 Woodford Drive  
San Jose, CA 95124  
(408) 264-4380

Farnham Elementary School  
15711 Woodard Road  
San Jose, CA 95124  
(408) 377-3321

Steindorf STEAM School  
3001 Ross Avenue  
San Jose, CA 95124  
(408) 377-3022

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Dear Parent/Guardian:

The Cambrian Governing Board of trustees believes that the education of students is a shared responsibility. California Education Code, Section 48980, requires school districts to notify parents/ guardians annually of certain rights and responsibilities, and of certain district programs. As a parent/guardian, you are invited to request additional information regarding Cambrian School District policies related to these activities or programs, from the office of your child's school of attendance.

Education Code section 48982 requires acknowledgement of this notice be signed by the parent/guardian physically or electronically. Cambrian provides their annual notification during the time of enrollment for new students and during the annual emergency update for returning (current) students. The signature of receipt does not indicate that consent to participate in any particular program has been either given or withheld.

All students will be given equal educational opportunity regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or immigration status. (Equal Educational Opportunities Act; CSD Policy and Procedure 5145.3)

## ATTENDANCE AND ABSENCES

Cambrian School District believes that regular attendance plays an important role in student achievement. The District shall work with parents, guardians, and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy. Compulsory attendance is required in California for students between age six and eighteen years of age and there are legal consequences if your child misses too much school. There are two types of absences from school: Excused and Unexcused. Cambrian uses an automated calling and email system to notify parents/guardians of student absences.

### **EXCUSED ABSENCES:**

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

- Due to the student's illness, including an absence for the benefit of the student's mental or behavioral health.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of the student'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.
- 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 student'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 student's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- For the purpose of spending time with a member of the student'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.
- For the purpose of attending the student's naturalization ceremony to become a United States citizen.
- For the purpose of participating in a cultural ceremony or event.
- Middle School Students:
  - For the purpose of engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence.
    - Excused for only one school day per school year or may be permitted additional excused absences in the discretion of a school administrator. (Section 48260)

- (b) A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent/guardian, brother or sister, grandparent, or any other relative living in the household of the student.
- (Education Code 48205; CSD Board Policy and Procedure 5113, 5113.1, 5114)

**ABSENCES FOR RELIGIOUS PURPOSES:** Upon advance written parental/guardian request, a student may be excused to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place away from school property. No student shall be excused from school for such purpose on more than four days per school month. (Education Code 46014; CSD Board Policy 5113)

**ABSENCES FOR SEXUAL HEALTH EDUCATION AND HIV PREVENTION EDUCATION:** Upon written consent, a parent/guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. (Education Code 51938(a))

**HOME, HOSPITAL AND RESIDENTIAL HEALTH FACILITY INSTRUCTION FOR STUDENTS WITH TEMPORARY DISABILITIES:** It is the primary responsibility of the parent/guardian to notify the school district that their student has a temporary disability. Students, whose temporary disability makes school attendance impossible or inadvisable, may receive individual instruction. Either: at home, provided by the school district in which the student resides, or in a hospital, or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or residential health facility is located. (Assembly Bill 2109; Education Code 48206.3 & 48208 (a))

**UNEXCUSED ABSENCE:** An unexcused absence is when a student misses school for reasons not listed under excused absences. Parents/Guardians shall be notified by their student's school site in a timely manner, when their child is absent from school without permission. (Education Code 48205, 51101 (a)(4))

**EXCESSIVE ABSENTEE AND TRUANTS:** A student who is absent from school without a valid excuse three full days in one school year, tardy, or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (Education Code 48260; CSD Board Policy and Procedure 5113.1)

If a minor student in a school district of a county is a habitual truant, or is a chronic absentee, as defined in Section 60901, or is habitually insubordinate or disorderly during attendance at school, the student may be referred to a school attendance review board (SARB), or to the probation department for services if the probation department has elected to receive these referrals. The school district supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral shall provide documentation of the interventions undertaken at the school to the student, the student's parents/guardians, the school attendance review board or probation department and shall notify the student and parents/guardians of the student, in writing, of the name and address of the school attendance review board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the student and parents/guardians of the student will be required, along with the referring person, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral. (Education Code 48263)

## COMPLAINT, CONCERNS, AND TITLE IX PROCEDURES

**COMPLAINT PROCEDURES:** To promote prompt and fair resolution every effort should be made to resolve a concern at the earliest possible stage and starting at the school site level first. Parents/guardians are encouraged to speak with the school principal to resolve concerns prior to speaking with the District Office. (CSD Board Policy and Procedure 1312; 1312.3)

There are there four (4) main categories of concerns or complaints: General, Williams Act, Employee, and Uniform Complaint. Please visit our website for the most updated information and forms at <https://www.cambriansd.org>.

- I. **GENERAL COMPLAINTS OR CONCERNS:** In most cases, can easily be resolved directly at the school site. You may submit an oral or written complaint directly to the site secretary or school principal. (CSD Board Policy 1312)
  
- II. **WILLIAMS ACT:** Focuses on any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students, and teacher vacancy or misassignment. Complaints can be filed in writing using this linked form and directed to our Assistant Superintendent of Educational Services at [nguyenl@cambriansd.com](mailto:nguyenl@cambriansd.com) or dropped off at the District Office located at 4115 Jacksol Drive, San Jose 95124. (Education Code 35186; CSD Board Policy and Procedure 1312.2; 1312.4)
  - There is to be sufficient standards-aligned textbooks, instructional materials, state-adopted, district-adopted textbooks or other required instructional material to use in class or at home for each student including English learners.
  - There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners if present.
  - School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
  
- III. **COMPLAINTS ABOUT SCHOOL EMPLOYEES:** To promote prompt and fair resolution every effort should be made to resolve a concern at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's administrative supervisor, or principal. (CSD Board Policy and Procedure 4144) Complaints can be filed in writing using this linked form.
  
- IV. **UNIFORM COMPLAINT:** A Uniform Complaint Procedures (UCP) complaint is a written and signed statement alleging a violation of federal or state laws or regulations regarding:
  - Consolidated categorical aid programs
  - Migrant child education
  - Child care and development programs
  - Discrimination, harassment, intimidation, or bullying against any protected group as identified under Sections 200 and 220 and Section 11135 of the Government Code
  - Lactation accommodations
  - Educational rights of foster youth and graduation requirements for foster youth, homeless youth, and other youth
  - Student Fees
  - Courses of study
  - Instructional minutes for physical education
  - Local control and accountability plans
  - Juvenile court schools
  - School safety plans

- Any other state or federal educational program the Superintendent deems appropriate.

Complaints can be filed in writing using this linked form (Title 5 of the California Code of Regulations, Chapter 5.1 (5 CCR))

**COMPLAINTS ABOUT DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING (Title IX):** The district is committed to equal opportunity for all individuals in education and in employment. Complaints can be filed in writing using this linked form.

**SPECIAL EDUCATION:** To promote prompt and fair resolution every effort should be made to resolve a concern at the earliest possible stage. A parent/guardian of a child with a disability or any other individual who believes a school district is not following state or federal laws or regulations related to the Individuals with Disabilities Education Act (IDEA), may file a formal complaint.

- The complaint must be in writing and signed
- The complaint must allege a violation of special education laws and regulations that occurred

Complaints can be directed to our Director of Student Services at speharm@cambriansd.com or dropped off at the District Office located at 4115 Jacksol Drive, San Jose 95124.

## **CONDUCT, DISCIPLINE, AND FINANCIAL RESPONSIBILITY**

**STUDENT DISCIPLINE RULES:** The Cambrian School District is committed to providing a safe, supportive, and positive school environment that is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. A copy of the school's student discipline rules can be obtained at your school site. (Education Code 35291; CSD Board Policies and Procedures 5144 - 5144.3)

**STUDENT SUSPENSION AND EXPULSION:** Cambrian School District recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. A copy of the school's student suspension and expulsion rules can be obtained at your school site or on our website Plan for Expelled Youth. (Education Code 48900; CSD Board Policies and Procedures 5144.1)

**INTERVIEWS AND RELEASE OF STUDENT TO PEACE OFFICER:** Cambrian School District will collaborate with local law enforcement agencies to carry out their duties on school campus, including, when necessary, the questioning and/or apprehension of students. When a student is released to a peace officer and removed from the school premises, Cambrian shall take immediate steps to notify the parent/guardian, except when a student has been taken into custody as a victim of suspected child abuse (Education Code 48906; CSD Board Policy and Procedure 5141.11)

**PARENTAL/GUARDIAN FINANCIAL RESPONSIBILITY:** Parents/guardians are financially liable for all the damages caused by the willful misconduct of their minor children, which result in death or injury to other students, school personnel, or school property. This same liability will prevail when the damage or loss was not intentional and resulted from other negative or inappropriate behavior not acceptable on District property. The parent/guardian of a minor/student shall be liable to the school district for all property belonging to the district loaned to the minor and not returned upon demand of an employee of the district authorized to make that demand. (Education Code 48904; CSD Board Policy and Procedure 3260)

**PERSONAL PROPERTY:** The district is not responsible for personal property. Students are discouraged from bringing non-instructional items to school such as cell phones, computers, skate boards, etc.

**POSITIVE SCHOOL CLIMATE:** Cambrian School District desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. (CSD Board Policy 5137)

**BULLYING AND HARASSMENT:** The Cambrian School District recognizes the harmful effects of discrimination, harassment, intimidation, and bullying on student learning, attendance, and desires to provide safe school environments that protect students from physical and emotional harm. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. (Education Code 234.1; CSD Board Policies and Procedures 5131.2; 5145.9)

## CURRICULUM AND INSTRUCTION

**INSTRUCTIONAL MATERIALS:** All primary and supplemental instruction materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, shall be compiled and stored by the classroom instructor and made available promptly for inspection by a parent/guardian in a reasonable time frame or in accordance with district or county office policies or procedures. (Education Code 49091.10; CSD Board Policy and Procedure 6161)

**CURRICULUM:** Cambrian School District's curriculum, including titles and links are listed on the Cambrian School District website under Curriculum Materials. (Education Code 49091.14)

| Grade Level:              | TK-5                              | 6-8   |
|---------------------------|-----------------------------------|---|
| Reading and Language Arts | Benchmark Advance                 | Houghton Mifflin Collections  |
| Math                      | Eureka Math                       | College Preparatory Mathematics (CPM)   |
| Science                   | Delta FOSS                        | 6-7: Holt Science<br>8 <sup>th</sup> : Holt, Reinhard & Winston Science Fiction Anthology |
| Social Studies            | Houghton Mifflin - Social Studies | Houghton Mifflin - Social Studies   |
| Spanish                   | n/a                               | 6-8: McGraw Hill California Edition Buen Viaje<br>7-8: Glenco - Buen Viaje - Spanish      |

### **INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION**

**EDUCATION:** Pursuant to the California Healthy Youth Act, students in grades five and seven will be provided with instruction in comprehensive sexual health education and HIV prevention education. Written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection at the District Office. Cambrian District Teachers teach this curriculum. If an outside consultant or guest speaker assist in delivering the curriculum, the District will provide notice of the date of the instruction and the name of the organization or affiliation of each guest speaker no fewer than 14 days before instruction is delivered. Upon written consent a parent/guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. A school district shall not require active parental/guardian consent ("opt-in") for comprehensive sexual health education and HIV prevention education. (Education Code 51938; CSD Board Policy and Procedure 6142.1)

**BELIEFS:** A student may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This section does not relieve students of any obligation to complete regular classroom assignments. (Education Code 49091.12(a))

**PARENT/GUARDIAN OBSERVATION:** Upon written request, a parent/guardian has the right to observe instruction and other school activities that involve their child. (Education Code 49091.10(b); CSD Board Policy 6116.1)

**HOME AND HOSPITAL INSTRUCTION:** A student with a temporary disability and/or illness that makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the student is deemed to reside, or individual instruction in a hospital or other residential health facility, excluding



state hospitals, provided by the school district in which the hospital or other residential health facility is located. (Education Code 48206.3; CSD Board Procedure 6183)

**INDEPENDENT STUDY:** Students can request an independent study plan due to an emergency, vacation, illness, for unique and special circumstances when students are unable to attend school for a short amount of time. Independent Study may be used on a short-term basis to for a minimum of 3 consecutive days and no more than one trimester (elementary grades) or one semester (middle school grades) per school year to ensure that the student is able to maintain academic progress in their regular classes. Student's independent assignments must be completed and returned to school on the first day the child returns. See your school site office for specific Independent Study process and requirements. (CSD Board Policy and Procedure 6158)

**INSTRUCTIONAL USE OF ANIMALS:** Students have the right to refrain from the harmful or destructive use of animals in their classes. The teacher will work with the student to develop and agree upon an alternative education project. The student shall not be discriminated against based upon their right to refrain. (Education Code 32255-32255.6; CSD Board Policy and Procedure 6163.2)

**EARLY RELEASE AND STAFF DEVELOPMENT DAYS:** Each year Cambrian School District approves a school year calendar which indicates the schedule of early release and student-free staff development days. The school year calendar is sent to families annually once approved and available on our website. Parents/guardians will also be notified during the school year of any additional minimum days and student-free staff development days. (Education Code 48980)

**RIGHT TO REQUEST TEACHER QUALIFICATIONS:** Parents/guardians have the right to request information regarding the professional qualifications of the classroom teacher and if the child is provided services by paraprofessionals, and, if so, their qualifications. (Every Student Succeeds Act)

**MULTILINGUAL LEARNER PROGRAM:** Cambrian School District encourages and supports the study of languages in our elementary and middle schools. The [CA Ed.G.E. Initiative](#), also known as Proposition 58, authorizes school districts to establish language acquisition programs for both native and non-native English speakers and requires school districts to solicit parent/guardian and community input in developing language acquisition programs.

At the time of registration, everyone is required to complete a Home Language Survey according to California law. If the survey indicates a language other than English, the child may be assessed with the English Language Proficiency Assessment for California (ELPAC).

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

For more information about our Multilingual Learner Program, visit our website: [Multilingual Learner Program](#).

### **DEBT OWED BY A STUDENT**

A school district cannot take negative action against a student or former student because of a debt owed to the district, including, among other things, denying or withholding grades, transcripts, or diploma, limit or bar participation in extracurricular activities, clubs, or sports, or limit or exclude from participation in an educational activity, field trip, or school ceremony. However, if debt is owed as a result of vandalism or to cover the replacement of books, supplies, or property not returned by the student or that are willfully cut, defaced, or otherwise injured. The district may offer a student or former student, with the permission of the parent/guardian, an alternative, nonmonetary forms of compensation to settle the debt. (except in the case of a current or former student experiencing homelessness or is a foster youth). (Assembly Bill 1974; Education Code 49014; CSD Board Policy and Procedure 3260)

## EMERGENCY PROCEDURES

The safety of students and staff is Cambrian's first priority. Each School has its own Comprehensive Safety Plan which outlines our emergency response system and how we will respond to a variety of incidents. (Education Code 32280-32289; CSD Board Policy and Procedure 3516)

In the event of an emergency...

- Securing our students and staff is the first order of business.
- The District will maintain frequent communication with school staff, police and/or other local authorities.
- As soon as it is safe to do so, staff will begin parent/guardian notification and communication by either phone, email, or text messages.
- Please be aware that, **STUDENTS CAN ONLY BE RELEASED TO THOSE PEOPLE IDENTIFIED ON THEIR EMERGENCY CONTACT CARD.** Be sure the emergency contacts are up to date and that the school can reach you or your designee in the event of an emergency.

## ENROLLMENT AND REGISTRATION

All children in the United States are entitled to equal access to a public education and the California Department of Education has declared California public schools as welcoming, safe places for learning and teaching for all students, regardless of immigration status or country of birth. Cambrian School District and the Governing Board is committed to the success of all students irrespective of their immigration status or citizenship, and believes that every school site should be a welcoming place for all students and their families. (Assembly Bill 699; CSD Resolution 16-17-10: Affirming Support of Equal Access to Education)

"Know your Rights". All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resource developed by the California Attorney General at <https://www.oag.ca.gov/immigrant>

**RESIDENCE:** Cambrian School District admits all students who reside within Cambrian School District boundaries or who fulfill the district residency requirements for school attendance through other means as allowed by law. (CSD Board Policy and Procedure 5111.1)

**RESIDENCE BASED ON PARENT/GUARDIANS' EMPLOYMENT:** Under certain conditions, a student may attend schools of the district within which a parent/guardian is employed. Contact the district in which the parents/guardians are employed for further information. (Education Code 48204(7); CSD Board Policy and Procedure 5111.1)

**SCHOOL TRANSFERS WITHIN CAMBRIAN SCHOOL DISTRICT BOUNDARIES (Intradistrict Transfers):** Students who live within the Cambrian School District boundaries have the opportunity to request movement to any school of their choice within the Cambrian School District using an Intradistrict Transfer Request Form during Cambrian's Priority Enrollment Period. (CSD Board Policy and Procedure 5116.1) Linked here: [Intradistrict Transfer Form](#)

**SCHOOL TRANSFERS FROM CAMBRIAN DISTRICT TO ANOTHER SCHOOL DISTRICT (Interdistrict Transfers):** Students who live within the Cambrian School District boundaries may request to attend a school OUTSIDE of Cambrian School District Boundaries using an Interdistrict Attendance Transfer Permit. (CSD Board Policy and Procedure 5117) Linked here: [Interdistrict Transfer Form](#)

**SCHOOL TRANSFERS FROM ANOTHER DISTRICT INTO CAMBRIAN SCHOOL DISTRICT RESIDENTS (Interdistrict Transfers):** Cambrian School District welcomes the opportunity to serve students who live outside the Cambrian School District boundaries. Students have the opportunity to request to attend a school within Cambrian School District using one of the two options below: (CSD Board Policy and Procedure 5117; Education Code 46600)

- **Interdistrict:** Interdistrict Attendance Permit Forms are required for Bagby and Steindorf STEAM (K-8) and must be approved by your District of Residence prior to turning in the form to the Cambrian School District. Approval by both districts is required.
- **Charter:** Charter schools do not require approval by your District of Residence and are required for Farnham, Fammatre, Sartorette and Ida Price Middle School. Incoming out of district students will select your school of choice during registration. No additional form is required at the time of registration. Current Cambrian students who move outside of the Cambrian School District boundaries and want to continue to attend school in the Cambrian School District must complete a Change of Address Form.

**CHILDREN OF MILITARY FAMILIES:** Students of military families may continue their education in the school of origin. Regardless of any change of residence of the military family during that school year during the school year, and allows the student to matriculate with their peers in accordance with the established feeder patterns, for the duration of the student's status as a child of a military family. (Assembly Bill 2949; Education Code 48204.6)

## FACILITY SAFETY

**SCHOOL FACILITIES:** Must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction. (Education Code 17002)

**ASBESTOS MANAGEMENT PLAN:** The district and county office has a current management plan for asbestos containing materials for all district facilities. The plan is available for inspection at the office of the superintendent during normal business hours.

**SCHOOL SAFETY PLANS:** Each School has its own Comprehensive Safety Plan which outlines their emergency response system and how they will respond to a variety of incidents. Visit your school's website for detailed information.

## HEALTH AND WELLNESS

**STUDENT IMMUNIZATION:** California schools are required to check immunization records for all new student admissions and all students advancing to 7th grade before entry.

| GRADE                 | NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION |        |         |       |             |
|-----------------------|---|--------|---------|-------|-------------|
| TK-12 Admission       | 4 Polio                                       | 5 DTaP | 3 Hep B | 2 MMR | 2 Varicella |
| 7th Grade Advancement |   | 1 Tdap |         |       | 2 Varicella |

*CDPH - California Immunization Requirements for TK -12 Grade 12/2022*

**COMMUNICABLE DISEASE:** Cambrian School District shall cooperate with the local health department for the prevention and control of communicable diseases in school age children. The district may administer immunizing agents to prevent or control communicable disease to students whose parents/guardians have consented in writing to the administration of the immunizing agent. (Education Code 49403; CSD Board Policy and Procedure 5141.31)

**STUDENT MEDICATION:** Any student who is required to take, during the regular school day, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements. (Education Code 49423; CSD Board Procedure 5141.21)

**CONTINUING MEDICATION:** If a student is on a continuing medication regimen for a non-episodic condition a parent/guardian is required to inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent/guardian's consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical,

intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. (Education Code 49480; CSD Board Procedure 5141.21)

**PHYSICAL EXAMINATIONS:** A child may be excluded from physical examination whenever the parent/guardian files a signed written statement with the school that they will not consent to a physical examination of their child. Whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, they shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. Students are examined for vision and hearing at selected grade levels. (Education Code 49451; CSD Board Policy and Procedure 5141.34)

**RESIDENCE WHEN HOSPITALIZED:** Notwithstanding, a student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, located outside of the school district in which the student's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the student's parent/guardian to notify the school district in which the student is deemed to reside of the student's presence in a qualifying hospital. (Education Code 48206.3, 48207, 48208; CSD Board Procedure 6183)

**CONFIDENTIAL MEDICAL SERVICES FOR 7<sup>th</sup> and 8<sup>th</sup> GRADE STUDENTS:** Students enrolled in grades 7 through 12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

**STUDENT MENTAL HEALTH AND WELFARE:** A social-emotional counselor may see a student the first time without parent/guardian permission, but written parent/guardian permission is required for a student to participate in supplementary counseling services with community agency personnel, unless an exception is justified under law. California law provides that parent/guardian permission may not be required for a student over the age of 12 when the following conditions are present: 1) the child may present a danger of harm to themselves or others or is the alleged victim of child abuse; 2) involvement of the parent/guardian would be detrimental to the welfare of the child. If parent/guardian permission is considered not appropriate, the community agency counselor may make a report to a children's protective agency. Each school site can provide some type of counseling and intervention services to high-risk students and their families. Supplemental counseling services are available at all sites through community mental health agencies. Refer requests to a site administrator or Student Support Counselor. A list of Mental Health resources is also available on our website: [www.cambriansd.org](http://www.cambriansd.org) (Education Code 49428; Senate Bill 543)

**STUDENT EVALUATIONS:** A student may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of their parent/guardian. (Education Code 49091.12(c))

**ACCESS TO STUDENT MENTAL HEALTH SERVICES:** Cambrian School District has partnered with Almaden Valley Counseling Services to provide mental health services to students on a referral basis while on campus. (Assembly 483; Education Code section 49428)

- The Almaden Valley Counseling Service envisions a community where everyone has access to affordable mental health counseling which supports and promotes personal growth, positive family relationships and emotional well-being. For more information please contact them directly at 408-997-0200 or visit their website at <http://avcounseling.org>.

**SUICIDE PREVENTION:** Cambrian recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students can often recognize the warning signs of suicide and offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the District shall develop measures and strategies for suicide prevention and intervention. (Education Code 215; CSD Board Policy and Procedure 5141.52)

## INSURANCE AND INJURIES

Cambrian School District does not carry medical or accident insurance for individual students. Parents/guardians are responsible for emergency medical costs beyond first aid provided at the school site. The governing board may provide, or make available, medical or hospital services for injuries to students arising from school programs or activities. No student shall be compelled to accept such services without their consent or, if a minor, without the consent of a parent/guardian. If emergency medical or dental treatment is needed and the parent/guardian or listed emergency contacts cannot be reached, 911 will be called. The school district is not responsible for charges incurred as a result of 911 calls or ambulance transfers. (Education Code 49472)

**ATHLETES, ACTIVITIES, CLUBS, AND FIELD TRIPS:** Under California 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 prior to participating. "Athletic teams" also includes members of school bands or orchestras and cheerleaders. (Education Code 32220-32224; 35330-35332; 49470-49475)

Parents/guardians may obtain further information regarding availability of low cost student accident insurance by visiting the Cambrian School District website at [cambriansd.org](http://cambriansd.org) sign up through Pacific Educators at [www.peinsurance.com](http://www.peinsurance.com).

## MEALS

Cambrian School District recognizes that adequate nutrition is essential to the development, health and learning for students. Cambrian School District participates in the National School Lunch Program and partners with Sodexo to serve appetizing, and nutritious meals at a reasonable cost to all our students. Students may also bring cold lunches from home and/or a nutritious snack to eat during the morning break. To learn more about our Food Service program, visit our website at: <https://www.cambriansd.org/departments/food-services>

**FREE OR REDUCED PRICE MEALS:** Families that are unable to provide breakfast and lunch for their children are entitled to free or reduced price meals. Contact the school for eligibility information. (Education Code 49510 - 49520; CSD Board Policy and Procedure 3553)

## NONDISCRIMINATION AND CIVIL RIGHTS

Cambrian School District has a policy of non-discrimination on basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, marital or parental status, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in its educational programs and activities or employment practices as required by Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 or the Rehabilitation Act of 1973, and the Vocational Education Act of 1976. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions, such as contact sports, in accordance with federal law. Complaints alleging noncompliance with this policy should be directed to the Director of Student Services at (408) 377-2103.

**DISCRIMINATION BASED ON A STUDENT'S PARENTAL, FAMILY, OR MARITAL STATUS:** Federal and state regulations prohibit an educational institution from applying any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Assembly Bill 2289; Education Code 221.51)

## STUDENT RECORDS

Cambrian School District recognizes the importance of keeping accurate, comprehensive student records as required by law. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law. Student records are maintained at each school site until the student matriculates up or withdraws from the district. (Education Code 49063; 49064; CSD Policies and Procedures 5125)

When a student moves to a new district, records will be forwarded upon request of the new district. At the time of transfer, the parent/guardian (or eligible student) may review, receive a copy (at reasonable fee), and/or challenge the records. Parents/guardians may contact the school or county office for any policy regarding the review and expungement of student records. (Education Code 49076)

**REVIEW OF STUDENT RECORDS:** Parents/guardians of currently enrolled or former students have an absolute right to access all student records related to their children that are maintained by the school district. Only a parent/guardian having legal custody of a student may challenge the content of a record or offer a written response to a record. (Education Code 51101(10); CSD Policies and Procedures 5125)

**NOTIFICATION OF PRIVACY RIGHTS OF STUDENTS:** The Cambrian School District recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with state and federal laws, board policy, and administrative regulation. This means that each student's name, birth date, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the most previous public or private school attended, may be released to certain specified agencies. Appropriate directory information may not be provided to any private, profit-making entity other than employers, prospective employers, or to representatives of the news media. For specific information please see the Student Media Release and Authorization Form Appendix J. (Education Codes 49060-49078; CSD Policies and Procedures 5125)

For more information regarding student privacy rights, please review Cambrian School District's Notification of Rights Under FERPA in Appendix K and Notification of Rights Under the PPRA in Appendix L.

**PICTURES, PHOTOS, AND PUBLICITY:** Cambrian School District makes a concerted effort to promote positive activities, accomplishments, and the work of our staff and students. The district or schools may wish to highlight individuals by sharing and showcasing work or images with the local newspaper, radio, social media, television stations, and district publications such as yearbooks, district or school website articles, videos, and newsletters. We understand that some parents/guardians may prefer to not have individual images of their child published. If you prefer not to have your student's name or picture used in highlighting the district or school site be sure to select NOT Grant Permission using the Student Media Release and Authorization Form. Cambrian School District will make every effort to exclude your child's individual photo and your child's name. Please be aware, that group photos, unidentified candid shots without your child's name, and/or yearbook photos may be published by the District or School Site.

## **SAFETY**

**STUDENT SAFETY:** Parents/guardians have the right to have a safe and supportive learning environment for their child. (Education Code 51101(a)(7)); CSD Board Policy 5142)

- **STUDENT TRANSFER FOR SAFETY:** At any time in the school year, parents/guardians have the right to have request a transfer to another Cambrian School for their student's safety in certain situations. Students may be transferred on a voluntary or involuntary basis. The school will attempt to resolve the conflict and use due process prior to transferring a student, including, but not limited to, using restorative justice, counseling, or other services. (Education Code 234.1, 48929; CSD Board Policy and Procedure 5118)

**TECHNOLOGY:** The Cambrian School District is committed to providing our students with safe access to digital networks and instructional technology tools. Parental/guardian permission is required for all students to use these services and precautions are taken to ensure that technology is being used in a safe, respectful, and responsible manner for learning purposes.

**SEXUAL HARASSMENT:** The Cambrian School District is committed to providing an educational environment that is free of harassment. (Education Code 231.5; CSD Policy and Procedure 5145.7)

**VISITORS AT SCHOOL:** Cambrian School District believes that it is important for parents/guardians and community members to visit the schools and participate in the educational program. All visitors/volunteers must

register/sign-in immediately upon entering any school building or grounds when school is in session at the school office to obtain a visitor's pass. All volunteer's will sign and abide by Cambrian School District's Volunteer Code of Conduct form. All classroom visits must be pre-arranged.

Unauthorized persons are prohibited from entering or remaining on school grounds. If court-restraining orders exist which limit a parent/guardian's access to visiting their child or in receiving information about the child's school progress, it is the responsibility of the custodial parent/guardian to provide the school principal with a copy of such an order. Only those persons listed on the student's data record card are permitted to pick up a child without specific further parental/guardian permission. (Education Code 32210-12)

**USE OF SCHOOL GROUNDS BY THE COMMUNITY:** The school grounds are open for community use during daylight hours when school is not in session. Permits are issued for group use. The following are prohibited: alcoholic beverages, animals, golf practice, illegal drugs, model airplanes, unauthorized vehicles, archery, skateboards, smoking, firearms, skating, rockets, climbing on roof or covered walkways, parking in unauthorized areas. (CSD Board Policy and Procedure 1330)

**EMERGENCY AND SAFETY PROCEDURES:** During school hours, if the superintendent declares an emergency, all students and staff will be required to remain 1) Until regular dismissal time; students released only if it is considered safe, **OR** 2) Released to an adult authorized by at school or an alternate safe site under the supervision of District personnel until: the parent/guardian whose name appears on District records. (Education Code 32280-32289; CSD Board Policy and Procedure 3516)

**EMPLOYMENT FINGERPRINT POLICY:** Cambrian School District is prohibited from hiring or retaining in employment, in a certificated or classified position, a person who has been convicted of or pleads no contest to a violent or serious felony, sex offense, or controlled substance offense, as defined. (Education Code 44830.1, 44836, 45122.1, 45123, and 47606; CSD Board Policy and Procedure 4312.5)

**CHILD ABUSE AND NEGLECT REPORTING:** By law, all of Cambrian School District staff are mandated reporters and are required to report cases of child abuse and neglect whenever they have a reasonable suspicion. (Penal Code 11164; CSD Board Policy and Procedure 5141.4)

## SPECIAL EDUCATION

**SPECIAL EDUCATION ASSISTANCE:** Cambrian School District provides specialized educational programs for students with identified learning disabilities at certain sites. Some of these programs function as a specialized academic setting and others are incorporated into the regular instructional setting. These programs require referral, assessment, and parental/guardian permission. Questions regarding special education, Individual Education Plans, or 504 procedures should be directed to the school principal. (CSD Board Policy 6164.6)

**INDIVIDUALS WITH DISABILITIES:** In accordance with federal and state laws, the district will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. The district is included in the Santa Clara County Special Education Local Plan Area ("SELPA"). Individuals with disabilities, as defined by Education Code 56026, have a right to a free, appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Cambrian District Office at (408) 377-2103 ex 1110.

## STUDENT LEARNING AND ACHIEVEMENT

**STUDENT REPORT CARD:** A report of student progress shall be made on a regular basis to parents/guardians of children in the District. A record of all written reports and reports to parents/guardians pertaining to the progress of the student shall be maintained as part of the student's cumulative file. (CSD Board Policy and Procedure 5121.1)

**PARENT/GUARDIAN AND TEACHER CONFERENCES:** Grades TK-5 Goal Setting Conferences are held each fall. Spring conferences are held only when there is a need expressed by either the parent/guardian or the

teacher. Areas covered during the conference could include information about the instructional materials used, the homework expected, the grading process, and the student's progress. Parents/guardians may request additional conferences at other times if they feel a conference would be helpful. Translation services can be arranged for parents/guardians by contacting the school principal. (CSD Board Policies and Procedures 5121.1; 5124.1)

**DISTRICT ACCOUNTABILITY REPORT CARD:** A copy of the district's accountability report card may be obtained from the school upon request (Education Code 35256) The School Accountability Report Card (SARC) is also available on the Cambrian School District website at: [www.cambriansd.org](http://www.cambriansd.org)

**PROMOTION/ACCELERATION/RETENTION:** The school shall notify the parent/guardian as early in the school year as practical if there is evidence that their child needs to be promoted, accelerated, or retained in a grade level. Parents/guardians have the right to consult with school personnel and to appeal the decision. (Education Code 48070.5; CSD Board Policy and Procedure 5123)

**ACADEMIC EXPECTATIONS:** Parents/guardians have the right to be informed of the academic expectations of their child and have the right to be notified concerning their child's classroom, standardized test performances, and the person to contact should problems arise with their child. (CSD Board Policy and Procedure 6020)

## TECHNOLOGY

**INTERNET POLICY:** Students attending the Cambrian School District are expected to exhibit responsible behavior when using computers, computer networks, and other electronic devices (collectively, computer network). School rules for student behavior also apply to communication and network usage. As with all district behavioral expectations, parents/guardians are responsible for making sure that their child understands appropriate use of these technologies. (CSD Student Technology Use Agreement)

**CELL PHONES:** Students will not use cell phones during the school day to make phone calls or send text messages without the expressed permission of a district or school staff member. Transmission of photo images, recorded conversations, and videos, of minors, are regulated by state and federal law.



## ANNUAL PESTICIDE NOTIFICATION

Assembly Bill 2260 (Healthy Schools Act of 2000) requires annual notification to all parents/guardians and staff of the names of all pesticides that are planned for use during the year at school sites. This includes the use of herbicides. Cambrian School District has adopted an Integrated Pest Management approach. This means that it is desirable to utilize the least toxic method first and work up to the use of chemicals only if warranted. (Education Code 48980.3)

The following pesticides and their purposes have been identified for potential use during the school year:

| Name Of Product                      | Active Ingredient  |
|--------------------------------------|--|
| Advance 375A Select                  | Abamectin B1   |
| Advance Granular Carpenter Ant Bait  | Abamectin B1   |
| Advion Ant Gel                       | Indoxacarb   |
| Advion Cockroach Bait Arena          | Indoxacarb   |
| Advion Cockroach Gel Bait            | Indoxacarb   |
| Advion Insect Granule                | Indoxacarb   |
| Alpine Flea with IGR                 | Dinotefuran, Pyriproxyfen, Prallethrin                         |
| Alpine PI                            | Dinotefuran  |
| Alpine WSG                           | Dinotefuran  |
| Archer                               | Pyriproxyfen   |
| Arilon                               | Indoxacarb   |
| Azatrol                              | Azadirachtin   |
| Bora-Care                            | Disodium Octaborate Tetrahydrate                               |
| Borid                                | Orthoboric Acid(boric acid)                                    |
| Chase Granular Mole Gopher Repellent | Castor Oil USP, Sodium Lauryl Sulfate                          |
| CimeXa                               | Amorphous Silica Gel   |
| Conserve SC                          | spinosad   |
| Contrac All Weather Blox             | Bromadiolone   |
| Cool Power                           | Isooctyl ,MCPA, Triclopyl, Dicamba                             |
| Cy-Kick C & C Pressurized Residual   | Cyfluthrin   |
| CyKick CS                            | Cyfluthrin   |
| Demand CS                            | Lambda-Cyhalothrin   |
| Dimension Ultra 40 WP                | Dithiopyr  |
| Drain Gel                            | Bacteria (Bacillus Spores)                                     |
| Drione                               | Pyrethrins, Piperonyl Butoxide Technical, Amorphous Silica Gel |
| Esplanade EZ                         | Indaziflam, DiquatI Dibromide, Glyphosate, Isopropylamine Salt |
| Essentria D                          | 2-phenylethyl propionate, eugenol, soybean oil                 |
| Essentria IC3-LV                     | Rosemary Oil, Geraniol, Pepper                                 |
| Exciter                              | Pyrethrins, Piperonyl Butoxide                                 |
| Gallery 75 DF                        | Isoxaben   |
| Gentrol IGR Concentrate              | Hydroprene   |
| Gentrol Point Source                 | Hydroprene   |
| Heritage                             | Azoxystrobin   |
| Impel Rods                           | Anhydrous Disodium Octaborate                                  |

| Name Of Product                           | Active Ingredient   |
|---|---|
| Maxforce FC Select                        | Fipronil  |
| Maxforce Granular Fly Bait                | Imidacloprid  |
| Maxforce Impact                           | Clothianidin  |
| MaxForce Quantum                          | Imidacloprid  |
| Merit 75 WSP                              | Imidacloprid  |
| Microcare 3% CS Mother Earth Scatter Bait | Pyrethrins, Piperonyl Butoxide, Technical Boric Acid  |
| No Foam A                                 | Nonylphenoxy polyethoxy ethanols, Isopropanol and Fatty acids   |
| No Foam B                                 | Octyl phenoxy polyethoxy ethanolsopropanol, Linear alkyl sulfonate, Buffering acids, Coconut amine, condensate, Silicone defoamer |
| Optimate                                  | Gamma Cyhalothrin   |
| OUST XP                                   | Sulfometuron methyl   |
| Permethrin SFR                            | Permethrin  |
| Phantom SC                                | Chlorfenapyr  |
| Premise 75                                | Imidacloprid  |
| Premise Foam                              | Imidacloprid  |
| ProCitra-DL                               | d-Limonene  |
| Prosecutor Pro                            | Glyphosate  |
| Round Up Pro                              | Glyphosate  |
| Sedgehammer                               | Halosulfuron-methyl   |
| Sluggo                                    | Iron Phosphate  |
| Snapshot                                  | Trifluraline, isoxaben & isomers  |
| SpeedZone Southern                        | Carfentrazone-ethyl , 2,4-D, 2-ethylhexyl ester, MCPP, Dicamba  |
| Sureguard                                 | Flumioxazin   |
| Suspend SC                                | Deltamethrin  |
| Tempo SC Ultra                            | Beta-Cyfluthrin   |
| Terad3 Blox                               | Cholecalciferol   |
| Termidor SC                               | Fipronil  |
| Terro Ant Liquid Bait Station             | Sodium Tetraborate Decahydrate  |
| Timbor                                    | Disodium Octaborate Tetrahydrate  |
| ULD BP-100                                | Pyrethrins, Piperonyl Butoxide Technical  |
| ULD Hydro-Py 300                          | Pyrethrins, Piperonyl Butoxide  |
| Wasp Freeze Wasp & Hornet Killer          | d-trans Allethrin, Phenothrin   |
| WHY Trap                                  | Heptyl Butyrate, 2-Methyl-1-butanol, Acetic Acid  |

The above listed products are only used by staff or contractors that have received appropriate application and safety training. If you wish to be notified personally prior to a particular pesticide application, please notify the Director of Buildings and Maintenance, in writing at Cambrian School District, 4115 Jacksol Drive, San Jose, CA 95124.

For further information please visit the California Department of Pesticide Regulation's Website at: <http://www.cdpr.ca.gov>

This page is a place  
holder for the  
2024-25 School  
Calendar



## Change of Address

If your address has changed during the school year, complete this form and bring the two (2) additional required documents to your student's school office. If you no longer reside within the Cambrian School District Boundaries, and wish to continue to attend school in our district you will need to enter **District of Residence below, for Fammatre, Farnham, Price, and Sartorette** or fill out an **Interdistrict Transfer Permit Form** for Bagby and Steindorf.

**NOTE:** Cambrian School District prioritizes district residents and requests may be denied for capacity consideration of a program,

class, grade level, or school building. Out-of-district students are currently accepted by the Cambrian School District, as space allows at the time of registration. A waiting list will be created if more requests come in than there is room for. A place on the waiting list does **not** guarantee admission to Cambrian; rather, it establishes the order in which students will be admitted when a slot opens up. While a student is on the waitlist, Cambrian urges all families to register in their local district.

| Student Information   |  | School Year:  |  |
|---|--|---|--|
| Student Legal Name: _____<br><i>(as it appears on birth certification)</i> Last, First Middle   |  |   |  |
| Date of Birth: _____ Current Grade Level _____ Current School: _____  |  |   |  |
| Old Address: _____<br>Street APT # City State Zip Code  |  |   |  |
| Date Moved: _____ Best Email to be reached at: _____  |  |   |  |
| New Address : _____<br>Street APT # City State Zip Code   |  |   |  |
| Other Siblings currently enrolled in Cambrian School District   |  |   |  |
| Name: _____   |  | School: _____   |  |
| Name: _____   |  | School: _____   |  |
| Does your student receive special services? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> IEP <input type="checkbox"/> 504 Plan   |  |   |  |
| Is new address within the Cambrian School District <input type="checkbox"/> Yes <input type="checkbox"/> No <b>if no, District of Residence:</b> _____  |  |   |  |
| In making this request, I understand the following conditions: 1) approval by Cambrian School District is required; 2) if approved, the student and parent/guardian will be expected to cooperate with school personnel; and 3) if approved, the parent/guardian will be responsible for the student's transportation to and from school. I hereby certify that the student and parent/guardian information provided above is accurate and that I understand and agree to the above stated conditions. Falsification of information invalidates this request. |  |   |  |
| Signature of Parent/ Guardian: _____  |  | Date: _____   |  |
| List A: Provide ONE (1) of the following:   |  | List B: Provide ONE(1) of the following:  |  |
| <ul style="list-style-type: none"><li>● Current Year County Property Tax Bill</li><li>● Closing Escrow Agreement (within the last calendar year)</li><li>● Current Rental Agreement</li><li>● Current Homeowner's or Renter's Insurance Policy</li><li>● Completed Shared Residency Declaration (Upon request)</li></ul>  |  | <ul style="list-style-type: none"><li>● Current PG&amp;E (within 30 days)</li><li>● Current water bill (within 30 days)</li><li>● Current cell, cable, or internet bill (within 30 days)</li><li>● Current car insurance bill (within 30 days)</li><li>● Current California Vehicle Registration</li><li>● Current Pay Stub (within 30 days) Current</li><li>● Government Issued Photo Id (California Driver's License)</li></ul> |  |

**Cambrian Office Staff Only:** Reason(s) of denial: \_\_\_\_\_  CHARTER  APPROVED  DENIED

Authorized Signature : \_\_\_\_\_ Date: \_\_\_\_\_



## Intradistrict Transfer Request Form

*This form is for current Cambrian students who would like to request movement to a different school within the Cambrian School District.  
Este formulario es para estudiantes actuales de Cambrian que desean solicitar el traslado a una escuela diferente dentro del Distrito escolar de Cambrian.*

| <b>Priority Enrollment has ended as of March 1st.</b> Students will be placed as space becomes available. <b>School Year/Ano Escolar :</b> _____<br><b>La inscripción prioritaria se terminó en Marzo 1.</b> Los estudiantes serán ubicados a medida que haya espacio disponible. |  |  |
|---|--|--|
| Student's Legal Name/Nombre Legal : _____<br><small>(as it appears on birth certificate/como aparece en certificado de nacimiento)</small>  |  | GR: _____  |
| Last/Apellido   | First/Primer   |  |
| DOB/FDN: _____  | <input type="checkbox"/> Sibling currently attending school requested<br><i>Hermano/a asiste actualmente en la escuela solicitada</i>  | <input type="checkbox"/> Cambrian Employee<br><i>Empleado de Cambrian</i>  |
| School of Residence (Home School)<br><i>Escuela de Residencia:</i>  | Current School of Attendance:<br><i>Escuela Actual:</i>  | School Requesting:<br><i>Escuela Solicitada:</i>   |
| <input type="checkbox"/> Bagby<br><input type="checkbox"/> Fammatre<br><input type="checkbox"/> Farnham<br><input type="checkbox"/> Sartorette<br><input type="checkbox"/> Price<br><input type="checkbox"/> Out of District  | <input type="checkbox"/> Bagby<br><input type="checkbox"/> Fammatre<br><input type="checkbox"/> Farnham<br><input type="checkbox"/> Sartorette<br><input type="checkbox"/> Price<br><input type="checkbox"/> Steindorf | <input type="checkbox"/> Bagby<br><input type="checkbox"/> Fammatre<br><input type="checkbox"/> Farnham<br><input type="checkbox"/> Sartorette<br><input type="checkbox"/> Price Middle School<br><input type="checkbox"/> Steindorf |

Does your student receive special services/Su estudiante recibe servicios especiales?     No     Yes/Si , if yes:     IEP or     504 Plan

**List other children who currently attend the school requested/Enumere otros hermanos que actualmente asisten a la escuela solicitada:**

Student Name/Nombre de Estudiante: \_\_\_\_\_ GR: \_\_\_\_\_

Student Name/Nombre de Estudiante: \_\_\_\_\_ GR: \_\_\_\_\_

Parent/Guardian Name /Nombre Padre/Tutor: \_\_\_\_\_

Parent/Guardian Signature/ Firma del Padre/Tutor: \_\_\_\_\_ Date/Fecha: : \_\_\_\_\_

Email/Correo Electrónico: \_\_\_\_\_ Ph number /Número de Teléfono: \_\_\_\_\_

**Note:** Current out of district students wishing to attend Steindorf or Bagby must also include an approved Interdistrict Transfer Request from their home school district (Cambrian School District Board Policy & Procedure 5117). **NOTA:** Los estudiantes actuales fuera del distrito que deseen asistir a Steindorf o Bagby también deben incluir una Solicitud de transferencia entre distritos aprobada por su distrito escolar de origen (Política y procedimiento de la Junta del Distrito Escolar de Cambrian 5117).

*Cambrian Staff Office Use Only:*

|                                       |  |
|---------------------------------------|--|
| Authorized signature _____ Date _____ | <input type="checkbox"/> Approve <input type="checkbox"/> Denied |
|---------------------------------------|--|

# INTERDISTRICT ATTENDANCE TRANSFER PERMIT

Cambrian School District

4115 Jacksol Drive • San Jose, CA 95124 • 408-558-4965 • Email: vargasd@camabriandsd.com

|                                  |                           |   |
|----------------------------------|---------------------------|---|
| <b>Requested District:</b> _____ | <b>School Year:</b> _____ | <input type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Renewal</b> |
|----------------------------------|---------------------------|---|

*This form is for Cambrian School District residents who wish to transfer to another school district.*

### STUDENT AND PARENT/GUARDIAN INFORMATION

Student's Legal Name: \_\_\_\_\_  
*(As it appears on birth certificate)*      *Last,*    *First*    *Middle*

Date of Birth: \_\_\_\_\_ Grade Entering: \_\_\_\_\_  Male  Female School Requested: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Address*    *City*    *State*    *Zip*

Best number: \_\_\_\_\_ Best email: \_\_\_\_\_

### SPECIAL SERVICES

Does your student receive special services?  No  Yes-a copy of IEP or 504 plan is **REQUIRED** to accompany this form. Select services:  504 Plan  Speech  Special Day Class  Resource Specialist Program  Other: \_\_\_\_\_

### REASON FOR THE REQUEST

Please check reason(s) for the request listed below and **ATTACH** required documents. *Cambrian School District does not provide transportation.*

- Child Care (Required attachment: provider name, address, and phone number)
- Change of Residence (Date of move): \_\_\_\_\_
- Employment within District Boundaries (Required attachment: verification of employment from company)
- Other (Please explain): \_\_\_\_\_

### PARENT/GUARDIAN STATEMENT

In making this request, I understand the following conditions:

- 1) Approval by both districts is required
- 2) The District requested may investigate the student's attendance, behavior, and academic records before acting on the request
- 3) Approved permits are only valid for one (1) school year and must be renewed before each school year begins
- 4) Student and parent/guardian of approved permits will be expected to cooperate with school personnel and meet the attendance, behavior, and academic requirements of the district requested
- 5) Parents or guardians will be responsible for the student's transportation to and from school
- 6) I have the right to appeal the decision to the Santa Clara County Board of Education if the request is denied by the district, and all appeal rights have been exhausted in the district

I hereby certify that the student and parent/guardian information provided above is accurate and that I understand and agree to the above stated conditions. Falsification of information invalidates this request.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### DECISION OF AFFECTED DISTRICTS

|  |
|--|
| <p><b>CAMBRIAN DISTRICT</b></p> <p><b>Approved</b> [ <input type="checkbox"/> ] <b>Denied</b> [ <input type="checkbox"/> ] By: _____ Date: _____</p> <p>Reason if denied or notes: _____</p> <p>[ <input type="checkbox"/> ] Reviewed by Cambrian Director of Student Services. Approved [ <input type="checkbox"/> ] Denied [ <input type="checkbox"/> ] Reason denied: _____</p> |
|--|

|   |
|---|
| <p><b>REQUESTED DISTRICT</b></p> <p><b>Approved</b> [ <input type="checkbox"/> ] <b>Denied</b> [ <input type="checkbox"/> ] By: _____ Date: _____</p> <p>Reason if denied or notes: _____</p> |
|---|

Interdistrict transfer are to be renewed or requested on an annual basis during the open enrollment period (January to March 1) to attend school for the following year.

See reverse side for guidelines and additional information.

# General Guidelines for Interdistrict Attendance Agreements and Appeals

## The superintendent or designee may approve interdistrict agreements for the following reasons:

- A student who has been determined by personnel to have been the victim of an act of bullying, as defined in subdivision (r) of Section 48900, committed by a pupil of the school district of residence.
- To meet the childcare needs of the student for as long as he/she continues to use a childcare provider within district boundaries.
- To meet the student's special mental or physical health needs, as certified by a physician, school psychologist, or other appropriate school personnel.
- When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
- To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
- To allow the student to remain with a class graduating that year from an elementary or middle school.
- When the parent or guardian provides written evidence (e.g. copy of lease; completed escrow papers) that the family will be moving into the district in the immediate future.
- When there is valid interest in a particular educational program not offered in the district of residence.
- A child of an active military duty parent or guardian. (Education Code 48301)

## The superintendent or designee may deny or revoke an interdistrict agreement for the following reasons:

- Excessive truancy
- Continual disruption to the educational program
- Failure to progress towards meeting district standards
- Overcrowding within district schools
- Limited district resources
- Capacity consideration of a program, class, grade level, or school building
- Adverse district financial impact
- Other considerations that are not arbitrary

**Transportation:** The parent/guardian will be responsible for the student's transportation to and from school.

**Timelines:** The district must respond to requests according to the following timelines:

- Future school year: a request received from January through August 1<sup>st</sup> (no later than 14 calendar days after the first day of instruction in the school year for which the transfer is sought) and
- Current school year: a request received 15 days prior to the 1<sup>st</sup> day of school in the school year for which the transfer is sought (30 calendar days from receipt of the request)

**Parents/Guardians Right to Appeal a denied Interdistrict Transfer:** All appeals must be made in writing by the person who has legal custody of the student and follow the steps listed below.

### **Step 1:** Cambrian School District Enrollment Department

- Provide a written notice for reconsideration of the Interdistrict transfer to the Cambrian School District Enrollment Department. The Enrollment Department has thirty (30) days from receipt of the appeal to determine whether the transfer shall be permitted or denied

### **Step 2:** Local Board of Trustees

- If the request is denied again or the enrollment department neglects to act on it within thirty (30) days after the request for reconsideration has been made, the person may appeal to the Cambrian School Board of Trustees by providing a written notice for reconsideration of the Interdistrict transfer.

### **Step 3:** County Board of Education

- If either or both districts deny the request or fail to respond to the request within the timelines noted above, the parents/guardians have the right to file an appeal with the County Board of Education. The written appeal must be filed within 30 calendar days of the district's failure or refusal to issue a permit or to enter into an agreement allowing the interdistrict transfer. Failure to appeal within the required time is good cause for denial of an appeal. (Education Code 46601) Appeals can be filed at:

Santa Clara County Office of Education  
100 Ridder Park Drive • San Jose, CA 95131-2398 • Phone (408) 453-6509



In order to promote prompt and fair resolution, every effort should be made to resolve a concern at the earliest possible stage and starting at the school site level. The District takes concerns seriously and will thoroughly investigate this claim. Some information on this form will be shared with the employee(s) involved and, to the extent necessary, with the appropriate persons who must be contacted in order to investigate the claim.

**Contact Information**

Name (Last, First): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

You are filing this complaint on behalf of (Last, First): \_\_\_\_\_

Parent/Guardian  Pupil  Witness to the Incident  Other: \_\_\_\_\_

**Complaint Information**

Date of violation: \_\_\_\_\_ Time of violation (if applicable): \_\_\_\_\_ Location of violation: \_\_\_\_\_

Is this the first time you have raised this concern about this violation?  No  Yes

Basis of Complaint: District violation of state or federal law or regulations governing:

- |  |  |
|--|--|
| <input type="checkbox"/> Accommodations for Pregnant and Parenting Pupils                                | <input type="checkbox"/> Every Student Succeeds Act                    |
| <input type="checkbox"/> After School Education and Safety   | <input type="checkbox"/> Local Control and Accountability Plans (LCAP) |
| <input type="checkbox"/> Child Care and Development  | <input type="checkbox"/> Migrant Education                             |
| <input type="checkbox"/> Compensatory Education  | <input type="checkbox"/> Physical Education Instructional Minutes      |
| <input type="checkbox"/> Consolidated Categorical Aid Programs   | <input type="checkbox"/> Pupil Fees                                    |
| <input type="checkbox"/> Course Periods without Educational Content                                      | <input type="checkbox"/> School Plans for Student Achievement          |
| <input type="checkbox"/> Educational Opportunities for foster, homeless, and military families' students | <input type="checkbox"/> School Safety Plans                           |
|  | <input type="checkbox"/> Schoolsite Councils                           |

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual or perceived characteristics of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Age  | <input type="checkbox"/> National Origin   |
| <input type="checkbox"/> Ancestry                                   | <input type="checkbox"/> Race or Ethnicity   |
| <input type="checkbox"/> Breastfeeding Students                     | <input type="checkbox"/> Religion  |
| <input type="checkbox"/> Color                                      | <input type="checkbox"/> Sex   |
| <input type="checkbox"/> Physical or Mental Disability              | <input type="checkbox"/> Sexual Harassment (Title IX)                                      |
| <input type="checkbox"/> Ethnic Group Identification                | <input type="checkbox"/> Sexual Orientation  |
| <input type="checkbox"/> Gender (Including: Expression or Identity) | <input type="checkbox"/> Association with any of these actual or perceived characteristics |
| <input type="checkbox"/> Marital or Parental Status                 |  |
| <input type="checkbox"/> Nationality                                |  |

**Describe the violation in detail:** Use additional paper if needed.

*For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, third party to student, etc...), please list the actual or perceiver protected characteristics upon which the alleged conduct was based:*

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Multiple horizontal lines for text entry.

**Witnesses:** Please list anyone who was involved or witnessed this incident:

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

**Describe prior attempts to discuss/resolve this matter with any Cambrian School District personnel:**

Multiple horizontal lines for text entry.

*I do hereby affirm that the above information provided by me is true and complete to the best of my knowledge and belief.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form and any other documents that may be relevant or supportive of your complaint to the following location:

**Director of Student Services c/o Cambrian School District  
4115 Jacksol Drive  
San Jose, CA 95124  
408-377-2103**

**For District Office Use:** Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_

Multiple horizontal lines for text entry.



Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested:  Yes  No

**Contact Information:** *Required if response is requested*

Name (Last, First): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

**Concern Information**

Date concern was observed: \_\_\_\_\_ Time observed: \_\_\_\_\_ Site of the concern: \_\_\_\_\_

Course title: \_\_\_\_\_ Grade level: \_\_\_\_\_ Teacher: \_\_\_\_\_ Room number/name of room: \_\_\_\_\_

Select the specific issue(s) of the complaint: (Check all that apply.)

**Textbooks and instructional materials:** *(Education Code 35186; 5 CCR 4681)*

- 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.
- 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.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- 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.

**Teacher vacancy or misassignment:** *(Education Code 35186; 5 CCR 4682)*

- A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- 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.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.



**Facilities conditions:** (*Education Code 17592.72, 35186, 35292.5; 5 CCR 4683*)

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

**Describe the concern in detail.** Use additional paper if needed. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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*If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form and any other documents that may be relevant or supportive of your complaint to the following location:

**Assistant Superintendent of Educational Services c/o Cambrian School District**  
**4115 Jacksol Drive**  
**San Jose, CA 95124**  
**408-377-2103**

|  |             |
|--|-------------|
| <b>For District Office Use:</b> Received by: _____ | Date: _____ |
| Action taken: _____                                | Date: _____ |
| _____  | _____       |
| _____  | _____       |
| _____  | _____       |



In order to promote prompt and fair resolution, every effort should be made to resolve a concern at the earliest possible stage and starting at the school site level. The District takes concerns seriously and will thoroughly investigate this claim. Some information on this form will be shared with the employee(s) involved and, to the extent necessary, with the appropriate persons who must be contacted in order to investigate the claim.

**Complainant Information**

Name (Last, First): \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

**Witnesses:** *Please list anyone who was involved or witnessed this incident:*

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

**Incident Information**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Location of the Incident: \_\_\_\_\_

Is this the first time you have raised this concern about this person?  No  Yes

**Describe the incident in detail:** Use other side if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Describe prior attempts to discuss/resolve this matter with district employee(s):**

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**What desired outcome are you seeking to resolve this matter?**

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I do hereby affirm that the above information provided by me is true and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form and any other documents that may be relevant or supportive of your complaint to the following location:

**Assistant Superintendent of Personnel  
c/o Cambrian School District  
4115 Jacksol Drive  
San Jose, CA 95124  
408-377-2103**

**For District Office Use:**

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_





**Witnesses:** *Please list anyone who was involved or witnessed this incident:*

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

Name: \_\_\_\_\_  Student  Parent  Cambrian Employee

**Describe prior attempts to discuss/resolve this matter with district employee(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What desired outcome are you seeking to resolve this matter?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I do hereby affirm that the above information provided by me is true and complete to the best of my knowledge and belief.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form and any other documents that may be relevant or supportive of your concern to the following location:

**Director of Student Services c/o Cambrian School District  
4115 Jacksol Drive  
San Jose, CA 95124  
408-377-2103**

|  |
|--|
| <b>For District Office Use:</b> Received by: _____ Date: _____ |
| Action taken: _____ Date: _____                                |
| _____  |
| _____  |
| _____  |



By volunteering with the Cambrian School District, you have a responsibility to the District and to your fellow volunteers, to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised. When a person is aware that they can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.

**Please review and *initial* the following for your understanding:**

Immediately upon arrival, I will sign in and out at the office or the designated sign-in station.

I will wear or show a volunteer identification badge whenever volunteering at the school.

I agree to develop a partnership with an assigned teacher or staff member.

I will become familiar with the bell schedule at the school.

I will follow the school's chain of command and protocol.

I will only use adult bathroom facilities.

I agree to abide by all applicable school rules and District policies and procedures.

I agree never to be alone with individual students when not in the presence of a staff member.

I will not solicit outside contact with students.

I agree not to exchange telephone numbers, home addresses, email addresses or other home directory information with students for any purpose.



I will maintain confidentiality outside of the school about the school learning environment, including all records and/or observations regarding students.

I will always report suspected Child Abuse to the Principal/Designee immediately.

I agree not to transport students without the written permission of parents or guardians and with the expressed permission of the school or district.

I understand it is unlawful for me to photograph, video or otherwise record students and staff.

I will not disclose, use, or disseminate student photography or videos or personal information about students, self or others in any format including electronic formats (e.g. social networks).

I agree not to post, transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.

I will not bring younger children to school during my volunteer hours.

My signature indicates I have read and agree to comply with the District Volunteer Code of Conduct and Volunteer responsibilities at all times or cease volunteering immediately.

\_\_\_\_\_  
Print Name of Student/Grade Level

\_\_\_\_\_  
Print Name of Child's Teacher

\_\_\_\_\_  
Print Name of School District Volunteer

\_\_\_\_\_  
Relationship of Volunteer to Student/School

\_\_\_\_\_  
Signature of School District Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**In the event of medical emergency, please contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Medical Insurance Carrier (e.g. Blue Cross)

\_\_\_\_\_  
Policy Number



## Cambrian School District Student Media Release and Authorization Form

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cambrian School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cambrian School District may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with Cambrian School District procedures. The primary purpose of directory information is to allow the School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Recognition lists;
- Graduation programs; and
- Sports activity sheets e.g. weight, height.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Cambrian School District has designated the following information as directory information:

- Student's name
- Photograph (where the student is identified or the focus of the image)
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems or displayed on a student id badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

Please note, throughout the school year staff members or members of the media may come to our classrooms or to school events to photograph students for district publication, video, displays, websites, news stories or other such purposes. Your child's image or likeness may appear in occasional candid photos without their name or personal information.

If you do not want the Cambrian School District to disclose any or all of the types of information designated above as directory information from your child's education records without your prior written consent, you must notify the School District in writing by the 28th calendar day of your child's enrollment in the current school year.



Cambrian School District  
Student Media Release and Authorization Form

**Permission Granted**, authorizes Cambrian School District to disclose directory information including your child's image or likeness in media as described above.

**Permission NOT Granted**, Cambrian School District is not authorized to disclose directory information including your child's image or likeness in media as described above.

Choose one:  **Permission Granted**     **Permission NOT Granted**

I hereby give authorization, indicated above by checkmarks, and release Cambrian School District from liability resulting from or connected with the publication of this information.

Please select your child's school (a separate form is required for each student):

Bagby     Fammatre     Farnham     Price     Sartorette     Steindorf

# Model Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist;

a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already

enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**[School District will/has develop[ed] and adopt[ed]]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the



school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202