

**Los Gatos-Saratoga Union High  
School District**

**ANNUAL NOTICE TO PARENTS and GUARDIANS  
2025-2026**

Dear Parent or Guardian:

As required by law, I wish to notify you as the parent and/or guardian of student(s) enrolled in our schools of your rights and responsibilities. I ask, therefore, that you please take a moment of your time to carefully review the attached materials. After your review, please sign and return the attached acknowledgment indicating that you have received and reviewed these materials. All references are to the California Education Code [E.C.] unless otherwise noted. This mailing also contains information required under federal law.

If you have any questions regarding this information, please feel free to contact our school offices.

Sincerely,

A handwritten signature in blue ink, appearing to read 'H Rocha', with a stylized flourish at the end.

Heath Rocha, Superintendent

## SCHOOL RULES

1. Parents and guardians have a right to review the District's rules regarding student discipline, including those that govern suspension or expulsion. Please contact the school office if you would like a copy. [E.C. sections 35291 and 48980(a).]

## ATTENDANCE

1. **General Absences** - see attached Education Code Section [48205](#)\*. No student may have their grade reduced or lose academic credit for any absence excused pursuant to Education Code section 48205 if missed assignments and tests that can be reasonably provided are satisfactorily completed within a reasonable period of time. [E.C. section 48980(i)]
2. **Absence for Religious Purposes** - With your written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month. [E.C. section 46014]
3. **Absence for Justifiable Personal Reasons** - Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, observation of a religious holiday or ceremony, attendance at religious retreats (not to exceed one school day per semester), an employment conference [E.C. section 48205] or a naturalization ceremony [E.C. section 48205]
4. **Interdistrict Attendance Options** - It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within their districts and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interest of California's pupils. Please review Board Policy 5117 and Administrative Regulation 5117 (Interdistrict Attendance) and/or contact our District Office for additional information regarding all current attendance options, if needed. [E.C. section 48980(g)]
5. **8.Victims of Bullying Transfer Rights** - School districts must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's interdistrict transfer request if the school district of proposed enrollment approves the transfer. [E.C. section 46600]
6. **Attendance in School District in Which Parent/Guardian is Employed** - A school district may deem a pupil to have complied with the residency requirements for school attendance in the school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. However, the law does not require the school district within which at least one parent or the legal guardian of a pupil is employed to admit the pupil to its schools. A school district shall not, however, refuse to admit a pupil on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. [E.C. 48204(b) and 48980(g)]
7. **Enrollment Based on Parent and Student Living at Parent's Place of Employment for a Minimum of 3 Days During the School Week.** Parents may apply for enrollment of their child in a school district in which the parent is employed, and where the parent and child live at the parent's place of employment for a minimum of 3 days during the school week. [E.C. section 48204(a)(7)]
8. **Enrollment Based on Parent/Guardian's Employment in the District** - Administrative Regulation 5111.1 provides that district residency status may be granted to a student whose parent/guardian is employed within district boundaries. The request may be approved if the parent/guardian of the student is a full-time employee of LGSUHSD, Los Gatos Union Elementary School District, the Saratoga Union Elementary School District, or the Loma Prieta Joint Union School District on a space available basis. A classified employee working 35 or more hours per week shall be designated a full-time employee. A certificated employee working 80 percent or more shall be designated a full-time employee for purposes of Administrative Regulation 5111.1. See Regulation 5111.1 and Board Policy 5117 and Regulation 5117 for

more information.

9. **Intradistrict Open Enrollment** - The parent of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. See Board Policy and Regulation Administrative 5116.1 for more information. [E.C. sections 48980(g) and 35160.5(b)]
10. **Attendance Where Caregiver Resides** - If your child lives in the home of a care giving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the care giving adult is required to determine that your child lives in the caregiver's home. [E.C. sections 48204(a)(5) and 48980]
11. **Children of Military Service Members / Residency** - A student complies with a school district's residency requirements for school attendance if the student's parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. School districts must accept applications by electronic means for enrollment, including enrollment in a specific school or program within the district, and course registration. The parent must provide proof of residency in the school district within 10 days after the published arrival date provided on official documentation. [E.C. section 48204.3]
12. **Children of Military Service Members / Residency Retention and Matriculation** - A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves.

A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of student's school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended, or if the student is unable to produce clothing or records normally required for enrollment.

If the parent/guardian's military service ends during the school year, then the student is allowed to stay in the student's school of origin for the remainder of the school year if the student is in grades 1-8, or through graduation if the student is in high school. [E.C. section 48204.6]

13. **Residency Retention for Migratory Children** - Currently migratory children, who are enrolled in a school district due to a parent's or immediate family member's temporary or seasonal employment in an agricultural or fishing activity, as defined by Education Code section 54441, must be allowed to continue in their schools of origin, regardless of any change of residence during that school year, for the duration of their status as migratory children. When a student's status as a migratory child changes during the school year, the school district must: (1) allow K-8th graders to continue in their schools of origin for the remainder of that school year; and (2) allow 9-12th graders to continue in their schools of origin through graduation.

Migratory children and their parents/guardians must be informed of the impact that remaining in their schools of origin will have on their eligibility to receive migrant education services.[E.C. section 48204.7]

14. **Residency Retention for Students Whose Parents are Detained or Deported** - Students retain residency in a school district, regardless of the students' current residency, when both of the following requirements are met: a) the student's parent or guardian has departed California against their will, and the student can provide official documentation evidencing the departure; and b) the student moved outside of California as a result of their parent or guardian leaving the state against their will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment in a California public school immediately before moving outside the state.

Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind may be required for admission or attendance in these circumstances.

This law applies to parents who are: (1) in the custody of a government agency and are transferred to another state; (2) subject to a lawful removal order and who were removed or were permitted to leave California voluntarily before being removed; and (3) subject to any additional circumstances consistent with these purposes, as determined by the school district. [E.C. section 48204.4]

- 15. Temporary Disability / Individualized Instruction** - If your child has a temporary disability which prevents them from attending regular classes, they may receive individualized instruction either: (1) at home provided by the school district in which the student resides; or (2) 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. It is the primary responsibility of the parent or guardian of the student with a temporary disability to notify the school district in which the student is deemed to reside pursuant to section 48207 of the student's presence in a qualifying hospital. [E.C. section 48208.]

"Temporary disability" means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. "Temporary disability" does not include a disability that would qualify a student as a "student with exceptional needs" under Education Code section 56026.

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or 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. Once the parent has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five working days.

Individual instruction in a student's home must commence no later than five working days after a school district determines that the student shall receive this instruction.

When a student receiving individual instruction is well enough to return to school, they must be allowed to return to the school that they attended immediately before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in the student's school district of residence, or to receive individual instruction provided by the school district of residence in the student's home, on days in which they are not receiving individual instruction in a hospital or other residential health facility, if they are well enough to do so.

Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program. [E.C. sections 48206.3, 48207, 48207.3, 48207.5, 48208, 48240(c) and 48980(b).]

- 16. High School Students Leaving School at Lunch Time** - The governing board of this school district, pursuant to Education Code section 44808.5, has decided to allow 11th and 12th graders at Saratoga High School and all pupils enrolled at Los Gatos High School to leave school grounds during the lunch period. Neither the school district nor any officer or employee shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. [E.C. section 44808.5]
- 17. Minimum Days or Pupil Free Staff Development Days: Release Days: October 06, 2025 and March 09, 2026.** Check school calendars for additional calendar information. [E.C. section 48980(c)]

## DISCIPLINE

- 1. Student Discipline Rules** - The district maintains a student discipline code with policies and

procedures. Copies are available at the District Office. [E.C. sections 35291 and 48980(a)]

2. **Student Sexual Harassment** - Students in grades 4 through 12 may be suspended or expelled for sexual harassment. A copy of the district's policy on student sexual harassment\* is enclosed for your review. [Sexual Harassment Board Policy and Administrative Regulation 5145.7; Title IX Sexual Harassment Complaint Procedures – Administrative Regulation and Exhibit 5145.71.] The District's sexual harassment policies and procedures may also be found on the District's website at <https://www.lgsuhd.org/departments/student-services/title-ix>. [E.C. section 48980(f)]
3. **Release of Student to Peace Officer** - If a school official releases your child from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify you or a responsible adult (identified on your child's registration card), except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. section 48906]
4. **Parent Responsibility** - Parents or guardians are 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. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 for damages and another maximum of the same amount of a reward, if any. We expect these amounts to be indexed and rise annually [E.C. section 48904]. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. [E.C. section 48904, Civil Code section 1714.1]. Grades, diplomas, and transcripts may be withheld only after the District has done the following: (1) notified the parent/guardian of the alleged misconduct; and (2) afforded the student his/her due process rights. (Ed. Code section 48904 (b)(1) and (2).) If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. section 48900.1]
5. **Student Search** - The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, alcohol, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]. Evidence gathered from video surveillance systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.
6. **Dress Code** - Guidelines are found in District [Regulation 5132: Dress and Grooming](#) and additional copies are available at your request. [E.C. section 35183]

## STUDENT SERVICES

1. **Special Education (IDEA)** - State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request. [E.C. sections 56026- et. seq.]
2. **Special Education; Child Find** - Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC section 56300.
3. **Section 504/Disabled Pupils** - Federal law requires the district to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act. [Section 504 of the Rehabilitation Act of 1973.]
4. **Statement of Nondiscrimination** - The district does not discriminate on the basis of gender, gender

identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, immigration status, or the perception of one or more of such characteristics. The district's policy of nondiscrimination requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. 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 school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request. [Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; EC §200 et seq.]

5. **Educational Equity Regardless of Immigration Status, Citizenship, or Religion** - Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>. [E.C. section 234.7.]
6. **Children in Homeless Situations** - Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. [42 USC sections 11431-11435.]
7. **Student Breakfast and Lunch Program** - Recent legislation allows for (one) breakfast and (one) lunch meals to be free for all students regardless of financial eligibility. In order to participate, please submit a completed application through your Titan Account using this link: <https://family.titank12.com/> or provided student id. For more information, please contact the school office. [E.C. sections 49501.5, 49510-49520]
8. **Pregnant and Parenting Students:** School districts may not exclude nor deny any student from any educational program or activity on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, and shall treat these conditions in the same manner and under the same policies as any other temporary disabling condition. A pregnant or parenting student is entitled to 8 weeks of parental leave, or additional leave if deemed medically necessary by the student's physician. During parental leave, absences shall be excused and the student shall not be required to complete academic work or other school requirements. After return from parental leave, a student may resume the course of study in which the student was previously enrolled, is entitled to make up work missed, and to take a fifth year of high school instruction if necessary to complete graduation requirements. A student may elect to attend an alternative education option instead of returning to the school in which the student was enrolled prior to parental leave. Schools shall provide reasonable accommodations to a lactating student on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A student shall not incur an academic penalty as a result of the student's use of these accommodations. [E.C. sections 221.51, 222, 222.5, 46015.]

## HEALTH SERVICES

1. **Immunizations** - Students seeking to enroll in the District for the first time must provide proof of



immunization or a valid exemption, as set forth below.

### **Students Initially Admitted at Ages 7-17 Years Need These Immunizations:**

- [Diphtheria](#), [Tetanus](#), and [Pertussis](#) (DTaP, DTP, DT, Tdap, or Td)—4 doses (3 doses OK if last dose was given on or after 2<sup>nd</sup> birthday)
- [Polio](#) (OPV or IPV)—4 doses (3 doses OK if one was given on or after 2<sup>nd</sup> birthday)
- [Measles](#), [Mumps](#), and [Rubella](#) (MMR)—1 dose (2 doses required at [7<sup>th</sup> grade](#))
- [Varicella](#) (chickenpox) (Admission at ages 7-12 years need 1 dose; ages 13-17 years need 2 doses)
- [Tetanus](#), [Diphtheria](#), and [Pertussis](#) (Tdap) —1 dose at [7<sup>th</sup> grade](#) or out-of-state transfer admission at 8<sup>th</sup>–12<sup>th</sup> grades (1 dose on or after the 7th birthday)

The law allows parents to seek an exemption of their children from meeting immunization requirements based on medical reasons. In order to do so, parents must submit a letter from a licensed physician, stating: (1) that in the opinion of the licensed physician, that the physical condition of the child is such that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization; or (2) the medical circumstances relating to the child are such that immunization(s) is/are not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. The note must indicate what immunization(s) the student should be exempt from. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Students who had a valid medical exemption issued before December 31, 2020 will be allowed continued enrollment until the earliest of one of the following: when the child enrolls in the next grade span, the expiration dated specified in a temporary medical exemption, or revocation of the exemption because the issuing physician has been subject to disciplinary action from the physician's licensing entity. Grade spans are defined as: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. As of January 1, 2021, the District will only accept medical exemptions that are submitted on the California Department of Public Health's standardized, statewide medical exemption certification form. Additionally, January 1, 2016 was the deadline for parents to exempt their children from required immunizations based on their religious or personal beliefs. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, are exempt from the immunization requirement until they complete the grade span they were in as of January 1, 2016. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for student's own safety until such time as directed by health officials or district administration. [E.C. sections 48216, 48853.5, 48980(a), and 49403. Health and Safety Code sections 120325, 120335, 120341, 120370(a)(2), and 120372(a).]

**2. Assistance with Medication** - If your child must take medication during the school day which includes over-the-counter remedies, nutritional supplements, herbal remedies, and medication prescribed by a physician, surgeon or physician's assistant, designated school personnel may assist your child. In order for staff to administer medication to the student at school, the parent/guardian must submit a written statement with the following information:

1. Identity of the student;
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication;
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration;

4. Contain an acknowledgment that the parent/guardian understands student(s) responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment;
5. Contain an acknowledgment that the parent/guardian understands that student(s) may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time.

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that their student(s) be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code [49423](#), [49423.1](#))

1. Consent to the self-administration;
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication.

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the District to administer medication to their student(s), the parent/guardian's written statement shall clearly identify the individual and shall state:

- a. The individual's willingness to accept the designation;
- b. That the individual is permitted to be on the school site;
- c. Any limitations on the individual's authority. (5 CCR 604.)

To administer medication to the student at school, the parent/guardian must also submit a written letter from the physician, or complete the District's form, indicating the following information:

1. Clear identification of the student (Education Code [49423](#), [49423.1](#); 5 CCR [602](#))
2. The name of the medication (Education Code [49423](#), [49423.1](#); 5 CCR [602](#))
3. The method, amount, and time schedules by which the medication is to be taken (Education Code [49423](#), [49423.1](#); 5 CCR [602](#))
4. If a parent/guardian has requested that their student(s) be allowed to self-administer medication, confirmation that, in the authorized health care provider's opinion, the student is competent to safely self-administer the medication according to the conditions in the provider's written statement. (Education Code [49414.5](#), [49423](#), [49423.1](#); 5 CCR [602](#))
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code [49423](#), [49423.1](#); 5 CCR [602](#)))
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication



8. Name, address, telephone number, and signature of the student's authorized health care provider. [E.C. sections 48980(a), 49423, 49423.1, and 49480]

**Anti-Seizure Medication** - Parents of a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed an emergency anti-seizure medication may request that their student's school have one or more of its employees receive voluntary training in the administration of the medication in the event that the student suffers a seizure when a school nurse is not available. Upon receipt of the parent's request, the local educational agency must notify the parent that their child may qualify for an individualized education program or a Section 504 plan.

Parents must provide a seizure action plan pursuant to Ed. Code section 49468.3 before an emergency anti-seizure medication or therapy treatment may be administered. [E.C. section 49468.3]

Sunscreen - Students may carry and use **sunscreen** without a doctor's note or prescription, and may also wear sun-protective clothing. [E.C. section 35183.5].

3. **Physical Examinations** - If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, the student may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. section 49451]
4. **Medical and Hospital Services** - The school district does not provide insurance on individual students. [E.C. sections 49471 and 49472]
5. **Sight and Hearing Test** - The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools unless you submit a written denial of consent. [E.C. section 49452]
6. **Information for Use in Emergencies** - For the protection of your child's health and welfare, we ask that you continually update Emergency Information Cards that are on file and available at your school site, Please contact the school registrar to view emergency cards. [E.C. section 49408]
7. **Confidential Medical Services Without Parental Consent** - According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents or guardian. For more information, please contact the District Office. [E.C. section 46010.1]
8. **Immunizations and Control of Communicable Disease** -This district cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the district may permit any person licensed as a physician and surgeon, or if under the direction of a supervising physician or surgeon, may also permit a physician's assistant, nurse practitioner, registered nurse, licensed vocational nurse, or nursing student who is acting under the supervision of a registered nurse, in accordance with applicable provisions of law, to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted. [E.C. section 49403]

## **SEX AND HIV/AIDS PREVENTION EDUCATION**

1. **Instruction in Comprehensive Sexual Health Education/HIV/AIDS Prevention** - Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. [E.C. sections 51930-51939]

## 2. **Student Surveys, Tests and Questionnaires Regarding Sexual Attitudes and Practices**

The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure 7<sup>th</sup>- 12<sup>th</sup> grade students' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate. If a school receives a written request from the parent or guardian excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student. [E.C. sections 51938(c) and 51939.]

## **EXEMPTIONS AND PARENTAL RIGHTS**

1. **Parental Rights: Education Empowerment Act of 1998(E.C. sections 49091.10-49091.24)** - The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

**Inspection of Instructional Materials:** All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district. [E.C. section 49091.10]

**Observation of School Activities:** You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district. [E.C. section 49091.10]

**Consent for Evaluations:** Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent. [E.C. section 49091.12]

**Affirmation or Disavowal of Beliefs:** A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments. [E.C. section 49091.12]

## 2. **Other Parental Rights**

The rights of parents and guardians of district pupils include the rights identified below. (E.C. section 5110.) These rights include your right:

- a. To observe in your child's classroom (upon reasonable notice).
- b. To meet with your child's teacher and the school principal (upon reasonable notice).
- c. To volunteer your time and resources at the school.
- d. To be notified on a timely basis if your child is absent from school without permission.
- e. To be notified concerning your child's classroom and standardized test performance.
- f. To request a specific school and to receive a response from the school district. (This does not obligate the school district to grant the request.)
- g. To have a safe learning environment for your child.

- h. To examine curriculum materials of your child's class.
  - i. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
  - j. To access student records for your child.
  - k. To receive information concerning expectations for student learning.
  - l. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
  - m. To receive information about any psychological testing of your child and to deny permission for such testing.
  - n. To participate as a member of any school site council or parental advisory council at the school, in accordance with governing membership.
  - o. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.
  - p. To be notified, as early in the school year as practicable pursuant to Section 48070.5, if your child is identified as being at risk of retention and of your right to consult with school personnel responsible for a decision to promote or retain your child and to appeal a decision to retain or promote your child.
  - q. To request information regarding the professional qualifications of your child's teacher or any paraprofessional serving your child in a Title I federal funds school.
  - r. To be notified, at least once, in advance of career counseling and course selection (commencing with grade 7) so that you may participate in the counseling sessions and decisions. (E. C. section 221.5(d).)
3. **Dissection of Animals** - If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with them to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. section 32255]
4. **Excused from Instruction Due to Religious Belief** - Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. [E.C. section 51240]
5. **Tests on Personal Beliefs** - Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or their parents' or guardians' personal beliefs or practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program). Parents may inspect all instructional materials used in connection with any survey, analysis or evaluation. [20 U.S.C. 1232h and E.C. sections 51513, 60614]
6. **Educational Rights of High Mobility High School Students When Changing Schools After Their Second Year of High School** - High school "high mobility" students, which include students in foster care, homeless, recent immigrants, migrant students, former juvenile court school pupils, and students from military families, have the following rights when transferring to a new school after their second year of high school:

- Have the option to be **exempted from all coursework and other requirements that are more than statewide course requirements** for graduation, unless the local educational agency (LEA) makes a finding that the student is reasonably able to complete the LEA's graduation requirements in time to graduate by the end of the fourth year of high school;
- Have the option of attending a **fifth year** of high school in order to complete statewide graduation course requirements;
- To **consult** with school staff and the student's educational rights holder regarding other options available to the student, such as:

- (1) a fifth year of high school;
- (2) transfer opportunities available through California Community Colleges; and
- (3) possible credit recovery.

The consultation must also include a discussion of how remaining for a fifth year of high school or accepting an exemption from the local graduation coursework requirements may potentially impact the student's vocational plans or ability to gain admission to college, and also take into consideration the student's academic record and any other information relevant to making an informed decision. (E.C. section 51225.1, subd. (b)(1), (2), and (3) and subd. (f)(1)-(3).)

- **Foster youth and homeless students** have the right to a consultation with school staff and their educational rights holder regarding the student's option to remain in the student's **school of origin**; (E.C. section 51225.1, subd. (b)(5).)
- Have their official **transcript**, reflecting the correct, full and partial credits earned, sent to their new school within two business days; (E.C. section 49069.5, subd. (d) and (e).)
- Have their new school **accept and issue the credits** forwarded by the transferring school, to prevent the student from unnecessarily retaking a course (E.C. section 51225.2, subd. (b); and
- The official transcripts for transferring **foster youth** must include a determination of the days of enrollment or seat time, or both if applicable, to ensure that transferring foster youth get full credit for coursework completed at their prior school. (E.C. section 49069.5, subd. (e).)
- If exempted from local graduation requirements, and upon completing statewide coursework requirements before the end of the fourth year of high school, the LEA may not require or request that the student graduate before the end of the student's fourth year of high school. (E.C. section 51225.1, subd. (e).)

## SCHOOL RECORDS AND ACHIEVEMENTS

1. **Pupil Records** - You have a right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are accurate, and not misleading, or otherwise in violation of your child's privacy rights; to have a district-level hearing to appeal the decision not to change records; and to file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in another district, we will send their records, including suspension and/or expulsion disciplinary records, to that district. Your child's records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform their tasks. For example, pupil records may be used to identify and verify eligibility for certain services under the federal No Child Left Behind Act. A school official is a person employed by the District as an administrator, supervisor, instructor,

support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the governing board, a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, consultant or therapist), or a parent or student serving on an official committee (such as disciplinary or grievance committee), or assisting another school official in performing their tasks. For further information or assistance contact the Superintendent's Office or the Student Privacy Policy Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202. [E.C. sections 49063 and 49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99]

2. **Regulations Regarding Pupil Achievement** - If a student is in danger of failing a course, written notification to parents or a personal/telephone conference with the parent is required. [E.C. section 49067]
3. **Exemption from California Assessment of Student Performance and Progress (CAASPP)** - Each year, parents and guardians will be notified regarding their student's participation in the CAASPP assessment system. Parents and guardians wanting to excuse their children from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis. If you have any questions, please contact your appropriate site Principal. [E.C. sections 60615, 60604, 60640 and 5 CCR 852]
4. **School Accountability Report Card** - The School Accountability Report Card is available on request and is accessible at the following internet site: <https://www.lgsuhdsd.org/academics/accountability/school-accountability-report-cards>. This contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals. [E.C. sections 35256 and 35258]
5. **Release of Directory Information** - The law allows schools to release "directory information" to certain persons or organizations such as military recruiters and colleges. Directory information may include a student's name, address, telephone information, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight & height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. If you wish that the district withhold any of this information, contact your appropriate site Principal. [E.C. sections 49061(c) and 49073].
6. **Homeless Students / Release of Directory Information** – Written consent of the parent or that of the student, if accorded parental rights, must be obtained before directory information pertaining to a homeless student may be released. [E.C. section 49073(c); 20 USC 1232g]
7. **Advanced Placement Examination Fees** – State funds may be available to cover the costs of Advanced Placement examination fees. [E.C. sections 48980(j) and 52242.]

## COMPLAINTS

1. **Complaints Regarding Employees** - Any individual, public agency, or organization alleging a violation of federal or state statutes may file a written complaint regarding specific programs within the District through the Uniform Complaint Procedures or Complaints Concerning Employees policy and regulation. [District Board Policy and Administrative Regulation 1312.3 and District Board Policy and Administrative Regulation 1312.1.]
2. **Uniform Complaint Procedures** - The District has the primary responsibility for the compliance with federal and state laws [5 CCR 4610, 4620 and 4622] The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. It is unlawful to discriminate on the basis of ethnic group identification, religion, age, sex, marital, parental or family status, gender, which includes a person's gender identity and gender expression, sexual orientation, race, color, ancestry, national origin, immigration status, physical or mental disability, or genetic information. For the full list of the prohibited types of discrimination, please see Uniform Complaint Procedures Board Policy and Administrative Regulation 1312.3, copies of which are available at the District Office or online at <https://www.lgsuhdsd.org/about-us/notice-of-non-discrimination>

The Uniform Complaint Procedures shall be used to investigate and resolve complaints alleging the district's violation of applicable state or federal law or regulations governing the following program and activities:

- Accommodations for Pregnant and Parenting Students
- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Course periods without educational content
- Educational rights of students in foster care, homeless students, current and former juvenile court school students, and children living in active duty military households
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control Accountability Plans (LCAP)
- Migrant Education
- Physical Education instructional minutes
- Pupil Fees
- Reasonable accommodations for lactating students
- Regional Occupational Centers and Programs
- School or athletic team names, mascots, or nicknames pursuant to Section 221.3
- School Plans for Student Achievement
- School Safety Plans
- State Preschool
- State Preschool Health and Safety Issues in LEAs exempt from licensing
- Schoolsite Councils
- Unlawful discrimination allegations

A student enrolled in a public school shall not be required to pay a fee for the student(s) participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. [E.C. sections 49013, 52075; and 5 CCR 4630]

A UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred. A UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.

The Uniform Complaint Procedures shall also be used to investigate and resolve any complaint, by or on behalf of a former juvenile court school student who transfers into the district after the student(s) second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements. [E.C. sections 51225.1 and 51225.2.]

The Superintendent or designee shall post a standardized notice of the education rights of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled at the district, students who are migratory, and students participating in a newcomer program as



specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

Complaints made under this procedure shall be directed to the Superintendent Heath Rocha at 17421 Farley Road West, Los Gatos, CA 95030. [hrocha@lgsushd.org](mailto:hrocha@lgsushd.org) | 408-354-2520 ext 242.

You may contact our Superintendent to obtain a free copy of the district's complaint procedures. (BP/AR 1312.3)\*

In addition to this procedure you have a right to:

- Direct your complaint directly to the CDE State Superintendent of Public Instruction.
- Appeal, in writing, to the CDE State Superintendent of Public Instruction a complaint that has not been resolved to your satisfaction by the school district, within 30 calendar days of receiving the district's decision. *Any appeal to California Department of Education must include a copy of the locally filed complaint and a copy of the District's decision. [5 CCR 4632(c)]*

In addition to this procedure, you may wish to:

- Direct a complaint to appropriate agencies for investigation.
- Consult with an attorney to determine if you have legal rights that may be pursued through available civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable.

Complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.

3. **Title IX** - The Los Gatos – Saratoga Union High School District is committed to providing educational programs, activities and practices that are free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived legally protected characteristics, or association with a person or group with one or more of such characteristics, including sex, sexual orientation, gender, gender identity, and gender expression, as required by Title IX of the Education Amendments of 1972 and California law. Please refer to [Board Policy 0410 Nondiscrimination in District Programs and Activities](#) for more information on the District's anti-discrimination policies. The Title IX information provided here applies to all applicants for admission and employment, students and parents or guardians of elementary and secondary school students, and employees, and to every school site and all District programs and activities.

Title IX is a federal law which prohibits discrimination based on sex (including sexual harassment) in programs or activities that receive federal funding. Title IX requires all individuals in educational settings to be treated equally and fairly regardless of sex.. California law also prohibits discrimination based on sex, sexual orientation, gender, gender expression, and gender identity. [E.C. section 212.5]

Title IX covers many topics including athletics; sexual misconduct, including sexual harassment and sexual violence; pregnant and parenting students; off-campus school-sponsored and school-related activities; and employment.

4. **Williams Complaints** - Any individual, public agency or organization may file complaints about specified situations pertaining to: (1) instructional materials; (2) emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff; and (3) teacher vacancies or misassignments. The District's Williams Complaints Administrative Regulation **1312.4** and Exhibit (1 & 2) **1312.4\*** are available upon request and online at the following location ([Administrative Regulation 1312.4/ Exhibit \(1\) 1312.4, Exhibit \(2\) 1312.4](#)).

Complaints asserting that one or more students does not have sufficient textbooks or instructional materials due to the District governing board's failure to remedy the deficiency may be filed directly with the State Superintendent of Public Instruction. The State Superintendent of Public Instruction may intervene without

waiting for the District to investigate.

**Special Education Programs** - Complaints regarding special education programs are no longer covered by the District's Uniform Complaint Procedures. For more information, please refer to the Notice of Procedural Safeguards under the IDEA. Complaints alleging that a student was discriminated against due to their disability still fall under the District's Uniform Complaint Procedures.

**Child Nutrition Program Complaints** - Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through the District's Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in federal regulations and new, related state regulations. A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter. Please see California Code of Regulations, title 5, sections 15580 – 15584 for more information. [5 CCR §§ 15580 – 15584]

1. **Student Sexual Harassment** – Students in grades 4 through 12 may be suspended or expelled for sexual harassment. The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1982. Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects. Students who engage in such harassment may be subject to disciplinary action up to and including expulsion (Education Code sections 212.5; 230; 48900.2). The principal or designee shall discuss the district's sexual harassment policy with their students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972).

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

2. **Use of the Internet and/or On-Line Sites** – The District provides pupils with access to the Internet or an on-line service. All students are required to sign an Acceptable Use Agreement/Policy (a copy of this agreement is available at the District Office). This privilege will be revoked for inappropriate use/abuse. [District Board Policy, Administrative Regulation, and Exhibit 6163.4]
3. **Sex Offender Information: "Megan's Law"** – The Sex Offender Identification Line is a telephone service for use by the public and organizations to identify serious sex offenders. This district does not disseminate this information; however, anyone at least 18 years of age may call (900) 463-0400. You will need the following information on the person you are checking on: Name and one of the following: address, birth date, driver's license number or Social Security number. You will be charged a flat rate of \$10 for information on up to two individuals. You may also receive information from your local law enforcement agency or view the Attorney General's Home Page at <https://oag.ca.gov/home> [Penal Code section 290 et seq.]
4. **College Entrance Requirements / Education** – In addition to the rights described in Education Code sections 51100-51102, students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education. Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The a-g requirements noted below are submitted by the Regents of the University of California and are, generally, the most rigorous:

- An English class every semester of every year for four years. No more than one year of ESL-type courses

can be used to meet this requirement.

- A mathematics class every semester of every year for three years, including algebra and geometry. Four years are recommended.
- Two years of a laboratory science beyond the ninth grade, in two of these three subjects: biology, chemistry, or physics. An additional year is recommended.
- Two years of history-social science, which are to include U.S. government, world history, culture, and geography.
- Two years of the same language other than English.
- One year of visual and performing arts.
- One years of college preparatory electives in addition to those required above.

**Scholastic Aptitude Test (SAT) and American College Test (ACT) scores are currently not required by the UCs or CSUs and will not be used in admission decisions. Private universities and public universities other than the UCs and CSUs may require standardized test scores in their admission process.**

**a. College Admissions Requirements:**

**University of California** – there are three paths to eligibility: (1) Eligibility in the Statewide Context - students must complete specific coursework and college admissions tests and earn the required GPA and test scores; (2) Eligibility in the Local Context (ELC) - students must rank in the top 4 percent of their graduating class at a participating California high school; and (3) Eligibility by Examination Alone - students must achieve specified high scores on their college admissions tests.

The following website links provide more information regarding University of California admission requirements:

<https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/>

**California State University** - Most applicants who are admitted meet the standards in each of the following areas: (1) specific high school courses; (2) grades in specified courses and test scores; and (3) graduation from high school.

The following website link provides more information regarding the California State University admission requirements: [http://www.csumentor.edu/planning/high\\_school/](http://www.csumentor.edu/planning/high_school/)

**b. Career Technical Education:**

Career Technical Education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. For more information, visit the California Department of Education's website at <http://www.cde.ca.gov/ci/ct/>

Guidance Counseling - Students may meet with guidance counselors at their school to discuss college admission requirements and/or to enroll in career technical education courses. [E.C. sections 48980 and 51229]

**5. California College Guidance Initiative Data Sharing**

The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education (CDE). For more information about the CCGI, visit their website at

<https://www.cacollegeguidance.org/> [E. C. section 60900.5(d)]

6. **Cal Grant Program / Senior Opt-Out** – School districts shall give written notice annually, by January 1, to each 11<sup>th</sup> grade student and to the parents/guardians of 11<sup>th</sup> graders under the age of 18, that students will be automatically deemed Cal Grant applicants unless the student, or the parent/guardian if the student is a minor, opts out within 30 days of receipt of this notice. Students who are 18 years or older and parents/guardians of minor 11<sup>th</sup> graders may contact their school site guidance counselor if they do not want their grade point average reported to the California Student Aid Commission (CSAC) for purposes of the Cal Grant Program. The District's high schools plan to first submit senior GPA's electronically to the CSAC before October 1. [E.C. section 69432.9(d)]
7. **Management Plan for Asbestos-Containing Material** - A complete, updated management plan for asbestos- containing material in school buildings is available at each school office. [40 C.F.R. § 763.93]
8. **Pesticide Warnings** - The district has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds. Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff, parents, or guardians of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The list of pesticides can be found online at [https://resources.finalsite.net/images/v1681270512/lgsuhsdorg/dyce4o7bbk8fvilnwwn1/ipm\\_plan\\_LGSUH\\_SD\\_CFajarod\\_2023\\_PSF.pdf](https://resources.finalsite.net/images/v1681270512/lgsuhsdorg/dyce4o7bbk8fvilnwwn1/ipm_plan_LGSUH_SD_CFajarod_2023_PSF.pdf) and are products that can be expected to be applied at the school. Please contact your school if you would like to be notified at least 72 hours prior to the application of pesticides. Pesticide information may be obtained at the website for the California Department of Pesticide Regulation at [www.cdpr.ca.gov](http://www.cdpr.ca.gov). Copies of the District's Integrated Pest Management plan, Administrative Regulation 3514.2 – Integrated Pest Management, are available in the school offices and on the District's website ([Administrative Regulation 3514.2](#)). [E.C. sections 48980.3 and 17612]
9. **Tattooing or Body Piercing** - It is a misdemeanor to tattoo or offer to tattoo a person under the age of 18. It is an infraction of the law to perform or offer to perform body piercing on a person under the age of 18, except in the presence of, or as directed by a notarized writing signed by, the parent or guardian. This does *not* include ear piercing. [Penal Code sections 652, 653]
10. **School Safety Plans** - Notice of the plan details is available to the public through the District Office on request, and copies are provided to local law enforcement. Please contact your school for any questions or information. [E.C. sections 32280 et seq.]
11. **Firearm Safety and Safe Storage of Firearms Information** - Beginning with the 2023-2024 school year, school districts are required to include information in their Annual Notices related to the safe storage of firearms and California's child access prevention laws, which establish liability for parents and guardians who should have known that their child could gain access to a firearm at home. The information included in the Annual Notice must be informed by model content developed by the California Department of Education (CDE), which will be updated annually. See the attached Firearms Safety Memorandum in [English](#) and [Spanish](#) which are also available on the District's [website](#). [E.C. section 49390 et seq.]
12. **Local Apprenticeship Programs and Preapprenticeship Programs** – Beginning with the 2025-2026 school year, school districts are required to include information in their Annual Notices related to local apprenticeship programs and preapprenticeship programs to the parents or guardians of pupils admitted to, or advancing to, grades 11 and 12. Specifically, Information regarding local apprenticeship and pre-apprenticeship programs is available here: <https://www.dir.ca.gov/das/>
13. **Translation** - When 15% or more of the pupils enrolled in a public school that provides instruction in Kindergarten or any of grades 1 -12 speak a single primary language other than English, as determined from the census data submitted to the Dept. of Ed. Pursuant to Sec. 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or

school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or the primary language. [E.C. section 48985.]

- 14. Further Information is Available** - Further information regarding our district schools, programs, policies, and procedures are available to any interested person upon request to our District Office.

The following documents are attached and are also available in the District Office and /or online at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030307>:

- Excused Absences- [Education Code section 48205](#)
- Notice of Alternative Schools - [Education Code Section 58501](#)
- Foster Student Rights - [Education Code section 48853.5](#)
- Sexual Harassment Policy – [BP 5145.7](#)
- Title IX Sexual Harassment Complaint Procedures – [AR 5145.71](#) / [Exhibit 5145.71](#)
- Complaints Concerning District Employees [BP 1312.1](#) / [AR 1312.1](#) / [Exhibit 1312.1](#)
- Complaints Concerning Instructional Materials [BP 1312.2](#) / [AR 1312.2](#) / [Exhibit 1312.2](#)
- Uniform Complaint [BP 1312.3](#) / [AR 1312.3](#) / [Exhibit 1312.3](#)
- Williams Complaints – [AR 1312.4](#) / [Exhibit\(1\) 1312.4](#), [Exhibit\(2\) 1312.4](#)
- Academic Honesty - [BP 5131.9](#) | [AR 5131.9](#)

#### Health Forms

- [Asthma Care Plan](#)
- [Allergy Care Plan](#)
- [Diabetes Medical Management Plan](#)
- [Physician Letter to School](#)
- [Seizure Care Plan](#)
- [Medication Authorization Form](#)

## Education Code Section 48205 – Excused Absences

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) For the purpose of participating in a cultural ceremony or event.
  - (12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
    - (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.
    - (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
  - (13) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.
    - (i) To access services from a victim services organization or agency.
    - (ii) To access grief support services.



(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.

(14) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil 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 therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed one school day 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) For purposes of this section, the following definitions apply:

(1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

(4) "Victim services organization or agency" has the same meaning as defined in paragraph (7) of subdivision (g) of Section 230.1 of the Labor Code.

*(Amended by Stats. 2022, Ch. 921, Sec. 1. (SB 955) Effective January 1, 2023.)*

## **Education Code Section 58501 – Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of their desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by their teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested

persons to request the governing board of the district to establish alternative school programs in each district.”

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

*(Amended by Stats. 1981, Ch. 469, Sec. 3.)*

### **Education Code Section 48853.5 – Foster Student Rights**

(a) This section applies to a foster child. “Foster child” means any of the following:

- (1) A child who has been removed from their home pursuant to Section 309 of the Welfare and Institutions Code.
- (2) A child who is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code, whether or not the child has been removed from their home.
- (3) A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the tribal court’s jurisdiction in accordance with the tribe’s law.
- (4) A child who is the subject of a voluntary placement agreement, as defined in subdivision (p) of Section 11400 of the Welfare and Institutions Code.

(b) The department, in consultation with the California Foster Youth Education Task Force, shall develop a standardized notice of the educational rights of foster children, as specified in Sections 48850 to this section, inclusive, and Sections 48911, 48915.5, 49069.5, 49076, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable. The department shall make the notice available to educational liaisons for foster children for dissemination by posting the notice on its internet website. Any version of this notice prepared for use by foster children shall also include, to the greatest extent practicable, the rights established pursuant to Section 16001.9 of the Welfare and Institutions Code. In developing the notice that includes the rights in Section 16001.9 of the Welfare and Institutions Code, the department shall consult with the Office of the State Foster Care Ombudsperson.

(c) Each local educational agency shall designate a staff person as the educational liaison for foster children. In a school district that operates a foster children services program pursuant to Chapter 11.3 (commencing with Section 42920) of Part 24 of Division 3, the educational liaison shall be affiliated with the local foster children services program. The educational liaison shall do both of the following:

- (1) Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children.
- (2) Assist foster children when transferring from one school to another school or from one school district to another school district in ensuring proper transfer of credits, records, and grades.

(d) A foster child’s educational rights holder, attorney, and county social worker and an Indian child’s, as defined in Section 224.1 of the Welfare and Institutions Code, tribal social worker and, if applicable, county social worker shall have the same rights a parent or guardian of a child has to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information.

(e) This section does not grant authority to the educational liaison that supersedes the authority granted under state and federal law to a parent or legal guardian retaining educational rights, a responsible adult appointed by the court to represent the child pursuant to Section 361 or 726 of the Welfare and Institutions Code, a surrogate parent, or a foster parent exercising the authority granted under Section 56055. The role of the educational liaison is advisory with respect to placement decisions and determination of the school of origin.

(f) (1) At the initial detention or placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue the foster child’s education in the school of origin for the duration of the jurisdiction of the court.

- (2) If the jurisdiction of the court is terminated before the end of an academic year, the local educational agency shall allow a former foster child who is in kindergarten or any of grades 1 to 8, inclusive, to continue the former foster child’s education in the school of origin through the duration of the academic school year.

(3) (A) If the jurisdiction of the court is terminated while a foster child is in high school, the local educational agency shall allow the former foster child to continue the former foster child's education in the school of origin through graduation.

(B) For purposes of this paragraph, a school district is not required to provide transportation to a former foster child who has an individualized education program that does not require transportation as a related service and who changes residence but remains in the former foster child's school of origin pursuant to this paragraph, unless the individualized education program team determines that transportation is a necessary related service.

(4) To ensure that the foster child has the benefit of matriculating with the foster child's peers in accordance with the established feeder patterns of school districts, if the foster child is transitioning between school grade levels, the local educational agency shall allow the foster child to continue in the school district of origin in the same attendance area, or, if the foster child is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, to the school designated for matriculation in that school district.

(5) (A) Paragraphs (2), (3), and (4) do not require a school district to provide transportation services to allow a foster child to attend a school or school district, unless there is an agreement with a local child welfare agency that the school district assumes part or all of the transportation costs in accordance with Section 6312(c)(5) of Title 20 of the United States Code, or unless otherwise required under federal law. This paragraph does not prohibit a school district from, at its discretion, providing transportation services to allow a foster child to attend a school or school district.

(B) In accordance with Section 6312(c)(5) of Title 20 of the United States Code, local educational agencies shall collaborate with local child welfare agencies to develop and implement clear written procedures to address the transportation needs of foster youth to maintain them in their school of origin, when it is in the best interest of the foster youth.

(6) The educational liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, may recommend, in accordance with the foster child's best interests, that the foster child's right to attend the school of origin be waived and the foster child be enrolled in a public school that pupils living in the attendance area in which the foster child resides are eligible to attend.

(7) Before making a recommendation to move a foster child from the foster child's school of origin, the educational liaison shall provide the foster child and the person holding the right to make educational decisions for the foster child with a written explanation stating the basis for the recommendation and how the recommendation serves the foster child's best interests.

(8) (A) If the educational liaison, in consultation with the foster child and the person holding the right to make educational decisions for the foster child, agrees that the best interests of the foster child would best be served by the foster child's transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school.

(B) The new school shall immediately enroll the foster child even if the foster child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history pursuant to Chapter 1 (commencing with Section 120325) of Part 2 of Division 105 of the Health and Safety Code, proof of residency, other documentation, or school uniforms.

(C) Within two business days of the foster child's request for enrollment, the educational liaison for the new school shall contact the school last attended by the foster child to obtain all academic and other records. The last school attended by the foster child shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. The educational liaison for the school last attended shall provide all records to the new school within two business days of receiving the request.

(9) If a dispute arises regarding the request of a foster child to remain in the school of origin, the foster child has the right to remain in the school of origin pending resolution of the dispute. The dispute shall be resolved in accordance with the existing dispute resolution process available to a pupil served by the local educational agency.

(10) The local educational agency and the county placing agency are encouraged to collaborate to ensure maximum use of available federal moneys, explore public-private partnerships, and access any other funding sources to promote the well-being of foster children through educational stability.

(11) (A) If a local educational agency operates an intersession program, the local educational agency shall grant priority access to a foster child.

(B) Notwithstanding any other law, if the foster child will be moving during an intersession period, the pupil's educational rights holder, or Indian custodian in the case of an Indian child, shall determine which school the pupil attends for the intersession period, if applicable.

(12) It is the intent of the Legislature that this subdivision shall not supersede or exceed other laws governing special education services for eligible foster children.

(g) For purposes of this section, the following definitions shall apply:

(1) "Indian custodian" as it is defined in Section 1903 of Title 25 of the United States Code.

(2) (A) "Intersession program" means an expanded learning program offered by a local educational agency on nonschooldays, including, but not limited to, summer school.

(B) An intersession program does not include an extended school year program for individuals with exceptional needs established pursuant to Section 3043 of Title 5 of the California Code of Regulations and Section 300.106 of Title 34 of the Code of Federal Regulations.

(3) (A) "School of origin" means the school that the foster child attended when permanently housed or the school in which the foster child was last enrolled. If the school the foster child attended when permanently housed is different from the school in which the foster child was last enrolled, or if there is some other school that the foster child attended with which the foster child is connected and that the foster child attended within the immediately preceding 15 months, the educational liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, shall determine, in the best interests of the foster child, the school that shall be deemed the school of origin.

(B) For a foster child who is an individual with exceptional needs as defined in Section 56026, "school" as used in the definition of "school of origin" in subparagraph (A) includes a placement in a nonpublic, nonsectarian school as defined in Section 56034, subject to the requirements of Section 56325.

(h) This section does not supersede other law governing the educational placements in juvenile court schools, as described in Section 48645.1, by the juvenile court under Section 602 of the Welfare and Institutions Code.

(i) (1) A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

(2) A complainant not satisfied with the decision of a local educational agency may appeal the decision to the department pursuant to Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations and shall receive a written decision regarding the appeal within 60 days of the department's receipt of the appeal.

(3) If a local educational agency finds merit in a complaint, or if the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil.

(4) Information regarding the requirements of this section shall be included in the annual notification distributed to, among others, pupils, parents or guardians of pupils, employees, and other interested parties pursuant to Section 4622 of Title 5 of the California Code of Regulations.

*(Amended by Stats. 2023, Ch. 812, Sec. 1.5. (AB 723) Effective January 1, 2024.)*