



ANNUAL NOTIFICATION OF PARENT OR GUARDIAN LEGAL RIGHTS 2025-2026

The San Mateo-Foster City School District is required to annually notify parents, and guardians of their rights and responsibilities, pursuant to California Education Code (EC) § 48980. An acknowledgment of receipt of this notice must be signed by the parent or guardian and returned to the school as required by EC § 48982. See Attachment B-1.

Revised July, 2025

2025-2026 School Year

SAN MATEO FOSTER CITY SCHOOL DISTRICT
1170 CHESS DRIVE • FOSTER CITY, CA 94404
(650) 312-7700 • www.smfcsd.net
Diego R. Ochoa, Superintendent

SMFCSD Board of Trustees

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KEY TO CODE AND REGULATION SECTION ABBREVIATIONS
CLAVE PARA LAS ABREVIATURAS DE LA SECCIÓN DE CÓDIGO Y REGLAMENTO

Abbreviation
Abreviatura

Complete Title
Título Completo

EC CE	California Education Code <i>Código de Educación de California</i>
BPC CNP	Business and Professions Code <i>Código de Negocios y Profesiones</i>
CC CC	Civil Code <i>Código Civil</i>
5 CCR 5 CRC	Title 5, California Code of Regulations <i>Título 5, Código de Reglamentos de California</i>
HSC CSS	California Health and Safety Code <i>Código de Salud y Seguridad de California</i>
LEA AEL	Local Educational Agency <i>Agencia Educativa Local</i>
PC CP	California Penal Code <i>Código Penal de California</i>
VC CV	California Vehicle Code <i>Código de Vehículos de California</i>
WIC CBI	California Welfare and Institutions Code <i>Código de Bienestar e Instituciones de California</i>
34 CFR 34 CRF	Title 34, Code of Federal Regulations <i>Título 34, Código de Reglamentos Federales</i>
40 CFR 40 CRF	Title 40, Code of Federal Regulations <i>Título 40, Código de Reglamentos Federales</i>
USC CEEUU	United States Code <i>Código de los Estados Unidos</i>

SAN MATEO-FOSTER CITY SCHOOL DISTRICT
ANNUAL NOTIFICATION OF PARENT/GUARDIAN OF LEGAL RIGHTS
2025-2026

ANTI-DISCRIMINATION POLICY: The Safe Place to Learn Act (Education Code §234.1) was updated to state that the policies for filing a complaint shall be prominently and conspicuously displayed in schools and offices and on the local educational agency's internet website.

ASBESTOS MANAGEMENT PLAN – 40 CFR 763.93

The San Mateo Foster City School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Maintenance and Operations Department at (650)312-7690.

ATTENDANCE OPTIONS/PERMITS – EC 48980(h)

Residency Requirements – EC 48200, 48204, and 48204.3

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose 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.

Intradistrict Transfers – EC 35160.5(b)

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District and application materials are provided on the District website. Transportation to any other school is the responsibility of the parent. For further information please contact your school site.

Interdistrict Attendance – EC 46600 et seq.

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process ***please call the Enrollment Department at the district office at (650) 312-7345.***

Intradistrict Choice – EC 35160.5(b)

Residents of the school district may apply to other schools that serve the same grade levels within the district. *[Insert information regarding the process, including, but not limited to, timelines, application requirements, priority enrollment, and criteria for selection.]* No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area. Students who are a victim of bullying shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no “intra-district” space to attend, the student may seek an “inter-district” permit to another district without any delay in release from the home district, but it does not guarantee entrance to an outside district. The process to enter another school district will be according to the desired district’s transfer policies. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

Residency Investigations – EC 48204.2

If a school district elects to undertake an investigation, as specified, require the governing board of the school district to adopt a policy regarding the investigation of a pupil to determine whether the pupil meets the residency requirements for school attendance in the school district before investigating any pupils. Requires the policy to, among other things, identify the circumstances upon which the school district may initiate an investigation, describe the investigatory methods that may be used, including whether the school district will be employing the services of a private investigator, prohibit the surreptitious photographing or video-recording of pupils who are being investigated, as provided, and provide for an appeal process, as specified. Requires the policy to be adopted at a public meeting of the governing board of the school district.

AVAILABILITY OF PROSPECTUS – EC 49063, 49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact *David Chambliss (650) 312-7236* for a copy of the prospectus.

AVOIDING ABSENCES, WRITTEN EXCUSES: TRUANT CONSEQUENCES – EC 48263, 48267, 48268 & 48269

Notification to inform Parents/Guardians if students who may be identified as “Truant”, a Probation Officer or deputy District Attorney may conclude that the minor is to be assigned as a Ward of the court, if the available community resources do not resolve their continued problema of truancy.

CALIFORNIA HEALTHY YOUTH ACT – EC 51930-51939

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-8 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.

4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of: a) The date of the instruction, and b) The name of the organization or affiliation of each guest speaker. District contact: Pam Bartfield/Kasumi (650) 312-7207

CALIFORNIA LAW REGARDING SAFE STORAGE OF FIREARMS – PC 25100-25125; 25105; 25205 & CC 17143

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

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm and thereby:

- (1) causes death or great bodily injury to the child or any other person;
- (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or
- (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.¹

- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.¹

- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to \$30,000 per victim.

- Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.

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

CAREER COUNSELING & COURSE SELECTION – EC 221.5(d)

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

CHILD ABUSE AND NEGLECT REPORTING – PC 11164 ET SEQ.

The San Mateo-Foster City School District is required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies

CHILD FIND (34 CFR § 104.32(A); 34 CFR § 300.111; AND EC §§56300, 56301):

The District has a duty under both Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act to identify, locate and assess children with disabilities who are in need of regular or special education and related aids and services. Eligible children with disabilities are entitled to a free, appropriate public education. If you believe that your child is in need of regular or special education and related aids and services, you may initiate a referral for assessment by contacting the school site principal.

CONCUSSION AND HEAD INJURIES – EC 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, **charter school, or private school** that elects to offer **an athletic program** must immediately remove from a school-sponsored athletic activity for the remainder of the day a student who is suspected of sustaining a concussion or head injury during that activity. The student may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the student and the student's parent or guardian before the **student initiates** practice or competition. This requirement does not apply to a student engaging in an athletic activity during the regular school day or as part of a physical education course.

CONFIDENTIAL MEDICAL SERVICES – EC 46010.1

School authorities may excuse any pupil in grades 7-8 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

CONFIDENTIALITY OF MEDICAL INFORMATION ACT – CC 56.10

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

CONTROLLED SUBSTANCES: OPIOIDS – EC 49476

CUSTODY ISSUES

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

DANGERS ASSOCIATED WITH SYNTHETIC DRUGS – EC 48985.5

Education Code § 48985.5 was added to require that districts inform the parents or guardians of each enrolled pupil about the following: 1) the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl; 2) the possibility that dangerous synthetic drugs can be found in counterfeit pills; and 3) the risk of social media platforms being used as a way to market and sell synthetic drugs, such as fentanyl. If a district maintains an internet website, it shall post the information on their internet website and shall ensure that each individual school within the district that maintains an individual internet website also posts the information on that school's internet website.

DIRECTORY INFORMATION – EC 49073

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address. The San Mateo-Foster City School District has determined that the individual school PTA's and the SMFCSD Educational Foundation may receive student directory information. All other requests are considered based on the determination of the best interests of district students. No information may be released to private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. *Please see your school site for assistance with submitting a written notice. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released*

EDUCATIONAL EQUITY – EC 66251, 66260.6, 66270, and 66270.3

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hairstyles, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

EDUCATION OF FOSTER YOUTH – EC 47605, 47605.6, 48204, 48853, 48853.5, 51215.1, 51225.2/ AB 740

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents. AB 740 Extends parent notification rights to foster child's attorney, social worker, tribal social worker and county social worker.

EDUCATION OF HOMELESS YOUTH: EC 48853, 51225.1, 51225.2

Requires every local education agency to appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

EDUCATIONAL LIAISON FOR FOSTER CHILDREN – EC 48204, 48645.5, 48853, AND 48853.5, WIC 317 AND 16010

Requires the State Department of Education, in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster children, as specified, and to make the notice available to educational liaisons for foster children for dissemination by posting the notice on its Internet Web site.

Note: Post CDE information on district web site when notice is received.

ELECTRONIC LISTENING OR RECORDING DEVICE – EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

EMERGENCY TREATMENT FOR ANAPHYLAXIS – EC 49414

EC 49414 requires school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives.

ENTRANCE HEALTH SCREENING – HSC 124085, 124100, AND 124105

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

EXCUSED ABSENCES – EC 46014 AND 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

1. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - a. Due to his or her illness.
 - b. Due to quarantine under the direction of a county or city health officer.
 - c. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - d. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - e. For the purpose of jury duty in the manner provided for by law.
 - f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - g. 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 his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - h. For the purpose of accessing services from a victim services organization or agency; accessing grief support services; and participating in safety planning to increase the safety of the pupil.
 - i. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - j. 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 EC 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.
 - k. For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.

- l. For the purpose of participating in a cultural ceremony or event.
 - m. (A) For the purpose of a middle 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 pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
(ii) A middle 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.
2. 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 therefore. 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.
 - a. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 - b. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 - c. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

EXTENDED SCHOOL YEAR – MIGRANT EDUCATION – EC 41601.6

Students who are identified as a “migrant child” in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – Both the school in which they last attended and the next intended school to be entered upon the migration with parents from agricultural work site to another.

FREE AND REDUCED-PRICE MEALS – EC 49510, 49510.5, 49391, 49392

PUPIL MEALS – EC 495557.5 – Child Hunger Prevention and Fair Treatment Act of 2017 –

ALL MEALS FOR THE 2025-26 SCHOOL YEAR ARE FREE FOR ALL SMFCSD STUDENTS.

Children need healthy meals to learn. **The San Mateo-Foster City School District** offers healthy meals every school day. Breakfast **and lunch are available** at all schools for students **enrolled in the district**. Families do not have to complete an application for free and reduced-price meals to benefit from free meals. However, we are asking you to complete our online income survey. The p-EBT card program has been replaced with the **SUN Bucks program** that provides eligible families with \$120 per school-age child to help purchase groceries during the summer months, when children may not have full access to school meals.

To qualify for the SUN Bucks program for 2025, you must complete a [Universal Benefit Application \(UBA\)](#). Filling out this application **will not impact your students' ability to receive school meals at no cost**. If you participate in one of the following programs-- CalFresh, CalWorks, or Medi-Cal--or if your student is classified as foster, migrant, homeless or runaway, you **do not have to fill out the application**. Your student will automatically qualify for the **SUN Bucks program**.

The information collected on the UBA will also be used by the District to assist families who are entitled to receive additional benefits such as free bus passes, discounts on camps and cable TV, among others. This information is also important for the district to receive from families to assist the district in receiving funding for its programs. [Click here to access the Online Income Survey](#) If you prefer to complete the income survey on paper, paper forms will be available at the Child Nutrition Services or at the office of your student(s)' school. [For more information and frequently asked questions regarding student meals. https://www.smfcSD.net](#)

All information provided is completely confidential and will not be used for any other purpose. For more information, please visit [the SMFCSD website](#) or for a copy of the policy, or questions, please contact the Child Nutrition Services Department at: 650-312-1968 Commencing in SY 2022–23, public school districts, serving students in grades TK–12 are required to provide two meals free of charge (breakfast and lunch) during each school day to all students requesting a meal.

FOSTER YOUTH EXEMPTION FROM LOCAL GRADUATION REQUIREMENTS - EC 48853, 49069, AND 51225.2

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

GUN-FREE SCHOOL ZONE – PC 626.9 AND 30310

Recasts the provisions relating to a person holding a valid license to carry a concealed firearm to allow that person to carry a firearm in an area that is within 1,000 feet of, but not on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive. This update deletes the exemption that allows a person holding a valid license to carry a concealed firearm to bring or possess a firearm on the campus of a university or college. Creates an additional exemption from

those prohibitions for certain appointed peace officers who are authorized to carry a firearm by their appointing agency, and an exemption for certain retired reserve peace officers who are authorized to carry a concealed or loaded firearm.

Recognizes those exceptions: deletes the exemption that allows a person to carry ammunition or reloaded ammunition onto school grounds if the person is licensed to carry a concealed firearm. Creates an additional exception to that prohibition by authorizing a person to carry ammunition or reloaded ammunition onto school grounds if it is in a motor vehicle at all times and is within a locked container or within the locked trunk of the vehicle.

GUN SAFETY – EC 49390, 48391, 49392

Section 48986 requires parents and guardians are informed annually that firearms are to be safely stored away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicides. All K-12 California public schools are mandated to inform families to keep their children safe from such fire arm potential dangers. If there is a threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment. It is our collective responsibility to ensure that students, staff, families, and communities are as prepared and safe as possible. Thank you for your attention and commitment to school safety. Please contact the CDE School Health and Safety Office at SHSO@cde.ca.gov for questions.

HOMELESS YOUTH EDUCATION – 42 US 11432

Homeless and housing compromised students have certain rights under California and United States law. For information concerning these rights, please contact the District's liaison for homeless children and youth. Suzi Riley, Coordinator of Student Services at: (650) 312-7248 or sriley@smfcsd.net

HARM OR DESTRUCTION OF ANIMALS – EC 32255 ET SEQ.

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

IMMUNIZATIONS – HSC 120325, 120335, 120338, 120365, 120370, AND 120375

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

State law requires the following immunizations before a child may attend school:

- (a) All new students, in transitional kindergarten through grade 8, to the San Mateo Foster City School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, and mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second measles-containing vaccine, varicella (chickenpox – 2 doses) and a pertussis booster vaccine.

Free- or low-cost immunizations for children are available at SM County Hospital. Please call 650-573-2222 for information.

INDEPENDENT STUDY – EC 51744, 51745, 51745.5, 51746, 56026

Independent Study (IS) is offered by choice of the school district and may not be mandated as districts have the choice to offer an IS program. San Mateo-Foster City School District does not offer an Independent Study program.

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES – EC 48206.3, 48207 AND 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the school Principal for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

LOCAL CONTROL ACCOUNTABILITY PLAN – EC 52062

Before February 28 of each year at a regularly scheduled meeting of the governing board of the school district, the superintendent, or designee, shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents. The report shall include both of the following: All available midyear outcome data related to metrics identified in the current year's local control and accountability plan; and all available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

MEDICAL OR HOSPITAL SERVICE – EC 49472

The School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

MEDICATION REGIMEN – EC 49423

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school office of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.

6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Medicinal cannabis may be administered at school by parent according to local district adopted policy, which must include: no disruption of educational environment or exposure of cannabis to other students, parent administration only – no staff members to administer cannabis, removal of any remaining cannabis and packaging from school site, parent method to sign in and out for administration and medical recommendation to be kept on file according to confidential health records. The use of smoke or vape forms of cannabis is expressly forbidden on school campus.
9. Know and follow the medicinal policy of your child's school. The school board may amend or rescind any of their policies for any reason in a public board meeting.

Administration of Epilepsy Medication – EC 49414.7

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

MENTAL HEALTH – EC 49428

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: The SMFC CHILDREN'S COUNSELING CENTER at 650-312-7530. Our school district will notify parents at least twice per year. One time through our Annual Notifications, we will also notify you again a second time each school year, by the following means – through resource flyers or emailed events.

MINIMUM AGE OF ADMISSION TO TRANSITIONAL KINDERGARTEN – EC 48000

Education Code §4800 was updated to expand the age for eligibility for transitional kindergarten. Beginning in the 2025-26 school year, and in each school year thereafter, any child who will have their fourth birthday by September 1 shall be admitted to a transitional kindergarten program in accordance with law and district policy.

NONDISCRIMINATION STATEMENT

The San Mateo-Foster City School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the District Office.

Your child has a right to a free public education, regardless of immigration status. Please refer to Attachment #7 "Know Your Educational Rights" related to immigration. Additional resources for immigrant students and family members developed by the California Attorney General are accessible at: <https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/student-family-checklist-3-28-18.pdf>. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs.

The San Mateo-Foster City School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, please contact:

SMFCSD Equity Officer
Mr. John Cosmos
Exec. Director of Human Resources
1170 Chess Drive
Foster City, CA 94404
(650) 312-7700
jcosmos@smfcsd.net

SMFCSD Title IX Compliance Officer
Ms. Pamela Bartfield
Executive Director Cur & Instruction K-5
1170 Chess Drive
Foster City, CA 94404
(650) 312-7340
mheredia.titleix@smfcsd.net

SMFCSD Title IX Compliance Officer
Dr. Margaret Heredia
Executive Director of Student Services
1170 Chess Drive
Foster City, CA 94404
(650) 312-7340
mheredia.titleix@smfcsd.net

NOTICE OF ALTERNATIVE SCHOOLS EC 58500

Information on alternative schools, which may be established pursuant to EC 58500 *et seq.*, is available from the District Office, school sites and on the District's website. California state law authorizes all school districts to provide for alternative schools. Education Code 58500 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 his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her 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.

ORAL HEALTH ASSESSMENT – EC 49452.8

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year. Oral Health Forms are available in English and Spanish at: <http://www.cde.ca.gov/ls/he/hn/oralhealth.asp>

PARENT ENGAGEMENT – SCHOOL ACCOUNTABILITY – EC 11500, 11501, 11502, 11503

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute:
David Chambliss – Email: dchambliss@smfcsd.net or Phone: (650) 312-7236.

PESTICIDE PRODUCTS – EC 17612 AND 48980.3

To obtain a copy of all pesticide products and expected use at the school facility during the year, please contact the District's Maintenance & Operations Department at (650) 312-7690. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

PHYSICAL EDUCATION INSTRUCTION – EC 51210(G)

Requires that all students in grades 1 through 6 receive a minimum of 200 minutes of physical education (PE) instruction every ten days — that is, 100 minutes per week — in addition to their recess and lunch periods. 400 minutes of PE instruction is required in grades 7 and 8. The District is committed to assuring that all students receive the required minutes of PE instruction at all grade levels. Every elementary class in the District has an established PE schedule, showing the days, times and duration of PE instruction each week. Copies of those PE schedules are available in the school office. If you would like a copy of the PE schedule, please contact your school principal. If you have questions or concerns about your child's PE schedule or instruction, please talk with the child's teacher or principal. If you are not satisfied with the information the teacher and principal are able to provide, please follow the Uniform Complaint Procedures.

PHYSICAL EXAMINATION – EC 49451

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is

suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

PUPIL INSTRUCTION: RETENTION, GRADE CHANGES, AND EXEMPTIONS – 48071, 49066.5, and 51225

AB 104 allows families of students who fell behind in the 2020-2021 school year to choose a learning recovery option before the upcoming 2024-2025 school year. Options include: 1) repeating their 2020-2021 grade level or 2) choosing a pass or no pass grading system. Additionally, the bill permits parents of eligible students requesting retention in the student's 2020-2021 school year for 2024-2025, to request a consultation. This consultation with the family, a teacher and a school administrator, must occur within 30 days of a written request. The school must explain all options, along with presenting research on student retention.

PUPIL RECORDS – EC 49063 AND 49069, 34 CFR 99.7, 20 USC 1232G

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent. Parents' request to access their student's educational records must be submitted in a written form to the School Principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the School Principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

RELEASE JUVENILE INFORMATION – WIC 831

Provides that nothing in these provisions authorizes the disclosure of juvenile information to federal officials absent a court order upon filing a petition, as specified. Provides that nothing in these provisions authorizes the dissemination of juvenile information to, or by, federal officials absent a court order upon filing a petition, as specified. Provides that nothing in these provisions authorizes the attachment of juvenile information to other documents given to, or provided by, federal officials absent prior approval of the presiding judge of the juvenile court. Specifies that "juvenile information" includes the juvenile case file and information related to the juvenile, as specified.

Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court.

SAFE PLACE TO LEARN ACT – EC 234 AND 234.1

The San Mateo-Foster City School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the School Principal.

- **IMMIGRANT PUPILS RIGHTS – EC 234.7(d)(1)**

Pursuant to Education Code section 234.7(d)(1), LEAs must provide information to parents and guardians regarding their children's right to a free public education regardless of immigration status or religious belief. This information has been incorporated into the Annual Notice to Parents, but such information may also be distributed by any other cost-effective means determined by the LEA

PUPILS WITH DISABILITIES SPECIAL EDUCATION EC 56000 ET SEQ., 20 USC 1401 ET SEQ.

Both California and United States law require that a free appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from the Special Education Department at the San Mateo-Foster City School District Office and/or at the following link: http://www.iusd.org/education_services/documents/ParentsRightsEnglish2-2009.pdf

SCHOOL ACCOUNTABILITY REPORT CARD – EC 35256 AND 35258

School Accountability Report Cards are available at all school sites, the District Office and on the District web site.

SCHOOL BUS SAFETY – EC 39831.5 All pupils in pre-kindergarten, kindergarten and grades 1 to 8, shall receive written information on school bus safety (*i.e.*, a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

SCHOOL DISCIPLINE/CONDUCT – EC 35291, 32051

No student may commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student. The District's Governing Board has adopted Board Policy regarding student conduct [BP 5131(a)], discipline (BP 5144), and suspension and expulsion [BP 5144.1(b)]. Parents may contact the School Principal for specific rules related to student discipline.

SCHOOL CURRICULUM – EC 49063

Copies of school curricula are available for review upon request at the school site or the Education Services Department at the district office (650) 312-7700 or www.SMFCSD.net Meal

SCHOOL BULLYING – EC 234.4, 22589, 32283.5

The San Mateo-Foster City School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying including cyberbullying on social media. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact our district office liaison available to assist you in identifying and stopping this behavior. **Executive Director of Student Services: Dr. Margaret Heredia (650) 312-7700** mheredia@smfcsd.net

SCHOOL SAFETY PLAN – EC 32280, 32282

Each SMFCSD school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held regularly at each school. All CSSPs include appropriate adaptations for pupils with disabilities; procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school; and a protocol to be used in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.

SEX AND HIV/AIDS EDUCATION – EC 231.5 AND 51938

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 51938. Requires the school district at the beginning of each school year, or at the time of the student's enrollment, if different, to notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and assessments on pupil health behaviors and risks planned for the school year. Provides that a parent or guardian has the right to excuse their child from all or part of the instruction.

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases. For additional information, contact: Gloria Erlick (650) 312-7700. The San Mateo-Foster City School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939

4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

The District may administer to students in grades 7 through 8 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate. *Note:* Compare EC 51513, below, which requires schools to obtain active consent when conducting surveys of student beliefs or practices. EC 51938(b) allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 8.

SEXUAL HARASSMENT – EC 231.5 AND 48980(G)

The San Mateo-Foster City School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the School Principal or Mr. John Cosmos, Executive Director of Human Resources at the District Office (650) 312-7700 jcosmos@smfcsd.net.

SUDDEN CARDIAC ARREST – EC 33479 *et seq.*

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

SUICIDE PREVENTION POLICIES – EC 215

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 8. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

SURVEYS – EC 51513

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

TITLE IX – EC 221.61

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting

pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify.

For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact:

SMFCSD Title IX Compliance Officer
Executive Director C & Instruction K-5
Ms. Pamela Bartfield
mheredia.titleix@smfcsd.net

SMFCSD Title IX Compliance Officer
Executive Director of Student Services
Dr. Margaret Heredia
1170 Chess Drive

Foster City, CA 94404
(650) 312-7340
Foster City, CA 94404
mheredia.titleix@smfcsd.net

UNIFORM COMPLAINT POLICY AND PROCEDURE – 5 CCR 4622, EC 234.1, 32289, AND 49013

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 5200 through 52076 or sections 47606.5 and 47607.3 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students; and 10) failure to reasonably accommodate lactating pupils

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the School Principal or Executive Director of Student Services **Dr. Margaret Heredia** at the District Office (650) 312-7700 mheredia@smfcsd.net who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not acted within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the School Principal or the Executive Director of Human Resources Mr. John Cosmos at (650) 312-7700 or jcosmos@smfcsd.net for additional information or assistance.

VICTIM OF A VIOLENT CRIME – 20 USC 7912

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact Dr. Christian Rubalcaba, Assistant Superintendent of Student Services at the District Office (650) 312-7700 crubalcaba@smfcsd.net.

WILLIAMS COMPLAINT POLICY & PROCEDURE – EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns. For more information, please contact Mr. David Chambliss, Assistant Superintendent of Education Services at the District Office (650) 312-7700 dchambliss@smfcsd.net or Dr. Christian Rubalcaba, Assistant Superintendent of Student Services at the District Office (650) 312-7700 crubalcaba@smfcsd.net.



SAN MATEO FOSTER CITY SCHOOL DISTRICT
2025-2026 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Dear Parent/Guardian:

The San Mateo Foster City School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgement of Receipt and Review" form below, and return it to your child's school.

Acknowledgement of Receipt and Review

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

Signature of Parent/Guardian

Date



SAN MATEO FOSTER CITY SCHOOL DISTRICT
2025-2026 RELEASE FORM FOR DIRECTORY INFORMATION
(Applicable Only for the Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL

Student Name: _____ Date of Birth: _____
Address: _____ Email address: _____
City: _____ Zip Code: _____
Telephone No.: _____ Grade: _____
School: _____

The primary purpose of directory information is to allow the San Mateo Foster City School District to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits the San Mateo Foster City School District to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Directory information regarding pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

Student Directory Information

- ☐ I **consent** to have directory information released to any individual or organization.
- ☐ I do not wish to have any directory information released to any individual or organization.
- ☐ I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:
- ☐ PTA (if applicable)
 - ☐ SMFC Education Foundation
 - ☐ Health Department
 - ☐ Elected Officials

Media Release

- ☐ The student may be interviewed, photographed, or filmed by members of the media.
- ☐ The student may NOT be interviewed, photographed, or filmed by members of the media.

Signature of Parent/Guardian

Date



SAN MATEO FOSTER CITY SCHOOL DISTRICT 2025-2026 INTERNET SAFETY FOR STUDENTS

Dear Parents and Guardians:

The San Mateo Foster City School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social networking Web sites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these Web sites seems to be growing. FaceBook.com, for example, is said to have millions of members and has become one of the most popular “message exchange” sites among students nationwide.

Unfortunately, some of these Web sites are being used by child predators, “cyber bullies,” and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The San Mateo Foster City School District has blocked the use of these social networking Web sites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These Web sites are public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally logging on to the site. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this Web site.

Helpful Tips and Resources

We encourage you to talk with your child about the potential danger of the Internet. Ask if they have an account with Facebook, Instagram, Snapchat, or similar Web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com.

The San Mateo Foster City School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact your school principal or the Technology Department (650) 312-7700.

Sincerely,

Diego R. Ochoa
Superintendent
San Mateo Foster City School District